

**Associate Deans Council Minutes**  
**May 11, 2005**

Present: Jerome A. Gilbert, Chair; Keith Belli, Mark Binkley, Dave Boles, Louis Capella, Robert Cooper, Luther Epting, Kay DeMarsch for Jane Greenwood, Glen Hendren, Dan Hollingsworth, Dinetta Karriem, Nancy McCarley, Gary Myers, Rita Burrell for Bill Person, Ruth Prescott, Mike Rackley, Donna Reese, Lynn Reinschmiedt, Butch Stokes, and Mike White.

Guests: Ann Bell, Juli Rester, and Anna Dill.

Dr. Gilbert called the meeting to order at 1:30 p.m. in 611 Allen Hall.

1. Ann Bell and Juli Rester presented the changes to the on-line employment system. The system has been changed to provide alternate options for applying. The departments choose how applications will be submitted – mail versus hard copy. There is now a direct link on the main MSU page to the “Employment Opportunities” site. Search options have been modified to be more efficient. The job details page has been re-ordered to provide the most relevant information first (job title; specialization; department profile; position function; essential duties; minimum qualifications; preferred qualifications; knowledge, skills and abilities; working conditions and physical effort; instructions for applying). The Personal Data Information Form is online so demographic data can be collected for faculty positions. There is also a sample acknowledgement letter for referral to the web to complete the personal data form. The language in the certification statement has been modified specifically for faculty. Other advantages of the on-line system include the Guest User access for search committee members and recruiting reports can be completed online.
2. Students at Risk.

Dr. Gilbert announced that the Provost Office and the Learning Center have designed a program that will allow students who have been suspended at the end of the Spring 2005 semester to stay in school and improve their academic progress. Dr. Anna Dill in the Learning Center will be leading this pilot program. All of the students in the program will be reporting to the Learning Center every two weeks to meet with an advisor and will be enrolled in a Learning Skills class in the fall. This program is being offered to students who began enrollment in the Fall of 2004. Dr. Dill distributed a packet of information detailing the steps to complete to be considered for this program.

The student, his academic advisor, department head and dean must agree on this option in order for the student to enroll in the fall 2005 semester with 12-14 hours rather than sitting out a semester. Each student has to complete the following steps: (1) return the postcard to the Learning Center by June 15 indicating he would like to be considered for the program for Fall 2005; (2) meet with his academic advisor or department head by July 1, 2005 to complete a petition for early readmission after suspension and complete an academic plan for the next two semesters; and (3) submit the completed petition for early readmission to the Learning Center by July 22, 2005. If the petition is approved by the advisor, department head and dean, the student will be allowed to participate in the program.

Butch Stokes reported there are approximately 198 students at risk as of May 11. Grade changes are being received and retakes are being processed which will change grade point averages.

Dr. Dill stated there would be a sign-off sheet showing that students have met all three criteria to enter the program. There will be a 9-month lecturer position created for the program. If a student has emotional problems causing academic problems, the lecturer will recommend that the student go to the Counseling Center. Additional sections of the learning skills course will be created based upon enrollment. It was suggested that progress of this cohort of students be tracked. Contact information should be added to the first letter which will be printed on Provost Office letterhead. It was recommended that the "net id" should be removed from the postcard due to privacy concerns and that a notation should be made that the postcard could be returned in an envelope. It was noted that this is the suspension semester before dismissal, and the student can be dismissed at the end of the next semester. Students will be accommodated if possible. The Learning Center may call students who have not returned their postcards. The Learning Center's telephone number will be placed on the letter and on the postcard. If a student withdraws during the semester, he will have to complete the program at the next semester of enrollment.

Anna Dill requested that the person hired to direct the program be allowed to meet with the Associate Deans Council to receive comments and suggestions.

The revised packet of materials will be emailed to the Associate Deans Council for their information.

3. Consideration of the Minutes:

- The minutes of the April 13, 2005 meeting were approved as submitted.

