

**Academic Council Minutes**  
**The University of Southern Mississippi**  
**September 12, 2011**

The Academic Council met at 3:00 p.m. on September 12, 2011, in Thad Cochran Center room 216 with Dr. Kathleen Masters, Chair of the Academic Council, presiding.

The following voting members were present: Dr. Lin-Miao Agler (via conference phone), Dr. David Beckett, Dr. Randy Buchanan, Dr. Cynthia Chatham (via conference phone), Dr. David Daves, Dr. Laura Downey, Dr. James Flanagan, Ms. Stacy Reischman-Fletcher, Dr. Stacey Hall, Dr. David Holt (via conference phone), Dr. Kathleen Masters, Dr. Doug Masterson, Dr. Sarah Morgan, Dr. William Odom, Dr. Louise Perkins (via conference phone), Dr. Bill Smith, Dr. W. Robert Smith, Dr. Marek Steedman, Dr. Teresa Welsh, Dr. Kathy Yadrick, and Dr. Emily Yowell.

The following voting members were represented by proxies to constitute a quorum:  
Dr. Max Grivno for Dr. Curtis Austin, Dr. Zhengjun Wang for Dr. Jennifer Sequeira.

The following non-voting members were present: Mr. Russ Anderson, Ms. Carolyn Cawthon, Ms. Kayla DiIorio, Dr. William Powell and Dr. Joe Whitehead.

The following guests were present: Mr. Russ Anderson, Dr. Patricia Biesiot, Ms. Leanne Casiano, Ms. Kayla, DiIorio, Dr. Diane Fisher, Dr. Michael Forster, Dr. Kate Greene, Ms. Julie Howdeshell, Dr. Dale Ledford, Dr. Robert Lochhead, Ms. Kathryn Lowery, Dr. Mary Lux, Dr. Amy Miller, Ms. Dawn Porter, Mr. David Stellhorn, and Dr. Mark Wrighton.

1.0 Call to Order

The meeting was called to order at 3:00 p.m. with Dr. Kathleen Masters presiding.

2.0 Adoption of the Agenda

Dr. Masters presented the agenda with the following amendments for approval:

- Remove item number 4.2.2.1 per department's request.

Dr. Masterson moved and Ms. Reischman-Fletcher seconded a motion to approve the amended agenda. The motion passed.

3.0 Approval of the minutes

Dr. Masters presented the May 2, 2011 minutes for approval. Dr. Beckett revised the Intercollegiate Committee bylaws report and corrected the CHE 451 title. Dr. Odom moved and Dr. Masterson seconded a motion to approve the revised May 2, 2011 minutes for approval. The motion passed.

4.0 Proposals

4.1 Old Proposal Business

4.2 New Proposal Business

4.2.1 College of Arts and Letters

*Department of Anthropology and Sociology*

Dr. Masters presented the request to modify SOC 405. Dr. Flanagan moved and Dr. Smith seconded a motion to approve the modification of SOC 405. The motion passed.

*Department of Foreign Languages and Literatures*

Dr. Masters presented the request to modify GER 305 and GER 341. Dr. Morgan moved and Dr. Masterson seconded a motion to take these courses as a group. The motion passed. Dr. Masterson moved and Dr. Odom seconded a motion to approve the modification of GER 305 and GER 341. The motion passed.

*Department of History*

Dr. Masters presented the request to modify HIS 334. Dr. Masterson moved and Dr. Steedman seconded a motion to approve the modification of HIS 334. The motion passed.

*Department of Political Science, International Development, and International Affairs*

Dr. Masters presented the request to modify the Human Rights minor. Dr. Odom moved and Ms. Reischman-Fletcher seconded a motion to approve the modification of the Human Rights minor. The motion passed.

*Department of Theatre and Dance*

Dr. Masters presented the request to add THE 107. Dr. Morgan moved and Ms. Reischman-Fletcher seconded a motion to approve the addition of THE 107. The motion passed.

4.2.2 College of Science and Technology

*School of Polymers and High Performance Materials*

Dr. Masters presented the request to add the prefix PSE (Polymer Science and Engineering). Dr. Morgan moved and Dr. Masterson seconded a motion to approve the addition of the prefix PSE (Polymer Science and Engineering). The motion passed.

Dr. Masters presented the request to add PSE 315, PSE 380, PSE 390, PSE 420 and PSE 440. Dr. Masterson and Dr. Daves seconded a motion to take these courses as a group. The motion passed.

Dr. Morgan moved and Ms. Reischman-Fletcher seconded a motion to approve the addition of PSE 315, PSE 380, PSE 390, PSE 420 and PSE 440. The motion passed.

Dr. Masters presented the request to add PSE 490, PSE 490L, PSE 491, and PSE 491L. Dr. Morgan and Dr. Hall seconded a motion to take these courses as a group. The motion passed.

Dr. Steedman moved and Dr. Morgan seconded a motion to approve the addition of PSE 490, PSE 490L, PSE 491, and PSE 491L. The motion passed.

Dr. Masters presented the request to add a Bachelor of Science degree in Polymer Science and Engineering. Dr. Morgan moved and Dr. Steedman seconded a motion to approve the addition of the Bachelor of Science degree in Polymer Science and Engineering. The motion passed.

5.0 Old Business

5.1 No old business.

- 6.0 New Business
- 6.1 Recommendation from GEC Committee regarding GEC categories 01-05  
Dr. Masters presented a recommendation from the GEC Committee stating that during the past academic year significant time and effort went into the revision of General Education Curriculum (GEC) student learning outcomes and the GEC 01 – GEC 05 portion of the GEC template. This template as well as the GEC student learning outcomes will be included in the 2012-2013 edition of the undergraduate bulletin. Considering these changes, the GEC committee recommends that the addition of new courses to the first five GEC categories (GEC 01-GEC 05) not be considered until **September 2012** and pending Academic Council approval to consider such courses at that time. Council approved the recommendation.
- 7.0 Reports
- 7.1 Chair Report-Dr. Kathleen Masters  
Dr. Masters report is attached.
- 7.2 Chair-Elect Report-Ms. Stacy Reischman-Fletcher  
No report.
- 7.3 Secretary Report-Ms. Peggy Price  
No report.
- 7.4 SACS/QEP/Alternative Learning  
Dr. Powell and Dr. Steedman reported the Committee on Teaching Evaluation would like to solicit feedback on current teaching evaluation at the University, as well as possible alternative methods. The Committee met in August and decided to make a short-term fix to the current evaluation instrument. The Committee modified several items to make them compatible with online as well as face to face course delivery. The Committee will continue to consider larger issues of teaching evaluation, including whether the current instrument should be modified in more significant ways, or replaced entirely. (Proposed modifications attached)
- 7.5 University Assessment Committee (UAC) Liaison - Ms. Stacy Reischman-Fletcher  
No report.
- 7.6 Standing Committees
- 7.6.1 Academic Standards – Dr. David Daves  
No report.
- 7.6.2 Bylaws – Dr. Sarah Morgan  
No report.
- 7.6.3 Elections – Dr. Marek Steedman  
Dr. Steedman reported the procedure is underway to fill the vacant student representative spot on Academic Council. The SGA President will name an appointee September 13th, who will then need to be approved by the Student Senate and the Vice President for Student Affairs. We hope all student representatives will take their seats at the October meeting of the Council.
- 7.6.4 General Education – Dr. Douglas Masterson  
No report submitted.

7.6.5 Intercollegiate – Dr. David Beckett  
No report.

7.6.6 Program Reviews-Dr. Kathy Yadrick  
No report.

8.0 Adjourn

Dr. Masters adjourned the meeting at 4:25 p.m.

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Greg Pierce, Recording Secretary

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Kathleen Masters, Chair

ACADEMIC COUNCIL MINUTES SUMMARY  
September 12, 2011

**College of Arts & Letters**

*Department of Anthropology and Sociology*

Modify:               SOC 405               Nonprofits & Social Change.  
Face to face format.

To:                     SOC 405               Nonprofits & Social Change. Face to face and  
online delivery format. Effective spring 2012.

*Department of Foreign Languages and Literatures*

Modify:               GER 305               Conversation and Composition.  
3-6 hours.

To:                     GER 305               Conversation and Composition.  
3 hours. Effective spring 2012.

Modify:               GER 341               Reading German.  
3-6 hours.

To:                     GER 341               Reading German.  
3 hours. Effective spring 2012.

*Department of History*

Modify:               HIS 334               Nonprofits & Social Change.  
Face to face format.

To:                     HIS 334               Nonprofits & Social Change. Face to face and  
study abroad format. Effective summer 2012.

*Department of Political Science, International Development and International Affairs*

Modify:               Human Rights minor. Delete courses: HIS 414, HIS 419, HIS 453,  
HIS 474, MCJ 448, and SOC 475.

To:                     Human Rights minor. Add courses: ANT 313, ANT 321, CMS 460,  
GHY 402, GHY 403, HIS 408, HIS 423, HIS 445, HIS 488, MCJ 462,  
REL 460, REL 445 and SOC 240.

*Department of Theatre and Dance*

Add:                   THE 107               Introduction to Design for Theatre.  
3 hours. Effective spring 2012.

**College of Science and Technology**

*School of Polymers and High Performance Materials*

Add:	PSE 315	<u>Survey of Polymer Chemistry.</u> 3 hours. Effective fall 2012.
Add:	PSE 380	<u>Engineering Thermodynamics and Transport.</u> 4 hours. Effective fall 2012.
Add:	PSE 390	<u>Engineering Economics.</u> 2 hours. Effective fall 2012.
Add:	PSE 420	<u>Polymer Nanomaterial Engineering.</u> 3 hours. Effective fall 2012.
Add:	PSE 440	<u>Mechanics of Polymer Materials.</u> 3 hours. Effective fall 2012.
Add:	PSE 490	<u>Polymer Engineering Design I.</u> 1 hour. Effective fall 2012.
Add:	PSE 490L	<u>Polymer Engineering Design Lab I.</u> 3 hours. Effective fall 2012.
Add:	PSE 491	<u>Polymer Engineering Design II.</u> 1 hour. Effective fall 2012.
Add:	PSE 491L	<u>Polymer Engineering Design Lab II.</u> 3 hours. Effective fall 2012.
Add:	B.S. in Polymer Science and Engineering Effective fall 2012. <b>Pending IHL approval.</b>	

## September 2011 Academic Council Chair Report

### Academic Council Committee member replacements:

1. One member from the Gulf Coast had to be replaced due to non attendance during the past academic year. Dr. Cynthia Chatham was appointed to this vacant position.
2. One member from COB retired over the summer and Dr. Bill Smith was appointed to this vacant position.
3. One member from the CoAL resigned from Academic Council and Dr. James Flanagan was appointed to this vacant position.
4. One member from the CoEP has resigned recently from the university and this position is currently vacant. A replacement will be appointed prior to the next Academic Council meeting.
5. One student member position remains vacant. The procedure for replacing the student member is in process. This position should be filled by our October meeting.

### University E-Learning Committee:

1. Sheri Rawls presented a draft of Eagle Learning Online Policies and Procedures at the July meeting. This draft is currently under review by committee members.
2. The university is involved in efforts to achieve ADA compliance related to closed-captioning requirements on the website and in courses. The process of reviewing software and looking at associated cost is ongoing.

### University Committee for Evaluation of Teaching:

During the summer I received a request for a representative from Academic Council to serve on the university committee for Evaluation of Teaching. Marek Steedman agreed to serve on this committee as the Academic Council representative.

### Provost Retreat:

On Friday, September 9, 2011, I represented Academic Council at the Provost's Retreat. Topics included teaching loads, guidelines for relations with Gulf Coast, RCM, and shared governance.

1. Teaching load discussion was led by Provost Lyman. Emphasis was on requirement of accountability and documentation of release time. Report will be generated for spring 2011 and fall 2011 of faculty courses taught and rationale for release time. From this data, departments and colleges will develop guidelines related to teaching load standards and release time. The report will be due April 1, 2012. By this time "Digital Measures" product should be ready for use to manage this data.
2. The Responsibility Centered Management (RCM) discussion was led by Dr. Ann Blackwell who is the chair of the action group working on RCM. She reported that through their work last year and after meetings with the consultant, the conclusion of the group is that our organizational capacity at this time is for an adapted RCM model rather than an "all funds" approach.
3. Dr. Tom Lansford led a discussion related to recently developed guidelines for relations with the Gulf Coast. These guidelines were presented to the chairs at Provost Council two weeks ago and discussed in faculty senate a week ago.
4. Dr. Mike Forster led the discussion related shared governance. Discussion centered on including the academic "side of the house" in decisions and policies that impact academics. Discussed including nonacademic representatives in discussions in order to increase dialogue. Also discussed having more input from governance groups on campus such as Academic Council and Graduate Council on issues that relate to policies that impact academic.

The Committee on the Evaluation of Teaching  
The University of Southern Mississippi  
August 4, 2011

New Format		Old Format
1. The instructor is considerate of the students.	c	1. The instructor is considerate of the students during class.
2. The subject matter is delivered in a clear and organized manner.	c	2. The instructor presents the subject matter in a clear and organized manner.
3. Tests and other requirements cover the course description in the syllabus.		3. Tests and other requirements cover the course description in the syllabus.
4. The instructor sets high academic standards.		4. The instructor sets high academic standards.
5. The instructor follows the grading system outlined in the syllabus.		5. The instructor follows the grading system outlined in the syllabus.
6. The instructor is available for individual consultation and assistance.	c	6. The instructor is available during office hours.
7. Lectures, discussions, and/or demonstrations focus on the material outlined in the syllabus.		7. Lectures, discussions, and/or demonstrations focus on the material outlined in the syllabus.
8. The results of tests and assignments are returned in a reasonable amount of time.		8. The results of tests and assignments are returned in a reasonable amount of time.
9. The textbook(s) and/or other required materials support the course objectives.		9. The textbook(s) and/or other required materials support the course objectives.
10. The instructor takes time to answer questions.		10. The instructor takes time to answer questions.
11. The instructor attempts to involve students in course discussions/activities.	c	11. The instructor attempts to involve students in class discussions/activities.
12. The instructor communicates the importance of the subject matter.		12. The instructor communicates the importance of the subject matter.
13. The instructor uses examples to help students understand.		13. The instructor uses examples to help students understand.
14. Overall rating of the instructor.		14. Overall rating of the instructor.
15. Overall rating of the course.		15. Overall rating of the course.
16. Estimate of how much you learned in the course.		16. Estimate of how much you learned in the course.
17. Effectiveness of the instructor in stimulating your interest in the subject.		17. Effectiveness of the instructor in stimulating your interest in the subject.
18. Effectiveness of this course in challenging you intellectually.		18. Effectiveness of this course in challenging you intellectually.
T1: The textbook for this course was used by the instructor in teaching the course.		T1: The textbook for this course was used by the instructor in teaching the course.
T2: I found the textbook for this course to be useful to me as a student.		T2: I found the textbook for this course to be useful to me as a student.
T3: I was able to obtain a copy of the textbook from the university associated bookstore.		T3: I was able to obtain a copy of the textbook from the university associated bookstore.

New format reflects modifications made to consider online courses as well as face-to-face.

**The committee proposes these minor changes to the Student Evaluation of Teaching form, to go into effect for the Fall 2011 semester. The intent of the modifications is to make the form more suitable for evaluating instruction in online courses. Only those items marked by “c” have been changed.**

**In later phases of its work, the committee will re-examine all of the items on the form, consider adding other items (including the possibility of specific college and/or departmental items), and explore other means for the evaluation of teaching.**



**Academic Council Minutes**  
**The University of Southern Mississippi**  
**October 3, 2011**

The Academic Council met at 3:00 p.m. on October 3, 2011, in Thad Cochran Center room 216 with Ms. Stacy Reischman Fletcher, Chair-Elect of the Academic Council, presiding.

The following voting members were present: Dr. Lin-Miao Agler, Dr. David Beckett, Dr. Randy Buchanan, Dr. Cynthia Chatham (via conference phone), Dr. David Daves, Dr. Laura Downey, Ms. Stacy Reischman Fletcher, Dr. Heath Grames, Dr. Stacey Hall, Dr. David Holt (via conference phone), Dr. Doug Masterson, Dr. William Odom, Dr. Jennifer Sequeira, Dr. Bill Smith, Dr. W. Robert Smith, Dr. Marek Steedman, Dr. Kathy Yadrick, and Dr. Emily Yowell.

The following voting members were represented by proxies to constitute a quorum:  
Dr. Douglas Masterson for Dr. Sarah Morgan and Dr. Sumanth Yenduri for Dr. Louise Perkins.

The following non-voting members were present: Dr. Patricia Biesiot for Dr. Joe Whitehead, Dr. Michael Forster, Mr. Greg Pierce, and Dr. William Powell.

The following guests were present: Ms. Kayla, DiIorio, Dr. David Duhon, Dr. Diane Fisher, Ms. Julie Howdeshell, Ms. Kathryn Lowery, Dr. Mary Lux, Dr. Chad Miller, Ms. Deidra Minor, Dr. John Muma, Dr. Gwen Pate, Ms. Dawn Porter, Ms. Sheri Rawls, and Ms. Amy Thornton.

1.0 Call to Order

The meeting was called to order at 3:00 p.m. with Ms. Stacy Reischman Fletcher presiding.

2.0 Adoption of the Agenda

Ms. Reischman Fletcher presented the agenda with the following amendments for approval:

- Remove item number 4.2.1.2 (a. department name & a. prefix change) per department's request.
- Add approval of the Student Evaluation of Teaching form under item 7.5

Dr. Masterson moved and Dr. Yadrick seconded a motion to approve the amended agenda. The motion passed.

3.0 Approval of the minutes

Ms. Reischman Fletcher presented the September 12, 2011 minutes for approval. Dr. Beckett moved and Dr. Daves seconded a motion to approve the September 12, 2011 minutes for approval. The motion passed.

4.0 Proposals

4.1 Old Proposal Business

4.1.1 College of Business

*Department of Management and International Business*

Ms. Reischman Fletcher presented the request to modify the Management BSBA degree plan. Dr. Smith moved and Dr. Hall seconded a motion to approve the modification of the Management BSBA degree plan. The motion passed.

## 4.2 New Proposal Business

### 4.2.1 College of Health

#### *Department of Nutrition and Food Systems*

Ms. Reischman Fletcher presented the request to modify NFS 463/463L and NFS 476L. Dr. Masterson moved and Dr. Daves seconded a motion to take these courses as a group. The motion passed. Dr. Masterson moved and Dr. Downey seconded a motion to approve the modification of NFS 463/463L and NFS 476L. The motion passed.

#### *Department of Medical Technology*

Ms. Reischman Fletcher presented the request to modify the Medical Technology BS degree plan. Dr. Masterson moved and Dr. Beckett seconded a motion to approve the modification of the Medical Technology BS degree plan. The motion passed.

#### *Department of Speech and Hearing Sciences*

Ms. Reischman Fletcher presented the request to modify SHS 412 and SHS 432. Dr. Daves moved and Dr. Masterson seconded a motion to take these courses as a group. The motion passed. Dr. Yadrick moved and Dr. Beckett seconded a motion to approve the modification of SHS 412 and SHS 432. The motion passed.

### 4.2.2 College of Science and Technology

#### *Department of Economic and Workforce Development*

Ms. Reischman Fletcher presented the request to modify ED 400, ED 410 and WTD 460. Dr. Masterson moved and Dr. Daves seconded a motion to take these courses as a group. The motion passed. Dr. Masterson moved and Dr. Hall seconded a motion to approve the modification of ED 400, ED 410 and WTD 460. The motion passed.

Ms. Reischman Fletcher presented the request to modify the Applied Technology (BS) degree plan. Dr. Beckett moved and Dr. Odom seconded a motion to table the modification of the Applied Technology BS degree plan. The motion passed. Council is requesting additional documentation supporting the program going fully online from the other departments involved in the degree modification.

## 5.0 Old Business

### 5.1 No old business.

## 6.0 New Business

### 6.1 No old business.

## 7.0 Reports

### 7.1 Chair Report-Dr. Kathleen Masters Dr. Masters report is attached.

### 7.2 Chair-Elect Report-Ms. Stacy Reischman-Fletcher No report.

### 7.3 Secretary Report-Ms. Peggy Price No report.

### 7.4 Standing Committees

#### 7.4.1 Academic Standards – Dr. David Daves No report.

7.4.2 Bylaws – Dr. Sarah Morgan  
No report.

7.4.3 Elections – Dr. Marek Steedman  
No report.

7.4.4 General Education – Dr. Douglas Masterson  
No report.

7.4.5 Intercollegiate – Dr. David Beckett  
Dr. Beckett welcomed Dr. Heath Grames to the Intercollegiate committee.

7.4.5 Program Reviews-Dr. Kathy Yadrick  
Dr. Yadrick reported two documents compiled by Kathryn Lowery were distributed: 1) the IHL Accreditation Reporting Form-Undergraduate Programs for the period July 2010-June 2011 and 2) a timeline of planned accreditation activities for AY 2011-2012. (see attached)

7.5 SACS/QEP/Alternative Learning  
Ms. Reischman Fletcher asked for an endorsement from Council regarding the Committee on Teaching Evaluation form. Council voted to endorse the proposed form. (Endorsed proposal attached)

7.6 University Assessment Committee (UAC) Liaison - Ms. Stacy Reischman Fletcher  
Ms. Reischman Fletcher reported the first meeting is scheduled for Wednesday.

8.0 Adjourn  
Ms. Reischman Fletcher adjourned the meeting at 4:25 p.m.

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Greg Pierce, Recording Secretary

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Stacy Reischman Fletcher, Chair-Elect

ACADEMIC COUNCIL MINUTES SUMMARY  
October 3, 2011

**College of Business**

*Department of Management and International Business*

Modify: Management (BSBA) degree plan –  
Change DEG 02.04 to MGT 375  
Effective fall 2012.

**College of Health**

*Department of Nutrition and Food Systems*

Modify: NFS 463 Applied Community Nutrition.

To: NFS 463 Applied Community Nutrition.  
Writing Intensive. Effective fall 2012.

Modify: NFS 463L Community Nutrition Lab.

To: NFS 463L Community Nutrition Lab.  
Writing Intensive. Effective fall 2012.

