

Associate Deans Council
November 8, 2017
Meeting Minutes

Present: Peter Ryan (Chair), Noel Addy, Amy Adkerson, Tracey Baham, Drew Baker, Tim Chamblee, Angie Chrestman, Jim Dunne, Nancy Fultz, Robert Green, Jeffrey Haupt, Christine Jackson, Lynda Moore, Tabor Mullen, Ian Munn, Steve Parrott, Charles Provine, Nicole Rader, Kevin Rogers, Susan Seal, Emily Shaw, Bob Wolverton, Jr.
Guest: Kylie Forrester.

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

1. Consideration of the minutes.

Upon a motion made by Kevin Rogers and seconded by Ian Munn, the minutes of October 18, 2017 were approved as presented.

2. Announcements.

- Peter Ryan reported on a request from Financial Aid to provide a complete list of all international and domestic academic agreements that deal with educational programming. Dr. Ryan asked that all colleges please provide him with their domestic lists – he has already received the international agreements.
- Peter Ryan reported on revisions to the strategic plan and stated that Provost Bonner asked that Associate Deans please engage with the person(s) in your units who report to the committee representatives for their thoughts and concerns with regard to the current document.
- Upcoming important dates – last day for a complete withdrawal from the university on November 10; classes end on November 29; final exams from December 1 – 7; Commencement exercises will be held on December 8 (two ceremonies) which will also include the C2C graduating students; and final grades will be due at 10:00 a.m. on December 11.
- The fall 2018 calendar will be released soon - the start date will be on August 22, 2018.
- Peter Ryan reported on the new deadline date of June 30 for the Academic Common Market program due to the change in the billing process beginning fall 2018. This deadline date will be that last date for the Provost office to receive the letter of notification from the state coordinator. In addition, if an eligible student transfers into the ACM program during a semester, they will not receive the waiver until the following semester. Dr. Ryan reminded all that when submitting letters of certification to the state coordinator to be sure the student meets the criteria for eligibility into the program.
- Peter Ryan stated that the distance learning approval requests submitted by colleges in June will be going before the Board in November. Once approved, please proceed with launching these programs.

3. Academic Insight Events – Spring 2018

- Kylie Forrester, Director of Orientation and Events, provided information on dates and locations for the spring events. A handout of the Academic Insight Enrollment Report was also provided (an email was sent out with the information which also included some deadline dates).
- The goal of these events (started as yield events) is to recruit freshman or transfer students and hopefully seal the deal with these students.
- Kylie discussed a few changes, but stated the activities will be similar to last year.
- The final orientation dates will be going out soon by email.

4. AOPs

- AOP 12.30 Development Studies
 - After a motion and seconded to accept the policy with the amendment (change D grade to C), the motion was carried and approved. The policy will be forwarded to the Deans Council for further consideration.
- AOP 12.08 Requirements for Degrees, Academic Minors, Certificate Programs, and Academic Consortial/Contractual Agreements.
 - There was a motion and seconded to open for discussion – after discussion there were no recommended revisions. The policy was approved to move forward to the Deans Council as presented for further consideration.
- AOP 13.20 Exit Interviews of Departing Faculty
 - A motion was carried to move the policy forward as presented (no recommended revisions) to the Deans Council for further consideration.
- AOP 13.21 Faculty Release Time for Specified Committee Chairs
 - After discussion, a motion was made and seconded to table the policy for more background information on released time during summer – clarification on summer support was requested for Faculty Senate VP, Faculty Athletic representative, and UCCC Chair. With all in favor, the policy was tabled until a later date.

5. Other announcements.

- Steve Parrott reported on the enrollment in Duo. There are currently 3330 category I users that are required to enroll in Duo – out of that total are 1422 faculty - only 615 faculty have enrolled (enrollment rate of only 43%). The IT Council passed the motion for the Outlook Web App and VPN to be Two-Factor authenticated for more security. The MSU ID cards will now have three emergency numbers printed on the back (SA Resolution 14) – the MSU Police, MSU Counseling Services and the Suicide Prevention Hotline.
- Christine Jackson reported on the student athlete graduation success rate – 90 percentile (4th in the SEC).
- Charles Provine provided a handout of the Student Resolution # 27 – to encourage the university to offer a standardized training program for academic advisors.
- The University Academic Advising Center will host Open House on December 7, 2017.
- The Library will host the ceremonies on November 29-30 related to the dedication of the Presidential Library.
- The last day to register for graduation is the last day of classes on November 29.
- Susan Seal reported on the National Distance Learning Week and announced the CDE Open House on Thursday, November 9, 2017.

The meeting was adjourned at 2:42 p.m.