

Associate Deans Council Minutes
April 13, 2005

Present: Jerome A. Gilbert, Chair; Keith Belli, Mark Binkley, Dave Boles, Louis Capella, Diane Daniels, Luther Epting, Jane Greenwood, Glen Hendren, Dan Hollingsworth, Dinetta Karriem, Nancy McCarley, Bill Person, Ruth Prescott, Mike Rackley, Donna Reese, Lynn Reinschmiedt, June Schmidt, Butch Stokes, and 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 from the ADC March 9, 2005 meeting were approved as circulated.

2. Chair's Report:

- There is a second call for proposals for Learning Communities for Spring 2006. April 30, 2005 is the deadline for submission.
- Dr. Gilbert discussed his memo of April 8 regarding Change of Grade Forms for Graduate Students. This memo was sent to the Deans, Associate Deans, Department Heads and Graduate Coordinators. All change of grade forms for graduate students are to be submitted to the Office of Graduate Studies. That office will verify that changes are within the approved period of time and forward the form to the appropriate office. Changes of grades for graduate students submitted after the approved period of time will require approval by the Vice President for Academic Affairs. Requests for exceptions to this policy must be accompanied by a letter of justification from the student; signatures on the form will serve as concurrence from the professor and dean. Requests which exceed the approved time period but are not accompanied by a letter of justification will be returned to the respective dean.
- Dr. Gilbert asked for information regarding any programs which have been accredited since July 1, 2004. This information has been requested by IHL.
- The Instructional Improvement Committee has requested that the Grisham Master Teacher award winner be the Mace Bearer at the May commencement. The Undergraduate Upper Level Teaching Award winner (selected by the Alumni Association) would serve as Mace Bearer at the December commencement. This would be an appropriate recognition of the individual at commencement. We have received positive feedback that people

- are favorably inclined to accept this change. Funds for the Grisham award will allow only one award, the Grisham Master Teaching award. The associate deans expressed approval of the recommendation. The Provost will make the recommendation to the President this week.
- The Provost Office has received indication that graduate programs of study are not on file as required. For Master's students, the programs of study will be on file by the end of the first semester; for graduate students, the programs of study will be on file by the end of the second semester. It is in the best interest of the department and the student to know what the requirements are. Agriculture & Life Sciences now requires that programs of study be filed in the dean's office.
 - Nancy Fultz attended the National Student Exchange conference in March. The National Student Exchange program allows an eligible student to attend a college in another state for up to one calendar year without having to pay out-of-state tuition. Students register, pay tuition and fees at MSU as usual; they do not pay tuition and fees at the host campus but are responsible for room and board. MSU students who participate remain as degree-seeking, registered students at MSU. This fall nine MSU students will be attending other universities and three students from other universities will attend MSU. This academic year three MSU students participated in this program and seven students came to MSU from other universities.
 - On April 1, 2005, the Graduate Council made several decisions concerning graduate minors. All of the following apply:
 - Minors cannot be awarded in the same program or approved concentration.
 - MSU cannot award a minor using course work that has been completed at another institution.
 - A minor may not be awarded using work from a previous degree.
 - Minor work must be current (within 6-8 years).
 - Minor course work does not have to be within a single area but must have appropriate approvals.
 - Core courses may be used to satisfy minor requirements.
 - An adjunct faculty member may serve as minor committee member.
 - If the minor area is interdisciplinary, courses do not have to be cross listed.

Rita Burrell performs the audits for the Office of Graduate Studies.