Modify: NFS 476L Food Production Management II Lab.  
Writing Intensive.

To: NFS 476L Food Production Management II Lab.  
Effective fall 2012.

*Department of Speech and Hearing Sciences*

Modify: SHS 412 Diagnostic Procedures in Speech Pathology.

To: SHS 412 Assessment Procedures in Speech Pathology.  
Effective spring 2012.

Modify: SHS 432 Language Disorders II: Habilitation of the  
Aphasic Child.

To: SHS 432 Language Disorders II: Habilitation of Oral and  
Written Language Disorders.  
Effective fall 2012.

**College of Science and Technology**

*Department of Economic and Workforce Development*

Modify:	ED 400	<u>Technology Commercialization.</u> Face to face format.
To:	ED 400	<u>Technology Commercialization.</u> Face to face and online delivery format. Effective spring 2012.
Modify:	ED 410	<u>Applied Technology.</u> Face to face format.
To:	ED 410	<u>Applied Technology.</u> Face to face and online delivery format. Effective spring 2012.
Modify:	WTD 460	<u>Performance Technology.</u> Face to face format.
To:	WTD 460	<u>Performance Technology.</u> Face to face and online delivery format. Effective spring 2012.

## Academic Council Chair Report October 3, 2011

### Academic Council Committee member replacements:

1. Heath Games has been appointed to fulfill the vacated term of the Academic Council member from the CoEP who resigned from the university over the summer.
2. Mollie McCarroll has been approved as one of the student representatives from the Hattiesburg campus.

### Update from Provost Council meeting on 9/26/2011

1. Guidelines for Coast Operations
  - Dr. Lucas has begun meeting with department chairs who have programs on the coast campus
  - Dr. Tom Lansford is pulling together a committee with representatives from both campuses to look at the issues at an operational level
  - President Saunders is planning to have meetings with all chairs and deans
  - Resolution from GP Faculty Council to solidify guidelines
2. Percentage of profits from Summer 2011 distributed between the five colleges based upon credit hours generated over summer term
3. Collection of Institutional Policies continues....building an electronic one-source place for policies. Michelle Arrington provided the update and is the contact person.
4. Retention report by Dr. Brett Kemker.
  - Over 5% increase in enrollment growth this fall, some of which was due to retention.
  - Of the fall 2010 freshman cohort (1,572):
    - 420 did not return
    - mean GPA of those who did not return was 1.2
    - 70% of those who did not return had a GPA less than 2.0
    - 23% of those who did not return had GPA less than 1.0
    - 90% of those who we did retain had a GPA of 2.0 or better
    - Many of those we lost with GPA of 2.0 or higher left due to changing to a major that we did not offer
  - Although the average ACT increased 2010 and 2011, 40% of the fall 2010 cohort needed a remedial course compared with only 17% in 2005

### Update on Eagle Learning Online Policies and Procedures

Email message sent from the Provost on Friday, September 30<sup>th</sup>: *The eLearning Steering Committee members have approved the attached Eagle Learning Online Policy and Procedure draft document and are submitting it for your review prior to implementation. A subcommittee, chaired by Dr. Cyndi Gaudet, spent several months researching best practices and comparable institutional policies during the development of this policy document. Steering Committee members had numerous opportunities to review and discuss, as well as to share with colleagues on their respective governing bodies of which they represent. We believe these policies represent a living, breathing document that will change and grow, as online learning continues to change and grow. Continual review of this document will ensure the highest possible standards are used in the development and delivery of online education at Southern Miss. If you or your committee wishes to provide feedback, we ask that it come through your representative of the eLearning Steering Committee at our next meeting.*

In response to this email the Academic Council chair sent the document as an attachment via the Academic Council listserv asking for any written feedback to be sent to Kathy Masters who is the eLearning Steering Committee representative from Academic Council.

**The Committee on the Evaluation of Teaching**  
**The University of Southern Mississippi**  
 August 4, 2011

New Format		Old Format
1. The instructor is considerate of the students.	c	1. The instructor is considerate of the students during class.
2. The subject matter is delivered in a clear and organized manner.	c	2. The instructor presents the subject matter in a clear and organized manner.
3. Tests and other requirements cover the course description in the syllabus.		3. Tests and other requirements cover the course description in the syllabus.
4. The instructor sets high academic standards.		4. The instructor sets high academic standards.
5. The instructor follows the grading system outlined in the syllabus.		5. The instructor follows the grading system outlined in the syllabus.
6. The instructor is available for individual consultation and assistance.	c	6. The instructor is available during office hours.
7. Lectures, discussions, and/or demonstrations focus on the material outlined in the syllabus.		7. Lectures, discussions, and/or demonstrations focus on the material outlined in the syllabus.
8. The results of tests and assignments are returned in a reasonable amount of time.		8. The results of tests and assignments are returned in a reasonable amount of time.
9. The textbook(s) and/or other required materials support the course objectives.		9. The textbook(s) and/or other required materials support the course objectives.
10. The instructor takes time to answer questions.		10. The instructor takes time to answer questions.
11. The instructor attempts to involve students in course discussions/activities.	c	11. The instructor attempts to involve students in class discussions/activities.
12. The instructor communicates the importance of the subject matter.		12. The instructor communicates the importance of the subject matter.
13. The instructor uses examples to help students understand.		13. The instructor uses examples to help students understand.
14. Overall rating of the instructor.		14. Overall rating of the instructor.
15. Overall rating of the course.		15. Overall rating of the course.
16. Estimate of how much you learned in the course.		16. Estimate of how much you learned in the course.
17. Effectiveness of the instructor in stimulating your interest in the subject.		17. Effectiveness of the instructor in stimulating your interest in the subject.
18. Effectiveness of this course in challenging you intellectually.		18. Effectiveness of this course in challenging you intellectually.
T1: The textbook for this course was used by the instructor in teaching the course.		T1: The textbook for this course was used by the instructor in teaching the course.
T2: I found the textbook for this course to be useful to me as a student.		T2: I found the textbook for this course to be useful to me as a student.
T3: I was able to obtain a copy of the textbook from the university associated bookstore.		T3: I was able to obtain a copy of the textbook from the university associated bookstore.

New format reflects modifications made to consider online courses as well as face-to-face.

**IHL Accreditation Reporting Form – Undergraduate Programs**  
**The University of Southern Mississippi**  
**July 2010-June 2011**

Area	Accreditation Agency	Date of Visit or Notification of Status Change	Reason for Visit or Status Change	Institutional Action	Accreditation Agency Action
Interior Design BS	Council for Interior Design Accreditation (CIDA)	November 13-16, 2011 April 20, 2011	Continuing accreditation	Spring 2014 Submit a progress report.	Awarded accreditation for a term of six years, effective March 2011.
Child and Family Studies (Child Development) BS  Child and Family Studies (Child Life) BS  Child and Family Studies (Family Relations) BS	Council for Accreditation of the American Association of Family and Consumer Sciences (AAFCS)	February 5-10, 2011 May 3, 2011	Continuing accreditation	June 2012 Actions taken in response to the recommendations are to be described in the unit's annual report.	CAAFCS voted to grant accreditation. This accreditation expires Spring 2021.
Recreation (Recreation Administration) BS  Recreation (Therapeutic Recreation) BS	Council on Accreditation of Parks, Recreation, Tourism, and Related Professions (COAPRT)	April 10-13, 2011	Continuing accreditation	June 3, 2011 Submitted a response to the visitation team report.	Awaiting notification; Accreditation Hearing scheduled November 2011.
Medical Technology BS	National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)	April 18-19, 2011	Continuing accreditation	May 30, 2011 Submitted a response to the site visit report.	Awaiting notification; Board Meeting scheduled September 2011.
Architectural Engineering Technology BS  Construction Engineering Technology BS  Industrial Engineering Technology BS	Technology Accreditation Commission (TAC) of Accreditation Board for Engineering and Technology (ABET)	July 27, 2010	Continuing accreditation	January 31, 2011 Submitted to ABET a request to initiate a reaccreditation evaluation visit during Fall 2011.  July 1, 2011 Submit a report describing the actions taken to correct shortcomings identified in the final visitation statement.	Accredit to September 30, 2012.



**IHL Accreditation Reporting Form – Undergraduate Programs**  
**The University of Southern Mississippi**  
**July 2010-June 2011**

Area	Accreditation Agency	Date of Visit or Notification of Status Change	Reason for Visit or Status Change	Institutional Action	Accreditation Agency Action
Computer Engineering Technology BS  Electronics Engineering Technology BS	Technology Accreditation Commission (TAC) of Accreditation Board for Engineering and Technology (ABET)	July 27, 2010	Continuing accreditation	July 1, 2011 Submit a report describing the actions taken to correct shortcomings identified in the final visitation statement.	Accredit to September 30, 2012.
Computer Science BS	Computing Accreditation Commission (CAC) of Accreditation Board for Engineering and Technology (ABET)	July 27, 2010	Continuing accreditation	No Action	Accredit to September 30, 2016.
Phlebotomy CP	National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)			October 1, 2010 Submitted Progress Report.	Awaiting Notification
Paralegal Studies BA	American Bar Association Standing Committee on Paralegals Approval Commission (ABA)			October 15, 2010 Submitted Interim Report.	Awaiting Notification
Elementary Education BS	Association for Childhood Education International (ACEI)  National Council for Accreditation of Teacher Education (NCATE) - SPA			March 15, 2011 Submitted ACEI initial SPA report to NCATE.	Awaiting Notification
Human Performance (K-12 Physical Education Licensure) BS	National Association for Sport and Physical Education (NASPE)  National Council For Accreditation of Teacher Education (NCATE) - SPA			March 15, 2011 Submitted NASPE initial SPA report to NCATE.	Awaiting Notification

**IHL Accreditation Reporting Form – Undergraduate Programs**  
**The University of Southern Mississippi**  
**July 2010-June 2011**

Area	Accreditation Agency	Date of Visit or Notification of Status Change	Reason for Visit or Status Change	Institutional Action	Accreditation Agency Action
Special Education BS	Council for Exceptional Children (CEC)  National Council for Accreditation of Teacher Education (NCATE) - SPA			March 15, 2011 Submitted CEC initial SPA report to NCATE.	Awaiting Notification
Mathematics (Licensure) BS	National Council for Teachers of Mathematics (NCTM)  National Council for Accreditation of Teacher Education (NCATE) - SPA			March 15, 2011 Submitted NCTM initial SPA report to NCATE.	Awaiting Notification
Biological Sciences (Licensure) BS Chemistry (Licensure) BS Physics (Licensure) BS	National Science Teachers Association (NSTA)  National Council For Accreditation of Teacher Education (NCATE) - SPA			March 15, 2011 Submitted NSTA initial SPA report to NCATE.	Awaiting Notification
English (Licensure) BA	National Council of Teachers of English (NCTE)  National Council For Accreditation of Teacher Education (NCATE) - SPA			March 15, 2011 Submitted NCTE initial SPA report to NCATE.	Awaiting Notification
History (Licensure in Social Studies) BA	National Council for the Social Studies (NCSS)  National Council For Accreditation of Teacher Education (NCATE) - SPA			March 15, 2011 Submitted NCSS initial SPA report to NCATE.	Awaiting Notification

**IHL Accreditation Reporting Form – Undergraduate Programs**  
**The University of Southern Mississippi**  
**July 2010-June 2011**

Area	Accreditation Agency	Date of Visit or Notification of Status Change	Reason for Visit or Status Change	Institutional Action	Accreditation Agency Action
Foreign Languages (Licensure) BA	American Council on the Teaching of Foreign Languages (ACTFL)  National Council For Accreditation of Teacher Education (NCATE) - SPA			March 15, 2011 Submitted ACTFL initial SPA report to NCATE.	Awaiting Notification
Teacher Education Programs	Mississippi Department of Education (MDE)	March 3, 2011	Continuing State Department of Education Annual Process and Performance Review	No Action	No additional reporting required before next affirmation.
Jackson County Teaching Site	Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)	February 16, 2011	Acceptance of notification	No additional information requested.	Accepted notification for the closing of the Jackson County Teaching Site on the campus of Mississippi Gulf Coast Community College.
Meridian Instructional Site	Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)	September 27, 2010	Acceptance of information	Require notification should the university offer 50% or more of a program's credits at the Meridian site in the future.	The Meridian site was approved during the last reaffirmation review for offering 50% or more of a program's credits. The university currently does not offer 50% or more of a program's credits at the Meridian site. This information has been added to the university's file.

## Accreditation Activities AY 2011-2012 (7.1.11)

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### July 2011

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July 1– ABET report(School of Construction)  
July 1– ABET report (School of Computing)  
July 13 - ABA notification (Paralegal Studies)  
July 25 - CADE Self-Study (Nutrition and Dietetics)  
July 26 - August 1 –NCATE notification (All Education Programs)

### August 2011

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August 30 - AACSB Self-Study (College of Business)

### September 2011

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September 22-23, 2011 - NAACLS notification (Medical Technology)

### October 2011

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October 2011 - CCNE notification (Mississippi Educational Consortium for Specialized Advanced Practice Nursing)  
October 1 - ALA Special Report (Library and Information Science)  
October 16-18 – CADA Site Visit (Dietetics)  
October 30 – November 1 – AACSB Site Visit (College of Business)

### November 2011

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November 2011 - COAPRT notification (Recreation)  
November 2011 *date pending* – NAST Self-Study (Theatre)  
November 6-8 – ABET Site Visit (Construction)

### December 2011

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December 1 – ACCE Third Year Progress Report (Construction)

### February 2012

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February 1 – CAA annual report due (Speech and Hearing Sciences)  
February 27-28 – ALA Site Visit (Library and Information Science)

### March 2012

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March 2012 *date pending*– NASD Self-Study (Dance)  
March 7 – CCNE Self-Study (Nursing)  
March 15 – NCATE Response to Conditions Report (Elementary Education)  
March 24-28 NCATE Site Visit  
March 25 – SACS Fifth-Year Report

### April 2012

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April 9-13– NASD Site Visit (Dance)  
(Week of) April 23 - NAST Site Visit (Theatre)

### June 2012

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June 2012 *date pending*– AAFCS annual report due (Child and Family Studies)

### Other items to note:

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May 5, 2011 – NASAD postponed the on-site evaluation from the 2011-2012 to the 2012-2013 academic year, specifically Spring 2013.(Art)

**Academic Council Minutes**  
**The University of Southern Mississippi**  
**November 7, 2011**

The Academic Council met at 3:00 p.m. on November 7, 2011, in Thad Cochran Center room 216 with Dr. Kathleen Masters, Chair of the Academic Council, presiding.

The following voting members were present: Dr. David Beckett, Dr. Randy Buchanan, Dr. Cynthia Chatham (via conference phone), Dr. David Daves, Dr. Laura Downey, Dr. James Flanagan, Ms. Stacy Reischman Fletcher, Dr. Heath Grames, Dr. Stacey Hall, Dr. David Holt (via conference phone), Dr. Doug Masterson, Dr. Sarah Morgan, Dr. William Odom, Dr. Louise Perkins (via conference phone), Ms. Peggy Price, Dr. Jennifer Sequeira, Dr. Bill Smith, Dr. W. Robert Smith, Dr. Marek Steedman, Dr. Teresa Welsh, Dr. Kathy Yadrick, and Dr. Emily Yowell.

The following voting members were represented by proxies to constitute a quorum:  
Dr. Louise Perkins for Dr. Lin-Miao Agler.

The following non-voting members were present: Dr. Patricia Biesiot for Dr. Joe Whitehead, Ms. Carolyn Cawthon, Ms. Jessica Dominguez, Ms. Mollie McCarroll, Mr. Greg Pierce, and Dr. William Powell.

The following guests were present: Ms. Linda Bass, Ms. Dana Berry, Dr. Susan Hubble Burchell, Ms. Kayla DiIorio, Dr. Diane Fisher, Dr. Kate Greene, Dr. Brent Hales, Ms. Julie Howdeshell, Dr. Ann Marie Kinnell, Dr. Kevin Kuehn, Ms. Kathryn Lowery, Dr. Mary Lux, Dr. Amy Miller, Dr. Scott Milroy, Ms. Deidra Minor, Dr. J. Norton, Dr. Scott Piland, Ms. Dawn Porter, Dr. Glen Shearer, Dr. Amy Slagle, and Dr. Mark Wrighton.

1.0 Call to Order

The meeting was called to order at 3:00 p.m. with Dr. Kathleen Masters presiding.

2.0 Adoption of the Agenda

Dr. Masters presented the agenda for approval. Dr. Morgan moved and Dr. Masterson seconded a motion to approve the agenda. The motion passed.

3.0 Approval of the minutes

Dr. Masters presented the October 3, 2011 minutes for approval. Dr. Masterson moved and Ms. Reischman Fletcher seconded a motion to approve the October 3, 2011 minutes for approval. The motion passed.

4.0 Proposals

4.1 Old Proposal Business

4.1.1 College of Science and Technology

*Department of Economic and Workforce Development*

Dr. Masters presented the request to untable the proposal to modify the Applied Technology (BS) degree plan. Dr. Masterson moved and Dr. Buchanan seconded a motion to untable the proposal to modify the Applied Technology (BS) degree plan. The motion passed. Dr. Morgan moved and Dr. Buchanan seconded a motion to approve the modification of the Applied Technology (BS) degree plan. The motion passed. Council discussed concerns regarding the physical presence of students and the taking of exams if the program is approved fully online. Representatives from the program addressed these concerns.

## 4.2 New Proposal Business

### 4.2.1 College of Arts and Letters

#### *Department of Anthropology and Sociology*

Dr. Masters presented the request to add NPS 406. Dr. Flanagan moved and Dr. Masterson seconded a motion to approve the addition of NPS 406. The motion passed.

Dr. Masters presented the request to modify the Nonprofit Studies minor. Dr. Flanagan moved and Dr. Daves seconded a motion to approve the modification of the Nonprofit Studies minor. The motion passed. Council discussed if the program had notified all the departments affected by these changes and who in the program approved the student's internship. Representatives from the program verified that all departments had been notified and approved these changes and the director approves the student's internship.

#### *Department of Philosophy and Religion*

Dr. Masters presented the request to add REL 337. Dr. Masterson moved and Dr. Morgan seconded a motion to approve the addition of REL 337. The motion passed.

#### *Department of Political Science, International Development, and International Affairs*

Dr. Masters presented the request to modify the Human Rights minor. Dr. Steedman moved and Dr. Smith seconded a motion to approve the modification of the Human Rights minor. The motion passed.

#### College of Education and Psychology

##### *School of Library and Information Science*

Dr. Masters presented the request to add LIS 419. Dr. Masterson moved and Dr. Daves seconded a motion to approve the addition of LIS 419. The motion passed.

Dr. Masters presented the request to modify LIS 201. Dr. Daves moved and Dr. Morgan seconded a motion to approve the modification of LIS 201. The motion passed.

Dr. Masters presented the request to modify LIS 416. Dr. Morgan moved and Dr. Masterson seconded a motion to approve the modification of LIS 416. The motion passed.

Dr. Masters presented the request to add a Library and Information Science minor. Dr. Steedman moved and Dr. Smith seconded a motion to approve the addition of a Library and Information Science minor. The motion passed.

#### College of Health

##### *Department of Medical Technology*

Dr. Masters presented the request to change the department name of Medical Technology. Dr. Yadrick moved and Dr. Masterson seconded a motion to change the department name of Medical Technology. The motion passed.

Dr. Masters presented the request to change the prefix of MTC. Dr. Yadrick moved and Dr. Masterson seconded a motion to change the prefix of MTC. The motion passed.

Dr. Masters presented the request to modify the Medical Technology (BS) degree plan. Dr. Yadrick moved and Dr. Masterson seconded a motion to approve the modification of the Medical Technology (BS) degree plan. The motion passed.

*Department of Nutrition and Food Systems*

Dr. Masters presented the request to modify the Nutrition and Dietetics (Nutrition Science) BS degree plan. Dr. Daves moved and Dr. Steedman seconded a motion to approve the modification of the Nutrition and Dietetics (Nutrition Science) BS degree plan. The motion passed. Council discussed concerns about having the same course as the Writing Intensive requirement and the Computer Competency requirement. Representatives from the program addressed these concerns.

*School of Human Performance and Recreation*

Dr. Masters presented the request to modify HPR 310. Dr. Yadrick moved and Dr. Hall seconded a motion to approve the modification of HPR 310. As a friendly amendment to the motion, Council is requesting the department alter their syllabus to accurately reflect the 5000 word writing requirement. The motion passed.

Dr. Masters presented the request to modify HPR 451. Dr. Hall moved and Dr. Masterson seconded a motion to approve the modification of HPR 451. The motion passed.

Dr. Masters presented the request to modify the Human Performance (Exercise Science) BS degree plan. Dr. Morgan moved and Dr. Yadrick seconded a motion to approve the modification of the Human Performance (Exercise Science) BS degree plan. The motion passed. Council discussed concerns regarding a memo about a departmental grade policy. Representatives from the program addressed these concerns.

*Department of Speech and Hearing Sciences*

Dr. Masters presented the request to add SHS 400. Dr. Yadrick moved and Dr. Masterson seconded a motion to approve the addition of SHS 400. The motion passed.

Dr. Masters presented the request to modify the Speech Pathology and Audiology BA degree plan. Dr. Yadrick moved and Dr. Masterson seconded a motion to approve the modification of the Speech Pathology and Audiology BA degree plan. The motion passed.

4.2.2 College of Science and Technology

*Department of Biological Sciences*

Dr. Masters presented the request to modify the Biological Sciences (Licensure) BS degree plan. Dr. Masterson moved and Dr. Flanagan seconded a motion to approve the modification of the Biological Sciences (Licensure) BS degree plan. The motion passed.

*Department of Marine Science*

Dr. Masters presented the request to modify the Marine Science minor. Dr. Masterson moved and Dr. Buchanan seconded a motion to approve the modification of the Marine Science minor. The motion passed. Council had concerns about the remaining seven hours to be chosen from electives. A representative from the department addressed Council's concerns.

