

Associate Deans Council
June 14, 2017
Meeting Minutes

Present: Peter Ryan, Amy Adkerson, Tim Chamblee, Marian Chancellor, Cody Coyne, Mayah Emerson, Jan Fitzgerald, Nancy Fultz, Becky Gardner, Greg Hall, Julia Hodges, Terry Jayroe, Rebecca Long, Ron McLaughlin, Lynda Moore, Tabor Mullen, Ian Munn, Miguel Negron, Allison Pearson, Mike Rackley, Kevin Rogers, Scott Willard, James Warnock.

Guest: Rick Nader, Rodney Pearson.

Peter Ryan called the meeting to order at 1:30 p.m. in the 4th floor conference room, Lee Hall and welcomed guest representatives.

1. Consideration of the minutes.

Upon a motion made by Kevin Rogers and seconded by Rebecca Long, the minutes of May 10, 2017 were approved with one correction – add to *-Present: James Warnock.*

2. Announcements.

- Peter Ryan expressed condolences on the passing of Dr. Hank Flick a faculty member at MSU for 40 + years.
- Peter Ryan reported on an email sent out to the ddd list with information provided by Neil Lewis, Director of Research Security, regarding security of university property especially while traveling overseas. Dr. Ryan also mentioned the MSU announcement regarding a global measles outbreak and asked that department heads be encouraged to remind faculty (and students) to be appropriately prepared before traveling.
- Peter Ryan reminded all about the IHL schedule for Appendices due in July and August.
 - Appendices 5 (productivity reports) and 9 (program deletion or suspension) have been received and submitted to IHL.
 - Appendix 10 (offering current face-to-face program by distance) need to be submitted as soon as possible – due to IHL in early July.
 - Appendix 12 (centers or research units approval) -deadline is also early July.
 - Others due later are Appendix 13 (modification of existing academic unit) and Appendix 6 (new academic program audit).
 - Dr. Ryan will send out last year's accreditation document for guidance to the academic year 2016 – 2017 document.
 - Appendix 7 (authorizing new programs) last submission for 2017 due by August 1st to be followed by Appendix 8 (approval to offer a new degree).
- Peter Ryan reported on a concern regarding international travel and how to ensure the university knows where personnel/students are at all times during travel - and in the event of emergencies, etc. can implement the risk management and emergency extraction plan.
- Rick Nader, Associate VP and Executive Director of International Institute was present to assist with more information. Peter Ryan stated that a better mechanism may be needed to capture student information when abroad. Dr. Nader stated there is currently not a systematic way to capture all international travel at all levels for all types of purposes (MSU related). An international travel form is required for most of those traveling, but the International office has not been charged with risk management. Although some of the groups traveling

may not be MSU sponsored, Dr. Ryan stated that the university would still be held (or viewed as) responsible for their safety.

- There have been campus discussions of what the risks are in the different level of students traveling. Drs. Ryan and Nader do feel there may be a need for a partnership subcommittee for guidelines or policy for international travel and/or to educate travelers. He asked to be contacted if any are interested in serving on the subcommittee.
- Tabor Mullen recommended that Joy Graves in the Office of Compliance should also be included to serve on the subcommittee for information and/or changes in the Clery Act in regards to student travel.

3. Transfer students and Upper level courses.

Peter Ryan stated that the university has one of the largest transfer classes for fall 2017. He reminded all to pay attention if additional seats are needed in upper level classes. Amy Adkerson noted that after today's transfer orientation session would be a good opportunity to look at the needs for the upper level courses for the next transfer orientation session.

4. AOPs.

AOP 12.16 Academic Suspension and Dismissal

- Peter Ryan made the motion to adjust the hours as noted (and add **GPA** to hours) with a motion to approve by James Warnock, seconded by Ian Munn. There was also agreement to delete the statement (*who have attempted at least 24 hours of coursework at Mississippi State University*) from the first paragraph under Policy/Procedure.
- After further discussion and a vote, the amendments to the policy was approved to move forward to the Deans Council for further consideration. Cody Coyne will send the amended policy to the Faculty Senate Executive Committee for review/approval.

5. Announcements.

- Peter Ryan reported on the request from IHL to review CIP codes and degree titles.
- James Warnock announced that he has accepted a position at the University of Georgia and will be leaving MSU.
- Scott Willard reported on the CALS summer camps and activities.
- Terry Jayroe reported on the recent College of Education's trip abroad with 22 students, and announced the recruitment activity with TV commercials on WTVA and WCBI along with radio and billboard advertising. She also noted the current and past TK Martin camps.
- Ian Munn reported on the MSU deer lab and a series of podcasts and YouTube videos.
- Becky Gardner reported on the 17 students attending Oxford, England this summer.
- Mayah Emerson reported on the FYE courses being offered and one to be led by the SA president in fall 2017
- Tabor Mullen distributed the new version of the Parent Services Handbook and reported on the interview this week for the Executive Director of Housing.
- Mike Rackley announced his retirement from MSU effective July 1, 2017. Steve Parrot will serve as interim CIO during the hiring process.

The meeting adjourned at 2:30 p.m.