3. AOPs for review and action:

- AOP 10.05 – Nepotism. The Provost Office has received a question regarding the issue of a faculty member teaching his/her child or other relatives. Dr. Gilbert has drafted the following revision to the nepotism policy: “In addition to conflicts of interest involving relatives in employment, non-employment situations where direct benefit to relatives can occur must be avoided in order to prevent real or perceived conflicts of interest. These situations can involve faculty, staff, or students and include, but are not limited to, assignment of grades, selection of scholarship recipients,

- selection of recipients of awards and special recognition, and evaluations. Each unit must decide how special accommodations are to be made to avoid such non-employment conflicts of interest.” This revision requires that the college have some oversight so that favoritism is not used in any way. The college may choose to not allow a faculty member to teach a relative. This should be determined on an individual basis. Dr. Gilbert recommended to the associate deans that, if they are aware of someone who has a relative in class, the associate dean should check to see how grades are being handled and that no favoritism is being shown. This protects the faculty member and the student. The motion was made and seconded to approve AOP 10.05 as revised. The policy was approved as revised.
- AOP 10.08 – Classroom Regulations. The Faculty Senate requested that the following be added to this policy: “Cell Phones and Electronic Devices in the Classroom. In order to limit classroom disruptions, as well as to protect against academic misconduct, the use of cell phones, messaging devices, and any other non-authorized electronic devices is prohibited in the classroom.” The penalty would be left up to the instructor and should be addressed in the course syllabus. It was recommended that the word “unauthorized” should be inserted before the word “use,” that the words “by students” be inserted after the word “use,” and that the words “any” and “non-authorized” be deleted. The revision now reads: “In order to limit classroom disruptions, as well as to protect against academic misconduct, the unauthorized use by students of cell phones, messaging devices, and other electronic devices is prohibited in the classroom.” Motion was made and seconded to approve the policy with the modified revision. The policy was approved as revised and modified.
 - OP 01.21 – Post-Tenure Review Policy. This policy was revised January 12, 2005. The question came up in Deans Council whether every faculty member had to go under a post-tenure review. The Provost recommended that the words “five most recent” be inserted on page two under Procedures, second paragraph, before the words “annual reviews.” Every sixth year each faculty member will be reviewed. This policy is effective now. A motion was made and seconded to accept the revisions. OP 01.21 – Post-Tenure Review Policy was approved as revised.
4. Commencement. Butch Stokes distributed instructions for the May 7, 2005 commencement exercise. The Colleges of Arts & Sciences; Architecture, Art & Design; Business & Industry; and School of Accountancy will participate in the 9:30 a.m. ceremony. The Bagley College of Engineering; College of Agriculture & Life Sciences; School of Human Sciences; College of Forest Resources; and College of Education will participate in the 2:30 p.m. ceremony. This year the Registrar’s Office is requesting that each college select and assign ushers for each ceremony; names should be provided to the Registrar no later than April 29. Elaine Reed in Arts & Sciences will be usher captain for the morning ceremony; Michelle Lemmons in CALS will serve as usher captain for the afternoon ceremony. Each college should have 1-4 people to man tables to hand out name cards to students; their names should be provided no later than April 29. Registrar staff will assist each college. The Registrar will send a list of

graduates to each college to review the names and determine the phonetic pronunciation; this review should be returned to the Registrar no later than April 22. The name pronunciation should be updated on name cards no later than April 29. There will be a practice/walk through on May 6. April 15 is the deadline for regalia orders. On the day of the ceremony ushers and staff should report two hours prior to the ceremony. The doors will open 90 minutes before the ceremony. Students are scheduled to arrive no later than one hour prior to the ceremony. Name cards should be handed out, and students should line up by degree. Butch also distributed usher instructions for commencement. It was recommended that someone should keep the concourse area clear around Portal S during the recessional. Dr. Gilbert recommended that the Library be asked to provide ushers as well.

5. Other Business.

- Nancy McCarley reported that she would like to offer this fall a one-hour credit course where students would have directed readings or something different than can be done in the classroom. She had thought of asking administrators to teach a class or bringing in retired faculty. She asked that comments or suggestions be sent to her. This could be a team of three faculty members sharing the semester. This will be designed more for senior faculty members as an option. This would be a pass/fail course.

There being no further business, the meeting adjourned at 2:40 p.m.