

**Associate Deans Council**  
**July 26, 2017**  
**Meeting Minutes**

**Present:** Peter Ryan, Thomas Bourgeois, Tim Chamblee, Angie Chrestman, Brian Davis, John Dickerson, Nancy Fultz, Becky Gardner, Alex Grady (intern), Jeffrey Haupt, Julia Hodges, Christine Jackson, Terry Jayroe, Ben Mackin, Pat Matthes, Lynda Moore, Tabor Mullen, Ian Munn, Rick Nader, Lee Napier, Steve Parrott, Kevin Rogers, Susan Seal, Michael Seymour, Emily Shaw.

**Guest:** Kevin Edelblute.

Peter Ryan called the meeting to order at 1:30 p.m. in the 4<sup>th</sup> floor conference room, Lee Hall. He welcomed all and introduced new representatives – Jeffrey Haupt for the College of Architecture and Art Design, Pat Matthes representing the Library and other substitute representatives for today’s meeting.

**1. Consideration of the minutes.**

Upon a motion made by Kevin Rogers and seconded by Becky Gardner, the minutes of June 28, 2017 were approved as presented.

**2. Announcements**

▪ **UCCC Ad Hoc Committee Update**

- Peter Ryan reported on the progress being made by the UCCC Ad Hoc committee to review policies and procedures for the university course and curriculum committee to give recommendations to the Provost regarding the faculty and departments petitions on new or revised courses and programs. One proposal being discussed is to revise the software program Leap Frog (already being used to submit changes) to focus on the syllabus and to make it easier for faculty. Jenny Turner will be working with the software provider for the possible changes in the program. The committee chair has also instituted new practices on the council that has enabled the process and review of documents to move more quickly.

▪ **Faculty & Student Exchange/Collaborations with EU Institutions**

- Peter Ryan discussed an email sent to Associate Deans about getting more engaged with the colleges in regard to collaborations with European institutions. The Vice President for Research and Economic has asked about interest from the colleges for future plans of travel to Europe. Dr. Ryan also discussed the Erasmus funds awarded to a European visiting professor (Dr. Matus Pleva at the University of Kosice, Slovakia) to support the exchange of two MSU faculty to his home institute. There will be a future meeting to discuss the exchange further. This could also grow potential opportunities for study abroad, graduate student and faculty exchange, collaboration and research projects, and access to European union funds.

- Peter Ryan discussed the Roma Center, a Rome facility owned by the University of Arkansas and their interest in expanding semester long programs in the fall and spring semesters. Consortia agreements with other universities were discussed which would benefit departments and offer opportunities to students.

**3. Advanced Student Payment Project.**

- Kevin Edelblute distributed handouts and discussed a new payment plan proposed for fall 2018.
- The current process has a 90-day grace period with the balance due October 9. The proposed solution will require balance due on August 1 with 100% payment upfront or enroll in a payment

plan with 50% down, followed by two, 25% monthly payments. If no payment or plan by August 6, the student's schedule will be voided.

- The Team Leaders and how the process will be handled -
  - Due dates and Student Experience led by Jane Kinard
  - Payment Plans led by Bridget Magers
  - Communications – External Stakeholders led by Elizabeth Blaine
  - Communication – Internal Updates/Sounding Board led by Kevin Edelblute
- The three-enrollment groups with registration windows in April, July, and August will determine the bill date and the due date for payment. If a student should make a partial payment but not pay in full by the final due date, the student will be placed on hold until the balance is paid in full.
- There was further discussion of late enrollment students, fees, and others who might be impacted by extenuating circumstances. A website will be made available with the detailed information.

#### 4. Student-Athlete Travel Letter Process

- Christine Jackson presented a proposed travel letter for a student athlete's competition schedule of absences - to be reviewed/approved by their course instructors.
- After discussion and review of the letter with feedback, the Associate Deans recommendation was to change the language – *indication of agreement* – to - **your review of the schedule/student's travel**. The faculty will sign and return to the office of Athletic Academic Support Services in support of the student to succeed in the course.
- There was suggestion from faculty senate to add verbiage in the letter that the instructor and student could develop an action plan for the student to successfully complete the course.
- There was also suggestion to follow up with the College of Arts and Science for feedback since this would be the largest college impacted.

#### 5. AOP – None

- Peter Ryan reported on the most recent revised policies –AOP 13.03, 13.04, and 13.23 - in route for final approval signatures. The policies will be posted on the website when final.

#### 6. Announcements.

- Peter Ryan read a Thank you note from Mike Rackley to the Associate Deans Council.
- Peter Ryan reported on the Complete to Compete initiative appendix 8 submission to the IHL - the program will be on the August IHL agenda. Information will be provided on the procedure of the program. Dr. Ryan expressed thanks for the help received during the development of the program.
- John Dickerson reminded all about the fall orientation session and asked for pre-scheduling for any issues of class availability. He also stated that Kylie Forrester will be sending out an email soon about the fall and spring recruiting events.
- Rick Nader reported on the travel requests through the Global Discovery Seed Grant and also requested that MOU's be sent those through Madison Poole in his office.
- Steve Parrott reported on the CAS upgrade and the Two-Factor Authentication enrollment.