

Associate Deans Council Minutes
December 14, 2005

Present: Jerome A Gilbert, Chair; Wes Ammon, Keith Belli, Mark Binkley, Dave Boles, Louis Capella, Robert Cooper, Luther Epting, Julie Fulgham, Jane Greenwood, Sue Minchew, Dan Hollingsworth, Dinetta Karriem, Nancy McCarley, Gary Myers, Bill Person, Lynn Reinschmiedt, June Schmidt, Butch Stokes, Donna Reese, Mike White, and Nancy Reichert.

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 November 9, 2005 meeting were approved after one correction.
Changed Dr. Sue Minchew to Jane Greenwood under Other Business.
2. Chairperson's Report:
 - Dr. Gilbert passed out a status report of the courses being offered over the Intersession in January. The intersession is down to ten courses. Some faculty had an overwhelming response for their classes.
 - A subcommittee is discussing ways to possibly change the intersession in the future. One suggestion is to shorten the university semester a week by adding five minutes to each class period. Classes may begin at 7:30 a.m. instead of 8:00 a.m. This will allow the intersession or May semester to be three weeks in length which will increase the number and type of classes that can be offered. This will also mean the intersession is within the nine month faculty contract period. This decision will be made late January or early February. There would have to be a substantial number of courses offered to accommodate the change in the schedule.
 - Alternative ID Status-After the break, students, faculty and staff will meet to discuss the policy on the use of Social Security Numbers and protection of data.
 - Dr. Gilbert encourages submission of proposals for the 2006 Schillig Special Teaching Projects Program.
 - Instructional Technology Boot Camp is scheduled for January 9-13.
 - Dr. Gilbert passed out a memorandum from the College of Forest Resources concerning mentoring new faculty. This is an example of a good program. If other departments have a similar program, please submit examples of them to Dr. Gilbert.
3. Student Support Services- Julie Berry
 - Dr. Gilbert announced that Julie Berry was at the Associate Deans Council meeting to make them aware of Student Support Services and their responsibilities. There was

- an incident during finals where a student was denied accommodations. The student was not allowed extended time to take his/her test. The resolution in this particular case is that the student will return in the spring and take another version of the test.
- Student Support Services is in a time of transition right now. New things are happening and they are working on a new Faculty handbook with policies and procedures. There are two things that professors need to do.
 1. Provide accommodated testing.
 2. Allow students access to lecture notes.
 - A discussion ensued about exactly what accommodations professors are required to agree to.
4. AOP's for action
- Dr. Gilbert stated that the AOP's that were scheduled to be discussed will be taken up at the next Associate Deans Council meeting.
5. Other Business
- Dr. Gilbert reminded everyone that you must fill out a MSU travel form even if you are not going to file any expenses. This covers you for insurance purposes.
 - There was a question brought up as to when a nine month faculty member has to report back from the break. Dr. Gilbert responded that if a person is 100% teaching and an undergraduate coordinator, it was up to the department head and the dean to determine whether or not a person has to report before the first day of class.
 - Dr. Keith Belli reported on his subcommittee concerning AOP 12.01 Drop/Add. He has a draft of two alternate policies. Once he gets more input from the rest of his committee members, he will present these drafts to the council.
 - Butch Stokes reported that there were 300 students suspended or dismissed last semester. 109 were eligible for the intervention program. Of these, 70 students participated in the fall, and only 26 were dismissed.
 - The faculty did a great job turning in grades on time for the Fall semester.

The meeting was adjourned.