4. Chairperson's Report:

- Change of grade forms for graduate students should be directed to the Office of Graduate Studies.

- Summer School budgets are due in the Provost Office on May 23. Second term budgets are due on June 24.
- Two new advising awards have been created this year and will be awarded this month. The faculty award winner has been selected and a staff advising award will be selected soon. This is a privately funded award and significantly more than what has been done in the past. A subcommittee of the current faculty award committee will review this year's nominees and will recommend a recipient based on criteria similar to the standing criteria for faculty. We will be coming forward early in the fall semester with guidelines for the staffing award.
- Dr. Gilbert reminded the associate deans to get faculty to select their textbooks early. If the same textbook is selected early, the bookstore will buy back those used in the previous semester and resell at a reduced price to the students. If not, the bookstore will not buy back the used books, and students will have to buy new textbooks.
- New faculty orientation is planned for August 15. We have a list of all faculty hired since August 16, 2004. This year we will include all agriculture faculty and research professors. We are estimating 100 with 60 tenure track faculty and 40 from the research area.
- Dr. Gilbert and Ruth Prescott met with Student Affairs people about orientation and have met with Gary Myers and Dean Oldham about Arts & Sciences sections that will be available to meet the demand. We will meet with the associate deans after orientation to discuss any problems. We will have a hotline for advisors to call for assistance with opening another section or increasing class size. June 11 is the date of the first Saturday orientation session.
- The Provost Office has had questions about the faculty workload policy as it relates to appointment letters. We cannot put in a contract something which is in violation of the faculty workload policy. It is the option of the department to assign less than the maximum specified in the appointment letter. In addition, you may adjust teaching assignments to individual faculty members on a semester basis depending on circumstances such as performance and departmental teaching needs.
- If a department is going to grant credit for prior service for tenure purposes, the Provost will consider time at peer or peer-plus universities. He will not consider time spent at MSU as an instructor.

5. AOPs for review and action:

- AOP 10.05 – Nepotism. This policy was revised by the Associate Deans Council in April and was sent to the Deans Council. The Deans Council asked that a paragraph be added to include a plan for addressing the issue of nepotism and to establish a reporting structure. The following paragraph was added: “In cases where unintended circumstances result in relatives being located in the same unit, the administrative unit must develop a plan to show an alternative reporting structure. This structure is necessary to avoid conflicts of interest involving relatives where decisions result in direct benefits to such individuals. The alternative reporting lines must be clearly

stated and approved at the next higher administrative level within the first month after a nepotism issue develops.” It was recommended that the last sentence in the first paragraph (as originally submitted) under Policy/Procedure be changed to add “and report such accommodations to the next higher administrative level.” It was recommended that the word “unintended” be deleted from the first sentence of the new paragraph. It was recommended that the word “located” be changed to “employed” in the first sentence of the new paragraph. It was recommended that the new paragraph be inserted as the second paragraph under Policy/Procedure. Motion was made and approved that the policy be accepted as revised.

6. Other Business:

- Butch Stokes reported that as of 5:00 on May 10, there were 146 grades missing. 72 of those had been turned in the morning of May 11.
- Butch Stokes thanked everyone for their support in the commencement ceremonies; he had received all positive comments. The only issue is the exit. 1207 diploma covers were handed out. December commencement ceremonies will be held on Friday night and Saturday morning due to a previously scheduled event at the coliseum on Saturday. It has been recommended that the 4.0 students be recognized at the beginning of the ceremony. It was recommended as a contingency plan that associate deans be given the necessary material prior to commencement. Another recommendation was, when graduates are given their name cards, any corrections be made at that time. Several graduates wanted changes made as they were walking up the steps to the stage.
- Rita Burrell reported 111 doctoral degrees will be awarded for academic year 2004-05.
- Dr. Gilbert stated that the Associate Deans Council will not meet at the end of May. The next meeting will be June 8.

The meeting was adjourned at 3:05 p.m.