

**Deans Council Minutes**  
**February 2, 2015**  
**2:15 PM**  
**President's Conference Room, Lee Hall**

Members Present: Jerry Gilbert (chair), Elton Moore (for Richard Blackburn), Lori Bruce, Tim Chamblee, Frances Coleman, Cody Coyne, Lori Ball (for John Dickerson), Greg Dunaway, Kent Hoblet, Julia Hodges, George Hopper, Jason Keith, Brandon Jolly (for Joan Lucas), Sharon Oswald, Allison Pearson, Mike Rackley, Peter Ryan, Chris Snyder, Jim West.

Others Present: Diane Alexander, Thomas Bourgeois, Teresa Gammill.

Minutes taken by: Martha Thomas.

1. Upon a motion by George Hopper and second by Frances Coleman, the minutes of the January 5, 2015, meeting were approved unanimously with no edits.
2. Announcements:
  - a. Jerry Gilbert gave a brief overview about his recent trip to Morocco including several collaboration opportunities for education and research.
  - b. Dr. Gilbert discussed absence reporting and stated that reporting is easier than it's ever been with faculty being able to report absences on a daily basis if they so choose.
  - c. Dr. Gilbert reminded the deans of the plan to convert administrative positions from percent stipends to fixed stipends effective July 1. Dr. Gilbert stated that a template letter would be distributed soon.
  - d. Dr. Gilbert gave a brief enrollment update, stating that enrollment is tending upward.
  - e. Dr. Gilbert announced that the General Faculty meeting is scheduled for February 9 and that the ADHEC Roundtable is scheduled for February 13.
  - f. Dr. Gilbert announced that 431 scholarships for study abroad have been awarded for the fall 2015 semester.
3. Notice of Honor Code Notification Changes:
  - a. Thomas Bourgeois gave an overview of a situation he was made aware of during the fall semester where a faculty member unrelated to an academic misconduct case was made aware of academic conduct findings. Dr. Bourgeois stated that the notice process included notifying deans, department heads, and others.
  - b. Dr. Bourgeois stated that the notification process has changed and that only the student and faculty member teaching the class will be notified of the findings related to an academic misconduct investigation.
  - c. Dr. Bourgeois stated that any current records housed in the departments or colleges related to academic misconduct or disciplinary issues should be destroyed. Departments should contact the Deans of Students office to inquire about a student's academic or disciplinary issues. Dr. Bourgeois stated that his office can also provide aggregate data as requested.
  - d. Julia Hodges stated that anyone who has access to transcripts can see when a student has received an XF. Dr. Bourgeois stated that while this is true, departments should not release academic information without checking with his office. Dr. Bourgeois stated that information may be

listed in error and that it is important to have a sole source of information to limit errors.

4. Academic Operating Policies:

a. AOP 12.29 – Undergraduate Entrance Requirements:

- i. Peter Ryan gave a brief overview of the edits to the AOP which include the deletion of the ACT/SAT score requirement for international students.
- ii. **Dr. Ryan moved that the Deans Council approve the AOP as presented; Greg Dunaway seconded the motion.**

1. Discussion:

- a. Dr. Gilbert stated that other universities do not require the ACT/SAT score for international applicants and that MSU's previous requirement may have impacted the number of students applying.
- b. Brandon Jolly suggested adding "and" to the following line on page 6: "Diploma from secondary leaving examination, and"

2. **The motion was approved unanimously with the suggested edit.**

b. AOP 13.09 – Credentials for Teaching:

- i. Dr. Ryan gave a brief overview of the edits to the AOP which include clarification regarding the roles of primary and secondary instructors.
- ii. **Dr. Ryan moved that the Deans Council approve the AOP as presented; George Hopper seconded the motion.**

1. Discussion:

- a. Dr., Hodges asked who would decide whether Directed Individual Study courses may be counted towards an instructor of record's credentials. Mr. Jolly suggested editing the statement to read, "Directed individual study courses may be used on a limited basis, as approved by the Provost."
- b. Dr. Dunaway suggested a formatting edit, placing alternative certification instructions within items 1 and 2.
- c. Lori Bruce asked how a faculty member would be credentialed if he hadn't completed the degree but had met all degree requirements. Tim Chamblee stated that there would be a letter of explanation and an exception would be granted.
- d. Dr. Bruce suggested adding "assigning" to the following line on page 2: "The secondary instructor may teach lectures and/or labs, grade papers or provide other support functions, but will not be responsible for developing the course content, nor assigning the students' final grades."
- e. Dr. Hopper stated that he was glad that the policy was clear as to what would be done at MSU.

2. **The motion was approved unanimously with the suggested edits.**

- c. AOP 35.05 – Payment of Non-Resident Fees for Approved Student Exchange:
  - i. Dr. Ryan gave a brief overview of the edits to the AOP which include the removal of the 100 student per year limit.
  - ii. **Dr. Ryan moved that the Deans Council approve the AOP as presented; Jim West seconded the motion.**
    - 1. Discussion:
      - a. Dr. Hopper suggested adding “will be” to the following line on page 1: “Fellowships for non-resident fees for approved foreign exchange students and foreign students will be covered by specific memoranda of agreements.”
    - 2. **The motion was approved unanimously with the suggested edit.**
- 5. Other Items:
  - a. Judy Spencer distributed a flyer for an upcoming search committee workshop. Dr. Hodges asked whether MSU policies and diversifying the pool would be discussed during the workshop. Ms. Spencer stated that the topics would be discussed.
  - b. Mr. Jolly stated that travel forms will no longer be allowed for a “blanket” period of time due to liability.
- 6. There being no further discussion, the meeting was adjourned at 2:59 PM.