

**Associate Deans Council**  
**September 26, 2012**  
**Meeting Minutes**

**Present:** Peter Ryan (Chair), Amy Adkerson, Wes Ammon, Jeremy Baham, Donny Banerjee, Thomas Bourgeois, Royce Bowden, Tim Chamblee, Karen Coats, Ryan Colvin, Robert Cooper, Diane Daniels, Walter Diehl, Randy Follett, Nancy Fultz, Terry Jayroe, Mitzy Johnson, Dinetta Karriem, David Lewis, Pat Matthes, Lynda Moore, Linda Morse, Ian Munn, James Orr, Gail Peyton, Julia Porter, Mike Rackley, Lynn Reinschmiedt, Kevin Rogers, James Scheiner, Steve 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 September 12, 2012. The motion was approved unanimously.

**2. Announcements.**

1. Peter Ryan reported on concerns brought forward by Wes Ammon regarding the university electronic withdrawal process. The online process negates an adviser visiting with the student prior to his or her withdrawal from the university.
  - Wes Ammon mentioned an example of a student's withdrawal on a Friday and after discussing the decision and upsetting his/her parents, the student's classes were rescheduled on the following Monday. This is an issue that could have been prevented if the student had been required to meet with the adviser beforehand to discuss the reasons for the withdrawal. There can also be issues with financial aid regarding semester withdrawals.
  - Peter Ryan noted that a step may need to be added so that the student would not be able to access the withdrawal form without first meeting with an adviser.
  - After further discussion of the process and the level of approval, there was agreement that a subcommittee would be formed to meet with ITS and the Registrar for more discussion and present suggestions back to the council.
  - The subcommittee will include Wes Ammon, Walter Diehl, Rick Travis, Mike Rackley, Lynn Reinschmiedt and/or Linda Buehler, and a representative from Financial Aid.
  
2. Linda Morse announced several upcoming events.
  - The New Faculty Bus Tour will begin at the Palmeiro Center parking lot at 11:30 a.m. on Friday, September 28.
  - There will be a seminar for new faculty held on October 16 at the IMC Presentation Room in the Library featuring Dr. Julia Hodges on the topic of time management.
  - The CTL August presentation, "Students are from Jupiter, Professors are from Saturn: Understanding Millennials in College" by Fred Bonner, Samuel DeWitt Proctor Chair in Education at Rutgers University can now be viewed on the CTL website.
  - The Maroon Edition panel discussion, "Sustaining Mississippi: From Conservation in Kenya to Sustainability in Mississippi" will be held on October 9 at 6:00 p.m. in the Amphitheater.
  - There will be a CTL seminar on October 10, 2012 led by Dr. Megan Foley on "Strategies for Opening Minds."
  - There will be a group of students leaving for an adventure trip to Heifer Village on September 28, 2012, as part of the Maroon Edition.

- All freshmen are invited to submit an essay based on Wangari Maathai's memoir *Unbowed* by the deadline of October 29 at midnight. A handout with more information was provided.
3. Donny Banerjee, Student Association Attorney General stated that the SA Academic Affairs Committee will be discussing ideas and ways to help educate students to use and limitations of the policy for academic forgiveness, AOP 12.20 Academic Forgiveness.
  4. Peter Ryan reported that he and Julia Hodges are continuing their visits with department faculty.
3. **A) Use of Cell Phones during exams.**
    - Linda Morse reported on recent concerns of dishonesty with the use of cellphones in the classroom. The university policy states that cell phones are not permissible in the classroom; however, exams are being circulated from the use of cell phone cameras.
    - Research on cheating with cell phones deals mostly with high school students by there is also a problem with college students.
    - Some proactive steps for prevention of cheating and academic misconduct can be found on the Honor Code website.
  - B) Illicit service for students taking on-line courses**
    - There are websites to be aware of that will do the work of online courses for students such as (wetakeyourclass), (boostyourgrades), etc.
    - The Center for Teaching and Learning will be taking some proactive steps to address the issue of preventing academic misconduct.
4. **Chair's Report.** None
  5. **AOPs**  
AOP 13.07 Academic Promotion and Tenure Policies and Procedures  
After committee discussion, there was approval of the revision to eliminate the 14 pages of attached Promotion and Tenure procedures and add: (*reference to section V. of the Faculty Handbook*), and (*Robert Holland*) Faculty Senate. The policy will be forwarded to the Deans Council for further consideration.
  6. **New Business.**
    - Mike Rackley discussed revisions to OP 60.123, "The Americans with Disability Act Reasonable Accommodation in Employment". The revised policy states: *All brochures, letters, and other invitations to University events should contain the following: "If you require special assistance relating to a disability, please contact (enter name and number of contact person)."*
    - Walter Diehl announced the upcoming four-day event hosted by the History Department, "Cerebration of the 150<sup>th</sup> Anniversary of the Morrill Land-Grand Act. The event will begin on October 3 and will be open to anyone at the university.

**The meeting was adjourned at 2:26p.m.**