5.0 Old Business

5.1 No old business.

- 6.0 New Business
- 6.1 GEC Recommendation related to Degree Plan template  
Dr. Masterson presented a request from the General Education committee to extend the period of implementing the new degree plan template for the 2013-2014 *bulletin*. Council approved the recommendation.
- 7.0 Reports
- 7.1 Chair Report-Dr. Kathleen Masters  
Dr. Masters report is attached.
- 7.2 Chair-Elect Report-Ms. Stacy Reischman-Fletcher  
No report.
- 7.3 Secretary Report-Ms. Peggy Price  
No report.
- 7.4 Standing Committees
- 7.4.1 Academic Standards – Dr. David Daves  
The Academic Standards Committee submitted the attached document as suggested changes to “Administrative Withdrawal” policy. Council is also requesting the committee review the course drop policy for the University.
- 7.4.2 Bylaws – Dr. Sarah Morgan  
No report.
- 7.4.3 Elections – Dr. Marek Steedman  
No report.
- 7.4.4 General Education – Dr. Douglas Masterson  
Report is under New Business.
- 7.4.5 Intercollegiate – Dr. David Beckett  
No report.
- 7.4.5 Program Reviews-Dr. Kathy Yadrick  
Dr. Yadrick reported that she and Kathryn Lowery are planning to meet with Jay Grimes (Graduate Council program review subcommittee chair) and Dr. Siltanen in the next two weeks to review the Program Review Calendar and consider adjustments.
- 7.5 SACS/QEP/Alternative Learning  
No report.
- 7.6 University Assessment Committee (UAC) Liaison - Ms. Stacy Reischman Fletcher  
Ms. Reischman Fletcher reported the second round of academic program assessment report reviews is underway and will be completed by December 7th.
- 8.0 Adjourn  
Dr. Masters adjourned the meeting at 4:15 p.m.



ACADEMIC COUNCIL MINUTES SUMMARY

November 7, 2011

**College of Arts and Letters**

*Department of Anthropology and Sociology*

Add: NPS 406 Nonprofit Resource Development and Fundraising. 3 hours. Effective fall 2012.

Modify: Nonprofit Studies minor –  
Add NPS 406 and SOC 333; Delete CD 150, CD 350/350L, FAM 151, FAM 453, PSY 270, PSY 372, SOC 314, SOC 424, SWK 494, ECO 101, ACC 200, PS 370, PHI 300, PHI 452, PHI 457, SWK 315, SWK 340, SWK 399. Effective fall 2012.

*Department of Philosophy and Religion*

Add: REL 337 Eastern Orthodox Christianity.  
3 hours. Effective fall 2012.

*Department of Political Science, International Development, and International Affairs*

Modify: Human Rights minor –  
Add HIS 373 and CJ 464. Effective fall 2012

**College of Education and Psychology**

*School of Library and Information Science*

Add: LIS 419 Program and Services for Youth.  
3 hours. Effective summer 2012.

Modify: LIS 201 Introduction to Information Literacy.  
Face to face format.

To: LIS 201 Introduction to Information Literacy.  
Face to face and online delivery format.  
Effective spring 2012.

Modify: LIS 416 Media Utilization.  
Face to face format.

To: LIS 416 Media Utilization.  
Face to face and online delivery format.  
Effective spring 2012.

Add: Library and Information Science minor.  
Effective fall 2012.

## College of Health

### *Department of Medical Technology*

- Modify: Department of Medical Technology
- To: Department of Medical Laboratory Science  
Effective fall 2012. **Pending IHL approval.**
- Modify: Prefix change for Medical Technology (MTC).
- To: Medical Laboratory Science (MLS)  
Effective fall 2012.
- Modify: Degree name change - Medical Technology BS
- To: Medical Laboratory Science BS  
Effective fall 2012. **Pending IHL approval.**

### *Department of Nutrition and Food Systems*

- Modify: Nutrition and Dietetics (Nutrition Science) degree plan –  
GEC 06. Add NFS 463/463L (WI); GEC 07. Delete ENG 333.  
Effective fall 2012.

### *School of Human Performance and Recreation*

- Modify: HPR 310 Pre-Internship in Exercise Science.
- To: HPR 310 Pre-Internship in Exercise Science.  
Writing Intensive. Effective spring 2012.
- Modify: HPR 451 Therapeutic Recreation Programming.
- To: HPR 451 Assessment and Documentation in  
Therapeutic Recreation.  
Effective fall 2012.

### *Department of Speech and Hearing Sciences*

- Add: SHS 400 Current Issues in Communication Disorders.  
3 hours. Effective fall 2012.
- Modify: Speech Pathology and Audiology BA degree plan –  
Add SHS 400 – capstone course; Remove capstone designation  
from SHS 431; Delete REF 400. Effective fall 2012.

**College of Science and Technology**

*Department of Biological Sciences*

Modify: Biological Sciences BS degree plan.  
Effective fall 2012.

*Department of Economic and Workforce Development*

Modify: Applied Technology B.S. program for online delivery.  
Effective fall 2012.

*Department of Marine Science*

Add: Marine Science minor.  
Effective fall 2012.

Several reports and updates included in the Provost Council last week. These included:

1. Chris Crenshaw, Physical Plant Director provided update of scheduled and underway projects:
  - Campus landscape and fencing project
  - Campus lighting upgrade
  - COB building – ceremonial groundbreaking planned for May
  - College Hall Renovation (November 2012-January 2013)
  - New Roof on Polymer Science
  - Re-roof Marsh Hall & Arthell Kelly Hall and a Johnson Science Chemistry Lab
  - Bleacher expansion at Pete Taylor Park
  - Track and Field Bleacher Repair
  - Bathroom upgrades at Stadium
  - MM Roberts finishing upgrade to wireless
  - Energy Reduction Retro work
  - Electrical systems infrastructure upgrade
  - Lake Sahoy Dam/Spillway reconstruction
  - Chain Technology lab up-grades
  - McCain sprinkler project
  - Residence Hall sprinkler system upgrade (Hattiesburg, Mississippi, Hillcrest)
  - McLemore upgrade
  - PAC chiller replacement to begin soon
  - North 31<sup>st</sup>, Pearl, and Montague area brick street project planned (MDOT grant)
  - Looking at signage across campus (committee working on options and plans)
  - Current legislative priority budget request is new SON building
  - Property acquisition effort ongoing on west side of campus
2. Russ Willis (VPAA) reports use of e-verify. We are required to verify within 3 days for all new hires (faculty, staff, graduate assistants etc.) and new format for IDs begins in December for new faculty, staff and students only (will be alpha numeric since very few possible number combinations are currently available).
3. Greg Pierce (Registrar) reports that a new process will begin soon related to Academic Suspension that will include the electronic removal of the indicator by chairs and deans prior to the release by the Registrar's office. This process will prevent forgery of signatures by students.
4. Also note that the time for final grade entry will change in December to 8:00 a.m. rather than 11:00 a.m. on the Monday after exam week.
5. Mary Dayne Gregg reported on the Reverse Transfer initiative. In recent months, Commissioner Hank Bounds and other IHL staff members have encouraged all of the IHL universities to help facilitate our community college transfer students with completing their A.A. degrees when feasible. This effort will help us since research studies show that students who complete the A.A. degree increase their chances of completing the baccalaureate degree. This will begin with a pilot project including only the fall 2011 students transferring from Mississippi Community Colleges. The effort will include the Office of First Year Experience contacting these students who have a minimum of 55 hours of transfer credit without the A.A. degree to let them know that they can transfer lower level credits earned at USM back to their community college to be applied toward their A.A. degree. USM will help them find the contact person/advisor at their community college but will not be advising students related to the A.A. degree. Academic units are not being asked to advise transfer students in this project. If students approach you about this topic, you should refer then to the Office of First Year Experience.
6. Clean up of University email accounts will begin for terminated employees. We are at our allocation and adding more is costly. Retired and Emeritus faculty will be transferred to a lifetime eagles account.
7. Advisor Track is currently being piloted by several areas within the university.

8. Coast Procedures Committee work is nearing completion.
9. CoAL Dean Search Committee is active.
10. Reallocation Committee has heard last of Dean's present and their recommendations are forthcoming.
11. USM was one of lowest universities in the State related to compliance with textbook ordering by the deadline for fall 2011. Remind faculty to enter no book required for courses not requiring a book. Other system issues being investigated by Dr. Brett Kemker.
12. SOAR update is scheduled for Dec 2<sup>nd</sup> through Dec 3<sup>rd</sup>.

GEC Committee Recommendation to Extend Implementation  
of Degree Plan Template to 2013-2014 Bulletin

Academic council approved the new degree plan template in May 2011 with the intent to implement the changes in the 2012-2013 bulletin. The GEC committee recommends to Academic Council that the implementation of this approved degree template/structure change be extended to the 2013-2014 bulletin. This will allow ample opportunity for the GEC committee to meet with individual departments to best determine how their needs can be accommodated within the newly approved GEC structure and template. The GEC committee will remain actively engaged in the implementation process during the remainder of this year and 2012-2013. During the process of moving to the new structure/template the GEC committee will require programs to provide a substantive rationale for any and all "required" GEC courses (GEC 02-05). The extension of the implementation date will afford the programs ample time to draft these rationales. Extending the implementation will also have the benefit of providing time for the GEC committee to check the semester by semester guides in the bulletin and make sure they match the new GEC structure. The GEC committee is currently developing an implementation plan and timeline that will be presented to Academic Council in December and then distributed to the University.

## Administrative Withdrawal

A university transcript is a legal document that provides a true and accurate account of academic performance. An alteration to a student's history of academic performance as reflected by a university transcript should be done only if there is a compelling rationale for doing so.

On rare occasions, academic performance is severely affected by some emotional or personal tragedy beyond the control of the student. If a timely withdrawal was impossible or overlooked, a procedure known as **administrative withdrawal (AW)** may be an option. This policy does **not** apply to situations where students stopped going to classes, simply performed poorly after transferring to Southern Miss from another academic institution or wanted to make "minor adjustments" to their transcripts. Administrative withdrawal is specifically intended for students who were negatively affected by some extenuating circumstance that was beyond their control (e.g. the death of an immediate family member, a severe illness or incapacitation, a debilitating accident).

A student who wishes to petition for an administrative withdrawal (AW) should be aware of the following **criteria**:

- a. The academic record under review indicates that the student was consistently in good academic standing (GPA  $\geq$  2.0) prior to and subsequent to the semester in question. In other words, the student must have completed at least one additional semester (at least nine hours in fall or spring or at least six hours in summer) beyond the semester for which administrative withdrawal is being requested.
- b. The student is currently enrolled, and the petition for administrative withdrawal is filed prior to his or her graduation.
- c. The student cannot use AW for the semester in which he or she is currently enrolled.
- d. The problem encountered by the student was debilitating and beyond his or her control.
- e. The student is able to document the nature and extent of the problem.
- f. Administrative withdrawal can be used only **once** during a student's academic career.
- g. The designation of AW is assigned to **all** courses taken during the semester in question.

## The Process

The student must provide:

- a. A concise but thorough statement written that details the circumstances responsible for the poor academic performance.
- b. Evidence (e.g. a physician's statement) supporting the claims made in the petition and a written statement from the Office of Student Affairs.
- c. A Complete set of official transcripts exhibiting all college-level course work.

For administrative withdrawal to be considered, the following protocol must be followed:

- a. The request for administrative withdrawal must be initiated and approved by the chair or director of the student's current department.
- b. The Office of the Vice President for Student Affairs must provide a statement verifying that the information in the student's statement is accurate and correct.
- c. Written approval from the current department supporting the student's petition for administrative withdrawal.
- d. Written approval from the dean of the college in which the student was a major during the semester in question that supports the student's petition for administrative withdrawal. If the student is currently a major in a different college, then an additional statement of approval must be obtained from the dean of that college.
- e. The petition approved by the dean(s) will be forwarded to the provost for final approval.
- f. The provost shall communicate the decision to the student, the chair or director of the student's current major and, if applicable, the chair of the student's former major, the appropriate dean/s and the registrar.
- g. The petition for administrative withdrawal shall be acted upon within 10 working days from the receipt by each of the following: the chair(s) or director(s), the dean(s) and the provost.
- h. Southern Miss Gulf Coast students should contact the Department of Student Services located in the Holloway Complex to initiate this protocol.

Note:

If the student was a major in a different department during the semester for which administrative withdrawal is requested, the chair or director of that department must also approve the request.

If the student is currently a major in a different college, the dean of that college must also approve the request.

### **Appeals Procedure**

Students are afforded the opportunity for an orderly due process. The student must initiate the appeal procedure through the Office of the Provost who will direct the appeal through the Grade Review Committee.



**Academic Council Minutes**  
**The University of Southern Mississippi**  
**December 5, 2011**

The Academic Council met at 3:00 p.m. on December 5, 2011, in Thad Cochran Center room 216 with Dr. Kathleen Masters, Chair of the Academic Council, presiding.

The following voting members were present: Dr. David Beckett, Dr. Randy Buchanan, Dr. Cynthia Chatham (via conference phone), Dr. David Daves, Dr. Laura Downey, Dr. James Flanagan, Ms. Stacy Reischman Fletcher, Dr. Heath Grames, Dr. Stacey Hall, Dr. David Holt (via conference phone), Dr. Doug Masterson, Dr. Sarah Morgan, Dr. William Odom, Dr. Louise Perkins (via conference phone), Ms. Peggy Price, Dr. Jennifer Sequeira, Dr. Bill Smith, Dr. W. Robert Smith, Dr. Marek Steedman, Dr. Teresa Welsh, Dr. Kathy Yadrick, and Dr. Emily Yowell.

The following voting members were represented by proxies to constitute a quorum:  
Dr. Cynthia Chatham for Dr. Lin-Miao Agler and Dr. Cynthia Chatham for Dr. Curtis Austin.

The following non-voting members were present: Dr. Diane Fisher for Dr. Ann Blackwell, Ms. Carolyn Cawthon, Dr. Michael Forster, Ms. Mollie McCarroll and Dr. Mark Wrighton for Dr. Steven Moser.

The following guests were present: Mr. Russ Anderson, Ms. Linda Bass, Ms. Dana Berry, Dr. Susan Hubble Burchell, Ms. Leanne Casiano, Ms. Kayla DiIorio, Dr. J. Taylor Hightower, Dr. Paul Linden, Dr. Katherine Nugent, Dr. Gwen Pate, Ms. Dawn Porter, Dr. Cathie Price, Ms. Sheri Rawls, Dr. Jennifer Shank, and Ms. Jennifer Torres.

1.0 Call to Order

The meeting was called to order at 3:00 p.m. with Dr. Kathleen Masters presiding.

2.0 Adoption of the Agenda

Dr. Masters presented the agenda with the following amendments for approval:

- Change item number 4.2.1.2 (b. degree name to Recording Industry Production)

Dr. Masterson moved and Dr. Beckett seconded a motion to approve the amended agenda. The motion passed.

3.0 Approval of the minutes

Dr. Masters presented the November 7, 2011 minutes for approval. Dr. Morgan moved and Dr. Flanagan seconded a motion to approve the November 7, 2011 minutes. The motion passed.

4.0 Proposals

4.1 Old Proposal Business

4.2 New Proposal Business

4.2.1 College of Arts and Letters

*Department of Art and Design*

Dr. Masters presented the request to modify ART 130. Dr. Morgan moved and Dr. Steedman seconded a motion to approve the modification of ART 130. The motion passed. Council asked if other Aesthetic courses were also offered online. Representatives from the program stated MUS 165 is also available online.

*School of Mass Communication and Journalism*

Dr. Masters presented the request to modify EI 430. Dr. Masterson moved and Dr. Smith seconded a motion to approve the modification of EI 430. The motion passed.

Dr. Masters presented the request to modify the Entertainment Industry (Recording Industry Management) (BS) degree plan. Dr. Morgan moved and Dr. Yadrick seconded a motion to approve the modification of the Entertainment Industry (Recording Industry Management) (BS) degree plan. The motion passed.

Dr. Masters presented the request to modify the Entertainment Industry (Recording Industry Production) (BS) degree plan. Dr. Flanagan moved and Dr. Odom seconded a motion to approve the modification of the Entertainment Industry (Recording Industry Production) (BS) degree plan. The motion passed. Council discussed concerns regarding where the additional electives will be chosen. Representatives from the program addressed these concerns.

*School of Music*

Dr. Masters presented the request to add MUP 477. Dr. Morgan moved and Dr. Odom seconded a motion to approve the addition of MUP 477. The motion passed.

Dr. Masters presented the request to add MUS 120. Dr. Hall moved and Dr. Daves seconded a motion to approve the addition of MUS 120. The motion passed. Dr. Masterson asked the sentence in the rationale be changed from Humanities elective to general elective. The department complied.

Dr. Masters presented the request to add MUS 239. Dr. Masterson moved and Dr. Odom seconded a motion to approve the addition of MUS 239. The motion passed. Council wanted clarification the online Listening Lab was not an additional class. Representatives from the program stated it is a device to assist students with assignments.

Dr. Masters presented the request to modify the Music (Performance - Voice) (BM) degree plan. Dr. Morgan moved and Dr. Daves seconded a motion to approve the modification of the Music (Performance - Voice) (BM) degree plan. The motion passed. Council wanted to address the foreign languages required for this degree. Representatives from the program stated at this time only German and French are available to students with the hopes of Italian in the future.

*Department of Political Science, International Development and International Affairs*

Dr. Masters presented the request to modify PS 499. Dr. Morgan moved and Dr. Flanagan seconded a motion to approve the modification of PS 499. The motion passed. Council had questions regarding the difference in the context of the two titles. Council member, Dr. Marek Steedman addressed this concern.

4.2.2 College of Business

*Department of Casino, Hospitality and Tourism Management*

Dr. Masters presented the request to modify TM 378, TM 471, TM 472, TM 475, and TM 478. Dr. Masterson moved and Dr. Steedman seconded a motion to approve these courses as a group. The motion passed.

Dr. Masterson moved and Dr. Steedman seconded a motion to approve the modification of TM 378, TM 471, TM 472, TM 475, and TM 478. The motion passed.

Dr. Masters presented the request to modify the Tourism (Casino Resort Management) (BSBA) degree plan. Dr. Steedman moved and Dr. Smith seconded a motion to approve the modification of the Tourism (Casino Resort Management) (BSBA) degree plan. The motion passed.

Dr. Masters presented the request to add an online certificate in Casino Management. Dr. Steedman moved and Dr. Smith seconded a motion to approve the addition of an online certificate in Casino Management. The motion passed.

4.2.3 College of Education and Psychology  
*Department of Child and Family Studies*

Dr. Masters presented the request to modify FCS 401. Dr. Masterson moved and Dr. Flanagan seconded a motion to approve the modification of FCS 401. The motion passed.

Dr. Masters presented the request to modify CD 450. Dr. Masterson moved and Dr. Daves seconded a motion to approve the modification of CD 450. The motion passed.

4.2.4 College of Health  
*Department of Nutrition and Food Systems*

Dr. Masters presented the request to modify NFS 455. Dr. Yadrick moved and Dr. Masterson seconded a motion to approve the modification of NFS 455. The motion passed.

5.0 Old Business

5.1 No old business.

6.0 New Business

6.1 Request related to endorsement of the School of Nursing to become a college

Dr. Masterson moved and Dr. Morgan seconded a motion that the Council not vote on this agenda item stating Academic Council was not the correct venue for this endorsement. Dr. Masters read the opening paragraph of the Academic Council Constitution aloud per request of the Council members. The motion passed.

7.0 Reports

7.1 Chair Report-Dr. Kathleen Masters  
Dr. Masters' report is attached.

7.2 Chair-Elect Report-Ms. Stacy Reischman-Fletcher  
No report.

7.3 Secretary Report-Ms. Peggy Price  
No report.

7.4 Standing Committees

7.4.1 Academic Standards – Dr. David Daves

The Academic Standards Committee submitted the attached document as suggested changes to “Administrative Withdrawal” policy. The Academic Standards Committee will meet with CAC group that is also working on the “Administrative Withdrawal” policy. Council is also requesting the committee review the course drop policy for the University.

7.4.2 Bylaws – Dr. Sarah Morgan  
No report.

7.4.3 Elections – Dr. Marek Steedman  
Dr. Steedman presented a proposal related to election of Honors College representative since the current procedure does not match the current committee structure within the Honors College (see attached). The Council agreed that this proposal should be sent to the Bylaws Committee for review.

Dr. Steedman also presented a proposal from the Elections Committee related to the election process. Proposal is for review and comment prior to next Academic Council meeting (see attached).

7.4.4 General Education – Dr. Douglas Masterson  
Dr. Masterson’s report is attached.

7.4.5 Intercollegiate – Dr. David Beckett  
No report.

7.4.5 Program Reviews-Dr. Kathy Yadrick  
Dr. Yadrick reported that she and Kathryn Lowery met with Susan Siltanen and Jay Grimes, program review chair for Graduate Council. The group developed a revised schedule of program review for programs that have not yet undergone review in the current SACS accreditation cycle. Dr. Grimes and Dr. Yadrick will be notifying departments whose programs are to undergo review during the upcoming three review periods.

7.5 SACS/QEP/Alternative Learning  
No report.

7.6 University Assessment Committee (UAC) Liaison - Ms. Stacy Reischman Fletcher  
Ms. Reischman Fletcher reported the second round of academic program reviews will be completed by December 7th.

8.0 Adjourn  
Dr. Masters adjourned the meeting at 4:35 p.m.

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Greg Pierce, Recording Secretary

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Kathleen Masters, Chair

ACADEMIC COUNCIL MINUTES SUMMARY  
December 5, 2011

**College of Arts and Letters**

*Department of Art and Design*

Modify: ART 130 Art Appreciation.  
Face to face format.

To: ART 130 Art Appreciation.  
Face to face and online delivery format.  
Effective summer 2012.

*School of Mass Communication and Journalism*

Modify: EI 430 Live Production Management.

To: EI 430 Concert Production.  
Effective summer 2012.

Modify: Entertainment Industry (Recording Industry Management) (BS) –  
Modify: DEG 02. Remove EI 431 from 02. to 06. Select 2 courses.  
Effective fall 2012.

Modify: Entertainment Industry (Recording Industry Production) (BS) –  
Add DEG 04. Required Minor. Effective fall 2012.

*School of Music*

Add: MUP 477 Percussion Ensemble.  
1 hour. Effective fall 2012.

