

Associate Deans Council Minutes
June 8, 2005

Present: Jerome A. Gilbert, Chair; Michelle Johnston for Mark Binkley, Dave Boles, Louis Capella, Robert Cooper, Lou D'Abramo, Luther Epting, Julie Fulgham, Jane Greenwood, Lisa Harris, Dan Hollingsworth, Harry Llull, Nancy McCarley, Gary Myers, Rita Burrell for Bill Person, Gary Pike, Mike Rackley, Robert Green for Donna Reese, Linda Buehler for Lynn Reinschmiedt, Butch Stokes, and Mike White.

Guests: Juli Rester, Lynn Shurden, Anna Dill, Amy Bass.

Dr. Gilbert called the meeting to order at 1:30 p.m. in 611 Allen Hall. Dr. Gilbert introduced Harry Llull, recently hired as Associate Dean, Mitchell Memorial Library. Dr. Lou D'Abramo announced that, beginning July 1, Dr. David Bridges will represent the Faculty Senate at Associate Deans Council.

1. Juli Rester and Lynn Shurden discussed hiring faculty. During the interview process, a candidate should be asked if he/she needs the University's assistance in obtaining a work permit. Under current law, an international person can be in H-1B status for a maximum period of six years (can only apply for three years at one time). After that time, the person must remain outside the United States for one year before another H-1B petition can be approved. If tenure-track, the next step will be obtaining permanent residency; the individual will have to be in a permanent status to receive tenure. Effective June 8, 2005, a national print advertisement is required for all tenure-track faculty positions. The general MSU ad in *The Chronicle for Higher Education* will not suffice. The advertisement cannot be web-based; according to federal regulations, it has to be in print. Required fields on the PARF are position number, department, division, position category, position type, full-time/part-time, tenure-track status, position posting date, expected rate of pay, budgeted/unbudgeted, joint appointment, responsible hiring manager, work location, position function, duties/responsibilities, and minimum qualifications. If HRM receives a PARF and has not heard from the department as far as advertising goes, HR will be contacting the department head. A handout "Steps for Permanent Residency" was distributed. This handout details the steps for acquiring permanent residency and seeking legal counsel. This is on the HR website under the Hiring Tools section. Dr. Gilbert will send out an email for distribution to the department heads.

2. Anna Dill will be leading the pilot program, Learning Skills Support Program. This program allows students who have been suspended to stay in school and improve their academic progress. Anna Dill introduced Amy Bass who has been hired to handle the program and distributed a handout listing the number of responses to the program. 127 students received letters of suspension along with the information regarding the Learning Skills Support Program (LSSP). The first thing the student has to do is submit a postcard which is due June 15. As of June 7, the Learning Center had received 44 postcards. The second step is to complete the petition to re-enroll this fall and participate in the Learning Skills Support Program. Students must meet with their academic advisor or department head to complete the LSSP petition for early readmission after suspension and academic plan for the next two semesters. The plan must include enrollment in LSK 1023: College Reading & Study Skills. The completed petitions are due July 22. Eleven petitions have been received as of June 7. Four of the 127 suspended students petitioned to attend Summer School with a maximum of 3-4 hours per summer term. These students were sent a memo explaining that if they do not make a 2.0 at the end of the summer term, they will be dismissed and must sit out one year and not be eligible for the Fall 2005 LSSP. These four students were required to meet with the LSSP advisor before registering for summer courses. GPA requirements and dismissal policies were explained, and the students signed an addendum to the Petition for Early Readmission after Suspension stating that they fully understood Summer 2005 requirements. The Learning Center phone number is shown on the letter. Robert Green stated that the letter was too rigid and should be revised so that student would not take so literally.
3. Gary Pike discussed the 2004-05 Report on Assessment Activities. When the university prepared its report for SACS and submitted assessment plans last September, one of the requirements was that each year each unit would provide updates for the assessment plans. The form has four items. Dr. Pike asked that repeat information not be sent. The first two statements on the report form require the unit to identify any changes in learning outcomes and assessment methods. The other two ask for a brief summary of the results of assessments and a description of any improvement actions undertaken based on the assessment results. Institutional Research is going to build a database showing continuing efforts of assessment and improvement. July 1 is the due date for this report. There are two academic departments (Philosophy & Religion and Wildlife & Fisheries) and some administrative units for which assessment plans are needed. Dr. Pike will send an email to the deans reminding them of the deadline.
4. Consideration of the Minutes:
 - The minutes of the May 11, 2005 meeting were approved as submitted.

5. Chairperson's Report:

- Student Affairs and Academic Affairs are implementing a "Command Center" to monitor registration during the summer Orientation sessions. The Command Center will be in the Registrar's conference room at Garner Hall. There will be two "hot" lines that can be accessed. Butch Stokes, Dr. Lisa Harris, Dr. Gilbert, Dr. Nancy McCarley, Associate Dean Gary Myers, ITS Head Mike Rackley, and Orientation Head Bryan Nesbit will be on hand to handle any issues that may arise. Any problems with students getting into class should be directed to Butch Stokes. Dr. Lisa Harris stated that students who attend and who are not registered should be directed to Montgomery Hall. Bryan Nesbit will have her cell phone number, and she will be available to assist in any way with orientation logistics. Dr. Gilbert asked that names of advisors who will be working with students during Orientation be forwarded to Butch Stokes prior to registration as well as the location where the advisor will be working.
- Butch Stokes discussed the new course registration program, Schedule Builder, which will be presented at orientation. The prerequisite warning will be turned off during orientation; the next day it will be turned back on, so it is important that students register on the day of registration. The prerequisite will have to be fixed before the start of the semester; for instance, if a student is taking Cal I this summer and wants to take Cal II this fall, the student will be able to register for Cal II on the day of registration only and will receive a "Warning." The student must get record of credit for Cal I to the Registrar by the beginning of the semester. The Orientation Review Committee chaired by Dr. Mark Goodman will be visiting the command center. Butch Stokes reported 355 students have registered for transfer sessions for June 9. 530 freshmen have registered for Friday and Saturday sessions.
- On June 15-17, the Community/Junior College Academic Deans Association Summer Conference will be held on campus. For the past two years we have worked on our articulation program and will finalize it this semester. This conference is to strengthen our relationship with the community colleges.

6. Other Business:

- Gary Pike stated that he had received a note inquiring why we were not implementing the College of Agriculture's faculty accomplishment system across the university. We are obligated to request updates in terms of faculty accomplishments.
- Butch Stokes reported that all undergraduates in the College of Business & Industry will be audited for graduation using CAPPS.
- The legislature passed the residency law effective July 1. The new law says residency may be with the father, mother or guardian; the old law said residency was with the father. In addition, if a student completes the last four years of high school in Mississippi, the student can claim Mississippi residency. The Registrar is pulling student information and writing students

to let them know that the law has changed. There are 45 students currently enrolled that this change will help.

The meeting was adjourned at 3:00 p.m.