

**ASSOCIATE DEANS COUNCIL
MARCH 9, 2005**

Members Present: Jerry Gilbert (chair), Laura Crittenden for Mark Binkley, Louis Capella, Lou D'Abramo, Diane Daniels, Luther Epting, Kay DeMarsche for Jane Greenwood, Dinetta Karriem, Nancy McCarley, Gary Myers, Ruth Prescott, Mike Rackley, Donna Reese, Lynn Reinschmiedt, June Schmidt, and Bobby Stokes.

Dr. Gilbert called the meeting to order at 1:30 p.m.

1. The minutes of the February 9, 2005 meeting were approved as submitted.
2. Chairperson's Report:
 - Dr. Gilbert distributed information on Dr. Andrew Apter, a consultant in leadership skills and ethics.
 - Dr. Gilbert discussed the memo of February 11 regarding deletion of courses not taught in the last five years. The response is due in the Provost Office by March 15, 2005.
 - A spreadsheet was distributed which contained the names of new faculty invited to participate in the MSU bus tours hosted by the President. The next bus tour will be April 12 to the Mississippi Delta with visits to Viking Range, Grenada, Stoneville, and a tour of a home in the Delta. Dr. and Mrs. Lee will be on the bus. Dr. Gilbert asked the associate deans to help cover classes for those invited so they could attend. This will be an opportunity for Dr. Lee and new faculty to know each other. This is a one-day trip.
3. Pre-Requisite Checking:
 - Butch Stokes discussed issues with pre-requisite checking during orientation. At present Arts & Sciences has fatal checks on all English, Math to Cal II, & Stats courses; all other courses have warnings. Business & Industry has all courses with fatal checks. The other colleges have warning checks. Education has a special group of courses that have prerequisites for them. During orientation there are basically two things that cause problems – timing and course articulation. Some transfer students and freshmen register before they complete courses or before MSU receives complete community college transcripts. Some are concurrently enrolled at two institutions. Some students

are taking advanced placement credit courses; these AP scores are not received until July.

The Registrar's Office can continue what is being done now or the process can be changed. If continuing, prerequisite overrides/permits will have to be processed during the orientation sessions as students and advisors request them. Some orientation registrations will be on Saturdays. This requires a trip/call to the department offering the course and causes frustration for the student and advisor. On Saturday, department staff may not be located.

Orientation sessions will have prerequisite checking at warning level or at other times with a combination fatal error and warning. All other courses set at warning message will not change. Courses set to fatal error will switch to warning for orientation session and then back to fatal error to cover registration for current MSU students. The Registrar can completely revamp end-of-term prerequisite check, force drop and schedule process. Another change could be to set prerequisite error checking to warning permanently.

At the end of a semester, the Registrar's Office will process the necessary course drops for prerequisite failure. Only what is necessary would be processed. Summer courses would be dropped at the end of spring; fall courses at the end of summer; and spring courses at the end of fall. The Registrar would like to move from paper to web-based system. Force drop letters would be eliminated and replaced with emails notifying students. Departments would be provided a web page listing students with force drops.

The associate deans agreed that the pre-requisite checking system should be changed to warning for orientation and back to fatal the following Monday morning. Advisors should be told to not go back in and change scheduled until the next orientation session.

Butch Stokes demonstrated the schedule builder system. It was suggested that a notice of prerequisite warning should be shown on the schedule when printed. When a student gets to 19 hours, the system will keep them from adding more. A recommendation was made to change the icon from "reset courses" to "change/add courses" or "resume course selection." It was also suggested that more blocks be added to the selection screen. A notice should be added to refer students who have notices of fatal warnings to the course description.

4. AOP for discussion: AOP 11.13 – Winter Intersession.

- After discussion by the Deans Council, a sentence has been added to the last paragraph on the first page. The sentence reads: "If approved by the department head and dean, teaching in the Winter Intersession without compensation can be used to satisfy in part the faculty member's normal workload assignment for the academic year." Associate Deans Council voted to approve the editorial change as submitted. The change will be forwarded to the Faculty Senate for inclusion in the policy.

- AOP for approval: AOP 12.09 – Class Attendance.

Dr. Gilbert reported that a parent had called the Provost because his freshman son's class attendance was not being reported; the policy stated that freshman attendance must be reported for retention purposes. A statement was added that reads "Special justification must be made to the University Committee on Course and Curricula if more than 10% of a course grade is tied to attendance."

Motion was made and seconded to approve the policy as submitted.

A discussion followed regarding excused absences. An absence means a student was not present – whether excused or not excused. Excused absences should be reported. This policy gives guidance for faculty with reference to excused absences and excessive absences.

5. Other Business.

- A discussion was held regarding students-at-risk and possible intervention strategies. Although several ideas were discussed, no consensus was reached. All agreed that it is our responsibility to achieve a higher success rate with the at-risk student population.

Another issue discussed was the academic standing AOP. At Ole Miss the GPA scale is 1.6 for freshmen and 1.8 for sophomores and then 2.0. The Faculty Senate endorsed Dr. Rabideau's consideration of a more graduated scale at MSU.

- Butch Stokes reported that the mid-term grade reporting system would be left on through Friday for faculty to record mid-term grades. The Registrar would send reminders to faculty who have not recorded grades.
- Butch Stokes reported that 48 students were in the system for orientation on March 10; there are usually several more students who attend without notifying the registrar.

There being no further business, the meeting adjourned at 3:00 p.m.