

Associate Deans Council
November 9, 2016
Meeting Minutes

Present: Peter Ryan (Chair), Noel Addy, Tracey Baham, Kali Dunlap, Jim Dunne, Nancy Fultz, Becky Gardner, Christine Jackson, Mitzy Johnson, Rebecca Long, Ron McLaughlin, Scott Maynard, Tabor Mullen, Lanna Miller, Tabor Mullen, Gail Peyton, Nicole Rader, Kevin Rogers, Carrie Rybolt, Emily Shaw, James Warnock, Jim West.

Guest: Dan Punday, Roxie Raven

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 October 26, 2016. The motion was carried unanimously and minutes approved.

2. Syllabus Posting.

- Roxanne Raven was present to follow through with the initiative to have course syllabi posted in Banner which could assist students when registering for classes. The proposal originated with former Student Association President, Shelby Balias.
- The Student Association is not asking for specifics in a course – but possibly a sample (or syllabus from the previous semester) that would be consistent with the course requirements and allow students to review beforehand for any information and/or expectations in order to succeed in the course (examples – amount for textbooks, community service outside the classroom, vehicle requirement, students with disabilities and/or special needs with any issues or concerns, etc.). Roxie stated that other universities already have syllabi posting in place.
- The Registrar's Office is looking into the technology issues to link the syllabus with the course, fees, etc. and to identify who would ensure that syllabi get posted in Banner.
- The Provost has also expressed an interest in the service which would help provide students with the best information possible. Any suggestions should be sent to Dr. Peter Ryan.
- Further discussion –
 - Noel Addy will bring the discussion to the Faculty Senate.
 - Nicole Rader noted that the UCCC have syllabi for all courses.
 - Tracey Baham stated that within the software Digital Measures faculty have control of their syllabus and can update as needed.
 - Dr. Ryan stated that it would be ideal to be able to link the syllabus to the Banner course.
- Dr. Ryan stated that fall 2017 would be a good starting point with the general education courses at a voluntary level and not mandatory – will work with colleges, ITS and the Registrar's office.

3. Distance Program Certification.

- Jim Dunne reported that the add-on tool in Blackboard – NBC Learn's subscription will end soon and the usage report shows that the tool is not being used much by faculty. He asked that department heads be notified and give feedback from any groups using the tool if it should be discontinued – a decision should be made soon. Other alternatives were discussed since the NBC Learn tool would be costly to keep with little use.

- Jim Dunne stated that the requirement for a January 2017 deadline - that all online instructors be certified - will not be met. There are currently 39 faculty who are teaching this semester and not yet certified. He noted that Faculty Senate is reviewing to modify policies that might address the issue. There will also be three sessions offered next semester to accommodate as many instructors as possible and CTL will form an Ad hoc committee to review other ways to be certified. Noel Addy noted that faculty have asked what brought on this policy – Peter Ryan stated that it was originated from an Internal audit.
- There was further discussion related to clarifying the policy. SACS requires that the accredited institution ensure the quality of instruction for distance education.

4. Redistribution of English Comp.

- The English Department Head, Dan Punday was present to provide information on the changes in the English Comp I and II offerings. He discussed the gap between the fall and spring offerings and the problems with balancing the offerings and instructors. Due to high school dual enrollment there are more freshman enrolling in English Comp II during the fall semester.
- He asked that the word get out to advisors for students to enroll in the Comp II courses during the spring semester for a greater balance and use of the faculty (for two semesters versus one semester only).

5. AOPs

- AOP 12.17 Undergraduate Academic Fresh-Start
- AOP 12.19 Undergraduate Academic Amnesty
- At the request of Faculty Senate, the recommendation to combine the contents of the two policies into AOP 12.17 and rescind AOP 12.19 was approved to move forward to the Deans Council for consideration.
- Peter Ryan brought forward a request from the Student Association to adjust the time when student registration opens – quarter to the hour - due to some students being in class when their registration time opens.

6. College/Unit Reports

- Rebecca Long announced the Annual 3MT Competition to be held on Tuesday, November 15, 2016 in the Rogers and Taylor Auditorium, McCool Hall.
- The Mississippi Excellence in Teaching Program’s (METP) “Scholars Day” will be held on Monday, November 14, 2016 at Griffis Hall.
- Tabor Mullen spoke about the recent deaths of two MSU students and the arrangements. Both of the deceased students will be awarded a posthumous degree.

The meeting was adjourned at 2:30 p.m.