

**Associate Deans Council Minutes**  
**April 14, 2004**

Present: Jerome A. Gilbert, Chair; Keith Belli, Dave Boles, Louis Capella, Diane Daniels, Luther Epting, Richard Heard, Dinetta Karriem, Linda Morse, Gary Myers, Phillip Nelson, Debbie Pepper, Rita Burrell for Bill Person, Gary Pike, Ruth Prescott, Lynn Reinschmiedt, June Schmidt, Butch Stokes, Robert Taylor, Jack White, and Mike White.

Guests: Bruce Crain, John Dickerson, Julie Fulgham, and Noel-Levitz representatives Kent Hopkins and Joe Watts.

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 10, 2004 meeting were approved as circulated.
2. John Dickerson introduced Kent Hopkins and Joe Watts, Noel-Levitz consultants. In November 2003 MSU entered into a partnership with Noel-Levitz to develop a process to look at MSU's marketing and recruiting strengths and financial aid and scholarship allocations. Noel-Levitz looked at the data from the Fall 2002 and 2003 classes and prepared an analysis of how MSU handled financial aid and scholarships, marketing and recruiting. The process was started late 2003 and the analysis became available in March. This will impact Fall 2004 and how MSU looks at scholarship students. Kent Hopkins with Noel-Levitz gave a review of the findings of the MSU Financial Aid Impact Research (FAIR) Project. The project clarifies the extent to which need-based and academic-based aid is needed to increase or maintain enrollment and meet institutional goals, ensures consistency in awards on both academic and needs qualities, and pinpoints the use of data in the new student enrollment planning and decision-making process. Noel-Levitz analyzed student enrollment behavior related to need, academic credentials, population segment, and financial aid offers. The historical analysis demonstrated similarities and differences in financial aid packages between those who enroll and those who do not. Noel-Levitz assessed whether financial aid or other factors were involved in students' decision to return the following fall, whether there is a threshold of financial aid below which retention is unlikely, and whether there are pockets of attrition based on need, academics or other factors.

These first-year populations were assessed by gross revenue generated, financial aid expenditures, and net revenue generated.

Overall findings and recommendations are:

- There is a full-pay “backlog” of higher ability freshman (first-year) admits who are not enrolling. Providing assistance until new student enrollment goals are met should be given serious consideration.
- Class rank and (core) grade point average seem to impact attrition more than the ACT composite. Retention target goals should be developed by first-year populations outlined in the Noel-Levitz analysis. Students should be advised initially based on predicted gpa.
- Separate appropriation processes between the in-state and out-of-state markets. Residence hall awards can be used to help meet new student enrollment goals for MS residents. Awards assist with meeting capacity in the halls.
- First-year students should be required to live in the halls.

The Noel-Levitz consultants will spend additional time in April and June 2004 to develop these strategies fully for the 2005 recruitment cycle:

- Intertwine academic- and need-based packaging goals for 2005 recruitment cycle.
- Determine most appropriate use of residence life awards in packaging mix.
- Devise appropriate recruitment marketing strategies for the various populations.
- Review the data housed in the analysis of historical data and retention analysis for the transfer market.

3. Chairperson’s Report:

- Dr. Lee signed the Academic Forgiveness policy on April 13, 2004.
- The information on the 2005-2006 Fulbright Scholar Program was distributed. Dr. Gilbert asked the associate deans to share the information with department heads and faculty.
- Dr. Gilbert announced that he is chairing the search for Director of Academic Outreach and Continuing Education. The job announcement is posted on the MSU-HRM jobs website, and is for internal applicants only. Applications and nominations will be accepted through May 3, 2004, or until the position is filled.

4. Requirements for Dual Degrees.

Butch Stokes discussed the requirements for dual degrees. In order for a student to qualify for a second baccalaureate degree, requirements for the second degree must be certified by the appropriate dean as having been met

and must include 30 hours in courses numbered 3000 or above, in residence beyond the requirements of the first degree. This refers to a student who has already earned their first degree and who has returned to MSU for a second degree.

A student who is working toward his or her first baccalaureate degree and decides to earn an additional degree at the same time as the first may reuse their completed courses to satisfy both degree requirements; however, the student must satisfy the university core requirements and major requirements of both degrees.

Students seeking different undergraduate degrees within the same college or degrees from separate colleges may be awarded more than one degree. For example, International Business students typically earn a BBA degree from the College of Business & Industry and a BA degree from the College of Arts & Sciences – two separate degrees.

Students may also earn dual majors within the same undergraduate degree – with the permission of the college dean. For example, a student earning a BA degree within Arts & Sciences with dual majors in History and Political Science. The distinction in this case is same college and same degree – different majors. The College of Business & Industry does not permit students to earn dual BBA degrees.

Students may also earn minors as they complete their baccalaureate degree(s) in accordance with stated requirements.

Students must ensure that their academic records contain their desired programs of study to include second degrees, dual majors, or minors and all such information must be recorded in their academic records at the time in which they are audited by their college for the awarding of their degree.

5. AOPs for review:

- AOP 12.09 – Class Attendance and Reporting Absences. The proposed changes were added to accommodate student athletes and students with excused absences.
- AOP 12.15 – Academic Probation. The proposed changes put this policy in alignment with AOP 12.16-Academic Suspension and Dismissal.
- AOP 12.35 – Academic Accommodation for Students with Disabilities. This policy reflects changes already approved by Associate Deans Council. The revised policy was put aside for action and is brought back for review again prior to sending on to Deans Council.

Dr. Gilbert asked the associate deans to review the policies with college faculty. These policies will be brought back for action on April 28, 2004, at the next Associate Deans Council.

6. Other Business:

- Dr. Gary Myers asked if there is a limit to the number of directed individual studies a student may obtain. At present there is no limit for a student. Special topics were designed to allow departments to try out a course for two semesters before adding to the schedule. Directed individual studies have increased due to budget woes. Professors do not receive additional pay. There should be justification in a student's file for the directed individual study. Dr. Gilbert asked Butch Stokes to assemble data by college showing the number of directed individual studies for the past two years. Dr. Myers recommended that a policy be written to establish guidelines for directed individual studies.
- The commencement committee was asked to look at changing the commencement ceremony to include calling the names of all graduates. Doctoral students will still be hooded on stage. The May ceremony will remain the same, but the December ceremony will be changed. The committee is considering dividing the ceremony into two groups and having Friday night/Saturday morning ceremonies or Saturday morning and night ceremonies. The committee is discussing with Athletics the possibility of having that Saturday night basketball game as an away game. The committee has looked at other schools to see how they are handling commencement; most are having individual college ceremonies.

There being no further business, the meeting was adjourned at 2:30 p.m.