

**Associate Deans Council Minutes**  
**August 24, 2005**

Present: Jerome A Gilbert, Chair; Wes Ammon, Keith Belli, Mark Binkley, Dave Boles, David Bridges, Robert Cooper, Diane Daniels, Luther Epting, Julie Fulgham, Jim West (for Jane Greenwood), Lisa Harris, Sue Minchew, Dan Hollingsworth, Dinetta Karriem, Nancy McCarley, Elaine Reed (for Gary Myers), Rita Burrell (for Bill Person), Gary Pike, Ruth Prescott, Mike Rackley, Lynn Reinschmiedt, June Schmidt, Bobby Stokes, Donna Reese, Mike White.

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 July 13, 2005 meeting were approved as submitted.

2. Chairperson's Report:

- There have been 31 courses proposed for the Winter Intercession. These will go to UCCC next week for review. The Residence Halls and Financial Aid are on board with no foreseen problems. Dr. Kibler will open all Residence Halls with a skeleton crew if necessary. Dr. Gilbert has sent a request via email for an additional paragraph from instructors teaching courses on how a course would fit in 2 week winter intercession. He needs this information by Friday at 2:00.
- An email was sent to Associate Deans concerning low-enrollment classes. It stated that they need to make sure they are aware of which courses have low enrollment and justify the reason.
- Enrollment for the Fall semester as of 8/24/05 is 16,022. This number should continue to grow. It is higher than this same time last year by 88 or 89.
- Dr. Gilbert questioned whether or not a policy should be created about professors changing classrooms after the schedule has been posted. After a discussion, it was decided that a new policy would not be created at this time.
- Dr. Gilbert stated that Dr. Rabideau's position on scheduling of exams is that they must be held during regular scheduled class times. The

exception to this is if a separate exam time was published in the schedule of classes. Students must know ahead of time if the exams are outside of regularly scheduled class time.

3. AOPs for Action:

- **AOP 12.23- Cooperative Education Program**

The Review Date was changed to the five-year cycle. The Responsibilities section was updated to show correct Position and Year. There were no substantive changes to this AOP, just editorial changes concerning dates and fees. Motion was made and seconded and AOP 12.23 was approved as submitted. It will be forwarded to the Deans Council for further review.

- **AOP 13.04- Attendance at Classes: Teaching Faculty**

The Review Date was changed to the five-year review cycle. There was a discussion about the language “custom has it that the class remain in the classroom ten minutes after the beginning of the period”. The sentence has been changed to read “students are expected to remain in the classroom ten minutes after the beginning of the period.” Associate Deans Council voted to approve the editorial change as submitted. It will be forwarded to the Deans Council for further review. There followed a discussion about classes being let out early the first day of class. An example was given of a new student talking to their parent on a cell phone claiming to be let out minutes after the class started. Dr. Gilbert suggested that the Associate Deans take a message back to their departments that classes on the first day should not be let out early.

AOP's for Review and Possible Action:

- **AOP XX.XX- Policies for the Office of Academic Outreach and Continuing Education at Mississippi State University**

This new AOP will have a number assigned after it gets to the Internal Auditor. Dr. Gilbert asked that the Associate Deans Council review the policy and be prepared to vote on it at the next meeting. Mark Binkley stated that the portion of the AOP the Council has been given at this meeting does not include everything that was previously submitted. The Faculty Senate has requested this AOP but will not receive it until the Associate Deans Council approves it. There was a discussion about classes that are offered through AOCE. Required courses cannot be offered through AOCE alone as students pay extra to take an AOCE class. Mark Binkley will edit this AOP and bring it back to Associate Deans Council for review. Dr. Gilbert stated that

MSU should see if other Universities have this issue. AOP 12.12 states that only 20% of courses can be through the AOCE. A class is defined as an online class if 50% or more of the delivery is not face to face. This issue will be brought up at the next meeting.

4. Command Center and Prerequisite Checking

The Command Center has been going well and seemed to solve a lot of problems. RAC numbers were taken care of quickly. There was a problem with the system and prerequisites. Butch Stokes suggested that prerequisite over-rides should be considered. It would be the responsibility of each department to make sure students have met their prerequisites. If prerequisite over-rides are done by the college or department this forces individual decisions for each student so there would be fewer instances of students registering in a class for which they have not taken the prerequisites. Dr. Gilbert stated this issue would be brought up at a later date.

5. Data from Institutional Research

Official data in terms of student related enrollment flows through Institutional Research. Dr. Gilbert asked that the Associate Deans pass on to their Department Heads that official data concerning enrollment, etc. is recorded on the tenth class day at 5:00 p.m. IR does not record Spring or Summer data. Professors should not use BANNER as an accurate count. Institutional Research has a webpage where this information can be obtained. Bulldog Basics has a lot of information related to enrollment.

6. Security of Electronic Classrooms

Dr. Gilbert stated that he would like Colleges and Departments to continue to make sure classrooms are locked when not in use. Security Services and Custodial Services are to be considered a backup. Security devices are being used in 2/3 of the rooms at the present. Plans are to put security devices on each projector. Without the security devices the alarms are not effective. Please consider this a priority.

7. Date for Retake Request

The policy right now at MSU is that we have a set date, the 5<sup>th</sup> day of class, that students can apply to retake a course. A student is allowed up to 6 hours, not 2 classes, of retakes. At this time enforcement of this

policy and the policy itself differ. The forms the students are printing say November 11 is the last day to apply to retake a course. We will continue to use that date this semester. A discussion ensued about whether or not the date needs to be changed officially and whether or not advisors have full knowledge of the retake policy. Dr. Gilbert asked the Associate Deans to talk to Department Heads and Deans to make sure that their advisors know the policy and are enforcing it as it is written now. Starting next semester, i.e., last day to add will be when students must declare their intent to activate the policy when retaking the course. Advisors also need to be aware that you can only retake a D or an F. The Council is to report back with the reaction from their departments.

#### 8. Other Business

- Dr. Epting of Career Services stated that this looks to be the best year in some time for employment opportunities for students and graduate students. Career Services would like to get the message out to students to start looking early for employment. Dr. Gilbert asked that the Associate Deans Council and their departments encourage seniors to sign up with the Career Center.
- September 20<sup>th</sup> is Career Day. There is a list of employers on the Career Services website.

The meeting was adjourned.