Add: MUS 120 Music Theory for Non-Majors.  
3 hours. Effective fall 2012.

Add: MUS 239 IPA/Italian Dictation.  
2 hours. Effective fall 2012.

Modify: Music (Performance - Voice) (BM) –  
Add MUS 239 and requirement for two semesters of same languages  
(German, French, or Italian) and deleting MED 448 and Elective  
Requirements. Effective fall 2012.

*Department of Political Science, International Development, and International Affairs*

Modify: PS 499 Seminar in British Politics.

To: PS 499 Seminar in Comparative Politics Abroad.  
Effective summer 2012.

**College of Business**

*Department of Casino, Hospitality and Tourism Management*

Modify:	TM 378	<u>Casino and Resort Operations.</u> Face to face format.
To:	TM 378	<u>Casino and Resort Operations.</u> Face to face and online delivery format. Effective fall 2012.
Modify:	TM 471	<u>Regulatory, Legal &amp; Security Aspects of Casino Ops.</u> Face to face format.
To:	TM 471	<u>Regulatory, Legal &amp; Security Aspects of Casino Ops.</u> Face to face and online delivery format. Effective fall 2012.
Modify:	TM 472	<u>Casino and Resort Marketing.</u> Face to face format.
To:	TM 472	<u>Casino and Resort Marketing.</u> Face to face and online delivery format. Effective fall 2012.
Modify:	TM 475	<u>Casino and Resort Financial Analysis.</u> Face to face format.
To:	TM 475	<u>Casino and Resort Financial Analysis.</u> Face to face and online delivery format. Effective fall 2012.
Modify:	TM 478	<u>Casino and Resort Operations Management II.</u> Face to face format.
To:	TM 478	<u>Casino and Resort Operations Management II.</u> Face to face and online delivery format. Effective fall 2012.
Modify:	Tourism (Casino Resort Management) (BSBA) degree program.	Face to face format.
To:	Tourism (Casino Resort Management) (BSBA) degree program.	Face to face and online delivery format. Effective fall 2012.
Add:	Casino Management online certificate.	Effective fall 2012.

**College of Education and Psychology**  
*Department of Child and Family Studies*

Modify:	FCS 401	<u>Family Life Education.</u>
To:	FAM 401	<u>Family Life Education.</u> Effective spring 2012.
Modify:	CD 450	<u>Administration of Programs for Preschool Children.</u>
To:	CD 450	<u>Administration of Child and Family Programs.</u> Effective summer 2012.

**College of Health**  
*Department of Nutrition and Food Systems*

Modify:	NFS 455	<u>Nutrition and Weight Control.</u> Face to face format.
To:	NFS 455	<u>Nutrition and Weight Control.</u> Face to face and online delivery format. Effective summer 2012.

## Academic Council Chair Report

There was not a Provost's Council in November so there is no report from that meeting. There was an eLearning Steering Committee meeting last month. During the meeting it was reported that there were 439 fully online classes for fall semester 2011. The number of students taking only online courses during fall 2011 was: 558 undergraduate students and 868 graduate students. Total equals 1426 students taking only online courses which is higher than in 2009 (387) by over 1100 students. The unduplicated number of students taking at least one online course during fall 2011 was 4,272.

In addition, it was reported that the Eagle Learning Online Policies and Procedures that were distributed to and reviewed by Academic Council during October are now posted on the ELO website – Support – Faculty – Eagle Learning Online Policies and Procedures. Group is also working on a plan for online course peer evaluation and a procedure to require online students to have photo ID.

SACS interim report may require us to address process for verification of student ID for online courses and the issue of equivalency of credit hours of online and face to face courses. This issue was to be voted on at the SACS meeting this weekend. The eLearning committee discussed plans to address these criteria in the last meeting so we will be ready if this criteria needs to be included in the report. Sheri Rawls is drafting and the committee will review.

Proposal was sent to Executive Cabinet from the committee that has been looking at captioning. At this point they have reviewed products but are looking at various options in relation to the budget since all options are expensive. The committee will meet again in January to continue the work. Currently, a copy of Camtasia is available in the ELO lab. This program time syncs but must either type or copy and paste transcript if using this program.



## Administrative Withdrawal

A university transcript is a legal document that provides a true and accurate account of academic performance. An alteration to a student's history of academic performance as reflected by a university transcript should be done only if there is a compelling rationale for doing so.

On rare occasions, academic performance is severely affected by some emotional or personal tragedy beyond the control of the student. If a timely withdrawal was impossible or overlooked, a procedure known as **administrative withdrawal (AW)** may be an option. This policy does **not** apply to situations where students stopped going to classes, simply performed poorly after transferring to Southern Miss from another academic institution or wanted to make "minor adjustments" to their transcripts. Administrative withdrawal is specifically intended for students who were negatively affected by some extenuating circumstance that was beyond their control (e.g. the death of an immediate family member, a severe illness or incapacitation, a debilitating accident).

A student who wishes to petition for an administrative withdrawal (AW) should be aware of the following **criteria**:

- a. The academic record under review indicates that the student was consistently in good academic standing (GPA  $\geq$  2.0) prior to and subsequent to the semester in question. In other words, the student must have completed at least one additional semester (at least nine hours in fall or spring or at least six hours in summer) beyond the semester for which administrative withdrawal is being requested.
- b. The student is currently enrolled, and the petition for administrative withdrawal is filed prior to his or her graduation.
- c. The student cannot use AW for the semester in which he or she is currently enrolled.
- d. The problem encountered by the student was debilitating and beyond his or her control.
- e. The student is able to document the nature and extent of the problem.
- f. Administrative withdrawal can be used only **once** during a student's academic career.
- g. The designation of AW is assigned to **all** courses taken during the semester in question.

## The Process

The student must provide:

- a. A concise but thorough statement written that details the circumstances responsible for the poor academic performance.
- b. Evidence (e.g. a physician's statement) supporting the claims made in the petition and a written statement from the Office of Student Affairs.
- c. A Complete set of official transcripts exhibiting all college-level course work.

For administrative withdrawal to be considered, the following protocol must be followed:

- a. The request for administrative withdrawal must be initiated and approved by the chair or director of the student's current department.
- b. The Office of the Vice President for Student Affairs must provide a statement verifying that the information in the student's statement is accurate and correct.
- c. Written approval from the current department supporting the student's petition for administrative withdrawal.
- d. Written approval from the dean of the college in which the student was a major during the semester in question that supports the student's petition for administrative withdrawal. If the student is currently a major in a different college, then an additional statement of approval must be obtained from the dean of that college.
- e. The petition approved by the dean(s) will be forwarded to the provost for final approval.
- f. The provost shall communicate the decision to the student, the chair or director of the student's current major and, if applicable, the chair of the student's former major, the appropriate dean/s and the registrar.
- g. The petition for administrative withdrawal shall be acted upon within 10 working days from the receipt by each of the following: the chair(s) or director(s), the dean(s) and the provost.
- h. Southern Miss Gulf Coast students should contact the Department of Student Services located in the Holloway Complex to initiate this protocol.

Note:

If the student was a major in a different department during the semester for which administrative withdrawal is requested, the chair or director of that department must also approve the request.

If the student is currently a major in a different college, the dean of that college must also approve the request.

### **Appeals Procedure**

Students are afforded the opportunity for an orderly due process. The student must initiate the appeal procedure through the Office of the Provost who will direct the appeal through the Grade Review Committee.

## Elections Committee Proposal

The Elections Committee would like to propose one amendment to the Constitution, and one amendment to the bylaws.

The amendment to the **Constitution** would affect Section 2.4.3, and alter the procedure for choosing the Honors College Rep, along with the term in office:

Existing Language:

2.4.3 The voting member of the Council representing the Honors College shall be the chair elect of the Honors College Advisory Council. The term of the Honors College representative shall be one year (though he or she may be appointed for one consecutive term). Faculty appointed to fill a vacancy shall be regarded as full voting members of the Council.

Proposed Language:

2.4.3 The voting member of the Council representing the Honors College shall be elected by, and from among, the Honors faculty. No Honors faculty member shall be ineligible for membership due to the provisions of Sections 1.2.1 and 1.3.3 of the Bylaws of the Council. The term of the Honors College representative shall be three years, and shall in all respects be subject to those provisions of the Constitution and Bylaws governing the terms of other representatives.

The amendment to the **Bylaws** would affect Section 1.6.6, and alter the threshold needed to win in the second round of balloting. The aim is to make the process more efficient and eliminate some of the confusion that stems from multiple rounds of balloting for the same position:

Existing Language:

1.6.6 A majority vote (more than half of the valid votes cast) shall be required to elect a Council representative on the first and second rounds of balloting. If a third round is required, the candidate or candidates receiving the greatest number of valid votes cast shall be declared the representative or representatives. A tie vote on the third round of balloting shall be resolved by lot by the Elections Committee.

Proposed Language:

1.6.6 A majority vote (more than half of the valid votes cast) shall be required to elect a Council representative on the first round of balloting. If a second round is required, the candidate or candidates receiving the greatest number of valid votes cast shall be declared the representative or representatives. A tie on the second round of balloting shall require a third round. If a third round is required, the candidate or candidates receiving the greatest number of valid votes cast shall be declared the representative or representatives. A tie vote on the third round of balloting shall be resolved by lot by the Elections Committee.

## **GEC Report to AC December 5, 2011**

GEC Committee met on November 30<sup>th</sup> and discussed the Assessment Report Review process and began developing an Assessment Report Review instrument that can be utilized in all GEC categories as the periodic review process begins.

GEC will review GEC 01, GEC 04, and GEC 07 this academic year and we anticipate the review process being complete by April 2011. Several departments have not turned in reports for GEC 04 and GEC 07 but we will move forward with the review process dealing with those Assessment reports that we currently have on hand.

The GEC committee voted to limit the time for a GEC waiver/substitution request to thirty days from the time the Provost Office receives the request. This means that the old 15 day rule is no longer in effect and the clock begins when the request is received by the Provost Office (not when the request is initiated). Requests for GEC waiver s and substitutions are not being conducted in a timely fashion and in many instances a valid justification is absent. The Provost Office is now sending all GEC waiver requests to the GEC committee for review before a decision is made in the Provost Office.

The GEC committee is continuing the work on the transition to the new Degree Plan "Template". We intend to have a set of example "templates" available for distribution by mid January along with a set of instructions on what each program is to submit when transferring their degree plans to the new "template".

**Academic Council Minutes**  
**The University of Southern Mississippi**  
**February 6, 2012**

The Academic Council met at 3:00 p.m. on February 6, 2012, in Thad Cochran Center room 216 with Dr. Kathleen Masters, Chair of the Academic Council, presiding.

The following voting members were present: Dr. Lin-Miao Agler (via conference phone), Dr. David Beckett, Dr. Cynthia Chatham (via conference phone), Dr. David Daves, Dr. Laura Downey, Dr. James Flanagan, Ms. Stacy Reischman Fletcher, Dr. Heath Grames, Dr. Stacey Hall, Dr. David Holt (via conference phone), Dr. Doug Masterson, Dr. Sarah Morgan, Dr. William Odom, Dr. Louise Perkins, Ms. Peggy Price, Dr. Jennifer Sequeira, Dr. Bill Smith, Dr. Marek Steedman, Dr. Teresa Welsh, and Dr. Emily Yowell.

The following voting members were represented by proxies to constitute a quorum:

Dr. Laura Downey for Dr. Randy Buchanan, Dr. Laura Downey for Dr. Kathy Yadrick and Dr. Bill Smith for Dr. W. Robert Smith.

The following non-voting members were present: Dr. Patricia Biesiot for Dr. Joe Whitehead, Ms. Carolyn Cawthon, Mr. Greg Pierce, Dr. William Powell, Dr. Denis Wiesenburg, and Dr. Mark Wrighton for Dr. Steven Moser.

The following guests were present: Dr. Laurel Abreu, Ms. Linda Bass, Ms. Dana Berry, Dr. Susan Hubble Burchell, Dr. Daniel Capper, Dr. Nicholas Ciraldo, Ms. Leanne Cirlot, Ms. Kayla DiIorio, Dr. Ben Hardman, Dr. Jeff Hinton, Dr. David Holley, Ms. Julie Howdeshell, Dr. Thomas Lipscomb, Dr. Mark Miller, Dr. Amal Mitra, Ms. Margie Newsome, Dr. M.J. Norton, Ms. Dawn Porter, Mr. Louis Rackoff, Ms. Sheri Rawls, Dr. Ward Sayre, Mr. David Sliman, Dr. Charles Tardy.

1.0 Call to Order

The meeting was called to order at 3:00 p.m. with Dr. Kathleen Masters presiding.

2.0 Adoption of the Agenda

Dr. Masters presented the agenda with the following amendments for approval:

- Remove item number 4.2.1.7 (e. add THE 487L)
- Adding items 6.1, 6.2, 6.3, and 6.4 under New Business

Dr. Masterson moved and Dr. Steedman seconded a motion to approve the amended agenda. The motion passed.

3.0 Approval of the minutes

Dr. Masters presented the December 5, 2011 minutes for approval. Dr. Odom moved and Ms. Reischman Fletcher seconded a motion to approve the December 5, 2011 minutes. The motion passed.

3.1 Dr. Denis Wiesenburg, Interim Provost, addressed the Academic Council and stated that the work of the Council is important to the university and that he appreciated the Academic Council member's service.

## 4.0 Proposals

### 4.1 Old Proposal Business

### 4.2 New Proposal Business

#### 4.2.1 College of Arts and Letters

##### *Department of Communication Studies*

Dr. Masters presented the request to add CMS 101. Dr. Masterson moved and Ms. Reischman Fletcher seconded a motion to approve the addition of CMS 101. The motion passed.

Dr. Masters presented the request to add CMS 470. Ms. Reischman Fletcher moved and Dr. Hall seconded a motion to approve the addition of CMS 470. The motion did not pass. Council discussed concerns regarding overlapping with other courses and departments. The Intercollegiate Committee recommended not approving the addition of CMS 470 at this time. They requested more information and research from the department.

Dr. Masters presented the request to add CMS 201. Dr. Morgan moved and Dr. Masterson seconded a motion to approve the addition of CMS 201. The motion passed.

Dr. Masters presented the request to modify the Communication Studies (BA) degree plan. Dr. Steedman moved and Ms. Reischman Fletcher seconded a motion to approve the modification of the Communication Studies (BA) degree plan. The motion passed.

Dr. Masters presented the request to add a Communication Studies (BS) degree program. Ms. Reischman Fletcher moved and Dr. Morgan seconded a motion to approve the addition of a Communication Studies (BS) degree program. The motion passed.

##### *Department of Foreign Languages and Literatures*

Dr. Masters presented the request to add FL 490. Dr. Odom moved and Dr. Steedman seconded a motion to approve the addition of FL 490. The motion passed.

Dr. Masters presented the request to add SPA 344. Dr. Odom moved and Dr. Masterson seconded a motion to approve the addition of SPA 344. The motion passed. Council had concerns about the prerequisites for this course. A representative from the department addressed these concerns.

Dr. Masters presented the request to modify the Foreign Languages (Two-Language) (BA) degree plan. Ms. Reischman Fletcher moved and Dr. Masterson seconded a motion to approve the modification of the Foreign Languages (Two-Language) (BA) degree plan. The motion passed.

##### *School of Mass Communication and Journalism*

Dr. Masters presented the request to modify the Entertainment Industry (Recording Industry Production) (BS) degree plan. Ms. Reischman Fletcher moved and Dr. Masterson seconded a motion to approve the modification of the Entertainment Industry (Recording Industry Production) (BS) degree plan. The motion passed.

Dr. Masters presented the request to modify the Entertainment Industry (Recording Industry Management) (BS) degree plan. Dr. Odom moved and Dr. Flanagan seconded a motion to approve the modification of the Entertainment Industry (Recording Industry Management) (BS) degree plan. The motion passed.

*School of Music*

Dr. Masters presented the request to modify MUS 442. Dr. Odom moved and Dr. Steedman seconded a motion to approve the modification of MUS 442. The motion passed.

Dr. Masters presented the request to modify MUS 443. Ms. Reischman Fletcher moved and Dr. Morgan seconded a motion to approve the modification of MUS 443. The motion passed.

Dr. Masters presented the request to modify the Music (Performance - Piano) (BM) degree plan. Dr. Masterson moved and Ms. Reischman Fletcher seconded a motion to approve the modification of the Music (Performance - Piano) (BM) degree plan. The motion passed.

*Department of Philosophy and Religion*

Dr. Masters presented the request to add REL 353. Dr. Odom moved and Dr. Masterson seconded a motion to approve the addition of REL 353. The motion passed.

Dr. Masters presented the request to add PHI 351. Dr. Odom moved and Dr. Flanagan seconded a motion to approve the addition of PHI 351. The motion passed.

Dr. Masters presented the request to modify PHI 460. Ms. Reischman Fletcher moved and Dr. Odom seconded a motion to approve the modification of PHI 460. The motion passed. Council had questions regarding the number of repeats and if a variable title can be attached to the course. Council approved the course pending more information from the Registrar's Office regarding the ability to attach a variable title to the course.

*Department of Political Science, International Development and International Affairs*

Dr. Masters presented the request to modify ECO 493. Dr. Steedman moved and Ms. Reischman Fletcher seconded a motion to approve the modification of ECO 493. The motion passed.

Dr. Masters presented the request to modify the Economics (Social Science) (BA) degree plan. Dr. Steedman moved and Dr. Masterson seconded a motion to approve the modification of the Economics (Social Science) (BA) degree plan. The motion passed.

*Department of Theatre and Dance*

Dr. Masters presented the request to modify the wording of the Undergraduate Degree requirements for the *Bulletin*. Ms. Reischman Fletcher moved and Dr. Steedman seconded a motion to approve the modification of the wording of the Undergraduate Degree requirements for the *Bulletin*. The motion passed.

Dr. Masters presented the request to modify the Undergraduate Practicum requirement for the *Bulletin*. Dr. Masterson moved and Dr. Hall seconded a motion to approve the modification of the wording of the Undergraduate Practicum requirement for the *Bulletin*. The motion passed.

Dr. Masters presented the request to add three credits to the advanced elective requirement for the *Bulletin*. Dr. Morgan moved and Dr. Flanagan seconded a motion to approve the addition of the three credits to the advanced elective requirement for the *Bulletin*. The motion passed.

Dr. Masters presented the request to add THE 107L. Dr. Flanagan moved and Dr. Masterson seconded a motion to approve the addition of THE 107L. The motion passed.

Dr. Masters presented the request to add THE 441. Ms. Reischman Fletcher moved and Dr. Masterson seconded a motion to approve the addition of THE 441. The motion passed.

Dr. Masters presented the request to add THE 454. Dr. Flanagan moved and Dr. Steedman seconded a motion to approve the addition of THE 454. The motion passed.

Dr. Masters presented the request to delete THE 451 and THE 461. Dr. Masterson moved and Dr. Daves seconded a motion to approve these courses as a group. The motion passed.

Dr. Masterson moved and Dr. Hall seconded a motion to approve the deletion of THE 451 and THE 461. The motion passed.

Dr. Masters presented the request to modify THE 482L, THE 483L, THE 484L, THE 485L, THE 486L, THE 488L, and THE 489L. Dr. Daves moved and Dr. Flanagan seconded a motion to approve these courses as a group. The motion passed. Ms. Reischman Fletcher moved and Dr. Odom seconded a motion to approve the modification of THE 482L, THE 483L, THE 484L, THE 485L, THE 486L, THE 488L, and THE 489L. The motion passed.

Dr. Masters presented the request to modify THE 304, THE 410, and THE 460. Dr. Daves moved and Dr. Masterson seconded a motion to approve these courses as a group. The motion passed.

Dr. Masterson moved and Dr. Steedman seconded a motion to approve the modification of THE 304, THE 410, and THE 460. The motion passed.

Dr. Masters presented the request to modify the Theatre (BA) degree plan. Ms. Reischman Fletcher moved and Dr. Flanagan seconded a motion to approve the modification of the Theatre (BA) degree plan. The motion passed.

Dr. Masters presented the request to modify the Theatre (Acting) (BFA) degree plan. Dr. Hall moved and Dr. Masterson seconded a motion to approve the modification of the Theatre (Acting) (BFA) degree plan. The motion passed.

Dr. Masters presented the request to modify the Theatre (Design and Technical) (BFA) degree plan. Ms. Reischman Fletcher moved and Dr. Flanagan seconded a motion to approve the modification of the Theatre (Design and Technical) (BFA) degree plan.

#### 4.2.2 College of Education and Psychology *Department of Child and Family Studies*

Dr. Masters presented the request to modify CD 350. Dr. Masterson moved and Dr. Daves seconded a motion to approve the modification of CD 350. The motion passed.



Dr. Masters presented the request to delete CD 351L. Dr. Daves moved and Dr. Flanagan seconded a motion to approve the modification of CD 351L. The motion passed.

Dr. Masters presented the request to modify the Child and Family Studies (Child Development) (BS) degree plan, the Child and Family Studies (Child Life) (BS) degree plan, and the Child and Family Studies (Family Relations) (BS) degree plan. Dr. Daves moved and Dr. Steedman seconded a motion to approve these courses as a group. The motion passed. Dr. Steedman moved and Dr. Masterson seconded a motion to approve the modification of the Child and Family Studies (Child Development) (BS) degree plan, the Child and Family Studies (Child Life) (BS) degree plan, and the Child and Family Studies (Family Relations) (BS) degree plan. The motion passed.

*School of Library and Information Science*

Dr. Masters presented the request to delete LIS 436. Dr. Daves moved and Dr. Beckett seconded a motion to approve the deletion of LIS 436. The motion passed.

Dr. Masters presented the request to add LIS 415. Dr. Flanagan moved and Dr. Beckett seconded a motion to approve the addition of LIS 415. The motion passed.

Dr. Masters presented the request to modify the Library and Information Science (BA) degree plan. Dr. Daves moved and Dr. Downey seconded a motion to approve the modification of the Library and Information Science (BA) degree plan. The motion passed.

