

Associate Deans Council Minutes
January 11, 2006

Present: Jerome A Gilbert, Chair; Keith Belli, Dave Boles, Timothy Chamblee, Robert Cooper, Diane Daniels, Luther Epting, Julie Fulgham, Jane Greenwood, Dinetta Karriem, Harry Llull, Gary Myers, Bill Person, Mike Rackley, Lynn Reinschmiedt, Butch Stokes, Tommy Stevenson, Mike White, Nancy Reichert.

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 14, 2005 meeting were approved as submitted.
2. Chairperson's Report:
 - The Command Center will be open on Tuesday the 17th of January from 2-5 in Garner Hall. A memo will go out to Deans and Department Heads to notify them.
 - On February 4 there will be an International Faculty Reception in the Grisham room. This event is sponsored by the Provost's office and International Studies.
 - The Alternative ID Task Force is meeting next week. The committee is working on drafting an AOP or an OP to cover this topic. They think they are going to delay the transition from social security number to MSU ID number until March rather than the end of January. Conversion will end in October. ITS will assign every person in Banner a new ID number when the process begins and give everyone until October to get their new ID's. The social security number will go into the former identifying field. This will mean the old card or the new card can be used until October. Currently, many people on campus have access to the social security number. This will no longer be the case once we switch over. A form will have to be submitted to get permission to view or access social security numbers. Alumni will also be assigned a new ID number. ITS will have a screen in Banner where you can view your new ID number. Mike Rackley reminded the council that it is important that units with their own computer systems know this update is about to happen and make provisions now.
 - The CAPP program is making good progress. There are two colleges yet to go, Education and Architecture, then all colleges will be in the system. With this program, the University will be able to make predictions for different courses in the future.
3. Academic Operating Policy:
AOP 13.08- Travel by Faculty and Staff

- This AOP was revised to change the review date and place the policy in the five-year review cycle. The policy states that if you are traveling under official University business, you must have a travel form on file. This is required for legal and insurance purposes. The American Express card will no longer be issued for travel purposes. The MBNA Individual Business card is now issued. Travel outside the continental United States must be approved through administrative channels. There was one correction. "International travel" was changed to "travel outside the continental United States" under paragraph #4 Policy/Procedure. Motion was made to approve the policy as revised. This policy will now be forwarded to the Deans Council.

AOP 13.11-Academic Freedom

- This AOP was revised to change the review date and place the policy in the five-year review cycle. Motion was made to approve the policy as revised. This policy will now be forwarded to the Deans Council.

AOP 13.20- Exit Interviews of Departing Faculty

- This AOP was revised to change the review date and place the policy in the five-year review cycle. Motion was made to approve the policy as revised. This policy will now be forwarded to the Deans Council.

AOP 31.10- Schedule Planning and Registration

- This AOP was revised to change the review date and place the policy in the five-year review cycle. There were two corrections. "Disabled students" under Policy and Procedure was changed to read "Students with a disability" and "web-based" was changed to "University". Motion was made to approve the policy as revised. This policy will now be forwarded to the Deans Council.

AOP 31.02 -Legal Resident Status

- This AOP was revised to change the review date and place the policy in the five-year review cycle. It also has been changed to reflect a change in Mississippi law. For purposes of determining whether a person pays out-of-state or in-state tuition for attendance, the residence of a person less than twenty-one years of age is that of the father, mother or a general guardian. The law used to state that only the father's residence was of consequence. It also reflects that a student that has attended a Mississippi High School for at least four years shall not be required to pay out-of-state tuition. The AOP also address' the resident status of a spouse or child of a member of the Armed Forces of the United States. The state of residence shall be the state of Mississippi so long as the military spouse or parent is stationed here. Or where there has been an overseas assignment where the last duty assignment was in Mississippi. Motion was made to approve the policy as revised. This policy will now be forwarded to the Deans Council.

AOP 13.13- Leave Policies

- This AOP has been submitted for deletion. Human Resources believes this policy is no longer necessary. Motion was approved to delete and it will now be forwarded to the Deans Council.

AOP 13.16- Establishment of Academic Centers and Institutes at Mississippi State University

- This AOP has been replaced by an OP that defines institutes and centers. The Office of Research recommends deletion. The deletion of this AOP has been tabled until the Council has an opportunity to compare both policies. Dr. Gilbert will send the OP out electronically for review.

4. Discussion of AOP 12.01 Academic Add/Drop Policy

Dr. Keith Belli is the head of the subcommittee reviewing this policy. He has been working with Faculty Senate as well. The questions that have arisen are whether or not we want to add/drop at different times or the same time, and if the add/drop dates change, what should they change too? The conclusion after discussion with the Associate Deans was that a 5 day drop and a 5 day add is the best proposal. Dr. Gilbert suggested that the Associate Deans take this recommendation back to their departments and colleges for discussion. It will then be discussed at the next meeting.

5. Other Business

- Incomplete Grades- If a grade has been incomplete for a year, starting later this semester it will be changed to a WI. If a student has an incomplete, they need to get it taken care of so it doesn't become a permanent incomplete. Once a grade of I is converted to an F, no additional grade change will be allowed. Butch Stokes recommends that we notify all students at the end of the spring semester that this is about to happen.
- Luther Epting stated that spring recruiting is January 31st at the Hump from 12-4. There will be 100 plus employers.
- Jane Greenwood inquired on the progress of a decision concerning the intersession. Dr. Gilbert stated that in the next month or two a recommendation will come forward.
- William Person stated that New Graduate Student Orientation will be held on January 17, 2006.
- Butch Stokes stated that the Registrar's office has written 2100 students to encourage them to register. They are working on students with business holds right now.

The meeting was adjourned.