

**Associate Deans Council Meeting**  
**May 25, 2011**  
**Minutes**

**Present:** Peter L. Ryan (chair), Wes Ammon, Ray Berryhill, Mark Binkley, Phil Bonfanti, Robert Cooper, Diane Daniels, Walter Diehl, Nancy Fultz, Robert Green, Julia Hodges, Dinetta Karriem, Cassandra Latimer (for Scott Maynard), Harry Llull, Patricia Matthes, Ian Munn (for Scott Maynard), Elton Moore, Linda Morse, Mike Rackley, James Scheiner, Butch Stokes, Walter Taylor, Justin Watts, Robert West.

**Peter Ryan called the meeting to order at 1:30 p.m. in 611 Allen Hall.**

**1. Consideration of the minutes.**

Robert Green made the motion and Butch Stokes seconded to accept the minutes of the April 27, 2011 meeting. The motion was carried with all ayes in favor to accept the minutes.

**2. Announcements.**

- Peter Ryan welcomed Julia Hodges who has joined the Office of the Provost in the position of Associate Provost of Administrative Services as of May 20.
- Peter Ryan asked that the Associate Deans disseminate information to the departments regarding the upcoming Orientation sessions and to insure that personnel are available during the scheduled sessions.
- The Registrar has engaged in a new program of preregistration with freshmen students to help ensure that all students leave campus at the end of orientation with a course schedule. This approach will also help determine what sections of courses are needed since the majority of these students will retain that same schedule.
- Peter Ryan mentioned the email sent to Deans, Department Heads, and Directors regarding the Academic Leadership Development Program.
  - a. Each SEC conference university, except Vanderbilt, will identify up to three fellows to participate in the ALDP program. Potential fellows should be interested in pursuing administrative positions and will attend several worthwhile workshops during the year. He asked for nominations of interested faculty and welcomed any to visit him for more information.

**3. Basic Registration/ Degree Status Information – Butch Stokes.**

- Butch Stokes provided a Banner presentation on preparing schedules for freshmen in advance of orientation.
- There are five orientation sessions during the month of June. Out of the last two orientation sessions there are still 17 students that do not have a course schedule.
- Phil Bonfanti noted that the orientation total goal of 445 students will be increased to 455 for the Friday and Saturday sessions and 465 for all other sessions.
- If a student does not attend his or hers scheduled orientation, the preregistered schedule will be dropped.
- Wes Ammon demonstrated the Banner process of preregistration for students. The registration screen will be the same format as students use when registering online. The screen will also have the complete student information for the advisors.

- Butch Stokes reported that the spring semester has been one of the toughest yet due to weather related issues. He noted that the spring semester had the largest number of students who applied for graduation with intent to attend but still owed a balance. After those numbers were decreased, there were still 17 students that were not allowed to participate in commencement exercise due to unpaid balances.
- Some of these students were actually eligible for financial aid but did not apply until too late in the semester to receive funds.
- There was further discussion of working with financial aid and trying to get the word out to students of the availability of funds and the importance to apply earlier in the semester for eligibility.
- Nancy Fultz was present at the request of Butch Stokes to help with questions regarding past date add/drop, withdrawals, etc. during a semester. There has been an increase in retroactive approval actions.
- Butch Stokes distributed a handout which provided a count of late add/drop for fall 2010 and spring 2011 semesters with codes for each action.
  - i. Administrative drop or add is defined as an error that was caused by MSU that results in waiving the late fee, and could result in a refund of tuition.
  - ii. Withdrawals from all courses have percentage refunds according to dates of the action.
  - iii. There was discussion of retroactive actions that are determined by the last day of class attendance. Financial aid can be impacted if back dated which can result in a student's repayment of money. There have been some cases of withdrawals backdated earlier than the student's issued financial aid.
  - iv. There was further discussion of updating forms for notation of dates, reason, or type of action. The original reason for late fee was originated to compensate for the amount of extra time spent for late actions. The money received from these charges goes into the General Fund.

#### **4. Chair's Report.**

- Linda Morse distributed cards that had been mailed to incoming students about the First-Year Experience (FYE) seminars. She thanked Phil Bonfanti for providing the names of students. The cards were created with a bar code (developed by ITS) that can be scanned with cell phones to go directly to the Center for Teaching and Learning web site for FYE.
- Linda Morse reported on the Maroon Edition backpack project and circulated pictures of General and Mrs. Bradley who delivered the 600 back packs filled with paper, pencils, and other items to the children in Afghanistan.
  - a. Peter Ryan extended thanks to the College of Agriculture & Life Sciences and the College of Engineering for use of the Raspet Lab to store the backpacks until shipment. He also mentioned appreciation to all constituents (campus wide efforts) that helped fill the backpacks.
- Linda Morse announced that there were 108 people present at the kickoff event for the Maroon Edition book, "The Optimist's Daughter" by Eudora Welty.
  - a. Eudora Welty's niece and heir, Mary Alice White, will be visiting the campus on September 29, 2011. Noel Polk will be moderating the event to be held in Bettersworth Auditorium in Lee Hall. The auditorium holds 1200 people with admission to be first come, first serve.

- b. There is work in progress with the Campus Activities Board to present an exhibit of Eudora Welty's photographs in the Colvard Union Gallery.
- c. Dawg Daze activities will include a tour of Eudora Welty's home which will be open to students and faculty on August 12. There will also be a Eudora Welty exhibit in the Library.
- d. Linda Morse asked that she or Dave Breaux be contacted as plans are being made for departments as they are still working on events.
- e. The first group of Preparing for Future Faculty students will graduate on Tuesday, May 31 at 12:30 p.m.
- f. Linda Morse reported that the eInstruction clickers will be replaced with Turning Technologies. The hardware in Technology classrooms will be changed during the second term of summer school. The Center for Teaching and Learning and ITS have been meeting to work on training and transitional issues.

**5. AOP/OP.**

**12.38 Undergraduate Academic Advisement**

After committee discussion, Peter Ryan asked that Wes Ammon and Walter Taylor forward the proposed revisions with appropriate language for document edits. The document with edits was recommended to be forwarded to Deans Council for further consideration.

**6. New Business.**

**The meeting was adjourned at 2:55 p.m.**