

**Associate Deans Council Minutes  
November 12, 2003**

PRESENT: George Rent, Chairperson; Louis Capella, Diane Daniels, Luther Epting, Jane Greenwood, Ruby Licon, Sue Minchew, Gary Myers, Debbie Bowen Pepper, Bill Person, Julie Fulgham for Gary Pike, Mike Rackley, Linda Buehler for Lynn Reinschmiedt, June Schmidt, 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:
  - Minutes from the ADC October 22, 2003 meeting were approved as circulated.
2. AOPs for review
  - AOP 35.01-International Programs. The Office of International Programs reported to the Vice President for Agriculture, Forestry, and Veterinary Medicine and the Provost and Vice President for Academic Affairs. The Office of International Programs no longer exists, and it was suggested that this AOP be rescinded. Dr. Rent will touch base with the Division of Agriculture and AOP 35.01 will be brought back for action at the next meeting.
3. Add/Drops
  - Butch Stokes distributed a printout of Add/Drop Activity for Fall-Spring 1999 to 2002. This gives information for the last four years by college or school. The number of 30 day drops reduced during the spring 2002 semester, while the number of late 30 day drops increased during spring 2002 semester. The number of late adds after the 5<sup>th</sup> class day increased in spring 2002 but reduced in fall 2002. The change in policy could account for the increase in late adds. Dr. Rent asked the associate deans to look at the data and how their college performed in relation to the entire university. Administrative drops/adds are the most problematic. Administrative drops/adds have been caused by someone. A late add is simply allowing a student to remain in class after registration has closed. Increasing enrollment is our goal. A student cannot add or drop without going through Banner. Some late adds may be students on hold attending class and then registering.

#### 4. Chairperson's Report

- Funeral arrangements for Lynn Reinschmiedt's wife Judy have not been made at this time. Services for Fred Faulk were held this morning.
- On November 10, George Rent, Phil Oldham, and Sharon Nobles attended the community college articulation summit. Time was spent talking about the benefits of articulation and developing procedures to change articulation. There are various problems registered by both sides. Another summit will be scheduled to discuss these problems. One problem deals with correspondence courses. Organic Chemistry is one course that presents a problem. There was a feeling that senior level colleges control the articulation. IHL had made a request for changes in the articulation; Jackson State and Mississippi State had submitted their changes. Sharon Nobles coordinated our effort, and Bill McHenry held it up as a model to follow. The other colleges were given an extension until December. The University of Mississippi asked for December 5 rather than December 1; the University of Southern Mississippi is trying to meet the deadline. The problems need to be resolved. Community college people feel the senior college people do not know there is an articulation agreement. Dr. Rent asked the associate deans to remind department heads of the articulation agreement. The agreement is done by program not course. MSU is one of the largest recipients of community college transfers; this should be kept in mind. Anything we can do to assist with transfers will be helpful.
- Request for proposals for Schilling teaching grants are going out.
- Criss proposals are being evaluated, and awards are usually made by the end of November.

#### 5. Other Business.

- Butch Stokes stated that many times we run into a situation where a student has taken English at a community college under a technical program, not as part of an academic program. Community colleges are paid 10% extra for a technical course versus an academic course. When students transfer to MSU, they want MSU to accept the technical credit as academic.
- Dr. Rent discussed the acceptance of transfer of D's from community colleges. Most Mississippi universities accept them at this time.
- The Mississippi Department of Education is attempting to standardize the statewide testing period the second full week of March. In March 2005 this period is March 14-18, which means our spring break will need to be moved to the week of March 21-25 and the Good Friday holiday will be moved to March 28 so that students will not miss a holiday break. Hopefully this will put us back on schedule for fall break.
- For some time we have partnered with the National Student Clearinghouse to provide degree verification and enrollment verification service for potential employees. This verification can be received free of charge 24 hours a day seven days a week.

- The commencement committee had a problem with the December commencement time. The ceremony will be at 10 a.m., and a basketball game is scheduled at 7 p.m. One suggestion is to line up to go across the stage and have candidates hooded earlier. Another suggestion is to have a recessional to clear the floor. The platform floor, faculty and students should recess. Dr. Rent asked Dr. Person to discuss with the Graduate Council the possibility of hooding candidates earlier. This situation was caused by a calendar change.

Meeting was adjourned at 2:15 p.m.