

Associate Deans Council
March 22, 2017
Meeting Minutes

Present: Peter Ryan (Chair), Noel Addy, Amy Adkerson, Thomas Bourgeois, Tim Chamblee, Jim Dunne, Nancy Fultz, Becky Gardner, Greg Hall, Julia Hodges, Ron McLaughlin, Ben Mackin, Lynda Moore, Tabor Mullen, Ian Munn, Allison Pearson, Rodney Pearson, Mike Rackley, Nicole Rader, Kevin Rogers, Susan Seal, James Warnock.

Guests: Paul McKinney.

Peter Ryan called the meeting to order at 3:00 pm in the 611 Allen Hall.

1. Consideration of the minutes.

The motion was made by Kevin Rogers and seconded by Becky Gardner to approve the minutes of February 8, 2017. The motion was carried and minutes approved as presented.

Peter Ryan introduced and welcomed Ben Mackin as the new Student Association representative.

2. Announcements.

- Peter Ryan reported on the upcoming –reporting progress grades. Rodney Pearson, Director of Student Success, stated that the due date for posting progress grades is Friday, March 24. A reminder email has been sent out to all currently teaching courses. This update on grades is most very important for advisors, students and parents. Dr. Pearson further discussed colleges’ overall posting percentages and stated that for the first grade postings in February - there was an 85% of grade reporting for freshmen students and an overall 70% grade posting for undergraduate students. He expressed appreciation for the encouragement to faculty in getting progress grades posted.
- The CALS Charles Lindley Lecture Lindley Lecture Series will present speaker, Keegan Kautzky, Director of the World Food Prize National Education Programs, who will talk about “Ending Hunger in our Lifetime: Real Heroes and Reasons for Hope. The program will be held in Bost Auditorium on Friday, March 24 at 11:00 a.m. All are welcome to attend.
- Peter Ryan announced a request from the Office of Admissions and Scholarships to see how they may help facilitate the confirmation of students admitted into a degree program eligible for the Academic Common Market program. Currently, the departments are providing these letters, at the request of students, to confirm admission into the eligible ACM program. The Admissions and Scholarships office deals with all incoming students and is a major point of contact for inquiries about the ACM program and the requests for the letters of approval. Dr. Ryan asked Associate Deans to think about the request to transition this responsibility to the Office of Admissions and Scholarships and send any feedback to him. The departments would still have the responsibility of monitoring students for requirements in their major and for maintaining academic good standing. The Provost’s office will continue to receive the student’s certification and send letters to students with information on the criteria for remaining in the program. Dr. Ryan has also consulted with the Provost who agrees that all new students enrolled in the ACM program, effective Summer 2017, will be required to maintain an MSU GPA 2.50 to remain eligible for the program. A student would be placed

on probation for the next semester to allow them an opportunity to improve their GPA. An earlier email has been sent to Associate Deans with the information.

- Peter Ryan also asked for feedback on the consideration of a semester limit for the Academic Common Market program – a 9-semester limit with exception for extenuating circumstances - a student would be able to appeal for a 10th semester if needed.

3. Verification of Health Issues & Class Absences.

- Thomas Bourgeois, Dean of Students, discussed the absence policy and the procedure his office follows to help verify excuses for students. Hopefully, this will help eliminate some of the work and/or issues for faculty. He distributed examples of verification letters, discussed the procedure, and asked for feedback of any issues. Another concern discussed was the number of absences, different scenarios, and the level of medical details from the Health Center. The Dean of Students can navigate between the medical office and instructor to clarify any gray areas of questions. If a student requests, the office will also directly contact the instructor if it is necessary for a student to be out a length of time due to illness or university exercise/activity.

4. Course Prerequisites.

- Lynda Moore, Director of University Academic Advising Center, discussed concerns of course prerequisite requirements not showing in Banner when students register for classes. Examples from advisors were discussed - students registering for a course without having taken the prerequisite. If a student cannot get into a course recommended by an advisor, then he/she will sometimes register for another course that does not trigger a prerequisite warning – this can affect some of the weaker students having trouble with these courses.
- During discussion, Amy Adkerson, Associate Registrar, stated that she had checked a few courses and there are older courses that may not have added a fatal restriction to courses that require a prerequisite. If issues continue, colleges can be notified of any issues to help eliminate the problem. The issue was also discussed regarding freshmen students being allowed to register for upper level courses and the number of freshmen students taking 3000/4000 level courses. One suggestion was to give students several options when registering – which was noted that messages are being sent out to encourage students to receive more advising from their advisors when having issues with registration of courses. Student Success will also begin to flag freshmen taking upper level courses. Amy Adkerson also noted that the Registrar's office could place classification restrictions on courses. Tim Chamblee noted an IHL issue years past to increase courses to the 3000 level – which could actually be classified more as a lower level.

5. AOPs – None

6. College/Unit Reports.

- Peter Ryan announced the SEC Academic Conference – The Future of Water - to be held March 27 – 28, 2017. This will be the first time for the conference to be held on a university campus. Faculty are encouraged to participate.

- Peter Ryan thanked all for participation in the SEC ALDP workshop. He stated that the SEC Liaisons and Fellows participating were impressed with the MSU hospitality and the quality of the program.
- Thomas Bourgeois announced the Legal Issues Conference to be held on campus and discussed to speakers and topics to be presented on April 26, 27 and 28, 2017. The registration fee is \$150.
- Allison Pearson reported on the Governor's mandate that all state employees must be trained in sexual harassment by July 1, 2017. It will be required for 100% of all employees who are benefits eligible to complete the training.
- Mike Rackley reported on the update of Banner 9 - the financial module going live on April 10, 2017. Banner training will be available and is strongly encouraged. There will be noticeable differences to the student module, and everyone needs to be aware that the application navigator will be different.
- Mike Rackley announced the final stages of the Two-Factor Authentication product – logging in will require a netID and password and then be challenged for a second factor – a random string of numbers. The tentative plan (subject to change) is to make the second factor optional for a period of time – but hopefully by fall, access to some systems will likely require the second factor.
- Mike Rackley reported on a mandate to conduct a third party comprehensive IT security risk assessment (every 3 years). An outside company has been engaged for about a month- with the final report by the end of April showing all vulnerabilities or weakness in our IT infrastructure.
- Thomas Bourgeois reported on smoking violations - students can be referred to the Dean of Students – staff can be referred through administrative channels. There was further discussion on how to engage someone violating the smoking policy - the Deans of Students have cards that can be handed out to violators – or let the administrative channels know about the violation.
- Becky Gardner stated that the Honors College would be celebrating the graduating seniors and recognizing outstanding students on April 2 in Griffis Hall.
- Peter Ryan announced that Dr. Julia Hodges has agreed to Chair the next Associate Deans Council meeting to be held on Wednesday, April 5 at 3:30 p.m. in 336 Etheredge Hall.

The meeting adjourned at 4:15 p.m.