

**Associate Deans Council Minutes
May 12, 2004**

Present: Jerome A. Gilbert, Chair; Keith Belli, Louis Capella, Luther Epting, Jane Greenwood, Dan Hollingsworth, Dinetta Karriem, Sue Minchew, Linda Morse, Gary Myers, Phillip Nelson, Debbie Pepper, Bill Person, Gary Pike, Ruth Prescott, Mike Rackley, Lynn Reinschmiedt, Butch Stokes, Robert Taylor, Jack White, and Mike White. Guests: Bruce Crain, John Dickerson, Julie Fulgham.

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

1. Special Scholarship Offers.
 - John Dickerson, Bruce Crain, and Gary Pike distributed data on scholarship appropriations. The first table titled Results of the Special Scholarship Appropriations showed the number of special scholarships offered and accepted as of May 5, 2004. The ability groups were derived from data obtained as a result of the Noel-Levitz study. About 900 offers have been made to Mississippi residents as of May 6; 284 have accepted. This shows a little over 30-35% acceptance rate on the offers made. This has worked best in recruiting Ability Group 2 and Ability Group 3. Non-resident waivers were projected at 40% acceptance – 58-60 have accepted. The second table, Progress Toward Enrollment Goals May 5, 2004, gives Enrollment Service goals. The column titled Fall 2003 Actual reflect the actual numbers. The second column shows the Fall 2004 goal, and the third column gives year-to-date information. The year-to-date column reflects students who are confirmed, but not enrolled as of May 5. Based on the current data, there appears to be a strong possibility that the goals can be met. Butch Stokes asked that a column be added to reflect actual enrollment. John Dickerson stated that they anticipate 230 extra freshmen for 2004-05. The goal is 1800; the data will be clearer by June 1. Figures for orientation are up for sessions for freshmen and transfer students.
2. Consideration of the Minutes
 - The minutes from the ADC April 28, 2004 meeting were approved as submitted

3. Chairperson's Report:

- Dr. Gilbert reminded the associate deans that faculty should schedule final exams during the time slot assigned.
- Dr. Gilbert, Ruby Prescott, and Jack White have discussed the Cooperative Center for Student Abroad (CCSA). CCSA is a higher education consortium of 22 colleges and universities with member schools from Alabama, Idaho, Kentucky, Mississippi, Oregon, Pennsylvania, and Tennessee. Honors Programs students can receive Honors undergraduate credit for successfully completing the CCSA program. The classes are taught by faculty from consortium-member schools. To participate, faculty should submit a proposal to CCSA. The faculty will choose the country in which the course will be taught. Once accepted by the CCSA organization, that faculty member would recruit MSU students to take the course. It is necessary to have a minimum enrollment; currently the minimum is twelve students. Faculty whose classes reach the necessary enrollment are granted all program benefits provided by CCSA to participating students. CCSA faculty are required to accompany students on flights from the States. Since the class would occur during the summer session and in order to include this as part of the college summer school budget, you would have to include this as part of the college allotment. If a faculty's proposal is accepted, the Provost Office will allocate funds for one additional course in the Summer School budget per college. If a college has two courses approved by CCSA, the college will have to fund the second course through its summer allotment. Dr. Gilbert stated that the deans should be aware of this. The deans and director of the Honors Program will have to sign off on the submission to CCSA. This is a rewarding experience for faculty and students. There are 31 students currently enrolled in this program. Faculty members who participate actually teach the course. Accommodations are paid by CCSA. Dr. Gilbert stated that he would email the CCSA website information to the associate deans. Dr. White stated that interested faculty should contact Becky Gardner with University Honors Program for answers to specific questions.

4. AOPs for action:

- AOP 12.07 – Undergraduate Academic Misconduct, the Mississippi State University Academic Honors Code, and OP 21.03 – Handling Graduate Student Academic Misconduct were presented to the Associate Deans for action. When revisions are complete, the policies will be given to Dr. Bill Kibler, Vice President for Student Affairs, for further review and revisions.

