

ASSOCIATE DEANS COUNCIL
October 22, 2003

PRESENT: George Rent, Chair; Louis Capella; Luther Epting; Dan Hollingsworth; Gary Myers; Debbie Bowen Pepper; Bill Person; Gary Pike; Ruth Prescott; Lynn Reinschmiedt; Bobby Stokes; Robert Taylor; Jack White; and Mike White.

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

1. Consideration of Minutes.

- The minutes from the August 27, 2003 Associate Deans Council meeting were approved as submitted.

2. Chairperson's Report.

- The University's response to the SACS visit has been submitted to the Commission on Colleges. They will review it and make the final decision at the December meeting of SACS in Nashville. We should know the results after the meeting. If there is a follow up, it will probably be on planning and assessment.
- Criss proposals have been submitted to the Provost Office and sent to the committee for review.
- Two weeks ago Dr. Trudy Banta, an assessment consultant was on campus regarding improving assessment techniques. We are working on refining assessment on campus.
- The Provost Office is still working on SAS with Institutional Research and ITS. Hopefully, a decision will be made soon; associate deans will be kept apprised of this.

3. AOP's

- Ruth Prescott discussed AOP 13.14 – Grade Appeal and Academic Review Board and Faculty Senate recommendations. This policy was sent to the Faculty Senate in October 2000. The Faculty Senate approved the policy as amended with several recommendations. Editorial changes and most of the recommendations were incorporated into the policy. Provost Cole sent the policy with revisions to President Portera in May 2001. However, no action was taken at that time on the proposed policy revision. The policy has now been brought back to Associate Deans Council for further review.

Recommendation 1 has been incorporated into the policy. Recommendations 2, 3, 4, and 9 were editorial suggestions and have been incorporated into the policy.

Recommendations 5, 6, and 10 are substantive changes and have been incorporated.

The Provost Office disagrees with Recommendation 8 which allowed the faculty and student to question each other during the hearing process. There was a concern that this would turn the hearing into an adversarial process and create the possibility of intimidating behavior by one or both parties.

Discussion was held regarding Paragraph 3 of the Appeal Procedure. As revised, the policy allows the department head to rule on the grade appeal and change the grade. The question raised is whether a department head or dean has the authority to change a grade or is the professor the only one with that authority.

Questions raised include the following. What is the procedure whereby faculty members are notified? In many cases faculty member rights have been violated. Would it not be easier to have the grade appeal arbitrated at the department level? Should the college level be skipped? Either the student or the instructor could appeal the department head's ruling to the Academic Review Board. If the department head is the course instructor, the appeal would go to the college dean for arbitration.

Allowing additional documentation and material to be submitted at a later date from the date of receipt of the grade appeal was an issue of concern. There should be a form that is filled out with no other material added. The amount of time spent on grade appeals was discussed. If a ruling or decision was received within two weeks, the problem of additional material being submitted would not occur.

The motion was made and approved that the policy as revised be sent back to the Faculty Senate for further consideration. Ruth Prescott, Gary Myers and Mike White will meet with the Faculty Senate to discuss the Associate Deans Council concerns and recommendations.

4. Other Business.

- There is going to be a summit on articulation with community colleges on November 10.
- Butch Stokes announced that the advising period for Spring 2004 will go through October 29. Enrollment Information Forms and Registration Worksheets have been distributed to the schools and colleges. The primary pre-registration period for Spring 2004 is October 30 to November 7. Registration will remain open after that primary period through December 12 when it will close long enough to complete Fall 2003 final grade and record processing. Registration will reopen during the holiday period and stay open through the tenth class day of the Spring 2004 Semester.

Progress is being made implementing undergraduate course prerequisite checking. Current plans are to turn on prerequisite checking for spring and leave it on during the entire registration period. Beginning Summer 2004, all prerequisite force drops will be handled for everyone within the Banner system.

The final grade and absences reporting period is December 3 to December 16.

- Dr. Rent discussed a request that had been received by the Registrar's Office to add a label to a transcript. The transcript was from 1968. The transcript was not changed.

Another situation came up where a student took a distance education course which was being taught on campus and was charged the continuing education fee. If this is a course taught on campus, is it fair to charge an additional continuing education fee? The department gets money from Continuing Education, money is given to E&G, and Continuing Education receives its portion. What is fair for the student? The same problem occurred with distance education courses taught at the Meridian Campus. If taught on campus, should students be charged with distance fees?

Another issue that has come up recently dealt with an article published in the Clarion Ledger on Mississippi State offering a Ph.D. program in Rankin County. IHL has objected, and the program will no longer be offered even though the Rankin County Superintendent had requested that the courses be taught. This activity violated the IHL "50 mile radius" policy. If we had entered into an agreement with Jackson State University prior to offering the courses, there may have been no problem.

Institutional Research is working on faculty accomplishments for department profiles for a February meeting. Institutional Research needs data on faculty publications.

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