

**Associate Deans Council**  
**June 13, 2012**  
**Meeting Minutes**

**Present:** Peter Ryan (Chair), Wes Ammon, Jeremy Baham, Donny Banerjee, Thomas Bourgeois, Tim Chamblee, Karen Coats, Robert Cooper, Diane Daniels, Walter Diehl, Greg Dunaway, Becky Gardner, Julia Hodges, Rick Kaminski, Dinetta Karriem, David Lewis, Meghan Millea (for Randy Follett), Patricia Matthes, Scott Maynard, Lynda Moore (for Ray Berryhill), Linda Morse, Gail Peyton, Mike Rackley, Kevin Rogers, James Scheiner, Bobby Stokes, Walter Taylor.

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

**1. Consideration of the minutes.**

James Scheiner made the motion and Kevin Rogers seconded to approve the minutes of May 23, 2012. The motion was approved unanimously.

**2. Announcements.**

- Peter Ryan reported that a large number of certifications for student participation in the Academic Common Market (ACM) have been received in the Provost's Office. A revised acceptance letter is being sent to each student with listed criteria for remaining eligible for the ACM program. Each college can also set its own criteria beyond these requirements. There will be more frequent audits of the ACM students, and coordinators and advisors should be encouraged to ensure that these students are making satisfactory progress toward the degree.
- Peter Ryan asked that faculty be reminded to include the Honor Code and the Student Support Services website link in syllabi at the beginning of each semester.
- Peter Ryan reported that he, Wes Ammon, Robert Green, and Jerry Gilbert have met with Student Affairs to discuss the concerns of changes to the current orientation sessions. An orientation task force will be formed in early fall for addressing some of these issues and developing new ideas.
- Peter Ryan reported on the upcoming participation in the Smithsonian Folklife Festival in Washington DC beginning June 25 through July 8, 2012. There will be approximately 50 delegates from the university that will be traveling over the two week period to participate in the festival along with 64 volunteers of MSU alumni and interns in the DC area. He and Jerry Gilbert visited the Smithsonian and festival area in early June and were pleased with the placement of the MSU tents on the Mall area during the festival.
- Peter Ryan also reported that while in Washington, DC, he and Jerry Gilbert visited with Lucy Kiruthu, Deputy Chief of Missions at the Embassy of Kenya. The Ambassador of Kenya to the United States will be visiting campus during the fall semester. Linda Morse has been negotiating a date for the Ambassador's visit to campus during October, 2012.
- Linda Morse reported on the First Year Experience seminars and asked for help during the orientation sessions to encourage freshmen participation.
- Butch Stokes distributed a handout for an update on orientation sessions. There is an increase of returning students from last year. The Registrar's office sent letters encouraging students to return to MSU and asking the reason why if not returning. There was further discussion of the orientation updates and the remaining three sessions. Butch Stokes asked that students be reminded to enter the Registration Access Code (RAC) number to record that they have entered the system and reviewed their schedule to check for any corrections that may be needed.
- There will be a retirement reception on Monday, June 25, 2012 at 10:00 a.m. for Butch Stokes and Sharon Nobles who will be retiring June 30, 2012. All are invited to attend.
- Becky Gardner reminded the council that students who are not in the Shackouls Honors College cannot register for Honors courses.

- Scott Maynard reported that he had recently attended an orientation session at Ole Miss and noted some items that may be of interest for our campus orientation sessions regarding registration and wait lists.
- Meghan Millea asked that a Faculty Senate representative be included on the orientation task force because of workforce issues of nine month employees.

**3. Chair's Report.** None

**4. AOPs**

**Proposed AOP for Graduate Student Grievances**

Karen Coats presented the draft proposal with revisions after referring with General Counsel to address several issues and concerns. After further discussion and suggested revisions, Karen Coats will make revisions to the draft. She will provide Peter Ryan with a revised copy who will forward to Thomas Bourgeois, Dean of Students and Joan Lucas, General Counsel for review. If there are no further issues or concerns, the policy will be returned to the Associate Deans Council for review and feedback. If all feedback is positive, the policy will be forwarded to Deans Council for further consideration.

**5. New Business.**

- Peter Ryan expressed appreciation to Greg Dunaway for his service. He will be moving to Deans Council and will be replaced on Associate Deans Council by Rick Travis who will be serving as Interim Associate Dean for the College of Arts and Sciences.
- Peter Ryan asked that ideas and/or possible solutions be noted for the orientation task force when asked for opinions in the fall.
- Peter Ryan expressed appreciation to Butch Stokes for his years of dedication to the council and the university.

**The meeting was adjourned at 2:42 p.m.**