

**ASSOCIATE DEANS COUNCIL
FEBRUARY 11, 2004**

Members Present: Jerry Gilbert (chair), Keith Belli, Dave Boles, Louis Capella, Diane Daniels, Luther Epting, Jane Greenwood, Richard Heard, Dan Hollingsworth, Sue Minchew, Gary Myers, Laura Crittenden for Debbie Pepper, Bill Person, Gary Pike, Ruth Prescott, Mike Rackley, Lynn Reinschmiedt, June Schmidt, Bobby Stokes, Robert Green for Robert Taylor, Jack White, and Mike White.

Guest: Josh Blades

1. The minutes from the January 14, 2004 meeting were approved as circulated.
2. Chairperson's Report – Jerry Gilbert
 - OP 21.03 – Handling Graduate Student Academic Misconduct and AOP 12.07 – Undergraduate Academic Misconduct will not be brought before the associate deans at this meeting. Dean of Students Mike White is meeting with the Graduate Council and others to recommend changes. These two policies will be brought back for action at the next meeting.
 - Campus interviews for Vice President for Research and Director of Sponsored Programs Administrator have been completed. One candidate for Sponsored Programs Administrator will be coming back to campus for another visit. Offers will soon be made.
 - The campus interviews of candidates for Vice President for Student Affairs are underway at this time. One candidate visited February 10; the second is scheduled for February 13; the third February 16, and the fourth February 23. Each interview schedule includes a campus-wide open forum. The associate deans are encouraged to attend the forums.
 - The interviews for Dean of Education will begin March 1.
 - The interviews for Dean of Engineering will begin in April.
 - Ray Hayes has been appointed Vice President for Finance & Administration and will begin March 22 after spring break.
 - At the general faculty meeting on Monday, February 9, Dr. Lee stated that the IHL Board is heading toward reducing the number of hours to a common of 128. We may be in a position where we are asked to reduce to 128. Dr. Gilbert asked the associate deans to look at their college curriculum and identify those courses which they may be asked to take out at some point in the future.
 - Dr. Gilbert asked Ruth Prescott to give a report on proposed fall break changes. The Student Association has adopted a resolution to change the dates for fall break for Fall 2004. The dates suggested are October 18 and 19 and the Wednesday before Thanksgiving. Provost Rabideau has accepted this and

recommended to the President that this be implemented for Fall 2004 under the caveat that we continue looking at other models. These dates give the students the same amount of days as last year for fall break. Ms. Prescott stated that it was her understanding that the Faculty Senate wanted to do away with fall break.

- The Faculty Senate meets Friday, February 13, at 2:00 p.m. in the Grisham Room of the Library to discuss the promotion & tenure document being set forth. The proposed document is on the website. Dr. Gilbert encouraged the associate deans and faculty to look at the document. The Faculty Senate will decide if the document will be changed; actual changing of the promotion & tenure document will be done by vote of the Faculty Senate.
 - Giles Distinguished Professor nominations are due February 16, 2004, to the Provost.
 - Dr. Gilbert stated that he is still getting some feedback that there are departments where students (juniors and seniors) are not able to get into courses. He would like for the associate deans to document these problems.
 - Gary Pike discussed the SACS follow-up report. All of the things that have to be addressed in the report due September deal with assessment and planning. As much as anything we need to focus on the use of the information in decision making. It is clear that this response has to be under the new standards of accreditation. What SACS wants to see is specific instances and evidence that assessment and planning is being used in formal planning and budgeting process. Leslie Bauman will have to document that it has made an improvement. SACS will work with the university; if we can show we are taking steps and using information, it is fine as far as future reports. Drs. Pike and Gilbert will send out information regarding the information on the website and forms to be completed. Under the new standards, we have to begin now to collect examples of assessment and improvement.
3. AOP 12.20 – Academic Forgiveness. Josh Blades and Richard Heard discussed the academic forgiveness policy. Richard thanked the associate deans for the time they have spent talking to the student associate officers about this policy. It has gone through the Student Senate and Faculty Senate. This policy will help traditional freshmen who do not do well their first and second semesters at college. This policy will encourage them to retake courses and should help with retention and enrollment. This policy will benefit a good student who does not do well in one or two courses. The student association wanted a strict policy. This policy will encourage students to retake courses in which they feel they did not gain enough knowledge. Dr. Gilbert stated that he added an effective date of Fall 2004 for courses taken during or after fall semester 2003. The retake limit is up to two courses, not to exceed six credit undergraduate semester hours. A student would not be able to retake a three credit course with a four credit course. The policy only applies to courses in which a student made a “D” or “F.” After the retake, the original grade is left on the transcript but is not counted in grade point totals. Only the second (retake) grade earned will be used in computing the QPA (in cumulative totals). If the course is a course required for graduation, a student will have to keep taking the course until he gets a passing grade.

