

**ASSOCIATE DEANS COUNCIL**  
**October 13, 2004**

PRESENT: Jerry Gilbert, Chair; Mark Binkley; Dave Boles; Louis Capella; Robert Cooper; Louis D'Abramo; Luther Epting; Pam Kirk; Nancy McCarley; Elaine Reed for Gary Myers; Bill Person; Gary Pike; Ruth Prescott; Lynn Reinschmiedt; June Schmidt; Sharon Nobles for Bobby Stokes; Donna Reese; and Mike White.

GUEST: Don Zant

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

1. Dr. Gilbert welcomed Don Zant, Director of Internal Audit, who discussed misuse of university assets. The misuse of MSU assets is a serious matter and employees should avoid even the appearance of improper use. University assets include, but are not limited to, land, buildings, facilities, equipment, networks, supplies, funds or other financial assets, supplies and labor. Personal use means use, other than incidental and occasional use of office equipment and telephones, that is not job related. University vehicles should not be used for personal reasons.

Authorizing or receiving payment for hours not worked and authorizing or taking leave without submitting appropriate leave forms is considered misuse of financial assets. Nine-month faculty should submit a medical leave form when they are unable to teach class or are not available because of illness for their normal office hours. See HRM Policy 60-202.

Violation of these policies is a serious matter and will be handled in a commensurate matter by the University.

Mr. Zant distributed Operating Policy 01.19 – Misuse of University Assets. The policy explains the administrator's responsibility and procedures to follow when misuse is suspected. Administrators who fail to detect misuse of assets within their areas of responsibility may be subject to disciplinary action. Administrators should take care in dealing with any suspected case of property misuse to avoid incorrect accusations, treating employees unfairly, and making statements that could lead to claims of false accusations or other offenses. Employees should report to their administrators when they suspect misuse.

## 2. Consideration of Minutes.

- The minutes from the September 22, 2004 Associate Deans Council meeting were revised as follows. Under Chairperson's Report, second bullet, the word "discretionary" was added. The sentence will now read "The Faculty Senate has made recommendation to reduce the core curriculum from 45 to 36 through discretionary elimination of three hours each of the Computer Literacy, Speech, and Junior/Senior Level Writing requirements." The minutes were approved as revised.

## 3. Chairperson's Report.

- Registration materials for the Mississippi Association of Colleges & Universities (MAC) conference were distributed. Only one dean plans to attend along with Dr. Gilbert. Dr. Gilbert encouraged the associate deans to attend if possible.
- There has been some excessive use of 8990 courses in graduate programs; the 8990 designation cannot be used repeatedly. The 8990 course number designates experimental courses and can be used for no more than two years unless an extension is granted. If a course is a directed individual study, it should be at a 7000 level. Those 7000 level courses do count as part of the 8000 requirements for graduate students. Half of the course work to meet graduate requirements for a master's degree must be in course numbers 8000 or above. Dr. Gilbert asked the associate deans to pass this along to the college graduate coordinators.
- Dr. Gilbert announced a general call for applications for the 2004-05 Grisham Master Teacher award; the deadline for submission of applications to the Provost Office is January 14, 2004. Only one award will be presented this year. The University Instructional Improvement Committee will select and announce the winner before the end of the Spring 2005 semester.
- Dr. Gilbert announced the request for proposals for performing arts and arts grants from the Lorena J. "Rockie" Smith Endowment. Proposals will be entertained for projects in theater arts, music, dance, and graphics/fine arts. November 30 is the deadline for submission of proposals to the Provost Office. The maximum amount of each award will be \$750 for this 2004-05 year. Awards will be made early in the spring 2005 semester.
- Sharon Nobles has been working with the departments to complete an articulation agreement with the community colleges. This should be completed within the next month. It is the desire of IHL that every academic program accept those between 58-62 hours from the community colleges in the articulation agreement.

## 4. AOP's

- OP 21.03 – Policies and Procedures for Handling Graduate Student Academic Misconduct. Dr. Gilbert stated that Dr. Hosie had left out a section of the policy and it will be brought back to the Associate Deans Council at its next meeting. The policy with Dr. Hosie's revisions will be sent by email to the associate deans for review.

- AOP 12.12 – Credit, Grades and Standing. This policy was discussed at the September 22, 2004 meeting. Currently there is no statute of limitation for removal of I grades, and the Associate Deans Council decided to put a time limitation for removal of I grades for under graduate and maybe graduate students as well. Butch Stokes came up with an idea to limit the time, and the following sentence has been added: “If an undergraduate student has not enrolled in the university within a year of receiving the grade of I, the I will be converted to a permanent grade of WI and the student will not have the opportunity to change that grade.” The associate deans decided that the policy as revised should go before the Graduate Council prior to action by the Associate Deans Council. Dr. Gilbert will forward the policy to Dr. Hosie for Graduate Council consideration before review and action.

#### 4. Other Business.

- Gary Pike announced that Institutional Research has enrollment data sent to IHL. Human Sciences and Interior Design have not been moved. Art has not been moved – it is under Arts & Sciences. The financial budget has been moved and faculty and staff; nothing has been moved on the student side.
- February is time for evaluating programs on probation for three years. As soon as Dr. Gilbert hears from IHL, he will let the department heads and deans know what to submit and what IHL requires.

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