

Associate Deans Council
February 26, 2014
Meeting Minutes

Present: Peter Ryan (Chair), Noel Addy, Wes Ammon, Kelly Atwood (for Scott Maynard), Ray Berryhill, Rita Burrell, Tim Chamblee, Karen Coats, Diane Daniels, John Dickerson, Walter Diehl, Matt DeBerry, Nancy Fultz, Becky Gardner, Julia Hodges, Eddie Mac Huddleston, Mitzy Johnson, Dinetta Karriem, Beth Miller, Marian Montgomery (for Steve Taylor), Elton Moore, Linda Morse, Ian Munn, James Orr, Julia Porter, Mike Rackley, Masoud Rais-Rohani, Kevin Rogers, James Scheiner, Rick Travis, James Warnock, Scott Willard.

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 Elton Moore seconded to approve the minutes of January 22, 2014. The motion was approved unanimously.

2. Announcements.

- Peter Ryan thanked Eddie Mac Huddleston for his service to the council over the past year. Dr. Ryan introduced and welcomed Matt DeBerry as the new SA Attorney General for 2013-2014.
- Peter Ryan reported on the extension for degree graduation registration. The first deadline for applying will be February 28 with the initial \$50 fee and later deadlines with increasing fee charges. The extension through April (very late application) will allow students another week to clear their accounts and still be able to register to graduate, but with an increased fee of \$250.
- Peter Ryan thanked all for the excellent work during the Academic Insight events.
- Peter Ryan reported on the increased number of students who have applied for the Early Start program. He thanked colleges for the extra efforts in promoting these programs.
- The proposals for the 2014 Schillig Special Teaching Projects Program are due to Nancy Fultz in the Office of the Provost and Executive Vice President by Monday, March 17, 2014. The proposals will be sent to the colleges for priority ranking and should be returned to the Provost office on or before Friday, March 28, 2014.
- Peter Ryan mentioned a suggestion for scheduling one date for submissions for faculty awards in order to get a better response. There will be more discussion on this issue at a later date.
- Peter Ryan announced the development of a Freshmen Convocation this fall. This will be a formal event with faculty in regalia to be held at the Coliseum which has already been reserved for August 19, 2014. The event should last no longer than an hour with the Maroon Edition book selection author as the keynote speaker. The committee is looking at providing students with a memento (such as a coin) to be given only to freshmen who attend the convocation.
- Linda Morse reported on several past and upcoming events. The Advising and Policies Update was led by Peter Ryan and Nancy Fultz on February 18 and is available on the CTL website; the Special Event with Ernest Green to be held on February 27 in the Foster Ballroom, Union at 2:00 p.m.; and the Psychology department's faculty training on prevention of suicide.
- Karen Coats announced several upcoming events: The 12th Annual MSU Graduate Student Research Symposium will be held on March 22 in McCool Hall; Graduate student awards nominations are due on March 3; The ongoing face-to-face webinars with Becky Smith (part of the financial literacy grant); and Graduate Student Appreciation Week in April (with more information on the week's scheduled to be announced).
- Julie Porter reported on several position searches that are in process at the MSU Meridian campus, and the first recruiting event for Kinesiology at the Meridian campus to be held on February 28.
- John Dickerson reported on several deadline dates coming up for graduation registration and textbook adoption.

- Walter Diehl thanked everyone who participated in the Phi Beta Kappa visit. He noted that the committee will convene for a decision to recommend moving forward to the executive committee. If approved the member vote would be fall of 2015.
- Mike Rackley reported that all faculty and instructors should retrieve any data from the old myCourses before the system's shutdown in mid-May.
- Tim Chamblee reported on the upcoming SACS site visit on April 1, 2, and 3, 2014. The schedules for who the committee will talk to are being worked out and he asked that all be flexible during these dates. When he completes the schedule he will make contact with all those involved.
- Tim Chamblee stated that the QEP Maroon and Write is posted on the website, and the Faculty Development program application process is open and faculty are encouraged to apply. He also noted that the NSSE survey has been sent out. He asked that department heads encourage students to participate in the survey.
- Julia Hodges reported on the pilot study for scanners to be placed in larger classrooms for monitoring student attendance. A small team will look at a selection of classrooms to be monitored as one approach by the Provost to improve retention.

3. Admission after suspension/ add and drop forms.

Beth Miller asked that the process of signing add/drop forms after the deadline date be addressed for having a standard for the process. There was further discussion with concern of the signatures that are sometime not being clear or legible and the possibility of adding a line for the printed name. John Dickerson, Registrar, agreed to look at modifying the form by adding additional space and mentioned a future e-form to be developed for online submission.

Beth Miller asked to discuss the topic (and make all aware) of the letters from the Provost's Office and the Registrar to students who may request early admission after suspension with guidance and instructions to visit The Learning Center for participation in the Learning Skills Support Program. There was also a brief discussion of withdrawal forms and requiring signatures.

4. Academic Misconduct

James Orr, Director, Student Honor Code Office, gave a presentation on Preventing and Reporting Academic Misconduct.

- Creating a Culture of Integrity
 - Honor Codes
 - Senior Level Administrative Support
 - Academic Integrity High on campus/ significant involvement and support by faculty and students.
- Means of Intervention Components
- Communication
 - Important to communicate to faculty/ faculty are the heart and soul of Student Honor Code
 - Demonstrate that you value academic integrity
 - Important to take visible action to prevent academic misconduct
 - Discuss Honor Code/ consequences for violation, require submission of pledge on assignments, and discuss what constitutes academic misconduct: don't assume they know.
- Suspected Academic Misconduct
 - If you suspect a problem, discuss it with the student
 - It is critical to follow the Student Honor Code
- Reporting Process
 - Contact the Honor Code Office – the staff will advise you
 - Meet with the student and assign the sanction and submit to the office
 - If the student does not accept responsibility, the office will investigate.
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- Sanctions for Academic Misconduct
 - Dismissal from the university
 - Lowered course grade
 - Zero on assignment
 - Academic Integrity Intervention Program
 - XF - (X represents academic dishonesty)

Walter Diehl raised the issues of having a standard template format for a syllabus. After discussion, a volunteer subcommittee was formed to address the issues. Linda Morse, serving as Chair, Karen Coats, James Orr, Walter, Diehl, and James Warnock will meet to develop a syllabi template to include Honor Code information.

5. AOPs – None

6. New Business - none

The meeting was adjourned at 2:50 p.m.