

Associate Deans Council
September 28, 2016
Meeting Minutes

Present: Peter Ryan (Chair), Amy Adkerson, Noel Addy, Tim Chamblee, Diane Daniels, Nancy Fultz, Becky Gardner, Greg Hall, Christine Jackson, Teresa Jayroe, Rebecca Long, Ron McLaughlin, Scott Maynard, Kennedy Moehrs, Ian Munn, Allison Pearson, Gail Peyton, Mike Rackley, Nicole Rader, Kevin Rogers, Susan Seal, James Warnock, Scott Willard.

Guest: Kylie Forrester

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 September 14, 2016. The motion was carried unanimously and minutes approved.

2. Announcements.

- Peter Ryan expressed thanks to colleges and units for hosting a successful Scholars Day. He reminded all that applications for the 2017 Grisham Master Teacher Award and the Alumni Association Teaching Excellence Awards are due to Provost's office by October 17, 2016. An email was sent out earlier with more information.
- Peter Ryan provided a handout of the Fall 2016 New Diversity & Inclusion Initiatives received from the Division of Student Affairs. An electronic file will be sent out to all members.
- Peter Ryan discussed the National Student Exchange (NSE) program and provided the 2016-2017 student guide booklet with more information. Dr. Ryan noted that advising season would be a good opportunity to promote the program which is open to most disciplines. Please contact Nancy Fultz for more information or if departments would like for them to visit and discuss the details of the program further.

3. Fall Campus Recruiting Events.

Kylie Forrester, Director of Orientation and Events, was present to share plans of the Fall/Spring events and tips for the academic meetings: Recruitment Events versus Orientation.

- Recruitment events – Remember your audience (students and parents) – focus on points of pride, awards, detailed college information, scholars' recognition, research, retention rates, job placement, etc.
- Orientation events – Get them engaged - let them know what is expected as they progress, course loads, how to get involved, etc.
- Tips when organizing meetings – Give a 5 to 10-minute general overview and have a presentation to keep them engaged; give information on specific departments, majors and interesting facts; give time for questions and answers; and end with a positive note - points of pride, organizations, etc.
- Remember to have plenty of help, listen to what parents and students are asking and be patient.
- Kylie mentioned the spring 2017 Academic Insight events and noted that she will provide more information on the National Merit event to be held on Nov. 15, 2016.

4. Reason for assigning a F grade – requirement.

Peter Ryan reported on the requirement to post a reason when assigning a F grade and asked that department heads and faculty be made aware of how essential this information is to the university regarding MSU financial aid reporting to the US Department of Education. He noted the challenges for larger classes, but added that, if necessary, the instructor will be able to go back into the system after entering grade to enter the reason. After discussion, there will be clarification to determine if there will be a prompt when entering the F grade or if no grade can be posted without a reason from the drop down menu. Mike Rackley will also give a demonstration at a later date.

5. Curriculum Review Report.

Tim Chamblee provided a report on the findings of the comprehensive review by he and Angi Bourgeois on the university curriculum process during the 2015 -2016 academic year.

A summary of the findings includes:

- Clarity and Transparency
 - Communication – clear and open communication are encouraged.
 - The UCCC Chair and support staff are essential – Jenny Turner is an excellent resource to strengthen the communication efforts between departments, the Chair, and the committee.
 - Expansion of regular office hours and curriculum development meetings to educate department on common challenges and best practices in the curriculum process.
 - Greater communication between college and university level committees would benefit the process. To achieve a greater consistency in review, it would be useful for each college to have a formal connection between their college committee and the UCCC – example- have one of their UCCC representatives serve as the college curriculum committee chair.
- Time and Workload
 - Work with the online workflow software and increase communication between all levels of the curriculum process.
 - Departments, colleges, and committee members to have a consistent understanding of the necessary make-up and structure of curriculum proposals – develop a review process at each level.
 - UCCC are now forming subcommittees to review the proposals for a summary presentation to the entire committee.
 - It is important for university and college curriculum committees to provide new members sufficient training and to communicate with the departments and faculty on the level of commitment involved.
 - Encourage the UCCC to consider ways that might aid the review process for committee members.

6. AOPs - none

7. College/Unit Reports

- Mike Rackley reported on the new classroom building and the digital signage system. The system will have the ability to display room schedules and electronic messages (similar to

the system in the Colvard Student Union). The system can also do digital wayfinding which will display step-by-step directions to different destinations. The system was bid in a manner that establishes the campus standard for digital signage that departments can piggyback on. One advantage of having a campus standard for digital signage is that it makes the procurement process easier and more straightforward. Another advantage is that all digital signage that is part of the campus standard system will be able to receive and display emergency messages and notifications as part of the Maroon Alert system. Please contact ITS for any details.

- Amy Adkerson reported on scheduling requests for computer labs and stated that there are no general labs available for scheduling. She noted that departments have to be contacted since computer labs are owned by the departments. Please consider the challenges and how to handle if courses include a computer lab.
- Becky Gardner announced the Shackouls Honors College Classical Week. There will be an outside presentation tonight (Sept. 28) of Seneca's tragedy, "Phaedra," and a lecture on Thursday, Sept. 29 in Griffis Hall. All were invited and encouraged to attend.

The meeting was adjourned at 2:45 p.m.