

**Associate Deans Council Minutes**  
**April 23, 2003**

Present: George Rent, Chair; Dave Boles, Louis Capella, Diane Daniels, Luther Epting, Julie Fulgham, Dinetta Karriem, Ruby Licon, Linda Morse, Gary Myers, Phillip Nelson, Debbie Pepper, Bill Person, Gary Pike, Ruth Prescott, Lynn Reinschmiedt, June Schmidt, Butch Stokes, Robert Taylor, Jack White, and Tom Bourgeois for 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 March 26, 2003 meeting were approved as circulated.

2. Chairperson's Report:

- The SACS visit is complete. Leslie Bauman did an incredible job as director. There are some recommendations that are correctable. The draft report will be read, and we will report factual errors. The corrected report will then be sent to the Commission on Colleges. Our response will be due by September 9, 2003.
- Dr. Rent reminded the associate deans to look at low enrollments for summer school courses.
- Dr. Rent congratulated Jack White on the selection of three Goldwater scholars and one Truman scholar from Mississippi State. Dr. White distributed information on the web sites for scholarship support. May 15, 2003, is the deadline for application.

3. AOP's for action:

- AOP 12.11 – Degree Requirements – Undergraduate. This AOP was revised for compliance with a SACS recommendation. Under the section “University-wide Requirements,” requirement (5) was amended to read: “complete at least the last 25 percent of semester credit hours of course work taken to fulfill degree requirements from Mississippi State University.” References in the policy to the “32 hour” requirement were changed to “25 percent” requirement. AOP 12.11 was approved with the noted revisions and will be forwarded to Deans Council for further approval.
- AOP 12.29 – Freshman Entrance Requirements. SACS requires that the office that handles admissions be listed. The following was added to the policy to meet this recommendation: “The Office of Admission has the

- responsibility for administering the admission requirements. Applicants may meet general admission requirements to the University but may fail to meet the requirements for a specific program, department, and/or college. Applicants should contact the academic unit in which they wish to major to learn of additional admission requirements.” AOP 12. 29 was approved as revised and will be forwarded to Deans Council for further approval.

AOP for review:

- AOP 13.23 – Faculty Workload. One SACS recommendation stated that the university is not clear on how faculty workload is determined. This policy basically describes what we do now. The specific outcome and expectations are described in departmental documents. Associate deans were asked to take the policy to their colleagues for discussion and recommendations. AOP 13.23 will be brought back to next associate deans council for action.

4. Academic Forgiveness Policy:

This review of academic forgiveness policies began with a request by the Student Association for a forgiveness policy to retake a course and to have the old grade of D or F removed from a student’s grade point average. The subcommittee had recommended that (1) academic amnesty be rescinded; (2) that retroactive withdrawal petitions originate with the Dean of Students; (3) that academic fresh start be kept as a policy; and (4) 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 Faculty Senate rejected the Student Association request for a forgiveness policy. The associate deans were to discuss these recommendations with their college faculty and provide input. Based on responses, the subcommittee was asked to reconsider their recommendations in light of current forgiveness policies.

5. Foreign Travel and Study Abroad for Summer:

Ruth Prescott stated that the deans had been asked to provide the provost with input on students and faculty who planned to travel and study abroad this summer. It was suggested that the associate deans might want to meet with faculty traveling abroad to discuss precautions. Travel to Hong Kong should be postponed due to SARS. It is our responsibility to advise students and faculty; the Center for Disease Control and State Department web sites should be checked for travel advisories. Associate deans need to remind faculty traveling abroad with students that they face a different set of problems than when teaching on campus. Faculty should have plans to handle emergency situations. The Provost will assemble a group to put together a checklist for travel abroad.

6. Other Business:

- Butch Stokes distributed a plan to address late graduation applications. This plan has been approved by the Provost Office. Students will be able to apply on line and in person before each semester’s published application

deadline. After the published deadline has passed, students must apply in person in the Registrar's Office. A web link has been created whereby a student can verify that his/her degree application has been processed. A web link has been created for lists by major so that colleges and schools may obtain their lists on line. Reminder emails will be sent to students, faculty and staff concerning application deadlines. Applications for graduation will be accepted up through the last day of final exams. Late applicants will be notified if they are too late to order regalia or to have their names in the program. Extra regalia will be available the day of commencements; students who applied for graduate too late to order regalia will be served on a first-come, first-served basis. A \$50 late application fee will be initiated in fall 2003. Students will be offered the choice of paying the late fee and applying late or applying for graduation the next upcoming semester.

- September 5 is the date scheduled for the investiture of Dr. Lee.
- The 2004 fiscal year budget has not been approved by the Board. Hopefully, it will be approved in May. Budget sheets will be sent out as soon as possible; retiree positions will be zeroed out. When budgets are finalized in May, we may have to give back to department for corrections.
- Gary Pike discussed the survey for students withdrawing from the university. Institutional Research is beginning the process of screening these. Forms are available at Institutional Research.

The meeting adjourned at 3:00.