

**Associate Deans Council**  
**September 12, 2012**  
**Meeting Minutes**

**Present:** Peter Ryan (Chair), Jeremy Baham, Iva Ballard (for Elton Moore), Donny Banerjee, Ray Berryhill, Royce Bowden, Tim Chamblee, Karen Coats, Ryan Colvin (for Wes Ammon), Robert Cooper, Diane Daniels, Walter Diehl, Randy Follett, Nancy Fultz, Mitzy Johnson, David Lewis, Scott Maynard, Linda Morse, Ian Munn, James Orr, Julia Porter, Mike Rackley, Lynn Reinschmiedt, Kevin Rogers, James Scheiner, Steve Taylor, Walter Taylor, Rick Travis.

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 Randy Follett seconded to approve the minutes of August 22, 2012. The motion was approved unanimously.

**2. Announcements.**

- Peter Ryan welcomed new member Ian Munn, Interim Associate Dean, CRF and noted appreciation to Rick Kaminski for his years of contribution and service to the council.
- Peter Ryan and Julia Hodges will continue to visit the university departments throughout the academic year and are looking forward to meeting faculty.
- The General Faculty meeting will be held today at 3:00 p.m. in McComas Theater.
- IHL Reports.
  - Peter Ryan stated that it is the responsibility of the Provost's Office to send reports to the IHL within a specific timeline and asked for assistance with prompt responses when data is requested from colleges.
  - Peter Ryan mentioned the notice sent by the Provost regarding "I" grades and policies and asked that a reminder be given to faculty of how and when to use the "I" grade in order that the policy not be abused.
- Reminder – Academic Forgiveness – AOP 12.20
  - Peter Ryan stated that requests are still being received for late approval to retake a course when academic forgiveness is required at the time of registration. He noted that requests are not going to be approved after the deadline unless there are extreme extenuating circumstances.
  - In the past there has been consideration of granting forgiveness if the student is currently enrolled in the course, but not after the mid-term grades have been posted.
  - Assistance is needed to remind faculty to get the message to students that late application for course retake with academic forgiveness will not be approved.
  - There was further discussion regarding asking the Student Association for help with educating students about the original purpose of the academic forgiveness policy.
- Peter Ryan reported on the Remedial Task Force that he was asked to chair by the Provost and Executive Vice President to help address concerns via the President regarding the university's offering of remedial courses. The Provost created the task force to examine the offerings for recommendations of how to best manage the remedial courses.
  - The committee sent the recommendations to the Provost who forwarded the proposal on to the President indicating the steps for managing both English and Math remedial course offerings at the university.
  - Students with a 19 will now be allowed to take College Algebra since statistics show that the majority tend to be successful.

- Students with 17 or 18 will not be allowed to take Intermediate Algebra in the fall semester but will be given other options, such as taking the course during the summer or spring semesters, or testing out.
  - A special summer program to accommodate students requiring remedial courses is being considered for development during the 2<sup>nd</sup> summer semester, similar to the early start program.
  - The English department teaching of remedial courses should remain unchanged.
  - There was further discussion of the recommendations and the need for the students to be aware of the changes.
  
- Linda Morse reported on upcoming events:
  - The CTL is hosting a Brown Bag on Sept 19 on “Flipping the Classroom.”
  - The Maroon Edition will host the Green Belt Movement representative on September 20 at 7:00 p.m. in the McCool Hall, Taylor Auditorium. The speaker will be Prof. Vertistine Beaman Mbaya of the University of Nairobi.
  - The Advising Workshop for New Faculty was a great success.
  - The New Faculty Bus Tour will be on Friday afternoon, September 28. Please encourage new faculty to join the tour.
  
- Scott Maynard – Career Center
  - a. Graduating Student Survey Call Center
    - Due to information requested by IHL that is difficult to track, the Career Center has developed a call center to better track first destination data for new graduates.
    - The center has begun contacting every graduated student to capture his/her data on his/her first position. The Career Center had success on the first night with 25% of May 2012 graduates completing the surveys by phone. Plans are to continue with a goal of capturing 50% of graduates each semester and to include graduate students in the survey. Information will be sent to Deans’ offices to be disseminated to department heads.
  
  - b. New Washington DC intern coordinator
    - Caragh Boyles will now be coordinating the interns for the Washington DC area. She can also assist departments with surveys for tracking data that they may need or would like to know. She will be located in Bowen Hall.
  
  - c. Changes in Career Center Staff
    - Scott Maynard noted new hires and staff changes at the center.
  
  - d. Upcoming Career Fairs
    - A handout was provided with the upcoming event sponsored by the Mississippi Energy Institute on October 3 at 1:00. Please encourage students to attend.
    - The handout provided dates for upcoming career fairs and events through October 30.
    - There will be more information forthcoming on an alumni only career fair that will be held in Nashville, TN on December 11, 2012.
    - More information on fairs and location can be found on the Career Center website.
  
- Karen Coats – Fulbright representative
  - Karen Coats shared information regarding the Fulbright representative that will be on campus September 13 with an informal Q & A session in Griffis Hall from 9:00 – 10:00 a.m. that will be targeted for undergraduate students. The session from 10:00 – 11:00 a.m. will target graduate students. The formal workshop will be held at 1:00 p.m. in 330 Colvard Student Union.

- Lynn Reinschmiedt reported that the Associate Registrar interviews were complete with good attendance. Ms. Amy Adkerson was offered and accepted the position to begin on September 16, 2012.
  - Tim Chamblee reported that the search committee is in the process of reviewing applicants for the position of the university Registrar.
  - The Provost has announced that Sharon Oswald will chair the committee for the national search for the new Dean of the College of Arts and Science.
  - Peter Ryan reported on the event during the past week, the International Food Security Conference, and the upcoming conference event that will be hosted by the History department, Thinking Land Grants: A 'Cerebration of the 150<sup>th</sup> Anniversary of the Morrill Land-Grant Act.
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3. **Chair's Report.** None
  4. **AOPs - None**
  5. **New Business.**

**The meeting was adjourned at 2:25 p.m.**