

ASSOCIATE DEANS COUNCIL
September 22, 2004

PRESENT: Jerry Gilbert, Chair; Brett Aldridge, Keith Belli, Mark Binkley, Dave Boles, Lou Capella, Robert Cooper, Lou D'Abramo, Diane Daniels, Julie Fulgham, Jane Greenwood, Pamela Kirk, Nancy McCarley, Gary Myers, Bill Person, Ruth Prescott, Mike Rackley, Donna Reese, Lynn Reinschmiedt, June Schmidt, Bobby Stokes, and Mike White.

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

1. Dr. Gilbert welcomed Brett Aldridge as the representative from the Student Association.
2. Consideration of Minutes.
 - The minutes from the August 25, 2004 Associate Deans Council meeting were approved as submitted.
3. Chairperson's Report.
 - Dr. Gilbert announced that the husband of Dr. Esther Howard, Curriculum & Instruction department head, had been killed in an accident and Dr. Dan Hollingsworth is recovering from surgery.
 - The Faculty Senate has made recommendation to reduce the core curriculum from 45 to 36 through elimination of three hours each of the Computer Literacy, Speech, and Junior/Senior Level Writing requirements. Dr. Gilbert distributed the most current core information which is not shown in the present university bulletin. Current students are covered under the present catalog. The Registrar's Office cannot anticipate changes when printing the bulletin. The handout shows the courses which have been added.
 - The Provost Office has been hosting a number of events with new faculty. Some were taken on the President's Bus Tour. The Office of Research conducted a workshop for new faculty. The Library has arranged workshops. The Provost and Research offices will host a dinner in early October. Some of the colleges are scheduling professional development workshops with Noel Schultz' direction and help. The Provost has volunteered to pay the registration and expenses for first or second year department heads to attend a conference in October.
 - Butch Stokes discussed the possibility of a mid-year bulletin. The Registrar would like to get the 120-124 hours-to-degree change in next fall's bulletin. The effective date is Fall 2007. The reason the Registrar wants to move forward

with this is that USM is going to have their programs in place by next fall. This would put us at a disadvantage in recruiting. We will try to get some of the programs done by July 2005. Changes can always be made with appropriate notice.

- Dr. Gilbert congratulated the College of Business & Industry and the College of Education on their websites which show course syllabi. COBI has over 50% of their course syllabi on the web. Education has all. Dr. Gilbert asked the associate deans to encourage faculty to put their syllabus on the website. This gives people a view of what the college is doing.

4. AOP's

- AOP 21.03 – Policies and Procedures for Handling Graduate Student Academic Misconduct. The Associate Deans sent this policy back to the Graduate Council for review. All comments have been addressed. Dr. Tom Hosie will attend the next meeting to discuss the policy. Dr. Gilbert asked the associate deans to review the policy for discussion at the next meeting.

Mike White, Ruth Prescott, and Dr. Gilbert have discussed removal of the X on the XF grade received for academic misconduct. One of the options for the instructor is to give an F in the course. Students then have an option to remove the X but not the F by enrolling in a special ethics course. There are two faculty members in the Library – Deborah Lee and Jessica Buehring - who are interested in handling the ethics course. They are researching this now and looking at other university models.

Mike White announced that Thomas Bourgeois, Jon David Cole and Stacey Carter will be attending the conference presented by the Center for Academic Integrity.

6. Other Business.

- Butch Stokes distributed commencement plans for December 2004 and May 2005. Two ceremonies will be held on campus. The December ceremonies will be held December 10 at 7:00 p.m. and December 11 at 10:00 a.m. There is a basketball game scheduled on campus for December 11. The May ceremonies will be held on May 7 at 10:00 a.m. and 3:00 p.m. Changes to the ceremony include having both graduate and undergraduate students line up by college or school for the processional. Doctoral students will line up in one group. Each graduate's name will be announced as he or she crosses the stage. Dr. Lee, Dr. Rabideau, and each Dean will congratulate each student. If possible, a photographer will be provided to take each student's photograph at some point in the ceremony. To keep the length of the ceremonies as reasonable as possible, the Starkville campus has been divided into two groups by colleges and schools so that approximately one half of the graduates will attend each ceremony. There should be a more manageable number of people in the coliseum at one time. Most of the faculty will have to attend only one ceremony; faculty will be seated on the floor. More ushers and staff will be required to work because of the two ceremonies. Engineering has traditionally

provided the ushers; however, in December, we will need to train faculty and/or staff from each college to handle these duties.

In December we will have two different commencement speakers.

Students will have to be recessed from the floor.

There are plans to have a practice run during the first two weeks of October and a rehearsal the week of commencement. Instructions for each ceremony will be mailed out after October 15, the commencement application deadline.

Because we are going to have fewer colleges for each ceremony, each college will have a table set up for each student to fill out a card. Since August graduates may participate in the December commencement, it will require careful planning.

- Mark Binkley has had some students with I grades and who did not enroll for several years. Currently there is no statute of limitation for removal of I grades. We need a time period beyond which students can no longer complete the class. Dr. Gilbert stated that the policy covering this issue will be brought to the next associate deans' council to put a time limitation on undergraduate and maybe graduate students as well.

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