Dr. Masters presented the request to modify the Library and Information Science (BA) as an online program. Dr. Daves moved and Dr. Steedman seconded a motion to approve the modification of the Library and Information Science (BA) as an online program. The motion passed. Council discussed concerns about assessment of this program and the reasoning behind offering it completely online. These concerns were addressed by a LIS faculty member and Ms. Sheri Rawls, director of the Learning Enhancement Center.

*Department of Psychology*

Dr. Masters presented the request to modify PSY 440. Dr. Masterson moved and Dr. Daves seconded a motion to approve the modification of PSY 440. The motion passed. Council had concerns about the scheduling for this course. A representative from the department addressed these concerns.

4.2.3 College of Health

*Department of Community Health Sciences*

Dr. Masters presented the request to modify CHS 432. Dr. Masterson moved and Dr. Hall seconded a motion to approve the modification of CHS 432. The motion passed.

4.2.4 College of Science and Technology

*Department of Geography and Geology*

Dr. Masters presented the request to modify GHY 350. Dr. Masterson moved and Dr. Daves seconded a motion to approve the modification of GHY 350. The motion passed.

- 5.0 Old Business
  - 5.1 No old business.
  
- 6.0 New Business
  - 6.1 Proposal to amend the Academic Council Constitution Division 2, Article 4, Section 3 (Article 2.4.3)

Dr. Masters presented a proposal to amend the Academic Council Constitution Division 2, Article 4, Section 3 (Article 2.4.3). Dr. Steedman moved and Dr. Odom seconded a motion to approve the amendment to the Academic Council Constitution Division 2, Article 4, Section 3 (Article 2.4.3). The motion passed. (See attached).
  
  - 6.2 Proposal to amend the Academic Council Bylaws Division 1, Article 6, Section 6 (1.6.6)

Dr. Masters presented a proposal to amend the Academic Council Bylaws Division 1, Article 6, Section 6 (1.6.6). Dr. Daves moved and Dr. Odom seconded a motion to approve the amendment to the Academic Council Bylaws Division 1, Article 6, Section 6 (1.6.6). The motion passed. (See attached).
  
  - 6.3 Proposed Addition of Online Course Approval Information document

Dr. Masters presented a proposal to add a box to the approval form when adding online courses. Dr. Steedman moved and Dr. Masterson seconded a motion to approve the proposed addition of online course approval information document. The motion passed. (See attached).
  
  - 6.4 Proposed Credit Hour Policy

Dr. Masters presented a proposal to examine the credit hour policy. (See attached). The Academic Standards committee has been charged with review the document and presenting recommendations at the March Academic Council meeting.
  
- 7.0 Reports
  - 7.1 Chair Report-Dr. Kathleen Masters

Dr. Masters report is attached.
  
  - 7.2 Chair-Elect Report-Ms. Stacy Reischman-Fletcher

No report.
  
  - 7.3 Secretary Report-Ms. Peggy Price

No report.
  
  - 7.4 Standing Committees
    - 7.4.1 Academic Standards – Dr. David Daves

No report.
  
    - 7.4.2 Bylaws – Dr. Sarah Morgan

No report.
  
    - 7.4.3 Elections – Dr. Marek Steedman

Dr. Steedman reported the test round for elections for Academic Council ended February 6th. The first round is scheduled to begin February 10th and will run until February 28th. An ad hoc working group from all the governing councils has also been at work to coordinate elections to all councils. The plan is for all councils to use an online balloting system operated through Institutional Research, and for closer cooperation with Human Resources and Institutional Research in generating lists of eligible candidates and voters for each council.

7.4.4 General Education – Dr. Douglas Masterson  
No report.

7.4.5 Intercollegiate – Dr. David Beckett  
No report.

7.4.5 Program Reviews-Dr. Kathy Yadrick  
Dr. Yadrick’s report is attached.

7.5 SACS/QEP/Alternative Learning  
No report.

7.6 University Assessment Committee (UAC) Liaison  
No report

8.0 Adjourn  
Dr. Masters adjourned the meeting at 5:13 p.m.

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Greg Pierce, Recording Secretary

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Kathleen Masters, Chair

ACADEMIC COUNCIL MINUTES SUMMARY

February 6, 2012

**College of Arts and Letters**

*Department of Communication Studies*

- Add: CMS 101 Introduction to Communication Studies.  
3 hours. Effective fall 2012.
- Add: CMS 201 Rhetoric and Public Life.  
3 hours. Effective fall 2012.
- Modify: Communication Studies (BA) –  
Modify: Foreign Language requirement; Add CMS 101 and CMS 201.  
Effective fall 2012.
- Add: Communication Studies (BS) –  
**Pending IHL approval.** Effective fall 2012.

*Department of Foreign Languages and Literatures*

- Add: FL 490 Foreign Language Capstone.  
3 hours. Effective fall 2012.
- Add: SPA 344 Introduction to Hispanic Linguistics.  
3 hours. Effective fall 2012.
- Modify: Foreign Languages (Two-Language) (BA) –  
Add: FL 490 to GEC 09 and DEG 02. Delete: Foreign Language  
statement from GEC 09 and DEG 02. Effective fall 2012.

*School of Mass Communication and Journalism*

- Modify: Entertainment Industry (Recording Industry Production) (BS) –  
Add: MUS 120 and PHI 411 to DEG 02. Reduce DEG 03 (Directed  
Electives) by 3 credit hours. Effective fall 2012.
- Modify: Entertainment Industry (Recording Industry Management) (BS) –  
Add PHI 411 to DEG 02. Effective fall 2012.
- Modify: MCJ 426 Public Relations Research.  
Face to face format.
- To: MCJ 426 Public Relations Research.  
Face to face and online delivery format.  
Effective summer 2012.

*School of Music*

Modify:	MUS 442	<u>Keyboard History and Literature I.</u> Course description. Effective fall 2012.
Modify:	MUS 443	<u>Instrumental Literature.</u>
To:	MUS 443	<u>Keyboard History and Literature II.</u> Effective fall 2012.
Modify:	Music (Performance - Piano) (BM) – Add MUS 443 to DEG 01.	Effective fall 2012.

*Department of Philosophy and Religion*

Add:	REL 353	<u>Religion and the Literary Imagination.</u> 3 hours. Effective spring 2013.
Add:	PHI 351	<u>Critical Thinking.</u> 3 hours. Effective fall 2012.
Modify:	PHI 460	<u>Contemporary Philosophical Issues.</u> Two repeats.
To:	TM 378	<u>Contemporary Philosophical Issues.</u> Three repeats. Effective fall 2012.

*Department of Political Science, International Development, and International Affairs*

Modify:	ECO 493	<u>Contemporary Economic Problems.</u>
To:	ECO 493	<u>Contemporary Economic Problems.</u> GEC designation added. (Capstone) Effective fall 2012.
Modify:	Economics (Social Science) (BA) degree plan.	Effective fall 2012.

*Department of Theatre and Dance*

Add:	THE 107L	<u>Introduction to Design Lab.</u> 1 hour. Effective fall 2012.
Add:	THE 441	<u>Costume Technology Studio.</u> 3 hours. Effective fall 2012.
Add:	THE 454	<u>Introduction to Acting for Camera.</u> 3 hours. Effective fall 2012.
Delete:	THE 451	<u>Rehearsal Process.</u> Effective fall 2012.

Delete:	THE 461	<u>Three Dimensional Make-up.</u> Effective fall 2012.
Modify:	THE 482L	<u>Practicum in Box Office and Publicity.</u>
To:	THE 482L	<u>Practicum in Production Administration.</u> Effective fall 2012.
Modify:	THE 483L	<u>Practicum in Technical Theatre.</u>
To:	THE 483L	<u>Practicum in Scenic Production/Technology.</u> Effective fall 2012.
Modify:	THE 484L	<u>Practicum in Lighting and Sound Engineering.</u>
To:	THE 484L	<u>Practicum in Lighting and Sound Technology.</u> Effective fall 2012.
Modify:	THE 485L	<u>Practicum in Properties.</u>
To:	THE 485L	<u>Practicum in Properties Production/Technology.</u> Effective fall 2012.
Modify:	THE 486L	<u>Practicum in Design.</u>
To:	THE 486L	<u>Practicum in Artistic Production.</u> Effective fall 2012.
Modify:	THE 488L	<u>Practicum in Acting and Directing.</u>
To:	THE 488L	<u>Practicum in Performance.</u> Effective fall 2012.
Modify:	THE 489L	<u>Practicum in Costume and Makeup.</u>
To:	THE 489L	<u>Practicum in Costume/Makeup Technology.</u> Effective fall 2012.
Modify:	THE 304	<u>Intermediate Make-up.</u>
To:	THE 304	<u>Stage Make-up.</u> Effective fall 2012.
Modify:	THE 410	<u>Stage Sound Engineering.</u>
To:	THE 410	<u>Sound Design.</u> Effective fall 2012.
Modify:	THE 460	<u>Costume Design Studio.</u>
To:	THE 460	<u>Advanced Costume Design.</u> Effective fall 2012.

**College of Education and Psychology**

*Department of Child and Family Studies*

- Modify: CD 350 Child Development.  
2 hours.
- To: CD 350 Child Development.  
3 hours. Effective fall 2012.
- Delete: CD 351L Advanced Child Development  
Laboratory. Effective fall 2012.
- Modify: Child and Family Studies (Child Development) (BS) degree plan.  
Effective fall 2012.
- Modify: Child and Family Studies (Child Life) (BS) degree plan.  
Effective fall 2012.
- Modify: Child and Family Studies (Family Relations) (BS) degree plan.  
Effective fall 2012.

*School of Library and Information Science*

- Delete: LIS 436 Libraries in American History.  
Effective fall 2012.
- Add: LIS 415 Library Management.  
3 hours. Effective fall 2012.
- Modify: Library and Information Science (BA) degree plan.  
Effective fall 2012.
- Modify: Library and Information Science (BA) degree plan.  
Online delivery format. **Pending IHL approval.**  
Effective fall 2012.

*Department of Psychology*

- Modify: PSY 440 Forensic Psychology.  
Face to face format.
- To: PSY 440 Forensic Psychology.  
Face to face and online delivery format.  
Effective summer 2012.

**College of Health**

*Department of Nutrition and Food Systems*

Modify: CHS 432

Introduction to Epidemiology.  
Face to face format.

To: CHS 432

Introduction to Epidemiology.  
Face to face and online delivery format.  
Effective summer 2012.

**College of Science and Technology**

*Department of Geography and Geology*

Modify: GHY 350

Economic Geography.  
Face to face format.

To: GHY 350

Economic Geography.  
Face to face and online delivery format.  
Effective summer 2012.



## Proposed Addition to Online Course Approval Information document

Provide information about how this online course will be equivalent to the same or a similar course delivered in a face-to-face, classroom-based format. See explanations here [link].

### Course/Credit Hour Equivalencies

The federal government definition of a credit hour, cited by SACS in Federal Requirement 4.9 is

1. Not less than one hour of classroom or direct faculty instruction and a minimum of two hours out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time, or
2. At least an equivalent amount of work as required outlined in item 1 above for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

See <http://www.sacscoc.org/pdf/081705/Credit%20Hours.pdf>

Possible equivalencies could include the following (including a combination of course elements):

- Lecture/discussion/chat sessions delivered synchronously directly by the instructor via Blackboard, Wimba Classroom, Blackboard Collaborate, Wimba Pronto, Skype, etc.
- Required and faculty-involved asynchronous interaction via discussion boards, blogs, wikis, other appropriate social media, etc. in Blackboard or other means.
- Proctored tests/exams or student evaluation tasks delivered through Blackboard.
- Assignments (reading, writing, video, experiential/field work, service learning, laboratory work, studio work, supervised or independent practice, etc.) that exceed assignments required for a face-to-course.

### Background Information

1. The Southern Association of Colleges and Schools Commission on Colleges (SACS) has established the following federal requirement to be included in the *Principles of Accreditation*:

The institution has policies and procedures for determining the credit hours awarded for courses and programs that conform to commonly accepted practice in higher education and Commission policy. (See Commission policy “Credit Hours.”) (Federal Requirement 4.9)

This federal requirement addresses the U.S. Department of Education expectation that recognized accrediting commissions require an institution to have a policy that outlines how an institution defines and awards credit hours for courses and programs. The institutional policy should be consistent not only with “commonly accepted practice,” but also the following definition of a credit hour:

**Federal Definition of the Credit Hour.** For purposes of the application of this policy and in accord with federal regulations, a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates

1. Not less than one hour of classroom or direct faculty instruction for approximately fifteen weeks for one semester or trimester hour of and a minimum of two hours out of class student work each week credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time, or
2. At least an equivalent amount of work as required outlined in item 1 above for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

(See <http://www.sacscoc.org/pdf/081705/Credit%20Hours.pdf> )

2. The University of Southern Mississippi applies the policy of the Mississippi Board of Trustees of State Institutions of Higher Learning in the definition of a standard credit hour:

506 COURSE REQUIREMENTS

Course requirements shall include at a minimum the following.

- The Board required minimum of 2,250 minutes per three semester hour course, which may include final exam time.
- The number of weeks must meet Federal financial aid requirements.

(BT Minutes, 5/92; 1/98; 7/2004; 3/2008)

IHL Policies and Bylaws (as amended through May 19, 2011), page 70

<http://www.mississippi.edu/board/downloads/policiesandbylaws.pdf#page=79>

3. The current *Guidelines to Proposals to the Academic and Graduate Councils* addresses credit hours as follows:

**SEMESTER CREDIT HOURS:** Semester credit hours are based on contact hours. One credit hour = 12.5 hours (750) minutes in the classroom, thus a three-credit-hour course = 37.5 hours (2,250 minutes) of face-to-face contact with the student, which may include exam time. Laboratory contact minutes are at least twice those of lecture courses. A one-semester hour of lab is therefore at least 25 hours in most departments.

## Proposed Credit Hour Policy (February 6, 2012)

### Preface

1. The Southern Association of Colleges and Schools Commission on Colleges (SACS) has established the following federal requirement to be included in the *Principles of Accreditation*:

The institution has policies and procedures for determining the credit hours awarded for courses and programs that conform to commonly accepted practice in higher education and Commission policy. (See Commission policy "[Credit Hours](#)." ) (Federal Requirement 4.9)

This federal requirement addresses the U.S. Department of Education expectation that recognized accrediting commissions require an institution to have a policy that outlines how an institution defines and awards credit hours for courses and programs. The institutional policy should be consistent not only with "commonly accepted practice," but also the following definition of a credit hour:

**Federal Definition of the Credit Hour.** For purposes of the application of this policy and in accord with federal regulations, a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates

3. Not less than one hour of classroom or direct faculty instruction for approximately fifteen weeks for one semester or trimester hour of and a minimum of two hours out of class student work each week credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time, or
4. At least an equivalent amount of work as required outlined in item 1 above for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours. (See <http://www.sacscoc.org/pdf/081705/Credit%20Hours.pdf> )

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IHL Policies and Bylaws (as amended through May 19, 2011), page 79

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**SEMESTER CREDIT HOURS:** Semester credit hours are based on contact hours. One credit hour = 12.5 hours (750) minutes in the classroom, thus a three-credit-hour course = 37.5 hours (2,250 minutes) of face-to-face contact with the student, which may include exam time. Laboratory contact minutes are at least twice those of lecture courses. A one-semester hour of lab is therefore at least 25 hours in most departments.

### Proposed Provisional Policy

1. Proposed credit hour expectations are outlined in the table *USM Course Credit Hour Guidelines (Provisional)*.
2. Final guidelines are to be determined by a joint committee of the Academic and Graduate Councils
3. Course proposal forms will be modified to address the Provisional Credit Hour Guidelines.
4. A joint committee of the Academic and Graduate Councils will develop a review procedure to ensure that existing courses comply with the Federal Requirement 4.9.

**USM Course Credit Hour Guidelines (Provisional)  
by IHL Mode of Instruction Code**

<b>Method of Instruction</b>	<b>Method of Delivery (1)</b>	<b>Method of Delivery (2)</b>	<b><u>Proposed</u> USM Credit Hour Guidelines*</b>
<b>AF</b>	(A) Study Out-of-State (course instruction or academic work that takes place in a U.S. state other than Mississippi)	(F) Face-to-Face	Minimally one 50-minute class meeting per week in a 15-week session, to include the exam period, or an equivalent time per semester, with the expectation of a minimum of two hours out of class student work each week, or the equivalent amount of work over a different amount of time (e.g., 8W1 session) or as justified by department.
<b>BF</b>	(B) Study Out-of-Country (Course instruction or academic work that takes place in a country other than the United States)	(F) Face-to-Face	Minimally one 50-minute class meeting per week in a 15-week session, to include the exam period, or an equivalent time per semester, with the expectation of a minimum of two hours out of class student work each week, or the equivalent amount of work over a different amount of time (e.g., 8W1 session) or as justified by department.
<b>CF</b>	(C) Lecture (Students receive structured units of information and accompanying material through direct contact with the instructor; typically considered the traditional classroom)	(F) Face-to-Face	Minimally one 50-minute class meeting per week in a 15-week session, to include the exam period, or an equivalent time per semester, with the expectation of a minimum of two hours out of class student work each week, or the equivalent amount of work over a different amount of time (e.g., 8W1 session) or as justified by department.
<b>DF</b>	(D) Dissertation or Thesis (Students study a particular subject and do individualized original research under the guidance of an instructor and work toward completing a scholarly research document)	(F) Face-to-Face	An equivalent amount of work as required for traditional face-to-face courses as established by the institution and justified by the department.
<b>EF</b>	(E) Seminar (Students study a particular subject and do individualized original research under the guidance of an instructor and exchange results by informal lectures and discussions)	(F) Face-to-Face	Minimally one 50-minute class meeting per week in a 15-week session, to include the exam period, or an equivalent time per semester, with the expectation of a minimum of two hours out of class student work each week, or the equivalent amount of work over a different amount of time (e.g., 8W1 session) or as justified by department.
<b>FF</b>	(F) Field Supervision of Student Teaching (Short-term work experience requiring students in the education discipline to teach under the direct supervision of persons experienced in the teaching profession)	(F) Face-to-Face	An equivalent amount of work as required for traditional face-to-face courses as established by the institution and justified by the department.
<b>HF</b>	(H) Clinical Instruction (Short-term work experience, usually related to a student's major field, that is supervised by persons experienced in the discipline and focuses on the practical application of concepts and principles; typically associated with biological, physical, and other sciences such as biology, chemistry, anatomy, psychology, etc.)	(F) Face-to-Face	An equivalent amount of work as required for traditional face-to-face courses as established by the institution and justified by the department.
<b>IF</b>	(I) Individual Directed Study (Academic work chosen or designed by the individual student with the approval of the department concerned, under an instructor's supervision, and usually undertaken outside the classroom structure; typically one-on-one interaction)	(F) Face-to-Face	An equivalent amount of work as required for traditional face-to-face courses as established by the institution and justified by the department.

Method of Instruction	Method of Delivery (1)	Method of Delivery (2)	<u>Proposed</u> USM Credit Hour Guidelines*
JF	(J) Joint Lecture/Laboratory (Students receive structured units of information and accompanying material through direct contact with the instructor as well as receive supplemental instruction in a classroom setting conducive to the practical application of relevant principles and concepts)	(F) Face-to-Face	Minimally one 50-minute class meeting per week in a 15-week session, to include the exam period, or an equivalent time per semester, with the expectation of a minimum of two hours out of class student work each week, or the equivalent amount of work over a different amount of time (e.g., 8W1 session) or as justified by department.
LF	(L) Laboratory (Students study in a classroom setting conducive to the practical application of concepts and principles; typically associated with biological, physical, and other sciences such as biology, chemistry, anatomy, psychology, etc.)	(F) Face-to-Face	Laboratory contact minutes are at least twice those of lecture courses. A one-semester hour of lab is therefore at least 25 hours in most departments.
CI	(C) Lecture	(I) Interactive Video	Minimally one 50-minute class meeting per week in a 15-week session, to include the exam period, or an equivalent time per semester, with the expectation of a minimum of two hours out of class student work each week, or the equivalent amount of work over a different amount of time (e.g., 8W1 session) or as justified by department.
CO	(C) Lecture	(O) Online, Internet, or Web	Minimally one 50-minute class meeting per week in a 15-week session, to include the exam period, or an equivalent time per semester, with the expectation of a minimum of two hours out of class student work each week, or the equivalent amount of work over a different amount of time (e.g., 8W1 session) or as justified by department.
MV	(M) Correspondence (Students receive structured units of information and accompanying material completely through the mail; different from distance learning)	(V) Video Tape	Not offered at USM
MP	(P) Print-based	(P) Print-based	Not offered at USM
PF	(P) Practicum/Internship (Short-term work experience, usually related to a student's major field, that is supervised by persons experienced in the discipline that consists of study and/or practical experience)	(F) Face-to-Face	An equivalent amount of work as required for traditional face-to-face courses as established by the institution and justified by the department
SF	(S) Studio (Students study in a classroom setting conducive to the practical application of visual and performing arts such as art, music, dance, etc.)	(F) Face-to-Face	An equivalent amount of work as required for traditional face-to-face courses as established by the institution and justified by the department.

\* Final guidelines to be determined by a joint committee of the Academic & Graduate Councils

Method of Delivery (2)

(F) Face-to-Face (students receive course instruction and structured units of information by face-to-face contact with the instructor)

(I) Interactive Video (Students receive course instruction and structured units of information by means of real-time interactive video)

(O) Online, Internet, or Web (Students receive course instruction and structured units of information by Web-based using online, Internet, or web-based methods)

(V) Video Tape (Students receive course instruction and structured units of information by means of video tape)

(P) Print-based (Students receive course instruction and structured units of information by print-based material delivered through postal mail or facsimile transmissions (typically correspondence))

## Academic Council Chair Report

University Calendar Committee met again on February 2, 2012. We worked out semester schedules that maintain:

- a two week mini session for spring 2013 and spring 2014,
- the student Mardi Gras Holiday,
- spring break on the second week of March,
- a 10 week summer session, and of course,
- and, the required contact hours for the semester.

Based upon input from university constituent groups (faculty, staff, and students) these were the issues that were important to consider.

