

**Associate Deans Council Minutes
November 10, 2004**

PRESENT: Jerry Gilbert, Chair; Keith Belli, Laura Crittenden for Mark Binkley, Robert Cooper, Lou D'Abramo, Diane Daniels, Luther Epting, Julie Fulgham, Jane Greenwood, Lisa Harris, Dan Hollingsworth, Dinetta Karriem, Pamela Kirk, Gary Myers, Bill Person, Ruth Prescott, Mike Rackley, Keith Hodge for Donna Reese, Lynn Reinschmiedt, June Schmidt, Bobby Stokes, and Mike White.

GUESTS: Tom Hosie and Sharon Nobles

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

1. Consideration of Minutes:

- Minutes from the Associate Deans Council October 13, 2004 meeting were approved as submitted.

2. Chairperson's Report

- Dr. Gilbert reported that the decision has been made to significantly reduce the university's cell phone usage by the end of this calendar year. Each Vice President has been charged with reducing the usage in his division by over 50%. Dr. Gilbert is coordinating the reduction for Academic Affairs. The deans and directors will receive a list of the cell phones in their units. Each dean and director will decide which employees have a legitimate business necessity that justifies a cell phone allowance or a university-issued cell phone. We are encouraging the conversion of most, if not all, people who retain a cell phone to convert to a cell phone allowance. This allowance will be \$40 a month and will be included in the person's paycheck as taxable income, beginning with the January 15, 2005 pay cycle. If a person receives a cell phone allowance, they agree to secure cell phone service for use during business hours. They should provide their department their cell phone number. The home department will be responsible for providing the funding for the cell phone allowance. There is a short turn around for responding to this memo.
- Dr. Gilbert is working on the response to IHL regarding programs on probation. The response is due February 2005. Agriculture & Life Sciences is combining a number of their degree programs.
- Dr. Gilbert asked the associate deans to update course method of delivery in the spring master course list. If courses are 100% WebCT taught, the library now has a way to look at on-line courses that are taught on WebCT. There is

also a set of courses offered by Academic Outreach and Continuing Education that are on line. The method of instruction updating ability is on the web. Departments can update the method of delivery as well as the maximum seats available.

- A question has been raised regarding late drops. AOP 12.01 states that a student cannot drop courses after the 30th class day into the semester except in documented cases of serious illness, extreme hardship, or failure of the instructor to provide significant assessment of his/her performance. Butch Stokes reported that for Spring 2004 semester, there were 1064 drops approved through the 30th day; the number of drops approved after the 30th day was 122. Fall 2004 semester drops during the 30 days were 1356; those approved after the 30th day were 97. Dr. Gilbert asked the associate deans how decisions are made regarding approval of late drops. Dr. Reinschmidt reported that CALS requires a letter of request with approval by the department head and advisor and supporting documentation. Dr. Hodge reported that Robert Green reviews these requests for the College of Engineering. Dr. Myers reported that the College of Arts & Sciences follows policy and requires medical documentation. In cases where there is medical documentation, the student will be given an “T” and will be allowed to finish the course.
- Another issue brought to Dr. Gilbert’s attention concerned parking on game day for official functions on campus, in particular Discovery Day. Dr. Myers stated faculty have been asked to pay to park in the East Allen parking lot which is held for faculty parking during game day. Dr. Harris suggested that parking lots be checked early on Discovery Day to ensure that parking attendants allow faculty to park in designated areas.
- Dr. Gilbert distributed AOP 12.11 – Degree Requirements-Undergraduate and asked the associate deans whether the policy should be revised due to the new curriculum going into effect next fall with the 120-hour-to-degree change. In AOP 12.11, Section 4 - Catalog Terms states that students may request fulfilling requirements outlined in a subsequent catalog after their first enrollment. The question was asked whether currently enrolled students should be allowed to fulfill requirements to conform to the 124 hour curriculum. This will obviously affect freshmen and sophomore. A student may request to fulfill requirements of a subsequent catalog; a student cannot request to go back to an earlier catalog. The associate deans voted 11 for leaving the policy as is; 3 opposed to leaving the policy as is; 2 abstained from voting. It was requested that the section, Catalog Terms, be revised for clarity and that a statement be added that a student must have his/her dean’s approval to substitute catalogs. Dr. Gilbert will revise the policy and bring it back for review at next meeting.

Dr. Gilbert also discussed Section 6-Second Baccalaureate Degree Requirements of AOP 12.11. Thirty hours in courses numbered 3000 or above, in addition to the requirements for the first degree, are required to qualify for a second baccalaureate degree. This does not apply to a student receiving two degrees at one time. Dr. Gilbert will reword this section to more clearly state that if a student has received a degree and left the university, the

student will have to come back and take an additional 30 hours in courses numbered 3000 or above to receive a second degree.

