

**Associate Deans Council Minutes  
December 8, 2004**

PRESENT: Jerry Gilbert, Chair; Keith Belli, Mark Binkley, Dave Boles, Lou Capella, Lou D'Abramo, Mike Mathews for Luther Epting, Julie Fulgham, Jane Greenwood, Lisa Harris, Dinetta Karriem, Nancy McCarley, Gary Pike, Ruth Prescott, Mike Rackley, Lynn Reinschmiedt, June Schmidt, Butch Stokes, Donna Reese, and Mike White.

GUEST: Dr. Mark Lehman

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

1. Dr. Gilbert introduced Dr. Mark Lehman, Chair, Financial Aid Appeal Committee, which is charged with seeing if exceptions can be made to reinstate eligibility for financial aid. The Financial Aid Appeal Committee would like to change the documentation the committee receives to make that assessment. The committee would like to require the student to present an academic plan approved by their advisor to make sure that the student is making satisfactory academic progress.

Last fall there were 250-260 appeals. The burden is placed on the student to prepare the plan and get the advisor to approve it. The committee considers past academic history and current enrollment. Dr. Lehman asked the associate deans for their recommendation as to whether to the language should be changed from "The committee strongly recommends that your academic plan be signed by your advisor" to "must have a signed academic plan." Appeals must include an appeals form, academic plan, and letter explaining circumstances preventing the student from maintaining satisfactory academic progress. Supporting documents, such as medical records, may increase the chance of approval. Appeals start coming in during the first week of the semester and even into the fourth week into the semester and will only be considered once during the semester.

The motion was made and approved to accept the recommendation to revise the requirements to include an academic plan approved by the student's advisor.

2. Consideration of Minutes:
  - ♦ Minutes from the November 10, 2004 meeting were approved as submitted.

3. Chairperson's Report:

- Dr. Leslie Bauman, Julie Fulgham, Ray Hayes, Dr. Jerry Gilbert, and President Lee attended the SACS annual conference. MSU's follow-up report to SACS was accepted and no additional follow-up will be required.
- Dr. John Churchill, Phi Beta Kappa representative, is on campus to advise what can be done to improve MSU's application for PBK status. The sentiment is that we will go forward with an application in two years.
- Commencement is scheduled December 10 and 11. Meridian commencement is Friday afternoon, December 10.

4. AOPs:

For action:

- AOP 11.13 – Winter Intersession. This new AOP has been before the Calendar Committee. The first sentence under Policy/Procedure was revised to read “typically in the first eight or ten working days in January.” By adjusting the intersession, spring semester will begin on or around Martin Luther King Day. This policy will go to the deans and then to the Faculty Senate. If it gets approval, we will poll the faculty and the students as to their willingness to participate. Winter intersession will run on a self-sustaining basis with salaries and expenses generated by resources from student enrollment. There are other models around the country where universities have been offering special topic courses during winter intersession. There are cases where students may only need a course or two to graduate; the timing might be of advantage to these students. Ole Miss now offers around 50 courses; they started talking about this three years ago and went to the IHL Board for permission and received it last summer. Their courses were planned out and put into effect immediately, and most of their courses are full.

The courses that might be offered should be approved by the college course and curriculum committee and the UCCC. Contact hours must be documented. It would be as an overload for 12 month faculty. The class size requirements will remain the same. The retake policy will qualify. This will be treated like summer school. Special topics and directed individual studies should be approved through the college course and curriculum committee and the UCCC. The issue of 12-month faculty teaching during intersession and the issue of compensation for 12-month faculty teaching in the intersession were discussed. Motion was made to approve AOP 11.13 – Winter Intersession with the contingency that Dr. Lou D'Abramo and Dr. Gilbert will work on the 12-month faculty issues and modify the policy. Motion was approved with the contingency with one abstaining vote.

- AOP 12.11 – Degree Requirements-Undergraduate. Under No. 4. Catalog Terms, the phrase “or the graduation requirements in a subsequent catalog with approval” was added to the first sentence. The sentence “The student must complete an approval form to switch to a more current catalog and obtain advisor and dean approval” was added before the last sentence. Under No. 6, Second Baccalaureate Degree Requirements, the phrase “who has received a degree” has been inserted in

the first sentence. Motion was made to approve AOP 12.11 as revised. It was recommended that under No. 7, Advisement and Registration, in the third paragraph, next to last sentence, the word “summer” should be deleted. AOP 12.11 was approved as revised and modified.

For review:

- OP 01.21 – Post-Tenure Review. The policy has been revised to include the wording of the new post-tenure policy that the IHL has put in place. The Faculty Senate provided the wording. Because this is an operating policy, it will not come back to the Associate Deans Council.
- AOP 30.02 – Use of Copyrighted Computer Software at MSU. This policy has been revised to include the five year requirement for review and to change the reviewer title. This policy will be brought back for action at the next meeting.
- AOP 30.03 – Management of Copyrighted Site Licensed Computer Software at MSU. This policy has been revised to include the five year requirement for review and to change the reviewer title. The title - Director of the Computing Center - has been changed to Head of Information Technology Services. This policy will be brought back for action at the next meeting.
- AOP 10.03 – Deans Council and Associate Deans Council. There is no Academic Council and this has been removed. Added to the Deans Council are the Vice Chair of the Faculty Senate and the Vice President of the Student Association. The title of the Dean of Continuing Education has been changed to the Director of Academic Outreach and Continuing Education. The Associate Deans Council membership has been changed to reflect the correct titles and to include directors and heads of all units reporting to the Division of Academic Affairs, Associate Vice President of Student Affairs, the Dean of Students, and representatives from the Faculty Senate and Student Association. This policy will be brought back for action at the next meeting.
- AOP 13.01 – Emeritus Appointments. This policy has been revised to include the five year review requirement. The sentence “Some or all of these individuals may be considered for an emeritus appointment.” This policy will be brought back for action at the next meeting.

5. Other Business:

- Butch Stokes distributed instructions and platform diagrams for December 10 and 11 commencement exercises. A Registrar’s Office staff member will assist each college when assembling in the concourse. Students will not need to assemble by alphabetical order. Name cards will be numbered and will be at the tables located for each college. As each graduate approaches the stage, s/he will pass his/her name card to the announcer, and each graduate’s name will be announced during the ceremony. Photographers will be located on and off stage for pictures. There will be a formal recessional of the platform party, faculty and graduates.

- Dean of Students Mike White discussed the changes in the campus alcohol policy. In September, university officials changed one section of the Student Code of Conduct to allow lawful behavior on campus. The section previously read that the university prohibited any possession, consumption or use of alcohol, beer and wine within the campus boundaries. The amendment changed the policy to prohibit only the “unlawful” sale, possession, consumption, use or distribution on campus. Before the change, people on campus in possession of alcohol could be referred to the dean of students, even if they were of legal drinking age. Oktibbeha County permits possession and consumption of “alcoholic beverages;” beer and wine are unlawful in the county. The majority of campus lies within the county. The City of Starkville also allows alcoholic beverages, as well as beer and light wines. Fraternity Row and a few other areas along the east border of campus fall into the city limits. Unlawful behavior related to alcohol include minor in possession, public intoxication, DUI and contributing to a minor. If under 21 and in possession anywhere on campus, a student is subject to arrest and is in violation of the student code of conduct. Alcohol will not be permitted in residence halls.

The meeting adjourned at 3:00 p.m.