

Associate Deans Council Minutes
February 13, 2002

PRESENT: George Rent, Chair; Dave Boles, Debbie Bowen, George Buehler, Louis Capella, Linda Cornelius, Diane Daniels, Larry Dobbs, Luther Epting, Michael Fazio, Julie Fulgham, Dinetta Karriem, Joan Looby, Ian Munn, Phillip Nelson, Bill Person, Jim Price, Lynn Reinschmiedt, Jack White, and Thomas Bourgeois for 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 January 23, 2002 meeting were approved as circulated.
2. Chairperson's Report
 - Dr. Rent discussed summer school budget and the possibility of a 5.2% budget cut. The deans and associate deans should develop a new plan/schedule that reflects these cuts and give faculty advance notice.
 - Promotion and tenure documents are in the Provost Office for review and recommendation by the advisory committee. The provost plans to finish the review process by the prescribed time.
 - There were some errors in the data for the academic productivity report. Corrections have been made and the report has been submitted to IHL. As soon as the IHL Board takes action, the Provost Office will notify the deans.
3. AOPs for action:
 - AOP 13.03 – Faculty Responsibilities in Classroom Instruction. This AOP was presented at Deans Council and is being returned for amendment. The title to the policy has been changed to add “in Classroom Instruction.” Item No. 10 was added, and Items No. 11 and 12 were deleted. AOP 13.03 was approved as amended and will be returned to Deans Council.
 - AOP 31.02 – Legal Resident Status. The statement “Residency changes are not retroactive” was added to No. 2 under Petition for Change of Residency Classification on page 4. Larry Dobbs stated that on page 4, under No. 5, Children of Mississippi State University alumni, the sentence should read, “(Application deadline for non-resident waiver is April 1 for fall and November 1 for spring).” AOP 31.02 was approved with changes.

Dr. Rent discussed the Academic Common Market. Paperwork for participation in the Academic Common Market must be submitted prior to the first class day of the semester for which the student is applying. Participation is not retroactive.

4. Withdrawing Student Survey.

Julie Fulgham distributed a copy of the Withdrawal Survey used by the university. The last data analyzed was 1996. The College of Business & Industry and School of Architecture use a different survey. There is some valuable data that could be obtained from this document. The associate deans were asked to notify Julie Fulgham in the Office of Planning, Evaluation, and Institutional Effectiveness of the number of forms needed so that the forms may be ordered from NCS. George Rent suggested contacting David McMillan for further information and data.

The *Christian Science Monitor* in its January 29, 2002 issue had an article on student retention; most of the article focused on the Pathfinder program at Mississippi State University. Dr. McMillan has done a great job, and the program has improved retention. It is having an impact and all data shows the program should be continued.

5. Waiver of Suspension/Dismissal.

Dr. Rent discussed petitions to waive suspension and/or dismissal so that a student can attend community college. He urged the associate deans to deny such requests and reminded the group that suspensions and dismissals cannot be taken off the transcript.

6. Other Business.

- Larry Dobbs asked that the associate deans consider the add/drop policy. Currently a student has 5 days to add and 10 days to drop. This policy affects financial aid and is creating a problem. He asked the associate deans to discuss with faculty and department heads the possibility of reducing the drop period.
- Lynn Reinschmiedt stated that the promotion and tenure policy timeline has changed, but the AOP on promotion and tenure on the MSU web page has not been changed. George Rent stated that the timeline was changed because the Provost did not have enough time to review all the files. Linda Cornelius stated that the Academic Affairs Committee in the Faculty Senate is looking at the policy and the Faculty Senate will be making recommendation regarding the timelines.
- Larry Dobbs asked if the budget carryforward would be possible this year. George Rent explained the carryforward is 20% in the usual four lines and can be transferred into a plant fund.
- Julie Fulgham stated that the functions and cost of the test services in OPEIE have increased. Plans are in place so that test results can be sent electronically. Another way of reducing cost is by putting results on diskette supplied by the faculty member.

- Larry Dobbs stated that the Registrar's Office is behind schedule entering information for the summer and fall schedule, and there may not be time to do a lot of proofing.
- George Rent announced that the SACS Self Study Office is holding Town Hall Meetings. The first one will focus on the mission statement for the university. The proposed revision is two paragraphs and is on the SACS Self Study website. All employees and students are encouraged to attend these meetings and hear what the committees are reporting. Leslie Bauman would like to have the draft report completed by May and submitted to SACS by November. The actual site visit will take place next April.
- Larry Dobbs stated that the new catalog is on the MSU web site. The printed version will not be distributed until March. He asked that requests for the catalog be directed to the web site. The Registrar's Office is looking at the possibility of putting the catalog on CD.
- Julie Fulgham stated that Staff are still listed as instructors. Associate deans were asked to correct this.

Meeting adjourned at 3:00 p.m.