3. AOP's for review:

- OP 21.03 – Handling Graduate Student Academic Misconduct. Dr. Tom Hosie, Chair of the Graduate Council, discussed OP 21.03 – Handling Graduate Student Academic Misconduct. The undergraduate academic misconduct policy does not pertain to many dynamics of graduate study such as comprehensive exams, computer utilization, research, and IRB rules, regulations and approval, to name a few. The Graduate Council views the graduate student as being much more knowledgeable and responsible concerning their behavior related to academic misconduct. OP 21.03 is modeled after the current undergraduate policy; however, because of the different strands in the policy it is more comprehensive and complicated.

There are two major strands – academic dishonesty in a course and academic dishonesty in programmatic matters such as submitting false academic credentials, disregarding IRB rules and regulations, academic dishonesty in taking comprehensive or preliminary exams, plagiarism in dissertations and falsification of data and analysis for research programs.

Another area added is the intervention of the program's department in the process. The Graduate Council wants course instructors to have jurisdiction over academic dishonesty in their courses. However, the Council also wants to provide the opportunity for the program in which the student is enrolled to become involved. The Council sees this need to be especially important when the student violates academic misconduct in a course not within his or her program. This involvement is to determine if there has also been a programmatic violation and if the violation that occurred is severe enough to warrant additional sanctions.

Each department creates a Graduate Academic Misconduct Review Committee (GAMRC) to review programmatic misconduct and cases of course misconduct to determine if programmatic misconduct and serious violations have occurred and the possible need to impose additional sanctions.

Also, for appeal purposes, the Graduate Studies Office establishes a Graduate Academic Honesty Committee (GAHC). The Dean of Students serves as permanent Secretary of the committee and also keeps the official university records of committee outcomes and records of academic dishonesty.

Similar to the undergraduate policy, when a student is suspected of academic misconduct, the instructor or graduate coordinator representing the program contacts the Dean of Student's Office to see if there is a prior record of graduate academic misconduct. A student without a prior record is then dealt with depending on the type of violation. The case determination is either dealt

with by the course instructor or the department Graduate Academic Misconduct Review Committee (GAMRC).

Second offense cases are sent directly to the Graduate Academic Honesty Committee (GAHC) for disposition. In cases where students are found guilty, notification is sent to the Dean of Students.

As stated, the Department Committee will review the case and may impose an additional sanction which could include suspension or dismissal. In the case of a second offense, students found guilty of a second programmatic offense will be permanently dismissed. Also for the second offense in a course, the student receives an “F” grade and may be permanently dismissed from the university.

A student may appeal a decision by a course instructor or Department Committee (GAMRC). When a course violation is under appeal, the Department committee can take no additional action. Appeals for both course and programmatic offenses first go to the department head who cannot increase the severity of the decision. Then appeals go to the college dean who may appoint a review committee. Then the appeals go to the Graduate Academic Honesty Committee (GAHC) which makes a case determination. The student is informed of the hearing proceedings and policies of the Graduate Academic Honesty Committee (GAHC). A final appeal can be made to the Provost only if procedures were not followed or new evidence is available.

The Graduate Council also included a section on Interdisciplinary programs. Each interdisciplinary program will create a Graduate Academic Misconduct Review Committee (GAMRC). Appeals go through the program coordinator (who is acting in place of a department head) and then to the dean of the program’s home college and so on. If the program resides in the Provost Office, then appeal of the Graduate Academic Misconduct Review Committee (GAMRC) will go directly to the Provost.

The hearing procedures for the Graduate Academic Honesty Committee are provided in Section V of the policy.

The Graduate Council followed the overall undergraduate policy. There will be a problem with consistency between departments. Ruth Prescott recommended that the Graduate Council review the College of Veterinary Medicine policy. The most important thing for the committee to do is to be consistent and follow the policy.

It was recommended that Dr. Tom Hosie, Mike White, and Ruth Prescott revise the policy as submitted. OP 21.03 will be brought back to Associate Deans Council for further review.

- AOP 12.12 – Credit, Grades, and Academic Standing. This was forwarded to the Graduate Council for review, and the Council’s recommendation has been added. The addition to the last paragraph reads: “I” grades are not permitted

for thesis and dissertation credits.” At the October 13, 2004 meeting, the Associate Deans Council made a recommendation to add a time limitation for removal of “I” grades for undergraduate students. The following addition was made to the policy on page two: “If an undergraduate student has not enrolled in the university within a year of receiving a 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. This conversion of ‘I’ to ‘WI’ will not apply to courses of students who receive an ‘I’ when called to active military duty from the Military Reserves or National Guard and those active duty students who are deployed under emergency situations.”

