

**ASSOCIATE DEANS COUNCIL**  
**July 28, 2004**

Members Present: Jerry Gilbert (chair), Keith Belli, David Boles, Louis Capella, Lou D'Abramo, Diane Daniels, Dan Hollingsworth, Rusty Foster, Dan Hollingsworth, Dinetta Karriem, Pamela Kirk, Gary Myers, Rita Burrell for Bill Person, Johanna Bettis for Gary Pike, Ruth Prescott, Mike Rackley, Donna Reese, Lynn Reinschmiedt, Bobby Stokes, and Mike White. Guests Attending: Molly Watkins.

Dr. Gilbert called the meeting to order at 1:30 p.m.

1. The minutes of the June 9, 2004 meeting were approved as submitted.
2. Chairperson's Report.
  - Dr. Gilbert welcomed new members of the Associate Deans Council: Lou D'Abramo for the Robert Holland Faculty Senate; Rusty Foster for Academic Outreach and Continuing Education; Donna Reese for Engineering; and Pamela Kirk for the College of Education.
  - Interviews have begun for the Director of Honors Program. Dr. Gilbert encouraged the associate deans to attend and participate.
  - New Faculty Orientation will begin Monday, August 16, at 1:00 p.m. in the Parker Ballroom of the Hunter Henry Center. We have approximately 50 new faculty, including tenure track and instructors. Academic Affairs will present the Monday afternoon program, and Human Resources will conduct the program on Tuesday morning. Monday afternoon's program will include a faculty promotion and tenure panel discussion. The purpose of the orientation is to create a sense of camaraderie as a group or cohort of new faculty. The Provost Office wants to promote interaction among faculty and create a sense that they have colleagues across the university. One of the topics at the last Faculty Senate roundtable was faculty retention and the Provost feels that this will be helpful in retaining faculty.
  - Dr. Gilbert asked the associate deans to remind department heads about reviewing course syllabi. Make sure the syllabus is up to date and includes reference to the academic honesty policy. Dr. Gilbert distributed a sample statement which could be included in the syllabi. "All occurrences of academic misconduct will be dealt with in accordance with guidelines and procedures outlined in the Academic Misconduct Policy which may be accessed on the web at: <http://www.msstate.edu/web/student.policies.html>."

Department heads should look at the instructor's course attendance policy, which should be included in the syllabi. A question came to the Provost Office from a student where attendance was part of the grade; in this case 20% of the grade was the attendance.

3. Admission Requirements for International Undergraduates. Dr. Gilbert distributed a proposal to create a conditional admission for international undergraduate students. Currently students must score at 525 or greater on the TOEFL and 21 or higher on the ACT to gain admission. It was proposed that there be a conditional admission for undergraduate students whose TOEFL scores fall in the range of 475-524 and that the ACT score be changed to 18 or higher for admission.

International students who apply to graduate school at MSU are allowed conditional acceptance if their TOEFL scores fall between 475-524; they are required to take ESL courses. This proposal mirrors the graduate policy with a requirement that undergraduate students enroll in ESL. A student who comes in with a lower TOEL score might end up with better speaking skills than those with a higher score. Molly Watkins explained that she monitors the students in the ESL program and spends a lot of time with the students. Each student has an English speaking partner. ESL has been allowing conditional admission for international graduate students for five years. Dr. Gilbert presented the proposal to Deans Council on July 19, and it was favorably received. At present the program is limited to 10-12 students; it will have to expand. The ESL program is self supporting; it is not funded by E&G funds. Molly Watkins stated that ESL students have a higher GPA than those international students who do not go through the program.

The Associate Deans Council voted to adopt the proposal to add a conditional admission criterion for international undergraduate students.

4. Academic Forgiveness Form. Butch Stokes demonstrated how to access the academic forgiveness form. This becomes effective Fall Semester 2004. This policy allows undergraduate students to retake up to two MSU courses not to exceed 6 hours. A course may be retaken only once. The replacement course must be the same course (subject code and course number) as the one being retaken. Transfer courses are not eligible for retake. The Retake form is on the Banner web system under the Registration and Academic Records Menu. The web page displays the MSU courses that are eligible for retake. The page also provides a link to AOP 12.20 - Academic Forgiveness. The student will select the course for retake and fill in the form by clicking on the form; print it out and obtain the necessary approval signatures; and turn the form into the Registrar's Office. It must be turned in by the last class day to add classes (the 5<sup>th</sup> class day in fall or spring or 3<sup>rd</sup> class day in summer). Only one retake class can be listed per form; a second form has to be printed for the second class. The deadline to turn in forms for Fall 2004 is August 24 at 5:00 p.m.

The Registrar's Office will process the request and mark the course(s) selected for retake. At the end of the semester when final grades have been posted, the Registrar will complete the retake process by removing the chosen course from

the student's academic hours and GPA. The retaken course will still appear on all transcripts. The replacement course grade will then count in MSU hours or GPA. If the replacement course is dropped from a student's class schedule for any reason, the pending retake will be removed. This is not an option for graduate students.

Courses for which a student has received an F for academic misconduct are not eligible for academic forgiveness and retake.

Butch Stokes gave credit to Mike Rackley and ITS staff for help in preparing the form.

5. Other Business.

- Butch Stokes distributed course management information from IHL. Institutional Research and the Registrar's Office have designed a link on the Banner web site to be used to update the method of instruction and delivery. There are about 100 sections spread across Spring and Summer that need to be updated on the method of instruction. Several methods of instruction have been moved and designated as method of delivery. All other course sections had "face to face" method of delivery entered for those courses. Make sure that the method of delivery for all sections is correct. September 1 is the deadline for the Spring and Summer updates. Courses should be coded with the method of instruction used for the majority of the course material presented. Amy Adkerson in the Registrar's Office is preparing the lists to be distributed to the deans and department heads.
- Summer final grade input will begin Monday, August 9, at 8:00. Public schools are beginning early. Some school districts start classes on August 2. We are getting calls from Education students wanting degrees and transcripts. Transcripts will be issued on Wednesday, August 11. Education students will be processed first for that reason only.
- As the last item of business at the Board meeting, the Board approved the 124 hours to degree to go into effect Fall 2007. The Faculty Senate and UCCC will work with this. Additional information will be forthcoming.

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