

**Associate Deans Council**  
**September 27, 2017**  
**Meeting Minutes**

**Present:** Peter Ryan, Noel Addy, Drew Baker, Tim Chamblee, Angie Chrestman, John Dickerson, Nancy Fultz, Becky Gardner, Jeffrey Haupt, Julia Hodges, Christine Jackson, Ron McLaughlin, Pat Matthes, Lynda Moore, Tabor Mullen, Ian Munn, Rick Nader, Steve Parrott, Allison Pearson, Charles Provine, Nicole Rader, Kari Reeves, Kevin Rogers, Susan Seal, Scott Willard.

**Guests:** Annika Campbell.

Peter Ryan called the meeting to order at 1:30 p.m. in 611 Allen Hall.

**1. Consideration of the minutes.**

Upon a motion made by Kevin Rogers and seconded by Nicole Rader, the minutes of August 23, 2017 were approved as presented.

**2. Announcements.**

- Peter Ryan gave an update on the travel ban's new presidential proclamation, which bans most citizens of these seven countries from traveling to the United States – Chad, Iran, Libya, North Korea, Somalia, Syria, and Yemen – and government leaders from Venezuela. There should be no problems for students who are already studying at MSU.
- Peter Ryan reported on the meeting he attended with a group of student leaders known as the Big Dawgs and wanted to bring their concerns to the attention of the Associate Deans Council - about academic advising and International student registration.
- Dr. Ryan discussed how to address some of their concerns -
  1. Regulations/guidelines for advisors to follow, and general guidelines ensuring that curriculum flow chart and course lists remain updated. In addition, advisors go through some form of formal training and advisor evaluations would be beneficial.
    - Every department should have posted on their website the curriculum flowchart for their majors and the curriculum and/or any course code changes updated as needed.
  2. International students - concerns for the registration and enrollment of international students coming to campus.
    - International students have a particular timeline to enter the country, which is set by Immigration and Customs Enforcement, Department of Homeland Security. These students have holds due to International Services requirements, training, and the Student Health Center and usually register later than others. Dr. Ryan suggested that departments could possibly pre-register these students in order to have good selection of courses.
    - John Dickerson stated that the challenge is the holds placed on the students, especially by the Health Center. There has been some discussion for an alternative, but a revisit with the Health Center may be needed. A meeting will be scheduled with all relevant parties to explore this possibility.
- Peter Ryan stated that he would ask the Academic Advising Council on advising training. Lynda Moore, Chair of the council stated there will be a new advisor training session held on campus tomorrow - Sept. 28. Dr. Ryan also mentioned that he had discussed with Tim Chamblee the possibility of developing an advisor survey.
- The Director of Student Success provided information on assigned advisors – overall 81% of the MSU students have an identified advisor(s) in Banner and the remaining 19% do not have an

assigned advisor(s). Peter Ryan stated that every student in a major should have an identified person posted in Banner to contact for advising. The College of Forestry has 100% of their students with an identified advisor in Banner.

- The Academic Advising Center hosted a Mobile Advising Unit in the Student Union to promote academic advising and provide advisor information for students. Dr. Ryan stated there could be consideration for having the unit available on a more frequent basis.
- Progress grades are due – instructors are required to have a meaningful level of assessment within the first 30 days of class to enable the student to make an informed decision to remain in a course or not. Rodney Pearson sent out an email with a step-by-step process for submitting progress grades.
- Peter Ryan reported on the UCCC change notice and appendices required to IHL. He asked for assistance from the Associate Deans to forward the required appendix to the Provost Office when a new program review is sent to the college review committee. Having this document for any feedback before the final UCCC approval would be helpful in order to meet the submission timelines to the IHL Board. Dr. Ryan noted the recommendation of when developing a new program to request both face-to-face and distance delivery – in that way a program would have approval if a decision is made later to offer the program through Campus 1 or Campus 5 (Distance).

### 3. AOPs

- AOP 12.36 Repeat Policy
  - Edits – add # 5 (*Overrides should not be granted if a student is attempting to pre-register to repeat a course in which they are currently enrolled and have not received an official final grade.*);
  - Add to # 4 (*and recognition of undergraduate academic achievement (see AOP 12.10)*);
  - Add as # 2 (*Following departmental (see # 1 above) the Academic Department in which the course is taught may grant the override*);
  - Delete – (*among the holders of this manual*) - in sentence under Purpose.
  - The motion was made and seconded to approve the recommended revisions - with approval to move forward to the Deans Council for further consideration.
- AOP 11.06 Study Abroad
  - After suggestions for further review by a subcommittee, the policy was tabled for a later date.
- AOP 31.10 Schedule Planning and Registration
  - Edits – add to first paragraph under Policy/Procedure (*should find the name of their academic advisor listed in Banner*);
  - Add to second paragraph (*Course syllabi may be available electronically during the registration process for students to gain a better understanding of the course content. Electronic syllabi available during registration are not official. Syllabi presented in class by the instructor of record are official syllabi*);
  - Delete in fourth paragraph (*as advisor approved registration forms are submitted to the Registrar's Office by the Director of Student Support Services, the Assistant Athletic Director for Academic Services and the Director of the Cooperative Education Program*).
  - The motion was made and seconded to approve the recommended revisions – with approval to move forward to the Deans Council for further consideration.

The meeting was adjourned at 3:00 p.m.