Butch Stokes raised the issue of when a student has to file the necessary form requesting permission to retake a course for academic forgiveness purposes. It was agreed that the form should be received in the Registrar's Office on the last day to add/drop a class for the semester. This will allow the Registrar time to flag the course for academic forgiveness.

The associate deans agreed that the following statement should be deleted from the policy. "Any retake hours may not count towards the 12-hour minimum requirement to remain classified as a full-time student."

The associate deans discussed the effect of this policy on a student's financial aid. When a student's GPA drops below the required amount, any scholarship money dependent on GPA would be lost. MTAG and MESH funds are reinstated when the student's GPA recovers to the appropriate level.

The student association added Item 9 in anticipation of the proposed changes to the academic misconduct policy (AOP 12.07). It was agreed by the associate deans to remove from Item 9 the "D" grade so that Item 9 now reads "Students may not retake a course in which an 'F' was given as a sanction for academic misconduct."

Butch Stokes asked that a statement be added to cover students who have already received a baccalaureate degree. The following statement was added: "If a student has already received a degree, the courses used to confer the degree cannot be retaken under this forgiveness policy."

Richard Heard stated that the Student Association wanted it to be the student's choice of what courses the student would retake. The SA wanted to make the policy more acceptable to faculty and administrators.

Butch Stokes stated that the Registrar's Office would have a problem implementing this policy.

Dr. Gilbert stated that the revisions suggested would be made, and the revised policy would be distributed to the associate deans for discussion with colleagues. AOP 12.20 - Academic Forgiveness will be brought back for action at the next meeting.

AOP 35.01 - International Programs. Dr. Gilbert stated that there is no longer an Office of International Programs on campus and this policy should be rescinded. Motion was made and approved to rescind AOP 35.01.

4. Other Business

- Luther Epting announced that Mississippi State University and TVA have entered into a MSU/TVA work plan agreement. As a part of that agreement, there will be a TVA Day on campus March 2 - "MSU and TVA: Collaborating for Excellence." Highlights of the day include MSU/TVA Displays in the 2nd floor lobby of the Union from 9:00 a.m. to 2:00 p.m. Presentations related to power quality and reliability will be made during the morning in the Union

- Small Auditorium and Mitchell Memorial Library. The afternoon will be filled with Work Group meetings in Bost Auditorium. At 4:00 in the Bost Theater there will an entrepreneurial forum. This will be a big day on campus for everyone; publicity will begin soon.
- Jack White announced that Smith Lilley has been named a George Mitchell Scholar in international studies; he will study at the University of Limerick next year. Lindsay Buffum has been selected to participate in the Institute for International Mediation and Conflict Resolution at the Hague, The Netherlands this summer. This is in cooperation with the Erasmus University Rotterdam. It is a select group of students and young professionals for a four-week symposium. Lindsay is a Schillig scholar and on the Honors Council.
 - Butch Stokes distributed sample reports of missing midterm grades and missing final grades. Only undergraduate level courses are included in these reports. On the missing final grades report the NG Grades column indicates the total number of grades missing at the time grades were rolled to academic history. NG grade changes will need to be reported to the Registrar's Office on the grade change form. The Registrar's Office with assistance from ITS staff assembled this report at the request of Deans Council. A college can run all department reports at one time. Faculty can run the report but will only see their courses listed. Giving faculty two days to report grades makes this much easier and much faster.

There being no further business, meeting adjourned at 2:50 p.m.