The associate deans recommended changes to AOP 12.07 as follows: The examples of academic misconduct given in the attachment should be consistent with those in the Academic Honor Code. The Academic Honor Code should be included as part of the policy. The title of the attachment has been changed to Procedures for Handling Violations of the

Undergraduate Academic Honor Code. This title change should be made on the first page of the policy. The policy refers to the Dean of Student and the Secretary of the Academic Honesty Committee; these should be made consistent. Dr. Gilbert will make editorial changes and the policy will be brought back to Associate Deans Council for review and action.

- OP 21.03 – Handling Graduate Student Academic Misconduct. The definition of academic misconduct should be made consistent with the University Academic Honor Code. The student’s rights are not clearly stated in the policy, and the role of the committee is not exactly clear. Dr. Gilbert will contact Dr. Tom Hosie, Chair of the Graduate Council, regarding OP for further revisions. OP 21.03 will be brought back to Associate Deans Council for review and action.
- AOP 12.35 – Academic Accommodation for Students with Disabilities. This AOP was returned by Deans Council. The Deans Council asked that faculty accommodations and course substitutions be separated and that they be more clearly defined. Dr. Gilbert made proposed revisions. Associate Deans Council approved AOP 12.35 with proposed changes, and it will be resubmitted to Deans Council.
- AOP 13.25 – Faculty Workload. AOP 13.25 was returned by Deans Council. This policy was revised last summer as a requirement for SACS. The Faculty Senate Executive Committee approved the revision and Dr. Lee approved the policy in October 2003. The policy has now been presented to the Faculty Senate body and changes have been recommended. The Faculty Senate changes have been incorporated into the policy and Dr. Gilbert presented it to the associate deans for review and action. Under Purpose, the first sentence reads “to establish theguidelines for the assignment of workloads for tenure-track, tenured, and other instructional faculty (instructors and lecturers).” The associate deans recommended that “lecturers” should be taken out and the sentence read “for the following faculty members: tenure-track faculty, tenured faculty, and instructors.” At the end of the first paragraph, the following statement was added: “This policy does not apply to faculty with specific research professor, extension professor, or clinical professor appointments.”

The associate deans recommended that on page two of the policy, in the first paragraph, the following statement should be added: “The teaching load for an instructor with full-time appointment is usually equivalent to eight courses (about 24 credit hours) per academic year.”

The associate deans recommended that in the last paragraph on page two, the first sentence should be revised to read as follows: “Deciding the sufficiency of an active research agenda is the responsibility of the department head with input from the individual faculty member.”

Dr. Gilbert will make the necessary changes as addressed and will re-submit the policy to Deans Council.

5. Commercial Spam. Mike Rackley distributed a copy of OP 91.126 – Electronic Communications Student Policy. He stated that there have been requests from faculty members to eliminate spam. ITS proposed to set up a program in email to insert a warning in the email title identifying the email as “possible spam.” Users would still receive all their email but it would be scanned for various attachments. The associate deans discussed the proposal and it was agreed that this was not the appropriate time to carry this proposal to the faculty senate. Mike White and Mike Rackley discussed the use of mass email for commercial advertising purposes such as sales at the Bookstore or Florist or Athletics. This is in violation of the policy which states that the distribution of mass email to students, faculty and staff is restricted to MSU departments for university business. Upcoming campus events are generally considered information best suited for posting on electronic bulletin boards rather than mass email distribution. This does not apply to faculty sending electronic mail to students in the faculty member’s class. Mike Rackley urged the associate deans to not send out emails which might be considered commercial. The associate deans were asked to contact Mike Rackley, Mike White, or Ruth Prescott for guidance.
6. Other Business.
 - Mike Rackley distributed a booklet “Information Technology Student Guide” and pamphlet “Guidelines for Purchasing a Student Computer” that will be given to incoming students.
 - Butch Stokes stated that out of 61,636 reportable grades for the spring semester, only 46 were outstanding at the deadline. Of that number only 381 were Incomplete. The extra time to turn in grades has worked out well in this area.

There being no further business, the meeting was adjourned at 3:00 p.m.