

**Associate Deans Council Minutes
January 10, 2007**

Present: Jerome A Gilbert, Chair; Wes Ammon, Keith Belli, Dave Boles, Louis Capella, Diane Daniels, Jane Greenwood, Clyde Herring, Dinetta Karriem, Harry Llull, Nancy McCarley, Gary Myers, Bill Person, Ruth Prescott, Mike Rackley, Lynn Reinschmiedt, Butch Stokes, Donna Reese, Mike White.

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

1. Consideration of the Minutes:
The minutes of the December 13, 2006 meeting were approved as submitted.
2. Chairperson's Report:
 - On Monday the 8th of January, the Deans Council approved our changes to AOP 12.20- Academic Forgiveness. This AOP should go in to effect this summer, meaning grades B, C, D and F will all be eligible to be retaken, up to 8 hours.
 - Dr. Gilbert sent out an email to department heads about studying abroad through CCSA. Please make sure this is passed on to any interested students.
 - Academic calendars for Spring 2007 and Summer 2007 were distributed.
3. New Add/Drop Date:
Friday the 12th of January is the drop date this semester. Next Tuesday, the 16th will be the last day to add a class. This will be the first semester with the new add/drop dates. Please make sure students are aware of the change.
4. Process for Academic Forgiveness:
The process of receiving academic forgiveness has been streamlined by Butch Stokes and Registrar's Office. Students will have until Tuesday, the 16th (the last day to add) to submit a request for academic forgiveness this semester. This is not an approval process but a chance to review a student's decisions as an advisor. It is more of an advising mechanism. If the request made by the student has not been sent through the system by January 31st, it will automatically go through. Butch Stokes mentioned that there are several honor students who received a "C" who are waiting for the new AOP to be in affect. The question was raised as to whether the deadline to submit a request is at 5:00 p.m. on the last day to add or at 12:00 midnight on the last day to add. Butch Stokes responded that the deadline is midnight.

5. Maymester Discussion:

Dr. Gilbert passed out a list of the courses that will be offered this Maymester. There are 93 to be courses offered, and there may be a few more courses added. Education would like to add a night offering so that school teachers can take a course. There will be four periods, but each student can take only one course. Times that courses will be offered are 8:00 a.m., 9:30 a.m., 1:00 p.m., and 2:30 p.m. Monday through Saturday. There will be an advertisement in the Reflector about Maymester. With this large number of classes being offered, we need to advise students and promote Maymester and Summer School. We are hoping to generate more demand and enrollment. If we generate more credit hours, the President will allow us to share in the revenue. We will budget Maymester as a separate budget. We will fund salaries as requested if ten students are signed up in a class.

6. Computer Security

There was a security incident last month. Tom Ritter, Security and Compliance Officer, spoke to the Council concerning the incident and what can be done to prevent future breaches. The December incident had to do with student data that was out on the web and thus the ability was there for it to be accessed. The draft plan of the Incident Response Plan was invoked. Over 2400 students were notified of the incident and offered a free identity protection code. Each department needs to check their computers for sensitive information. Make sure your virus spyware is up to date. Dr. Gilbert mentioned a related issue of the change in caselaw concerning preservation of data. A discussion ensued about release forms. There is a policy pending Presidential approval with training and details included.

7. Other Business:

- Butch Stokes: Enrollment is at 14, 600. Last year at this same time it was at 14, 688. We have 100 to 140 students ghosting in class.
- Harry Llull: The Library is expanding their electronic access to journals. Southern, Ole Miss, MSU, Roland Medical School are included. As of January 1st, the Blackwell deal has taken effect. Business, Social Sciences, and Humanities are included. Two thousand new titles will now be accessible.
- Gary Myers: There will be a guest lecturer on January 25th in the Swalm building. He is a classical guitarist.

The meeting was adjourned.