

**Associate Deans Council**  
**January 24, 2018**  
**Meeting Minutes**

**Present:** Peter Ryan (Chair), Noel Addy, Tim Chamblee, Becky Gardner, Greg Haupt, Ron McLaughlin, Jim Dunne, Christine Jackson, Lynda Moore, Tabor Mullen, Steve Parrott, Charles Provine, Kari Reeves, Kevin Rogers, Scott Willard, Nancy Fultz, Julia Hodges, Allison Pearson, Ben Mackin, Pat Mattes, Ian Munn, Angie Chrestman, Brien Henry, Terry Jayroe, Amy Adkerson, Tracey Baham

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

**1. Consideration of the minutes**

Upon a motion made by Kevin Rogers and seconded by Kari Reeves, the minutes of January 10, 2018 were approved as presented.

**2. Announcements**

- Beginning fall 2018, payment for Tuition, Housing and Meal Plan charges will be due August 1. Students may choose to pay in full or enroll in a payment plan. It's important for students to file their FAFSA in a timely manner in order to know their financial aid eligibility. It also impacts the students that are eligible for Academic Common Market (ACM). ACM paperwork is due in the Office of the Provost & Executive Vice President by June 30 for Fall 2018. If this paperwork has not been received in time, the student may be responsible for paying the non-resident tuition cost.
- The Graduate Student Association is hosting the 16<sup>th</sup> Annual Graduate Student Research Symposium (GSRS) February 17, 2018 at The Mill. Anyone wishing to volunteer or serve as a judge should call Margaret McMullen (325-1622).
- Dr. Cliff Story, Director, Longest Student Health Center, has asked for our support in accepting absences/excuses from the Health center in light of the flu epidemic on campus. Students may be out of school for 5-10 days with this non-typical flu.
- Dr. Bonner has extended an invitation to all Associate Deans to attend a lunch presentation by Jeffrey Buller, Author of "Positive Academic Leadership" How to Stop Putting Out Fires and Start Making a Difference. The luncheon will be held February 13, 2018 in the Grisham Room, 11:00 - 1:00.
- There is a student debate tonight in Bettersworth Auditorium at 6:00pm.
- There are no plans to make up for the lost class times due to inclement weather in January.
- February 1, 2018 is the deadline to enroll in Two-Factor Authentication
- Academic Insight begins February 2, 2018

### 3. New Business

- **Experiential Learning Assessment Process**

Students may request to experiential learning in lieu of a course. To do so, a student must demonstrate with appropriate documentation that the experience is equivalent to the material and instruction that would be gained by taking such a course. With the increase in returning adult learners to college, many are seeking experiential learning substitution of course work. Verification of experiential learning is difficult and time consuming. However, the Council for Adult Experiential Learning (CAEL) provides a verification of experiential credentials to students seeking such substitutions for a fee. CAEL evaluates the experiential learning documentation provided by the student against the syllabus of the course in which the student is seeking the substitution. This process takes the burden off the university to undertake the evaluation and the need to provide justification if CAEL denies a substitution request. The Council was asked to give this process some thought and consideration, and provide feedback.

### 4. AOP's

- **AOP 13.10 – Other Employment** (request to rescind)

The Department of Human Resources policy HRM60-415 covers the procedures that govern other employment, thus AOP 13.10 was considered as being redundant. Dr. Ryan made a motion to rescind AOP 13.10, seconded by Ian Munn.

Motion approved. AOP.13 will now be presented at Deans Council for further consideration.

- **AOP 12.25: Pass-Fail Option**

There are 3 issues with this policy:

1. Banner cannot manage pass-fail letter grades and percentile letter grades for the same course.
2. There are no forms/workflows in Banner for this process.
3. If a student wishes to take a course that has percentile letter grades as a pass-fail option the department will need to create a new section of the course to accommodate the student.

Additionally, the pass-fail option has not been invoked by a student in over 15 years. Students can audit (no grade) a course or take a DIS for a pass-fail if they wish.

Dr. Ryan proposed a motion that AOP 12.25: Pass – Fail Option be rescinded.

Ian Munn seconded the motion.

After some discussion regarding how this affects a student's GPA and financial aid, the motion to rescind AOP 12.25: Pass-Fail Option was approved with Jim Dunne opposing.

AOP 12.25: Pass – Fail Option will now be presented to the Deans Council for consideration.

- **AOP 13.24: Annual Faculty Review Process**

1. Scott Willard suggested adding Director on page 1, number 4: "The annual review signed by both parties shall be submitted to the dean or director".

2. Kevin Rogers clarified the statement on page 2: “Solicitation of comments from department faculty of all proposed changes must be in accordance with MSU Principles of University Governance guidelines and occur prior to January 1st of the year under review.”
3. Tim Chamblee recommended deleting signature page on page 3 due to redundancy.
4. Tim Chamblee recommended the edit on page 4, next to the last paragraph: “Annual reviews may be included in the Promotion and Tenure Packages as outlined in the Faculty Handbook (see section V. Promotion and Tenure Procedures)”.  
A motion was made, seconded by Kari Reeves and passed with Noel Addy abstaining  
AOP 13.24 will now be presented to the Deans Council for consideration.

**Announcements:**

- There is a student debate tonight in Betterworth Auditorium at 6:00 pm
- There are no plans to make up for lost class times due to inclement weather.
- February 1, 2018 is the deadline to enroll in the Two-Factor Authentication
- Academic Insight begins February 2, 2018

The meeting adjourned at 2:49 p.m.