Motion was made and seconded to approve AOP 12.12 as revised. The policy was approved and will be forwarded to Deans Council for further review and action.

- AOP 12.32 – Refund and Course Credit for Military Students. This AOP has been revised to make it consistent with the new IHL policy. On page two, in the second sentence, the word “must” has been changed to “may” and the following has been added to the sentence “or may receive full academic credit for each enrolled course of study with the grade earned at the date he or she was called into active duty.” The first sentence of the second paragraph was revised to read “If the student elects to take the final exam, the score on the final exam plus the completed course work for the semester from which the student was called to active duty will constitute the undergraduate student’s final grade.” The last sentence of the third paragraph was deleted.

Motion was made and seconded to approve AOP 12.32 as revised. The policy was approved and will be forwarded to Deans Council for further review and action.

- AOP 11.13 – Winter Intersession. This is a new policy. The IHL has approved a winter intersession between fall and spring semesters. Ole Miss will implement this in 2005 and USM is changing their schedule so that it can be included in 2006. The Provost Office felt this change would go more smoothly if presented in policy format with approval through the appropriate channels. A faculty member will be allowed to teach a maximum of one three-hour course per intersession. The payment for teaching the three-hour course will be eight percent of the nine-month salary base of the faculty member. Three semester course hours must generate 2250 minutes of contact time. All courses should include a final exam which can count as part of the contact minutes.

All courses should receive approval through the college and the University Committee on Courses and Curricula. Any course with a lab would not be one to approve. The cost/benefit factor has not been established. This will parallel Summer School. There are also budget considerations to consider. June Schmidt asked that the Library be contacted regarding the number of hours for

the Library to remain open during the intersession period. Classes would be about 3 ½ hours a day.

The question was asked whether the intersession could be placed between spring and summer sessions. Another suggestion was to begin the intersession following fall final exams.

Another concern is the Monday-Friday exam period. To accommodate this schedule, semesters now begin in mid-week.

Dr. Gilbert stated that this is primarily a faculty decision. If the faculty and students want to do this, the university should do it. If we have the opportunity and other state universities are doing it, we should try it.

Dr. Belli suggested editorial changes.

Butch Stokes requested that this policy be presented to the Calendar Committee for review before action is taken. The associate deans approved this. AOP 11.13 will be brought back for review after presentation to the Calendar Committee.

- AOP 13.12 – Summer School Teaching. This AOP has been revised to reflect the practice currently in place to increase the amount of pay to eight percent and the maximum for full-time teaching in the summer to thirty-two percent.

The motion was made and seconded to approve AOP 13.12 as revised. The policy was approved and will be forwarded to Deans Council for further review and action.

4. Orientation Update. Dr. Lisa Harris, Associate Vice President for Student Affairs, discussed proposed changes for Orientation 2005 and asked for suggestions and comments from the associate deans. Three offices in the Student Affairs Division have been merged. The Offices of Enrollment Services and Admissions are no longer separate. The Scholarship Office has been moved out of the Financial Aid Department, and the three offices have been combined to form the Office of Admissions and Scholarship. Diane Wolfe is the point person for Admissions and Scholarships; Judy Smith is another point person for Scholarships. John Dickerson is the community college transfer and alumni recruitment person. For freshmen students, Brian Nesbit is the point for recruitment, and Pam Stafford is the point person for communications. Orientation is headed by Brian Nesbit. Dr. Harris has been appointed interim director of the Office of Admissions and Scholarships by default. Dr. Harris has looked at orientation programs at peer institutions; she distributed proposed orientation schedules for June and July 2005. Dr. Harris stated that orientation sessions can be held for special groups, such as transfer students in Forestry. She asked the associate deans to contact her or her office with questions or for assistance.

5. Butch Stokes distributed commencement instructions. There will be two ceremonies in December: December 10, 7:00 p.m. for the College of Engineering, College of Veterinary Medicine, College of Agriculture & Life Sciences, School of Human Sciences, College of Forest Resources, and College of Education; and December 11, 10:00 a.m. for the College of Arts & Sciences; College of Architecture, Art & Design; College of Business & Industry; and School of Accountancy. These will be smaller ceremonies with approximately 440-500 graduates. There will have to be two set-ups for the platform parties. Regalia may be picked up by students on December 9 and December 10 in the Student Union Ballroom. Each college alumni association will have complimentary pictures made at the Union Ballroom on the 9th and 10th. There will be a formal recessional of the platform party, faculty and graduates. A photographer will be available for pictures. Each graduate's name will be announced as the graduate crosses the stage. Each college will be responsible for distributing name cards to their graduates. The tables and name cards will be located in the concourse area designated for each college. Since August graduates may choose to walk in December, name cards for August and December graduates will be available.

There being no further business, the meeting adjourned at 3:30 p.m.