

Associate Deans Council
September 14, 2016
Meeting Minutes

Present: Peter Ryan (Chair), Amy Adkerson, Tracey Baham, Marian Chancellor, John Dickerson, Jim Dunne, Nancy Fultz, Becky Gardner, Greg Hall, Christine Jackson, Mitzy Johnson, Rebecca Long, Scott Maynard, Ian Munn, Steve Parrott, Nicole Rader, Kevin Rogers, James Warnock, Eddie White, Scott Willard.

Guests: George Bennett, Kennedy Moehrs, Paul McKinney, Tyler McMurray.

Peter Ryan called the meeting to order at 1:30 pm in 4004 Lee Hall.

1. Consideration of the minutes.

Kevin Rogers made the motion seconded by Rebecca Long to approve the minutes of August 10, 2016. The motion was carried unanimously and minutes approved.

2. Announcements.

- Peter Ryan reported on the academic calendar and a conflict with end of semester exams, the Stephen D. Lee scholars' dinner and the commencement ceremony for any graduating students. Amy Adkerson has sent out an email notifying faculty with the conflict and asking that faculty work with these students for accommodations.
- Peter Ryan reported on an email sent out to the Academic Associate Deans, the Registrar, and faculty in the Math department regarding Math Pathways. The group will meet and discuss the feasibility of developing pathways for students to follow for their specific career choice.
- Peter Ryan discussed a curriculum alignment meeting to help identify representatives for Math, Biology, Chemistry, Computer Science and/or Engineering. He will send out more information - the community colleges will be working with IHL institutes for transition into a degree program and will ask for assistance with course assessment and outcomes for accepted courses.

3. Faculty Enlight Program - George Bennett presented an overview of the FacultyEnlight course material adoption program.

- It is important that the bookstore get the course material submitted early – even if none is required for the course - in order to assist with the information reported to IHL and for students to have a better chance of getting a good price on textbooks/materials.
- The deadline for spring course adoption will be October 15, 2016.
- The program can be accessed by [www. facultyenlight.com](http://www.facultyenlight.com) –the five sections include: search, adopt, discover, learn, history, and a FAQ section. Past books/ materials and out-of-print books can be searched. Competitor local bookstores also get the adoption information.
- The program will continue to be enhanced – faculty input is welcomed.
- There will be an event held on Tuesday, September 27, 2016 at Barnes and Noble from 4 – 8pm for faculty and staff with the main focus on how to help students save money. The bookstore also price match with Amazon and local competitors.

4. **Financial Awards to buy books** – Paul McKinney stated that funds are disbursed to students 5 or 6 days before the beginning of classes in order for them to be able to buy textbooks/materials wherever they choose.
5. **Final Exam** – Amy Adkerson reported on the conflict over the past years with Commencement and final exams. She reported on the list provided by ITS of students and course sections with results showing a minimal numbers of students impacted by the conflict. She noted that an email has been sent out to impacted faculty – the main goal is to have faculty work towards accommodating these students.
6. **Diversity and Inclusion Programming at MSU** – Tyler McMurray, MSU Student Association Secretary reported on the meeting of SEC universities’ Student Associations and the issue discussed on diversity and inclusion programming. She reported on programs at other universities and asked for feedback from the colleges on the possibility of curriculum requirements. Other schools have 3 credit courses, but this may be difficult and/or challenging with specific programs at MSU. There were further suggestions of FYE courses and contents to address the issue in multiple and/or specific classes. The SA could also engage the Holmes Cultural Diversity Center for programs and advertising.
7. **Graduate School – Provisional Admission** – Rebecca Long stated that the Office of Graduate School are still searching for solutions for an easier means of identifying provisionally admitted graduate students.
8. **Posting Course Syllabi – Preregistration** – Peter Ryan reported on the request from the Student Association and the goal for posting course syllabi (or sample syllabi from the past semester) on Banner to try and accommodate students with what is involved and/or expected in a course. Eddie White stated that a group of students representing disability students had also talked with the SA presidents with a similar request in order to be aware of contents of a course (activities, etc.) He noted that it would help students to have a better understanding of the structure of a class. After discussion of the challenges and suggestions of possibly importing data from other softwares – the issue will be looked into for a later discussion.
9. **AOPs** - none
10. **College/Unit Reports** - none

The meeting was adjourned at 3:02 p.m.