

Associate Deans Council
February 28, 2018
Meeting Minutes

Present: Peter Ryan (Chair), Becky Gardner, Jeffrey Haupt, Lynda Moore, Tabor Mullen, Steve Parrott, Charles Provine, Nicole Rader, Kevin Rogers, Scott Willard, Nancy Fultz, Ian Munn, Tracey Baham, John Dickerson, Susan Seal, Noel Addy, Julia Hodges, Christine Jackson, Ron McLaughlin, Allison Pearson, Kari Reeves, Deborah Lee, Kelly Atwood, Rachel Dunky

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 Peter Ryan the minutes of February 14, 2018 were approved as presented.

2. Announcements

- The Annual SEC Academic Conference on Cyber Security will be held at Auburn University, April 8-10, 2018.
- First Progress Grades were due last week, February 19, 2018. The response from instructors/faculty has been low, but progress grades can be entered at any time and instructors are encouraged to do so to enable student's access their academic progress.
- Academic Advising Center will have a mobile unit in the Food Court of the Union Monday-Thursday, February 26-March 1, 2018. .
- It was noted during Academic Advising mobile unit days that some students are unaware who their academic advisor is even though they are listed on Banner/MyState page. Dr. Ryan will draft an email to send to academic units to address this concern and remind departments to update their advisors in Banner.
- Please note that Academic Advising Award nominations are due by April 2, 2018
- Productivity Reports for Programs not meeting graduation rates for the last 3 years (2015-2017) was circulated to the Associate Deans of programs in the respective colleges.
- The colleges that have not responded to the email from IHL please do so by mid next week. International University of Rabat, Morocco, t will have a delegation visiting MSU April 12-13, 2018. The delegation will include the Vice President of Research and the Vice President of Academic Affairs, both of whom would like to meet with representatives from the College of Engineering, the College of Business, the College of Arts & Sciences, and the College of Ag & Life Sciences.
- First Day Implementation (All Inclusive Course Material) – a program where a student can have all of their course material available digitally at the beginning of the semester (first day of class) for students who opt in to this program. There is a fairly strong interest from the colleges regarding this program. This new approach would reduce the cost of school materials by up to 50%. The goal, if approved, is to implement this program in the fall of 2019.

3. Student Honor Code – Tabor Mullen

- Last year we had a total of 394 Honor Code violations
- Academic Fraud was the #1 violation last year.
- Please stress with your department the importance of recording prior violations of the Honor Code. A second violation for a student is an automatic referral to the Honor Code Board.

- The Dean of Student's Office has seen more and more cases of Academic Fraud recently. When a student scans into class, stays very briefly, then leaves the class that action is Academic Fraud without consulting with the instructor. Some instructors/faculty members adjudicate this by lowering the student's attendance points which in turn lowers their grade. The question was asked "how do we handle this when a student has a legitimate reason for leaving the class". Members of the Council agree that it depends on what the course syllabus states about the attendance policy for that class. Students need to be aware that it is considered Academic Fraud when they scan in to class and leave after a few minutes without providing the instructor with a reason.

4. Deployment of IT Service Management System (ITSM) – Steve Parrott

- The software system that is currently being used by the university to track help desk tickets has been in use for 20 years, but it is to be upgraded. The help desk receives more than 35,000 tickets per year and the call center receives more than 90,000 calls per year. The IT department will launch a new software system on March 14th. The new system will assist users in identifying and resolving issues without creating a ticket. The help desk will now be called the service desk and for help ticket you will send an email to servicedesk@msstate.edu. The IT Department will create a video tutorial prior to the launch of the new system.

5. New Business

- Tracey Baham reported on the recently launched National Survey of Student Engagement (NSSE) to select populations of MSU undergraduate students. Currently student response rate is at 18.2% with Arts & Sciences students responding at a rate of 17%.
- Peter Ryan reported on the C2C Program – It is projected that at least 50+ students will be awarded the General Studies Degree through the C2C Program.

Meeting adjourned 2:27 pm