## Program Review Report – February 6, 2012

Dr. Kathy Yadrick, Academic Council Program Review Committee Chair, and Dr. Jay Grimes, Graduate Council Program Review Committee Chair, sent memos to Class of 2013 Schools/Departments to notify them of the program review schedule for programs that must undergo internal review.

### Class of 2013 Departments/Schools and programs undergoing internal review:

#### School of Computing

Computer Science (Applied Computer Science) BS  
Information Technology BS  
Computer Science MS  
Computer Science (Computational Science) MS  
Computational Sciences (Computer Science) PhD

#### Department of Speech and Hearing Sciences

Speech Pathology and Audiology BA  
Speech and Hearing Sciences (Deaf Education) MS

#### Department of Nutrition and Food Systems

Nutrition and Food Systems MS  
Nutrition and Food Systems PhD

Class of May 2013 Program Review Timeline	
<b>Year 1: Self-study Preparation</b>	
Spring 2012 – August 31, 2012	Self-study prepared.
May 31, 2012	External reviewers identified and onsite visit dates scheduled for the next fall.
<b>Year 2: Program Review Process</b>	
September 1, 2012 – December 1, 2012	External review and report completed. Internal (Academic & Graduate Council) review completed.
January 1, 2013 – March 1, 2013	Department response with 10-year plan completed and endorsed by the dean.
March 1, 2013 – April 1, 2013	Council executive summaries completed.
April – May 2013	Executive summaries approved by Academic and Graduate Councils.
May 2013	Provost receives reports for budgetary consideration. Provost sends Executive Summaries to IHL.

**Academic Council Minutes**  
**The University of Southern Mississippi**  
**March 5, 2012**

The Academic Council met at 3:00 p.m. on March 5, 2012, in Thad Cochran Center room 216 with Dr. Kathleen Masters, Chair of the Academic Council, presiding.

The following voting members were present: Dr. Lin-Miao Agler (via conference phone), Dr. David Beckett, Dr. Randy Buchanan, Dr. David Daves, Dr. Laura Downey, Ms. Stacy Reischman Fletcher, Dr. Heath Grames, Dr. Stacey Hall, Dr. David Holt (via conference phone), Dr. Kathleen Masters, Dr. Doug Masterson, Dr. Sarah Morgan, Dr. William Odom, Dr. Louise Perkins, Ms. Peggy Price, Dr. Jennifer Sequeira, Dr. Bill Smith, Dr. W. Robert Smith, Dr. Marek Steedman, Dr. Teresa Welsh, Dr. Kathy Yadrick and Dr. Emily Yowell.

The following voting members were represented by proxies to constitute a quorum:  
Dr. Lin-Miao Agler (via conference phone) for Dr. Cynthia Chatham and Dr. Marek Steedman for Dr. James Flanagan

The following non-voting members were present: Dr. Patricia Biesiot for Dr. Joe Whitehead, Dr. Gwen Pate for Dr. Lance Nail, Dr. Diane Fisher for Dr. Ann Blackwell, Mr. Greg Pierce, Dr. William Powell, and Dr. Mark Wrighton for Dr. Steven Moser.

The following guests were present: Ms. Linda Bass, Ms. Leanne Cirlot, Ms. Kayla DiIorio, Dr. Dana Fennell, Ms. Alfreda Horton, Dr. Joseph Kolibal, Dr. Sung Lee, Ms. Kathryn Lowery, Ms. Dawn Porter, and Dr. Amy Slagle.

1.0 Call to Order

The meeting was called to order at 3:00 p.m. with Dr. Kathleen Masters presiding.

2.0 Adoption of the Agenda

Dr. Masters presented the agenda with the following amendments for approval:

- Add item 6.3 Credit hour policy under New Business

Dr. Masterson moved and Dr. Yadrick seconded a motion to approve the amended agenda. The motion passed.

3.0 Approval of the minutes

Dr. Masters presented the February 6, 2012 minutes for approval. Dr. Masterson moved and Dr. Downey seconded a motion to approve the February 6, 2012 minutes. The motion passed.

4.0 Proposals

4.1 Old Proposal Business

4.2 New Proposal Business

4.2.1 College of Arts and Letters

*Department of Anthropology and Sociology*

Dr. Masters presented the request to modify SOC 341. Dr. Masterson moved and Dr. Daves seconded a motion to approve the modification of SOC 341. The motion passed.



*School of Mass Communication and Journalism*

Dr. Masters presented the request to delete MCJ 202, MCJ 416 and MCJ 452. Dr. Yadrick moved and Dr. Masterson seconded a motion to approve these courses as a group. The motion passed. Dr. Masterson moved and Dr. Yadrick seconded a motion to approve the deletion of MCJ 202, MCJ 416 and MCJ 452. The motion passed.

Dr. Masters presented the request to modify the Entertainment Industry (Recording Industry Management) (BS) degree plan. Dr. Daves moved and Dr. Masterson seconded a motion to approve the modification of the Entertainment Industry (Recording Industry Management) (BS) degree plan. The motion passed.

Dr. Masters presented the request to modify the Entertainment Industry (Recording Industry Production) (BS) degree plan. Dr. Masterson moved and Dr. Morgan seconded a motion to approve these modifications as a group. The motion passed. Dr. Masterson moved and Dr. Yadrick seconded a motion to approve the modification of the Entertainment Industry (Recording Industry Production) (BS) degree plan. The motion passed.

*Department of Philosophy and Religion*

Dr. Masters presented the request to modify REL 131. Dr. Odom moved and Dr. Morgan seconded a motion to approve the modification of REL 131. The motion passed.

4.2.2 College of Science and Technology

*School of Computing*

Dr. Masters presented the request to add a minor in Automation Engineering. Dr. Masterson moved and Dr. Buchanan seconded a motion to approve the addition of a minor in Automation Engineering. The motion passed.

*Department of Mathematics*

Dr. Masters presented the request to add MAT 392. Dr. Sequeira moved and Dr. Downey seconded a motion to approve the addition of MAT 392. The motion passed.

Dr. Masters presented the request to modify MAT 280, MAT 285, MAT 305, MAT 326, MAT 415, MAT 426, MAT 441, and MAT 442. Dr. Masterson moved and Dr. Yadrick seconded a motion to approve these courses as a group. The motion passed. Dr. Masterson moved and Dr. Morgan seconded a motion to approve the modification of MAT 280, MAT 285, MAT 305, MAT 326, MAT 415, MAT 426, MAT 441, and MAT 442. The motion passed.

Dr. Masters presented the request to modify MAT 314. Dr. Morgan moved and Dr. Odom seconded a motion to approve the modification of MAT 314. The motion passed.

Dr. Masters presented the request to delete MAT 136 and MAT 137. Dr. Masterson moved and Dr. Buchanan seconded a motion to approve these courses as a group. The motion passed. Dr. Masterson moved and Dr. Steedman seconded a motion to approve the deletion of MAT 136 and MAT 137. The motion passed.

Dr. Masters presented the request to modify the Mathematics (BS) degree plan. Dr. Masterson moved and Dr. Morgan seconded a motion to approve the modification of the Mathematics (BS) degree plan. The motion passed.

## 5.0 Old Business

5.1 No old business.

## 6.0 New Business

6.1 Presentation by Academic Standards Committee chair of the current draft of the Administrative Withdrawal policy revision for review and feedback

Dr. Daves discussed the proposed revisions to the Administrative Withdrawal policy. Several council members provided suggestions for revision to the draft of the policy. (See attached)

6.2 Request from President of Faculty Senate to present two Faculty Senate resolution drafts to Academic Council members for discussion

Dr. Doug Masterson began the explanation of the Faculty Senate resolution drafts to Academic Council members. The purpose of the resolutions were to (1) have the Faculty Senate president be a voting member of the President's Executive Cabinet and (2) to hire a Dean of Faculties from among the University's senior faculty. Other members of the council who are also members of Faculty Senate also contributed to the discussion and explanation. Discussion related to the role of the Academic Council in supporting the Faculty Senate resolutions and a suggestion was made by Sarah Morgan that Faculty Senate seek feedback from the entire faculty. (See attached resolutions)

6.3 Proposed Credit Hour Policy

Dr. Masters presented the proposal to examine the credit hour policy to Council at the February 2012 meeting for approval. Dr. Smith moved and Dr. Steedman seconded a motion to approve the proposed credit hour policy. The motion passed. (See attached)

## 7.0 Reports

7.1 Chair Report-Dr. Kathleen Masters  
No report.

7.2 Chair-Elect Report-Ms. Stacy Reischman-Fletcher  
No report.

7.3 Secretary Report-Ms. Peggy Price  
No report.

7.4 Standing Committees

7.4.1 Academic Standards – Dr. David Daves  
Dr. Daves report is attached.

7.4.2 Bylaws – Dr. Sarah Morgan  
No report.

7.4.3 Elections – Dr. Marek Steedman  
Dr. Steedman reported the first round of voting for Academic Council ended on February 28th. The Elections committee met February 29th to determine candidates for the second round of voting, which began March 2. Second round voting concludes March 23. The process of choosing student representatives for next year's Council is also underway.

7.4.4 General Education – Dr. Douglas Masterson  
No report.

7.4.5 Intercollegiate – Dr. David Beckett  
No report.

7.4.5 Program Reviews-Dr. Kathy Yadrick  
No report.

7.5 SACS/QEP/Alternative Learning  
No report.

7.6 University Assessment Committee (UAC) Liaison  
Ms. Stacy Reischman Fletcher reported the committee had a lively discussion about the Academic Program Assessment Report Rubric and are working on making it clearer for evaluators and more helpful for department contacts who receive the report.

8.0 Adjourn  
Dr. Masters adjourned the meeting at 4:00 p.m.

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Greg Pierce, Recording Secretary

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Kathleen Masters, Chair

ACADEMIC COUNCIL MINUTES SUMMARY

March 5, 2012

**College of Arts and Letters**

*Department of Anthropology and Sociology*

- Modify: SOC 341 Criminology.  
Face to face format.
- To: SOC 341 Criminology.  
Face to face and online delivery format.  
Effective fall 2012.

*School of Mass Communication and Journalism*

- Delete: MCJ 202 Basic Newswriting. Effective summer 2012.
- Delete: MCJ 416 Telecommunication Media Management.  
Effective summer 2012.
- Delete: MCJ 452 Press and Society. Effective summer 2012.
- Modify: Entertainment Industry (Recording Industry Production) (BS) –  
Increasing the number of hours for Major Area of Study from  
(21-23) to (24-26) by adding MUS 120. Effective fall 2012.
- Modify: Entertainment Industry (Recording Industry Management) (BS) –  
Add PHI 411 and PSY 469 to DEG 02.06. Effective fall 2012.

*Department of Philosophy and Religion*

- Modify: REL 131 Comparative Religion.  
Traditional format.
- To: REL 131 Comparative Religion.  
Traditional format and nontraditional format.  
Effective summer 2012.

**College of Science and Technology**

*School of Computing*

- Add: Minor in Automation Engineering.  
Effective fall 2012.

*Department of Mathematics*

- Add: MAT 392 Undergraduate Research in Mathematics.  
3 hours. Effective fall 2012.
- Modify: MAT 280 Multivariable Calculus.
- To: MAT 280 Calculus IV with Analytic Geometry.  
Effective fall 2012. **Pending PEC approval.**

Modify:	MAT 285	<u>Introduction to Differential Equations I.</u>
To:	MAT 285	<u>Introduction to Differential Equations.</u> Effective fall 2012. <b>Pending PEC approval.</b>
Modify:	MAT 305	<u>Mathematical Computing I.</u>
To:	MAT 305	<u>Mathematical Computing.</u> Effective fall 2012. <b>Pending PEC approval.</b>
Modify:	MAT 326	<u>Linear Algebra I.</u>
To:	MAT 326	<u>Introduction to Linear Algebra.</u> Effective fall 2012. <b>Pending PEC approval.</b>
Modify:	MAT 415	<u>Introduction to Differential Equations II.</u>
To:	MAT 415	<u>Differential Equations and Special Functions.</u> Effective fall 2012. <b>Pending PEC approval.</b>
Modify:	MAT 426	<u>Linear Algebra II.</u>
To:	MAT 426	<u>Advanced Linear Algebra.</u> Effective fall 2012. <b>Pending PEC approval.</b>
Modify:	MAT 441	<u>Advanced Calculus I.</u>
To:	MAT 441	<u>Introduction to Real Analysis I.</u> Effective fall 2012. <b>Pending PEC approval.</b>
Modify:	MAT 442	<u>Advanced Calculus II.</u>
To:	MAT 442	<u>Introduction to Real Analysis II.</u> Effective fall 2012. <b>Pending PEC approval.</b>
Modify:	MAT 314	<u>Calculus for the Arts and Sciences.</u>
To:	MAT 114	<u>Calculus for the Arts and Sciences.</u> Effective fall 2012.
Delete:	MAT 136	<u>Applied Calculate for Engineering Technology I.</u> Effective fall 2012.
Delete:	MAT 137	<u>Applied Calculate for Engineering Technology II.</u> Effective fall 2012.
Modify:	Mathematics (BS) –	Effective fall 2012. <b>Pending PEC approval.</b>

## Administrative Withdrawal

A university transcript is a legal document that provides a true and accurate account of academic performance. An alteration to a student's history of academic performance as reflected by a university transcript should be done only if there is a compelling rationale for doing so.

On rare occasions, academic performance is severely affected by some emotional or personal tragedy beyond the control of the student. If a timely withdrawal was impossible or overlooked, a procedure known as **administrative withdrawal (AW)** may be an option. This policy does **not** apply to situations where the student simply stopped **attending** classes, performed poorly after transferring to Southern Miss from another academic institution, or **wishes** to make "minor adjustments" to their transcripts. Administrative withdrawals are **intended specifically** for students who were negatively affected by some extenuating circumstance that was beyond their control (e.g. the death of an *immediate* family member, a severe illness or incapacitation, a debilitating accident).

A student who requests an administrative withdrawal (AW) should be aware of the following stipulations:

- a. The student's academic record indicates that the student was consistently in good academic standing (**based on University GPA guidelines**) prior to **and subsequent** to the semester in question. **The student must successfully complete at least two (2) consecutive additional semesters (earn a term GPA > 2.00 on at least nine hours in fall or spring or at least six hours in summer) beyond the semester for which the administrative withdrawal is being requested.**
- b. The student is currently enrolled **at Southern Miss** and the petition for administrative withdrawal is filed prior to his or her graduation.
- c. The problem encountered by the student was debilitating, beyond his or her control, **and prevented the student from returning to or properly withdrawing from school in a timely manner.**
- d. The student is able to document the nature and extent of the problem; **the dates of the extenuating circumstances must coincide with the dates of the semester for which the AW is being requested. Third party documentation must be official (i.e. police reports, filed/stamped copies of court documents, medical records/physician's statements, etc.) and must include specifics (i.e. dates and circumstances) related to the circumstances that prevented the student from returning to or properly withdrawing from school in a timely manner.**
- e. The student cannot use AW for the semester in which he or she is currently enrolled.
- f. An Administrative Withdrawal can be used only **once** during a student's academic career.
- g. **Semesters in which the student earned a term GPA > 2.00 do not qualify for an Administrative Withdrawal.**
- h. The designation of AW is assigned to **all** courses taken during the semester in question, **including mini sessions and other alternative-delivery courses for which grades may have already been posted to the student's transcript.**
- i. **Because of external accrediting bodies, some programs do not permit AW under any circumstances. Check with your department and college to determine eligibility.**
- j. **Student recognizes that due to the official altering of transcripts, all parties involved in the decision-making process will have an educational interest in the documents according to the University FERPA policy.**

## The Process

The student initiates the Administrative Withdrawal process by providing the following documentation to the **Office of Student Oriented Services (HBG students) or the Department of Student Services (GC students):**

- **Administrative Withdrawal Request Form,**
- A concise but thorough written statement detailing the circumstances regarding the poor academic performance,
- Third party documentation, which supports the claims made in the petition (see Item d on page 1), and
- A current USM transcript exhibiting all college-level course work.

The Office of Student Oriented Services will collect the documentation listed above and will meet with the Academic Advising Coordinator (Office of the Provost) for initial review and verification of appropriate documentation and procedural processes.

Upon verification of documents by The Office of Student Oriented Services and the Academic Advising Coordinator, the Academic Advising Coordinator will forward the request to the appropriate parties as outlined below. In order for the Administrative Withdrawal to be considered, the following written documents must be secured:

Note: Denial at any level will nullify the request. Students are afforded due process and can challenge the denial through the Appeals Procedure mentioned below.

1. Written approval by the student's academic advisor and/or chair or director of the student's current department supporting the request for administrative withdrawal. If the student is currently a major in a different department during the semester for which administrative withdrawal is requested, an additional written statement of support must be obtained from the previous academic advisor and/or previous chair or director.
2. Written approval from the dean of the college in which the student was a major during the semester in question that supports the student's petition for administrative withdrawal. If the student is currently a major in a different college during the semester for which administrative withdrawal is requested, an additional written statement of support must be obtained from the previous dean.
3. The petition (whether approved or denied at any level) will be forwarded to the Academic Advising Coordinator (Office of the Provost) for review, verification, and procedural compliance.
4. The petition will then be forwarded to the Associate Provost for disposition. The Associate Provost shall communicate **in writing** the decision to the student, the chair/director of the student's current major and, if applicable, the chair of the student's former major, the appropriate dean/s and the Registrar. **All documents (regardless of final disposition) will become a part of the student's permanent electronic academic record. If approved, the Administrative Withdrawal will be noted on the student's official transcript.**
5. ~~The Office of the Provost shall communicate **in writing** the decision to the student, the chair/director of the student's current major and, if applicable, the chair of the student's former major, the appropriate dean/s and the Registrar. **All documents (regardless of final disposition) will become a part of the student's permanent electronic academic record. If approved, the Administrative Withdrawal will be noted on the student's official transcript.**~~

### **Appeals Procedure**

Students are afforded the opportunity for orderly due process. The student must initiate the appeal procedure through the Office of the Provost who will direct the appeal through the Grade Review Committee. The student must initiate the appeal procedure within 30 days following the date of the letter of decision.



## Faculty Senate

February 26, 2012

WHEREAS, the primary mission of the University of Southern Mississippi is academic, the President and the University are best served when faculty are fully involved and engaged through shared governance in setting the goals and discharging the responsibilities of leading the University;

WHEREAS, the President of the University has expressed a strong commitment to close communications between faculty and the administration for the purpose of understanding and shaping University policy;

WHEREAS, members of the current Executive Cabinet address academics and faculty issues, but very few have teaching and departmental experience and among the few who have teaching and departmental experience they are only minimally connected to the everyday realities and challenges of teaching, research, and service;

WHEREAS, important decisions are made by the Executive Cabinet that directly affect the academic mission of the University but due to the urgency of some matters are made without consultation or input from the faculty;

WHEREAS, the University President's Executive Cabinet would benefit from valuable and immediate feedback on behalf of the faculty in support of the University President's commitment to the academic mission of the University;

WHEREAS, faculty membership on the University's Executive Cabinet would demonstrate the University's commitment to academics and help bridge the gap between administration and the university's academic mission that is fully dependent on its faculty;

WHEREAS, Faculty Senates often play a significant role in academic administration, including in Mississippi where Mississippi State's Executive Council, an administrative body that regularly advises the President, includes the Faculty Senate President, and at other regional and national schools:<sup>1</sup>

BE IT RESOLVED that the Faculty Senate President should be a voting member of the President's Executive Cabinet.

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<sup>1</sup> At the University of Alabama, the Faculty Senate has a specific, defined role in making administrative hiring decisions and in appointing representatives to governing bodies. At LSU the Faculty Senate "establish[es] curricula, fix[es] standards of instruction, determin[es] requirements for degrees, and generally determin[es] educational policy." At Ohio State and Penn State, the Faculty Senate is recognized as the legislative branch of their respective universities and responsible for approving all academic initiatives including admissions and degree requirements before they are forwarded to the President.





**THE UNIVERSITY OF  
SOUTHERN MISSISSIPPI**

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Faculty Senate

February 26, 2012

WHEREAS, the primary mission of the University of Southern Mississippi is academic, the President and the University are best served when faculty are fully involved and engaged through shared governance in setting the goals and discharging the responsibilities of leading the University;

WHEREAS, greater attention should be given to the accomplishments of the University's faculty related to creative educational experiences for students, accomplishments related to research and scholarship, and promoting the value of a cohesive faculty;

WHEREAS, additional focus should be given to advocating and coordinating the promotion and tenure process, faculty mentoring, faculty quality and diversity, and serving as a representative for faculty issues in the Office of the Provost, and as there is a clear need for a face and voice for the faculty at the level of Dean and for higher administration;

WHEREAS, a faculty advocate is common especially among colleges and universities of the Ivy League as well as regional schools such as Texas A&M, Florida State, and Emory;

WHEREAS, the Office of the Provost is under resourced:

BE IT RESOLVED with the endorsement of the Faculty Senate of the University of Southern Mississippi that the University create a new administrative position: Dean of Faculties. This dean would report to the University Provost.

## Proposed Credit Hour Policy (February 6, 2012)

### Preface

1. The Southern Association of Colleges and Schools Commission on Colleges (SACS) has established the following federal requirement to be included in the *Principles of Accreditation*:

The institution has policies and procedures for determining the credit hours awarded for courses and programs that conform to commonly accepted practice in higher education and Commission policy. (See Commission policy "[Credit Hours](#)." ) (Federal Requirement 4.9)

This federal requirement addresses the U.S. Department of Education expectation that recognized accrediting commissions require an institution to have a policy that outlines how an institution defines and awards credit hours for courses and programs. The institutional policy should be consistent not only with "commonly accepted practice," but also the following definition of a credit hour:

**Federal Definition of the Credit Hour.** For purposes of the application of this policy and in accord with federal regulations, a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates

1. Not less than one hour of classroom or direct faculty instruction for approximately fifteen weeks for one semester or trimester hour of and a minimum of two hours out of class student work each week credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time, or
2. At least an equivalent amount of work as required outlined in item 1 above for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours. (See <http://www.sacscoc.org/pdf/081705/Credit%20Hours.pdf> )

2. The University of Southern Mississippi applies the policy of the Mississippi Board of Trustees of State Institutions of Higher Learning (IHL) in the definition of a standard credit hour:

#### 506 COURSE REQUIREMENTS

Course requirements shall include at a minimum the following.

