

**Associate Deans Council Minutes**  
**March 26, 2003**

PRESENT: George Rent, Chair; Dave Boles, Louis Capella, Diane Daniels, Luther Epting, Steve Bullard for Bob Karr, Dinetta Karriem, Ruby Licon, Sue Minchew, Linda Morse, Gary Myers, Debbie Pepper, Ruth Prescott, Mike Rackley, Linda Buehler for Lynn Reinschmiedt, June Schmidt, Bobby Stokes, Robert Taylor, Jack White, and Mike White.

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

1. Consideration of the Minutes

- The minutes from the ADC February 12, 2003 meeting were approved as circulated.

2. Chairperson's Report:

- The SACS site visit is scheduled for April 6-9, 2003. On campus interviews will be scheduled on Monday and Tuesday, the 7<sup>th</sup> and 8<sup>th</sup>. Orientation for the SACS visit will be held March 26.
- Workload justifications are due in the Provost Office at the end of March.
- The budget is still unsure for next year. IHL has not decided how to divide the funding.
- Notification of Board approval for name changes has been received. Changes include:
  - In the College of Veterinary Medicine Administrative units **FROM** Academic, Research, Animal Health Center, Diagnostic & Field Services, and Animal Disease Research & Diagnostic System **TO** the Department of Basic Sciences, Department of Clinical Sciences (and the Animal Health Center, and Department of Pathobiology/Population Medicine (Animal Disease Research & Diagnostic System)
  - **FROM** the School of Architecture **TO** the College of Architecture

- **FROM** the Department of Computer Science **TO** the Department of Computer Science and Engineering
- **FROM** the Departments of Special Education, Counselor Education, and Educational Psychology **TO** the Department of Counseling, Educational Psychology, and Special Education
- **FROM** the Department of educational Leadership and the Department of Instructional System & Workforce Development **TO** the Department of Instructional Systems, Leadership, & Workforce Development.

These changes were approved at the February 20, 2003 IHL meeting and are effective immediately.

- Promotion and tenure has been completed. Notifications have been mailed.
3. Dr. Robert Taylor discussed the subcommittee's review of the student senate proposal regarding academic forgiveness policies. The subcommittee recommends that students be given the option to repeat up to two courses with grades of "D" or "F" under a forgiveness policy where the grade in the repeat semester replaces the first grade. The first grade would be changed to "RF" or "RD" and the second grade used in the computation of the GPA, even if lower than the first grade.

The subcommittee reviewed the policies on Academic Amnesty and Fresh Start. Under Fresh Start, an application must have not attended any college for two years; all previous grades are discarded; and the student starts over. Amnesty requires five years away from any college and allows the applicant to pick or choose which of the old courses count toward the GPA. The subcommittee recommended the policy on Amnesty be eliminated.

The petition for retroactive withdrawal is becoming an avenue for students to eliminate a semester of poor academic performance with weakly documented claims of hardship. The subcommittee recommended that retroactive withdrawal petitions originate with the Dean of Students. Student development professional should lead the fact-finding phase with a panel of faculty and student affairs professionals. After the fact-finding investigation, the Dean of Students should make a recommendation to the student's academic dean who should then recommend appropriate action to the Provost.

Dr. Rent asked the associate deans to consider the recommendations of the subcommittee and to discuss these recommendations with their colleagues and provide feedback at the next associate deans council meeting.

4. AOP's for action:

AOP 12.09 – Class Attendance and Reporting Absences. This policy was revised to require reporting freshman absences. AOP 12.09 – Class Attendance and Reporting Absences was approved as revised and will be forwarded to Deans Council for further action.

AOP 12.14 – Reporting Absences. This policy was rescinded due to the revision of AOP 12.09. Associate Deans Council approved rescinding this AOP; it will be forwarded to Deans Council for further approval.

AOP 12.32 – Refund and Course Credit Policy for Student Members of the Military Called to Active Duty or Deployed. The Registrar and Dean of Students recommended revisions to this policy to keep in line with IHL Board Policy 505.01. AOP 12.32 was approved as revised and will be forwarded to Deans Council for further action.

5. Other Business:

Phi Theta Kappa Scholars Day will be held on March 28 for transfer students. Dr. Jack White distributed the information sheet to be distributed with packet materials to the students. All of the qualified participants at Scholars Day have been granted admission.

This year MSU has three Goldwater Scholars – Alan Boyle, Erin Bassford, and Angela Spence, and one Truman Scholar – Jennifer Phillips.

Dr. Jack White announced that the ceremony for Scholarship Recognition Day will be held on March 30, and the Invitational Senior Examination Program will be held March 31.

Mr. Mike Rackley announced that effective July 1 the software license agreement for AutoDesk suite of products, including AutoCad, will no longer permit use on personally owned computers. It will be restricted to use on university-inventoried computers. AutoDesk offers to universities a Student ACES license program where students could purchase the software for approximately \$139 per year. A meeting will be held on April 25 to discuss the Student ACES program and options to selling to students under this program. Representatives from AutoDesk and the MSU/Follett Bookstore will be at the meeting. Associate deans were encouraged to attend or send a representative if they have students who will be impacted by this change.

Dean of Students Mike White announced that MSU has 67 students who have been deployed in support of Iraqi Freedom. Their names and pictures are

displayed in the Union and on the Student Affairs website. The President has drafted a letter to their parents and to the students.

Mr. Butch Stokes announced that registration for Summer 2003 and Fall 2003 will begin April 2. Three prerequisite checking systems have been added – Engineering, Forest Resources, and Architecture. Plans are to have prerequisite checking in place for the remaining colleges by Spring 2004.

Transfer students coming in for Scholars Day on March 28 have been asked to bring a copy of their transcript and current schedule. 67 students have registered to attend.

Mr. Butch Stokes announced that Fall 2003 classes begin on Wednesday, August 20. Final registration and orientation will be on Monday and Tuesday, August 18 and 19. Fall break will begin at the end of class day on November 21. Fall break applies to 9-month faculty and students only. Reading Days are scheduled for December 6 and 7 and the final exam period will be December 8-12. Commencement is scheduled for December 13.

The task force to evaluate all courses currently in the core has concluded its work. The committee has recommended that 32 courses in the core be taken out. A good number of these 32 courses have not been offered for several years. The Provost will call together a group to talk about the difficulties of implementing this in the fall and for all transfers at that time. The UCCC will be the party that approves all additions to the core.

The meeting was adjourned at 2:00 p.m.