

**Associate Deans Council Minutes**  
**June 22, 2005**

Present: Jerome A. Gilbert, Chair; Wes Ammon, Laura Crittenden for Mark Binkley, Louis Capella, Mike Mathews for Luther Epting, Jane Greenwood, Glen Hendren, Dan Hollingsworth, Dinetta Karriem, Harry Llull, Nancy McCarley, Gary Myers, Bill Person, Gary Pike, Mike Rackley, Donna Reese, Lynn Reinschmiedt, June Schmidt, and Butch Stokes.

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

1. Consideration of the Minutes:

The minutes of the June 8, 2005 meeting were approved as submitted.

2. Chairperson's Report:

- The Director of Internal Audit has asked that all policies be reviewed. There are twelve policies for review and/or action at this meeting; the remainder will be covered in the next two meetings.
- Sixty at-risk students have signed up for the Learning Skills Support Program for fall; 3 have enrolled for the summer. Dr. Dill expects to pick up another 10-15 students and predicts 75-80 to be in the program this fall.
- New Faculty Orientation will be August 15, the Monday before classes begin. The program will begin at 1:00 with a reception following at 5:00. The following morning the program will begin at 8:00 and continue all day. The Office of Research will be joining the Provost Office this year in presenting the program.
- The Command Center has been going well, and problems have been handled quickly. The next orientation session will allow us to see how we respond with sessions that will be harder to find. Dr. Gilbert distributed a spreadsheet of the available seats for freshmen sections for Fall 2005. About 750 additional freshmen are expected for the next sessions. The number could go up to 800. The biggest advantage of the Command Center is having everyone together to work out solutions to problems that may arise.

3. AOPs for action:

Dr. Gilbert stated that the following AOPs were revised to only change the Review Date and place the policies in the five-year review cycle. Motion was made to approve the policies as so revised. The following policies were approved as submitted and will be forwarded to Deans Council for further review.

- AOP 11.02 – Special Non-Degree Student Classification (Non-Traditional) for Undergraduate Students
- AOP 11.04 – Combined Undergraduate /Graduate Courses
- AOP 11.11 – Auditing a Class
- AOP 12.02 – Withdrawal from the University
- AOP 12.04 – Final Examination Policy

AOPs for review and possible action:

- AOP 10.01 – Academic Operating Policy and Procedure Manual for Mississippi State University. The Review Date was changed to the five-year review cycle. The policy was revised to include reference to the official university website for policies and procedures maintained by the Office of Internal Audit. If there is a problem when a policy is submitted to Associate Deans Council, it could be turned down or tabled. If the Faculty Senate proposes a policy, it would come to the Associate Deans Council first for review and action. Dr. Gilbert will re-word AOP 10.01 to include the suggested changes. He will email the policy to the associate deans for comments prior to presenting to Deans Council. Motion was made and AOP 10.01 was approved with the recommended changes.
- AOP 10.07 – Veterans Administration: Students. This AOP title was changed to U.S. Department of Veterans Affairs: Students to reflect the change in the agency's name; reference to the agency within the policy was also changed. The Review Date cycle was changed to every five years. Motion was made and AOP 10.07 was approved as submitted.
- AOP 10.13 – The Adoption and Sale of Textbooks and Related Educational Material. The Review Date cycle was changed to every five years. The reference to the location of the bookstore was deleted. It was recommended that the following sentence be added to the second paragraph under Policy/Procedure: "Exceptions can be approved at the departmental level." The second sentence was revised to read "The MSU Bookstore will distribute lists of the educational material to private competitors." The policy was revised to clarify the adoption of textbooks written by faculty. Prior to the adoption of a textbook, approval must be obtained from the departmental textbook adoption committee. No. 3 was revised to read: "No faculty member may charge/collect remuneration for educational materials directly from students." Motion was made and AOP 10.13 was approved as submitted.

- AOP 11.01 – University Honors Program, Division of Academic Affairs. This policy was revised to change the words “selected senior” to “designated.” Under No. 2, the last sentence was deleted. Motion was made and AOP 11.01 was approved as submitted.
- AOP 11.05 – Shortened Format Courses and Contact Hours. The Southern Association of Colleges and Schools no longer has a specification on what is required of courses. Reference to that requirement has been deleted from the policy. This policy addresses the number of minutes in a class as set by IHL. It is possible to have a shortened format course during a regular session; it must be approved through the administrative channels. Motion was made and AOP 11.05 was approved as submitted.
- AOP 12.01 – Academic Add/Drop Policy. Section III was added to reflect Shortened Format Classes; the same percentage was applied to come up with the dates. It was recommended that the following statement be added to Section III: “D. Faculty are expected to provide a student with significant evidence or assessment of his/her class performance within the first five class days.” This addition parallels that of the summer and regular semesters. It was noted that the dean has the option to waive the fee in documented cases of serious illness, serious hardship, or failure of the instructor to provide significant assessment. Motion was made and AOP 12.01 was approved as submitted.
- AOP 12.16 – Academic Suspension and Dismissal. This policy has been recently revised. Following consultation with appropriate parties and in light of the significant increase in required GPAs, the levels have been slightly revised to Seniors-2.0, Juniors-2.0, Sophomores-1.8, and Freshmen-1.6. This change will bring MSU in line with the other state universities. This raises freshmen by .10 and lowers sophomores by .20. For Fall 2004 through Summer 2005 the freshmen requirement was 1.5; the sophomore requirement was 2.0. The motion was made and AOP 12.16 was approved.

#### 4. Other Business:

- Butch Stokes reported on testing of on-line transcript ordering through the National Clearinghouse. Transcripts can be ordered online. A tracking system will tell where we are in sending the transcript out.
- Dr. Gilbert stated that the deans had been asked to submit course offerings for the proposed winter intersession; close to 50 classes that people would like to teach during the intersession have been requested. It is possible that we may know something in the next couple of weeks. If approved, the winter intersession will be held January 2006.
- The gates for parking at Allen Hall are being installed this week.
- Mike Mathews announced that the 10,000<sup>th</sup> Cooperative Education student had graduated. This is the 50<sup>th</sup> anniversary of MSU's co-op program, and a banquet is planned for October 11 to celebrate. Micah Adams won the 2004 Cooperative Education Student of the Year Award.

- Donna Reese announced that Mike Mathews had received the 2005 Freund Award from the American Society for Engineering Education.
- Gary Pike thanked everyone for submitting the information on faculty accomplishments and publications. The due date has been pushed back to the 15<sup>th</sup>. An assessment plan should be done for each degree program; updates should be given for each.
- Harry Llull reported that the Library is excited about the learning communities programs. He has met with Rich Raymond, and they plan to get started on the project this summer.

The meeting was adjourned at 2:30 p.m.