- The Board required minimum of 2,250 minutes per three semester hour course, which may include final exam time.
- The number of weeks must meet Federal financial aid requirements.

(BT Minutes, 5/92; 1/98; 7/2004; 3/2008)

IHL Policies and Bylaws (as amended through May 19, 2011), page 79

3. The current *Guidelines to Proposals to the Academic and Graduate Councils* addresses credit hours as follows:

**SEMESTER CREDIT HOURS:** Semester credit hours are based on contact hours. One credit hour = 12.5 hours (750) minutes in the classroom, thus a three-credit-hour course = 37.5 hours (2,250 minutes) of face-to-face contact with the student, which may include exam time. Laboratory contact minutes are at least twice those of lecture courses. A one-semester hour of lab is therefore at least 25 hours in most departments.

### Proposed Provisional Policy

1. Proposed credit hour expectations are outlined in the table *USM Course Credit Hour Guidelines (Provisional)*.
2. Final guidelines are to be determined by a joint committee of the Academic and Graduate Councils
3. Course proposal forms will be modified to address the Provisional Credit Hour Guidelines.
4. A joint committee of the Academic and Graduate Councils will develop a review procedure to ensure that existing courses comply with the Federal Requirement 4.9.

**USM Course Credit Hour Guidelines (Provisional)  
by IHL Mode of Instruction Code**

<b>Method of Instruction</b>	<b>Method of Delivery (1)</b>	<b>Method of Delivery (2)</b>	<b><u>Proposed</u> USM Credit Hour Guidelines*</b>
<b>AF</b>	(A) Study Out-of-State (course instruction or academic work that takes place in a U.S. state other than Mississippi)	(F) Face-to-Face	Minimally one 50-minute class meeting per week in a 15-week session, to include the exam period, or an equivalent time per semester, with the expectation of a minimum of two hours out of class student work each week, or the equivalent amount of work over a different amount of time (e.g., 8W1 session) or as justified by department.
<b>BF</b>	(B) Study Out-of-Country (Course instruction or academic work that takes place in a country other than the United States)	(F) Face-to-Face	Minimally one 50-minute class meeting per week in a 15-week session, to include the exam period, or an equivalent time per semester, with the expectation of a minimum of two hours out of class student work each week, or the equivalent amount of work over a different amount of time (e.g., 8W1 session) or as justified by department.
<b>CF</b>	(C) Lecture (Students receive structured units of information and accompanying material through direct contact with the instructor; typically considered the traditional classroom)	(F) Face-to-Face	Minimally one 50-minute class meeting per week in a 15-week session, to include the exam period, or an equivalent time per semester, with the expectation of a minimum of two hours out of class student work each week, or the equivalent amount of work over a different amount of time (e.g., 8W1 session) or as justified by department.
<b>DF</b>	(D) Dissertation or Thesis (Students study a particular subject and do individualized original research under the guidance of an instructor and work toward completing a scholarly research document)	(F) Face-to-Face	An equivalent amount of work as required for traditional face-to-face courses as established by the institution and justified by the department.
<b>EF</b>	(E) Seminar (Students study a particular subject and do individualized original research under the guidance of an instructor and exchange results by informal lectures and discussions)	(F) Face-to-Face	Minimally one 50-minute class meeting per week in a 15-week session, to include the exam period, or an equivalent time per semester, with the expectation of a minimum of two hours out of class student work each week, or the equivalent amount of work over a different amount of time (e.g., 8W1 session) or as justified by department.
<b>FF</b>	(F) Field Supervision of Student Teaching (Short-term work experience requiring students in the education discipline to teach under the direct supervision of persons experienced in the teaching profession)	(F) Face-to-Face	An equivalent amount of work as required for traditional face-to-face courses as established by the institution and justified by the department.
<b>HF</b>	(H) Clinical Instruction (Short-term work experience, usually related to a student's major field, that is supervised by persons experienced in the discipline and focuses on the practical application of concepts and principles; typically associated with biological, physical, and other sciences such as biology, chemistry, anatomy, psychology, etc.)	(F) Face-to-Face	An equivalent amount of work as required for traditional face-to-face courses as established by the institution and justified by the department.
<b>IF</b>	(I) Individual Directed Study (Academic work chosen or designed by the individual student with the approval of the department concerned, under an instructor's supervision, and usually undertaken outside the classroom structure; typically one-on-one interaction)	(F) Face-to-Face	An equivalent amount of work as required for traditional face-to-face courses as established by the institution and justified by the department.

Method of Instruction	Method of Delivery (1)	Method of Delivery (2)	<u>Proposed</u> USM Credit Hour Guidelines*
JF	(J) Joint Lecture/Laboratory (Students receive structured units of information and accompanying material through direct contact with the instructor as well as receive supplemental instruction in a classroom setting conducive to the practical application of relevant principles and concepts)	(F) Face-to-Face	Minimally one 50-minute class meeting per week in a 15-week session, to include the exam period, or an equivalent time per semester, with the expectation of a minimum of two hours out of class student work each week, or the equivalent amount of work over a different amount of time (e.g., 8W1 session) or as justified by department.
LF	(L) Laboratory (Students study in a classroom setting conducive to the practical application of concepts and principles; typically associated with biological, physical, and other sciences such as biology, chemistry, anatomy, psychology, etc.)	(F) Face-to-Face	Laboratory contact minutes are at least twice those of lecture courses. A one-semester hour of lab is therefore at least 25 hours in most departments.
CI	(C) Lecture	(I) Interactive Video	Minimally one 50-minute class meeting per week in a 15-week session, to include the exam period, or an equivalent time per semester, with the expectation of a minimum of two hours out of class student work each week, or the equivalent amount of work over a different amount of time (e.g., 8W1 session) or as justified by department.
CO	(C) Lecture	(O) Online, Internet, or Web	Minimally one 50-minute class meeting per week in a 15-week session, to include the exam period, or an equivalent time per semester, with the expectation of a minimum of two hours out of class student work each week, or the equivalent amount of work over a different amount of time (e.g., 8W1 session) or as justified by department.
MV	(M) Correspondence (Students receive structured units of information and accompanying material completely through the mail; different from distance learning)	(V) Video Tape	Not offered at USM
MP	(P) Print-based	(P) Print-based	Not offered at USM
PF	(P) Practicum/Internship (Short-term work experience, usually related to a student's major field, that is supervised by persons experienced in the discipline that consists of study and/or practical experience)	(F) Face-to-Face	An equivalent amount of work as required for traditional face-to-face courses as established by the institution and justified by the department
SF	(S) Studio (Students study in a classroom setting conducive to the practical application of visual and performing arts such as art, music, dance, etc.)	(F) Face-to-Face	An equivalent amount of work as required for traditional face-to-face courses as established by the institution and justified by the department.

\* Final guidelines to be determined by a joint committee of the Academic & Graduate Councils

Method of Delivery (2)

(F) Face-to-Face (students receive course instruction and structured units of information by face-to-face contact with the instructor)

(I) Interactive Video (Students receive course instruction and structured units of information by means of real-time interactive video)

(O) Online, Internet, or Web (Students receive course instruction and structured units of information by Web-based using online, Internet, or web-based methods)

(V) Video Tape (Students receive course instruction and structured units of information by means of video tape)

(P) Print-based (Students receive course instruction and structured units of information by print-based material delivered through postal mail or facsimile transmissions (typically correspondence))

Academic Standards Committee Report  
March 5, 2012

The Academic Standards Committee met Wednesday, February 15, 2012 to continue work on revising the university Administrative Withdrawal Policy. Committee members in attendance were: Dr. William Smith, Dr. David Daves, Carolyn Cawthon, and LeAnne Cirlot. Dr. William Odom and Dr. Randy submitted comments through telephone conference and email. The revised policy will be submitted for Academic Council review in the March meeting, with projected approval in April. Attached is the proposed policy with an additional form (Administrative Withdrawal Request Form) that will become part of the AW process.

The Academic Standards Committee discussed “Who Review And/Or Approves What?” document that outlines what governing body handles different academic functions. Feedback was also provided by the Registrar’s Office. There were not recommended changes.

The Academic Standards Committee discussed the Credit Hour Policy mandated by IHL. A joint committee will be formed with members from Academic Council and Graduate Council.

**Academic Council Minutes**  
**The University of Southern Mississippi**  
**April 2, 2012**

The Academic Council met at 3:00 p.m. on April 2, 2012, in Thad Cochran Center room 216 with Dr. Kathleen Masters, Chair of the Academic Council, presiding.

The following voting members were present: Dr. David Beckett, Dr. Randy Buchanan, Dr. David Daves, Dr. Laura Downey, Dr. James Flanagan, Ms. Stacy Reischman Fletcher, Dr. Heath Grames, Dr. Stacey Hall, Dr. Kathleen Masters, Dr. Doug Masterson, Dr. William Odom, Ms. Peggy Price, Dr. Bill Smith, Dr. W. Robert Smith, Dr. Teresa Welsh, Dr. Kathy Yadrick and Dr. Emily Yowell.

The following voting members were represented by proxies to constitute a quorum:

Dr. Cynthia Chatham (via conference phone) for Dr. Lin-Miao Agler, Dr. Douglas Masterson for Dr. Sarah Morgan, Dr. Gwen Pate for Dr. Jennifer Sequeria, and Dr. William Odom for Dr. Marek Steedman

The following non-voting members were present: Ms. Carolyn Cawthon, Dr. William Powell, and Dr. Mark Wrighton for Dr. Steven Moser.

The following guests were present: Ms. Linda Bass, Ms. Dana Berry, Ms. Leanne Cirlot, Ms. Kayla DiIorio, Dr. David Duhon, Dr. Jamie Lynn Garret, Ms. Julie Howdeshell, Dr. Joyce Inman, Dr. Thomas Lipscomb, Ms. Kathryn Lowery, Ms. Dawn Porter, Mr. Louis Rackoff, and Dr. Eric Tribunella.

1.0 Call to Order

The meeting was called to order at 3:00 p.m. with Dr. Kathleen Masters presiding.

2.0 Adoption of the Agenda

Dr. Masters presented the agenda with the following amendments for approval:

- Add item 5.1 Administrative withdrawal revision

Dr. Welsh moved and Dr. Masterson seconded a motion to approve the amended agenda. The motion passed.

3.0 Approval of the minutes

Dr. Masters presented the March 5, 2012 minutes for approval. Council had a few minor corrections. Dr. Downey moved and Dr. Odom seconded a motion to approve the amended March 5, 2012 minutes. The motion passed.

4.0 Proposals

4.1 Old Proposal Business

4.2 New Proposal Business

4.2.1 College of Arts and Letters

*Department of English*

Dr. Masters presented the request to add ENG 099E. Dr. Masterson moved and Dr. Daves seconded a motion to approve the addition of ENG 099E. The motion passed. Council had concerns regarding the reasoning for adding the course. Council also had concerns with the wording of “ethical dilemma” in the justification and how this course would affect licensure students. Representatives from the English Department addressed these concerns and agreed to remove the “ethical dilemma” wording from the justification.

*Department of Theater and Dance*

Dr. Masters presented the request to modify THE 487L. Ms. Reischman Fletcher moved and Dr. Masterson seconded a motion to approve the modification of THE 487L. The motion passed.

4.2.2 College of Business

*Department of Management and International Business*

Dr. Masters presented the request to modify MGT 468, MGT 470, MGT 472, and MGT 474. Dr. Grames moved and Dr. Smith seconded a motion to approve these courses as a group. The motion passed. Dr. Yowell moved and Dr. Downey seconded a motion to approve the modification of MGT 468, MGT 470, MGT 472, and MGT 474. The motion passed. Council had concerns regarding the proposal forms being filled out correctly and the rationale being the same for all of the courses presented. A representative from the department addressed these concerns and stated they would correct the forms and the rationale was supposed to be the same for all of the courses presented.

*Department of Finance, Real Estate, and Business Law*

Dr. Masters presented the request to add FIN 400. Dr. Daves moved and Dr. Yadrick seconded a motion to approve the addition of FIN 400. The motion passed. Council had concerns if the course had prerequisites. A representative from the department stated yes the course did have prerequisites and they would follow up with Registrar's Office to make sure the prerequisites are included.

5.0 Old Business

5.1 Administrative Withdrawal Policy and Procedures revision and Administrative Withdrawal Request Form were presented to the Academic Council by Dr. David Daves, Chair of Academic Standards Committee. The Administrative Withdrawal Policy and Procedures and the Administrative Withdrawal Request Form were both passed by Academic Council. The policy and form will now be sent to the Provost for final approval.

6.0 New Business

6.1 Dr. Masters reported to the council that there was a request by the President of the AAUP to present a resolution to Academic Council. Dr. Masters asked for input from Academic Council members related to resolutions from other groups within the university and from groups outside of the university. Discussion related to requests for Academic Council to consider resolutions. Decision by members related to the current request is that the resolution be circulated via email to council members and at the May meeting Academic Council members will vote as to whether or not to hear the resolution presentation.

7.0 Reports

7.1 Chair Report-Dr. Kathleen Masters  
No report.

7.2 Chair-Elect Report-Ms. Stacy Reischman-Fletcher  
No report.

7.3 Secretary Report-Ms. Peggy Price  
No report.

7.4 Standing Committees

7.4.1 Academic Standards – Dr. David Daves

Dr. Daves report is attached.

7.4.2 Bylaws – Dr. Sarah Morgan  
No report.

7.4.3 Elections – Dr. Marek Steedman  
The Elections committee has completed the election for Grade Review Council. The elections for Academic Council are complete in all colleges and campuses except for CoAL and CoH. In those colleges a runoff third round election will be held. Names of new AC members will be reported at the May meeting, once all elections are complete. The process for selection of student representatives for next year is also underway.

7.4.4 General Education – Dr. Douglas Masterson  
Dr. Masterson reported that a proposal about the committee’s workload and models to help ease the workload of the committee will be presented at the May meeting.

7.4.5 Intercollegiate – Dr. David Beckett  
No report.

7.4.5 Program Reviews-Dr. Kathy Yadrick  
No report.

7.5 SACS/QEP/Alternative Learning  
No report.

7.5 University Assessment Committee (UAC) Liaison  
The University Assessment Committee discussed the assessment of stand-alone minors.

8.0 Adjourn  
Dr. Masters adjourned the meeting at 4:00 p.m.

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Greg Pierce, Recording Secretary

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Kathleen Masters, Chair



ACADEMIC COUNCIL MINUTES SUMMARY

April 2, 2012

**College of Arts and Letters**

*Department of English*

Add:                   ENG 099E                   Expanded Composition Studio.  
1 hr. Effective fall 2012.

*Department of Theatre and Dance*

Modify:                THE 487L                   Practicum in Dance and Movement.

To:                     THE 487L                   Practical in Technical Management.  
Effective spring 2013.

**College of Business**

*Department of Management and International Business*

Modify:                MGT 468                   Compensation Administration.

To:                     MGT 468                   Compensation Administration and  
Performance Management.  
Effective fall 2012.

Modify:                MGT 470                   Organizational Staffing.

To:                     MGT 470                   Organizational Staffing and Development.  
Effective fall 2012.

Modify:                MGT 472                   Labor Relations.

To:                     MGT 472                   Advanced Human Resource Management.  
Effective fall 2012.

Modify:                MGT 474                   Negotiation.

To:                     MGT 474                   Current Topics in Management.  
Effective fall 2012.

Add:                   FIN 400                   Financial Planning and Counseling  
Techniques. Effective spring 2013.

## Administrative Withdrawal Policy and Procedures

A university transcript is a legal document that provides a true and accurate account of academic performance. Therefore, any alteration to a student's history of academic performance as reflected by a university transcript should be done only if there is a compelling rationale for doing so.

On rare occasions, academic performance is severely affected by some emotional or personal tragedy beyond the control of the student. If a timely withdrawal was impossible or overlooked, a procedure known as an **administrative withdrawal (AW)** may be an option. This policy does **not** apply to situations where the student simply stopped attending classes, performed poorly after transferring to Southern Miss from another academic institution, or wishes to make "minor adjustments" to their transcript. Administrative withdrawals are intended specifically for students who were negatively affected by some extenuating circumstance that was beyond their control (e.g. the death of an *immediate* family member\*, a severe illness or incapacitation, a debilitating accident).

A student who requests an administrative withdrawal (AW) should be aware of the following stipulations:

- a. The student's academic record indicates that the student was consistently in good academic standing (based on University GPA guidelines) prior to and subsequent to the semester in question. The student must successfully complete at least two (2) consecutive additional semesters (earn a term GPA  $\geq 2.00$  on at least nine hours in fall or spring or at least six hours in summer) beyond the semester for which the administrative withdrawal is being requested. Specific exceptions apply to first semester freshmen (who do not have a prior academic term) and graduating seniors (who will not have two consecutive academic terms remaining); students must consult the University Academic Advising Coordinator for eligibility details.
- b. The student must be currently enrolled at Southern Miss and the petition for administrative withdrawal is filed prior to his or her graduation. Likewise, once a degree is awarded, all prior terms are ineligible for an AW, regardless of the student's current enrollment status.
- c. The problem encountered by the student was debilitating, beyond his or her control, and prevented the student from returning to or properly withdrawing from school in a timely manner.
- d. The student is able to document the nature and extent of the problem; the dates of the extenuating circumstance(s) must coincide with the dates of the semester for which the AW is being requested. Third party documentation must be official (i.e. police reports, filed/stamped copies of court documents, medical records/physician's statements, etc.) and must include specifics (i.e. treatment dates, circumstances, etc.) related to the circumstances that prevented the student from returning to or properly withdrawing from school in a timely manner.
- e. The student cannot use AW for the semester in which he or she is currently enrolled.
- f. An Administrative Withdrawal can be used only **once** during a student's academic career.
- g. Semesters in which the student earned a term GPA  $\geq 2.00$  do not qualify for an Administrative Withdrawal.
- h. Because of the academic policies of some external accrediting bodies, certain programs do not permit AW under any circumstances. It is your responsibility to check with your department/school and college to determine eligibility.
- i. Due to the official altering of transcripts, all parties involved in the decision-making process will have an educational interest in the documents according to the University FERPA policy.
- j. If the AW request is ultimately denied, the decision is **final** and the student cannot reapply for an Administrative Withdrawal at a later date for a previous semester, which was denied.
- k. If the AW request is approved, the designation of AW is assigned to **all** courses taken during the semester in question, including mini sessions and other alternative-delivery courses for which grades may have already been posted to the student's transcript.
- l. If the AW request is approved, the student understands that this policy only applies to his/her academic record for the semester in question. The student is still responsible for any tuition/fees for the term and it is the student's responsibility to discuss with the Financial Aid Office the impact that an AW may have on his/her financial aid status.

### The Process

The student initiates the Administrative Withdrawal process by providing the following documentation to the Office of Student Oriented Services (HBG students) or the Department of Student Services (GC students):

- Administrative Withdrawal Request Form,
- A concise but thorough written statement detailing the circumstances regarding the poor academic performance,
- Third party documentation, which supports the claims made in the petition (see Item d on page 1), and
- A current USM transcript exhibiting all college-level course work.

The Office of Student Oriented Services shall collect the documentation listed above and will meet with the University Academic Advising Coordinator (Office of the Provost) for initial review and verification of appropriate documentation and procedural compliance. Once verified, the Academic Advising Coordinator will forward the petition and documents to the appropriate College(s) as outlined below. The College(s) shall review the documentation and provide a collective decision in support or denial of the petition as follows:

Note: Denial at any level will nullify the request. Students are afforded due process and can challenge the denial through the Appeals Procedure mentioned below.

1. The petition shall be forwarded to the Dean's Office of the student's **current** major. The Dean (or the dean's designee) shall be responsible for calling a meeting (or other suitable process) with the appropriate Advisor, Chair, and/or Undergraduate Program Coordinator (or similar program designee) for a review of and a collective decision on the petition. The Dean's Office shall then be responsible for writing and attaching a letter of support or denial, which should contain the reason(s) for the decision and any additional relevant information pertaining to the student's petition. The Dean's Office shall also provide a copy of this letter to all appropriate parties as mentioned in this section (Advisor, Chair, and/or Undergraduate Program Coordinator).
2. If the student was a major in a different college at any time during the semester for which the AW is being requested, the petition and all documents shall be forwarded to the Dean's Office of the student's **former** major. The Dean (or the dean's designee) shall be responsible for calling a meeting (or other suitable process) with the appropriate Advisor, Chair, and/or Undergraduate Program Coordinator (or similar program designee) for a review of and a collective decision on the petition. The Dean's Office shall then be responsible for writing and attaching a letter of support or denial, which should contain the reason(s) for the decision and any additional relevant information pertaining to the student's petition. The Dean's Office shall also provide a copy of this letter to the appropriate parties as mentioned in this section (Advisor, Chair, and/or Undergraduate Program Coordinator).
3. The petition, whether approved or denied at any level, shall be forwarded to the Academic Advising Coordinator (Office of the Provost) for review, verification, and procedural compliance.
4. The petition shall then be forwarded to the Associate Provost for disposition. The Associate Provost shall communicate the decision in writing to the Student, the appropriate Dean's Office(s), and the Registrar's Office. The Dean's Office shall be responsible for communicating the final decision to all appropriate parties within the college(s) (Advisor, Chair, and/or Undergraduate Program Coordinator). If the request is approved, the Administrative Withdrawal will be noted on the student's official transcript by the Registrar's Office. All documents (regardless of the final disposition) will become a part of the student's permanent electronic academic record.

\*Immediate Family Member will be defined using current federal guidelines and the student may be asked to provide proof (i.e. tax records, court documents, etc.) that a familial relationship exists.

### **Appeals Procedure**

Students are afforded the opportunity for orderly due process. If the AW request is denied and the student wishes to appeal this decision, the student must initiate the appeal procedure through the Office of the Provost who will direct the appeal through the University Grade Review Council. The student must initiate the appeal procedure within 45 calendar days following the date of the letter of decision. The decision of the Council is final.

Academic Standards Committee Report  
April 2, 2012

The Academic Standards Committee met Tuesday, March 6 and Wednesday, March 14, 2012 to continue work on revising the university Administrative Withdrawal Policy. Committee members in attendance were: Dr. William Smith, Dr. David Daves, Carolyn Cawthon, and LeAnne Cirlot. Dr. Laura Downey, Dr. William Odom and Dr. Randy submitted comments through telephone conference and email. The revised policy will be submitted to Academic Council for final approval in this month's meeting. Attached is the proposed policy with an additional form (Administrative Withdrawal Request Form) that will become part of the AW process.

The Academic Standards Committee discussed the Credit Hour Policy mandated by IHL. A joint committee has been formed with members from Academic Council and Graduate Council, and will make a recommendation to the Council in the May meeting.

**Academic Council Minutes**  
**The University of Southern Mississippi**  
**May 7, 2012**

The Academic Council met at 3:00 p.m. on May 7, 2012, in Thad Cochran Center room 216 with Dr. Kathleen Masters, Chair of the Academic Council, presiding.

The following voting members were present: Dr. Lin-Miao Agler (via conference phone), Dr. David Beckett, Dr. Randy Buchanan, Dr. Cynthia Chatham (via conference phone), Dr. David Daves, Ms. Stacy Reischman Fletcher, Dr. Heath Grames, Dr. Stacey Hall, Dr. David Holt (via conference phone), Dr. Kathleen Masters, Dr. Doug Masterson, Dr. Sarah Morgan, Dr. William Odom, Dr. Louise Perkins, Ms. Peggy Price, Dr. Jennifer Sequeria, Dr. Bill Smith, Dr. W. Robert Smith, Dr. Marek Steedman, Dr. Teresa Welsh, Dr. Kathy Yadrick and Dr. Emily Yowell.

The following voting members were represented by proxies to constitute a quorum:  
Dr. Kathy Yadrick for Dr. Laura Downey.

The following non-voting members were present: Dr. Diane Fisher for Dr. Ann Blackwell, Dr. Gwen Pate for Dr. Lance Nail, Mr. Greg Pierce, and Dr. Mark Wrighton for Dr. Steven Moser.

The following guests were present: Ms. Linda Bass, Ms. Evingerlean Blakney, Dr. Susan Hubble Burchell, Ms. Leanne Cirlot, Ms. Kayla DiIorio, Ms. Jamie Lynn Garret, Dr. Kate Greene, Ms. Linda Ginn, Dr. Jeff Hinton, Ms. Julie Howdeshell, Ms. Kathryn Lowery, Dr. Michael Mays, Dr. Richard Mohn, Dr. Melissa Murray, Ms. Dawn Porter, Dr. Kyna Shelley, and Dr. Ellen Weinauer.

1.0 Call to Order

The meeting was called to order at 3:00 p.m. with Dr. Kathleen Masters presiding.

2.0 Adoption of the Agenda

Dr. Masters presented the agenda with the following amendments for approval:

- Add item 6.3 Academic Proposal/Program approval guidelines

Dr. Masterson moved and Dr. Yadrick seconded a motion to approve the amended agenda. The motion passed.

3.0 Approval of the minutes

Dr. Masters presented the April 2, 2012 minutes for approval. Ms. Reischman Fletcher moved and Dr. Steedman seconded a motion to approve the amended April 2, 2012 minutes. The motion passed.

4.0 Proposals

4.1 Old Proposal Business

4.2 New Proposal Business

4.2.1 College of Arts and Letters

*Department of Theater and Dance*

Dr. Masters presented the request to modify the Design and Technical BFA degree plan. Dr. Masterson moved and Dr. Daves seconded a motion to approve the modification of the Design and Technical BFA degree plan. The motion passed.

#### 4.2.2 College of Business

##### *Department of Finance, Real Estate, and Business Law*

Dr. Masters presented the request to add an undergraduate certificate in Personal Financial Planning. Dr. Masterson moved and Dr. Smith seconded a motion to approve the addition of an undergraduate certificate in Personal Financial Planning. The motion passed. Council had concerns if the prerequisites for ACC 330 need to appear in the courses required for the certificate. Council also had concerns if students could be successful in the certificate without having to take the prerequisites. A representative from the department addressed these concerns.

#### 4.2.3 College of Health

No proposals.

#### 4.2.4 College of Education and Psychology

##### *Department of Child and Family Studies*

Dr. Masters presented the request to modify FAM 401. Dr. Daves moved and Dr. Steedman seconded a motion to approve the modification of FAM 401. The motion passed. The GEC committee recommended the modification of FAM 401.

Dr. Masters presented the request to modify FAM 455. Dr. Grames moved and Dr. Yowell seconded a motion to approve the modification of FAM 455. The motion passed. The GEC committee recommended the modification of FAM 455.

Dr. Masters presented the request to modify the Child and Family Studies (Child Development) (BS) degree plan, Child and Family Studies (Child Life) (BS) degree plan, and Child and Family Studies (Family Relations) (BS) degree plan. Dr. Masterson moved and Dr. Daves seconded a motion to approve the modifications as a group. The motion passed.

Dr. Yowell moved and Dr. Masterson seconded a motion to approve the modifications of the Child and Family Studies (Child Development) (BS) degree plan, Child and Family Studies (Child Life) (BS) degree plan, and Child and Family Studies (Family Relations) (BS) degree plan. The motion passed.

##### *Department of Educational Studies and Research*

Dr. Masters presented the request to add REF 280. Dr. Yadrick moved and Dr. Daves seconded a motion to approve the addition of REF 280. The motion passed. The Intercollegiate committee recommended the addition of REF 280. Council requested the grading scale be corrected in the syllabus. They also had concerns regarding what type of student would actually be taking this course. A representative from the department addressed this concern.

Dr. Masters presented the request to add REF 301. Dr. Masterson moved and Dr. Daves seconded a motion to approve the addition of REF 301. The motion passed. The Intercollegiate committee recommended the addition of REF 301. Council requested the grading scale be corrected in the syllabus.

##### *Department of Psychology*

Dr. Masters presented the request to modify PSY 444. Dr. Morgan moved and Dr. Daves seconded a motion to approve the modification of PSY 444. The motion passed. Council approved the effective date be changed to spring 2013.

4.2.5 College of Science and Technology  
No proposals.

5.0 Old Business

5.1 AAUP Resolution on Textbook Policy

Dr. Kate Greene, representing the AAUP, presented the resolution to Council regarding the textbook policy. Discussion ensued and Council agreed to endorse part of the resolution. Dr. Masterson moved and Dr. Steedman seconded a motion to endorse Part 1 of the resolution requiring a common textbook for multi-section courses taught by different instructors. The motion passed.

6.0 New Business

6.1 General Education Curriculum Committee Recommendation related to GHY GEC Restriction  
Dr. Masterson presented the recommendation to remove the GHY restriction from the GEC. Council approved the recommendation. (See attached report below)

6.2 General Education Curriculum Committee Recommendation related to the Creation of a GEC Assessment Committee (GECAC)

Dr. Masterson presented the recommendation to create a GEC Assessment Committee. Council approved the recommendation. (See attached report below)

6.3 Academic/Graduate Council proposal/program approval chart

Dr. Masters presented the Academic/Graduate Council proposal/program approval chart for Council to endorse. Ms. Kathryn Lowery stated there are still a few minor changes to the chart. Dr. Masterson moved and Dr. Morgan seconded a motion to endorse the Academic/Graduate Council proposal/program approval chart. The motion passed. (See chart attached)

7.0 Reports

7.1 Chair Report-Dr. Kathleen Masters

Dr. Masters reported the Administrative Withdrawal policy and form that was approved by Academic Council in April is still under review and has not yet been approved by the Provost. She also reported the Constitution and bylaw changes that were passed by Academic Council in the February meeting are still under review by the Provost and have not yet been approved.

7.2 Chair-Elect Report-Ms. Stacy Reischman-Fletcher

Ms. Reischman Fletcher thanked Dr. Masters for her service to the Council over the past year.

7.3 Secretary Report-Ms. Peggy Price

No report.

7.4 Standing Committees

7.4.1 Academic Standards – Dr. David Daves

No report.

7.4.2 Bylaws – Dr. Sarah Morgan

No report.

7.4.3 Elections – Dr. Marek Steedman

Dr. Steedman reported on the final election results. (See attached report below)

- 7.4.4 General Education – Dr. Douglas Masterson  
Dr. Masterson reported that a proposal about the committee’s workload and models to help ease the workload of the committee will be presented at the May meeting.
- 7.4.5 Intercollegiate – Dr. David Beckett  
No report.
- 7.4.5 Program Reviews-Dr. Kathy Yadrick  
No report.
- 7.5 Committee on the Evaluation of Teaching – Dr. Marek Steedman  
Dr. Steedman reported the committee met April 27<sup>th</sup> and chose a chair. We will meet again May 22, and plan to meet more regularly next year. First order of business, SACS requirement that all faculty, including adjunct and visiting faculty, be evaluated annually on their teaching
- 7.6 SACS/QEP/Alternative Learning – Dr. Bill Powell  
No report.
- 7.7 University Assessment Committee (UAC) Liaison – Ms. Stacy Reischman Fletcher  
Ms. Reischman Fletcher reported the assessment showcase was April 25<sup>th</sup>. It was a success.
- 8.0 Adjourn  
Dr. Masters adjourned the meeting at 4:00 p.m.

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Greg Pierce, Recording Secretary

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Kathleen Masters, Chair



ACADEMIC COUNCIL MINUTES SUMMARY

May 7, 2012

**College of Arts and Letters**

*Department of Theatre and Dance*

Modify: Design and Technical BFA degree plan.  
To: Design and Technology BFA degree plan.  
Effective fall 2012.

**College of Business**

*Department of Finance, Real Estate, and Business Law*

Modify: MGT 468 Compensation Administration.  
To: MGT 468 Compensation Administration and  
Performance Management.  
Effective fall 2012.

**College of Education and Psychology**

*Department of Child and Family Studies*

Modify: FAM 401 Family Life Education.  
To: FAM 401 Family Life Education.  
Writing Intensive. Effective spring 2013.  
Modify: FAM 455 Family Theories.  
Writing Intensive.  
To: FAM 455 Family Theories.  
Effective spring 2013.

*Department of Educational Studies and Research*

Add: REF 280 Quantitative Literacy. 3 hours.  
Effective fall 2012.  
Add: REF 301 Understanding Research. 3 hours.  
Effective fall 2012.

*Department of Psychology*

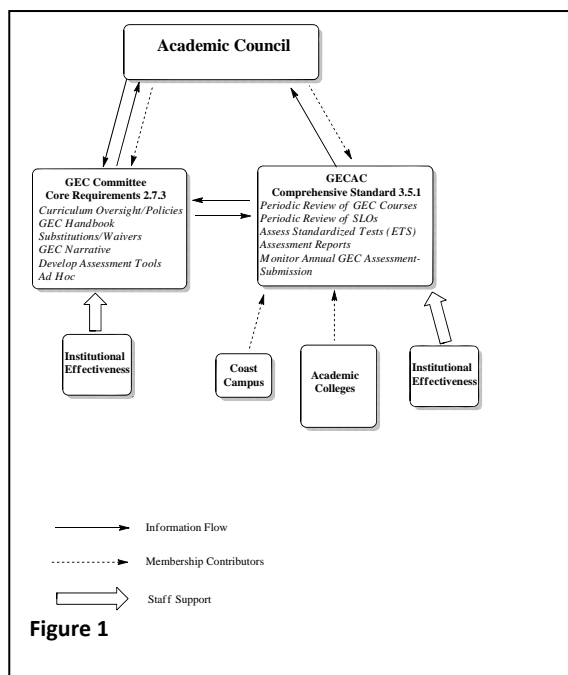
Modify: PSY 444 Cetacean Behavior and Cognition.  
To: PSY 444 Marine Mammal Behavior and Cognition.  
Effective spring 2013.

The General Education Curriculum (GEC) committee recommends the removal of the restriction from the GHY courses in GEC 01-05. The committee voted unanimously to approve the removal of the restrictions.

Current GEC Restriction: Students who take Geography 101 to fulfill the social sciences requirement may not fulfill their science requirement by taking Geography 104/104L or Geography 105/105L. (pg. 62 Undergraduate Bulletin 2011-2012)

## GEC Committee Proposal for the Creation of a GEC Assessment Committee (GECAC)

The GEC Committee proposes to create a new GEC Assessment Committee (GECAC) in an effort to better serve the University. The current GEC Committee structure is not sufficient to complete the tasks of the current GEC Committee which extend to include assessment of the GEC in a timely fashion. Therefore the GEC Committee proposes to create the GECAC that will be tasked with



necessary annual and periodic reviews of the General Education Curriculum at USM. The GEC Committee also proposes additional staff support to be housed in Institutional Effectiveness (IE) that will support both the GEC Committee and GECAC. Figure 1 illustrates the relationship of the GECAC to AC and the GEC committee. This new “arrangement” will result in the GEC Committee being able to better address curriculum issues and policy issues in a timely manner. This “arrangement” will also allow for the necessary assessment of the general education curriculum.

GEC Committee responsibilities are listed in Figure 1. The existing GEC Committee will be largely responsible for Core Requirement 2.7.3 as outlined in the SACSCOC Principles of Accreditation document. This would include the following responsibilities for the GEC Committee:

- 1) Curriculum Oversight (including course proposals).
- 2) Policies related to the GEC.
- 3) Maintain the GEC Handbook.

- 4) Provide recommendations to the Provost Office on GEC substitutions and waivers.
- 5) Maintain the GEC Narrative statement for the bulletin.
- 6) Develop assessment tools for the GECAC.
- 7) Any *ad hoc* needs.

The GECAC responsibilities are listed in Figure 1. The GECAC would be responsible for the Comprehensive Standard 3.5.1 as outlined in the SACSCOC Principles of Accreditation Document. This would include the following responsibilities for the GECAC:

- 1) The GECAC will have General Education Curriculum assessment oversight. This will include annual and periodic GEC assessments and assessment of standardized testing such as the ETS test.
- 2) Conduct the periodic review of the relevant courses in the GEC categories up for review in a particular academic year. The periodic review process would use the assessment tools developed by the GEC Committee. Assessment tools would be updated as needed by the GECAC after consultation with the GEC Committee.
- 3) Conduct a review of the various Student Learning Outcomes (SLOs) in the GEC from a “broad view”. This “broad view” would allow for a more systematic assessment of the SLOs that are shared by multiple courses and GEC categories.
- 4) Prepare assessment reports of the periodic and annual review processes and SLOs reviews as needed.
- 5) Monitor the annual and periodic GEC assessment report submission process of academic units. This would include preparing memos to remind academic units to submit the required materials, set deadlines, and report directly to the Provost Office on which academic units have not complied with the submission requirements.

### Membership of the GECAC

The GECAC membership will be such that it can efficiently handle the annual and periodic review tasks listed above. The following committee membership will ensure that the GECAC will be of the appropriate size and scope to properly conduct the necessary assessments of the general education curriculum. The GEC Committee proposes the following membership for the GECAC:

**Ex-Officio Members (Required):** GEC Committee Chair (non-voting, non-assessing), AC Chair (non-voting, non-assessing), and the Associate Deans for Undergraduate Studies from each academic college (non-voting, non-assessing).

**AC Appointed Members:** AC shall appoint the Chair and Vice-chair of the GECAC in the year the GECAC is implemented. The Chair will serve a one year term. The Vice-chair shall become the Chair the following year and AC will then appoint a new Vice-chair. The Chair and Vice-chair will serve as required ex-officio, non-voting, members of the GEC committee. The AC appointed members will have no other AC committee obligations.

**College Appointed Members:** The Dean of the academic colleges (i.e. all colleges except Honors College and Libraries) shall appoint at least one member from the core of instruction to the GECAC. COH, COB, CON, and COEP shall receive one appointee and COST and COAL shall receive two appointees. The member distribution among colleges is based on the college contribution to the General Education Curriculum. In order to ensure committee continuity the college appointees in the implementation year will be staggered such that membership will not completely turn over every three years. In the implementation year the COH and CON will each receive a one year appointee, the COB and COEP will each receive a two year appointee, and COST and COAL will each receive a three year appointee and a two year appointee. All subsequent appointees will serve a three year term for all colleges. No two college appointees may be from the same department. The college appointees cannot serve as the AC appointed members.

**Coast Campus Appointed Member:** The Academic Dean of the coast campus shall appoint one member from the core of instruction to the GECAC for a three year term. The Coast appointee cannot serve as either an AC appointed member or as a College appointed member.

**Institutional Effectiveness Staff Support:** Institutional Effectiveness (IE) shall provide staff support to both GEC and GECAC. We propose that additional resources be provided to IE to hire such a staff support person. The staff person will serve as the secretary of both committees and will archive all committee correspondence within IE.

**WHO REVIEWS AND/OR APPROVES WHAT?**

	<b>DC/CC</b>	<b>REG</b>	<b>AC/GC*</b>	<b>PROV</b>	<b>PRES</b>	<b>IHL</b>
Course additions/ deletions/inactivation	X	X	X			
<b>Course modifications:</b>						
Credit hours	X	X	X			
Grading method	X	X	X			
CIP code	X	X				
Course title	X	X	X			
Title abbreviation	X	X	X			
Course description	X	X	X			
General Education Curriculum	X	X	X			
Method of Instruction	X	X	X			
Addition, deletion, modification, or relocation of an academic minor or emphasis area [SACS notification or approval may be necessary.]	X	X	X	X		
Modification or relocation of a certificate.	X	X	X	X		
Addition or deletion of a certificate [SACS notification or approval may be necessary.]	X	X	X	X		X
Program modification (degree plan change, GPA requirements, admission restrictions, etc.)	X	X	X	X		
Offering an existing degree program by distance learning	X	X	X	X	X	X**
New degree program. [SACS notification or approval may be necessary.]	X	X	X	X	X	X****
Modification to existing degree program (renaming, consolidation, suspension, deletion, or relocation) [SACS notification or approval may be necessary.]	X	X	X	X	X	X****
Modifications to existing academic units (renaming, reorganization, deletion)	X	X	X	X	X	X****
New Academic Unit (for information and response)	X	X	X	X	X	X****

DC/CC=department and college councils; REG=Registrar; AC/GC=Academic and/or Graduate Council; PROV=Provost; PRES=President; IHL=Board of Trustees for the State Institutions of Higher Learning

\*The Professional Education Council must also approve proposals involving the university's professional education unit. See [here](#).

\*\*Offering an existing degree program by distance learning requires IHL notification.

\*\*\*All IHL proposals require submission of an IHL form. Forms can be found here: (link to IHL forms on the AC web site.)

Academic Council Elections Committee  
Final Report. May 7, 2012

1. Runoff election in CoAL, completed April 18<sup>th</sup>. Final results are as follows:

CoAL: Michael Mays

CoB: William Smith

CoEP: David Daves and Richard Mohn

Honors: Ellen Weinauer

GC: Casey Maugh

Libraries: Linda Ginn

CoH: Melissa Murray and Steven Cloud

A third position for CoEP was not filled, by an oversight, but will be filled for one year by appointment.

2. I was unable to prod the SGA outgoing or incoming President to select student representatives for next year, despite multiple emails.

Elections going forward: will be more coordinated with the other governing bodies and with technical support from Institutional Research. Procedures have been clarified with HR for updating faculty information, which may mean we can dispense with the test round in future years.

3. Nominations:

1.1 Election of Chair-elect – Doug Masterson nominated

1.2 Election of Corresponding Secretary – Linda Ginn nominated

1.3 Other officers – Appointments

1.3.1 Recording Secretary – Dawn Porter and Greg Pierce

**Academic Council Minutes**  
**The University of Southern Mississippi**  
**May 7, 2012**

The Academic Council met at 3:00 p.m. on May 7, 2012, in Thad Cochran Center room 216 with Ms. Stacy Reischman Fletcher, Chair of the Academic Council, presiding.

The following voting members were present: Dr. Lin-Miao Agler (via conference phone), Dr. David Beckett, Dr. Randy Buchanan, Dr. Cynthia Chatham (via conference phone), Dr. David Daves, Ms. Stacy Reischman Fletcher, Dr. Heath Grames, Dr. Stacey Hall, Dr. David Holt (via conference phone), Dr. Kathleen Masters, Dr. Doug Masterson, Dr. Sarah Morgan, Dr. William Odom, Dr. Louise Perkins, Ms. Peggy Price, Dr. Jennifer Sequeria, Dr. Bill Smith, Dr. W. Robert Smith, Dr. Marek Steedman, Dr. Teresa Welsh, Dr. Kathy Yadrick and Dr. Emily Yowell.

The following guests were present: Ms. Linda Bass, Ms. Evingerlean Blakney, Dr. Susan Hubble Burchell, Ms. Leanne Cirlot, Ms. Kayla DiIorio, Ms. Jamie Lynn Garret, Dr. Kate Greene, Ms. Linda Ginn, Dr. Jeff Hinton, Ms. Julie Howdeshell, Ms. Kathryn Lowery, Dr. Michael Mays, Dr. Richard Mohn, Dr. Melissa Murray, Ms. Dawn Porter, Dr. Kyna Shelley, and Dr. Ellen Weinauer.

1.0 Call to Order

The meeting was called to order at 4:30 p.m. with Ms. Stacy Reischman Fletcher presiding.

2.0 Official Welcome of New Members

Ms. Reischman Fletcher welcomed the new members to Council.

3.0 Election of Officers

3.1 Elect new Chair-Elect.

Ms. Reischman Fletcher nominated Dr. Douglas Masterson. Dr. Daves moved and Dr. Beckett seconded a motion to close nominations. The motion passed.

3.2 Elect new Corresponding Secretary

Ms. Reischman Fletcher nominated Ms. Linda Ginn. Dr. Daves moved and Dr. Beckett seconded a motion to close nominations. The motion passed.

3.3 Other officers

Ms. Reischman Fletcher stated Mr. Greg Pierce and Ms. Dawn Porter will continue as the Recording Secretary.

4.0 Student Representative Appointments

4.1 Hattiesburg student representative (2)

4.2 Gulf Coast student representative (1)

5.0 Other Business

6.0 Adjourn

Ms. Reischman Fletcher adjourned the meeting at 4:45 p.m.

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Greg Pierce, Recording Secretary

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Stacy Reischman Fletcher, Chair