

Associate Deans Council
April 11, 2018
Meeting Minutes

Present: Peter Ryan (Chair), Noel Addy, Tim Chamblee, John Dickerson, Jim Dunne, Nancy Fultz, Becky Gardner, Jeffrey Haupt, Brien Henry, Julia Hodges, Christine Jackson, Ron McLaughlin, Pat Matthes, Lynda Moore, Tabor Mullen, Steve Parrott, Nicole Rader, Kari Reeves, Kevin Rogers, Susan Seal, Charles Provine, Kelly Atwood, Emily Shaw, Mitzy Johnson Arman Borazjani.

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 28, 2018 were approved as presented.

2. Announcements:

- Congratulations to the following award recipients

- **2018 John Grisham Master Teacher Award recipients**

- Robert Banik, Instructor of Mathematics

- James Giesen, Associate Professor, History

- **2018 Irvin Atly Jefcoat Excellence in Advising Award recipients**

- Richard Harkess, Professor, Plant and Soil Sciences (faculty award)

- Virgie Bash, Academic Coordinator, College of Business (staff award)

- **2018 Wesley Ammon Outstanding New Advisor Award recipients**

- Brian Smith, Assistant Professor, Industrial & Systems Engineering (faculty award)

- Katy Richey, Academic Coordinator, Academic Advising Center (staff award)

- April 9th is the last day to submit progress grades
- April 11th is the last day to withdraw from the university.
- The date for Fall Convocation has been changed to August 28th to accommodate the schedule of our guest speaker, John Grisham. This is the 25th anniversary of Mr. Grisham's support of the Grisham Master Teacher Award and it is also the 10th year of the Maroon Edition Reading Program.
- Council Members discussed the revision to IHL Board Policy 608 in reference to intermediate instruction. The policy requires a student to take remedial (intermediate course work) instruction in each course (e.g., Math, English, Reading) in which they earn an ACT sub-score (or SAT equivalent) below 17 during the first semester they enroll at MSU. If they have two or more sub-scores below 17, they must also participate in an academic yearlong support program. Students can take intermediate coursework over the summer by attending Summer School at MSU or other college before enrolling in the fall. The Policy also has a provision that allows each institution to waive the intermediate instruction rule if

the student has earned appropriate credit. This will be evaluated on a case by case basis.

- It was proposed that students requiring remedial instruction be identified in Banner to ensure correct reporting to the IHL Board Office.
- It was also observed that there is a need to educate academic advisors about IHL Policy 608 and ensure that students who need intermediate instruction are enrolled in the appropriate courses the first semester they attend MSU.
- It was recommended that Audit reports be run after each Orientation Session to ensure these students are identified and enrolled in the appropriate intermediate classes in their first semester.
- It was further recommended that intermediate courses be non-droppable without consultation with the Center for Student Success.

3. Canvas Update and Two-Factor Authentication- Steve Parrott

- The ITS Department currently has three production tests in process using the new Canvas program. The pilot for this will begin in the fall with approximately 50 instructors. The expected date to make Canvas live campus wide is spring of 2019.
- Two-Factor Authentication will go live April 16th. All benefits eligible employees not currently enrolled will automatically be prompted to register at log-in.

4. AOP's

- **AOP 10.12: Additional Course Fees**
Currently we have a moratorium on implementing any new additional course fees with the exception for fees associated with field trips and study abroad. A motion to accept the policy was made by Kevin Rogers and second by Kari Reeves.
AOP 10.12 approved by Associate Deans Council.
- **AOP 10.14: The Adoption and Sale of Textbooks and Other Instructional Materials**
Emily Shaw raised the question about the adoption of textbooks rolling over from semester to semester. Dr. Ryan explained that representatives from Barnes & Noble stated this was not an option due to the risk of rolling over incorrect information to the next semester. A motion to accept the policy was made by Kari Reeves and second by Jim Dunne.
AOP 10.14 approved by Associate Deans Council.
- **AOP 10.16: Distance Education**
Susan Seal stated she had been working with a committee on the Faculty Senate that have suggested seven different revisions to this AOP. Dr. Ryan suggested tabling this AOP until those revisions have been received.

AOP 10.16 tabled until further information is received.

- **AOP 11.05 Requirements for Shortened Format Courses**

Emily Shaw asked if the study abroad winter holiday could apply to internships. Dr. Ryan stated yes, if the number of contact minutes meets the credit requirements and the requirements of the internship itself.

A motion to accept the policy was made by Kevin Rogers and second by Kari Reeves.

AOP 11.05 approved by Associate Deans Council.

- **AOP 12.12: Credit and Grades**

Julia Hodges had a question regarding the acceptance of credits from non-accredited institutions (page 1 paragraph 3). Dr. Hodges was concerned about the word “only” being removed from a previous version.

After a discussion, the decision was made to table AOP 12.12 until the language could be adjusted. AOP 12.12 will be brought back to Associate Deans Council at a later date.

AOP 12.12 tabled at Associate Deans Council.

- **AOP 34.01: Special Teaching Programs**

It is recommended that this AOP be rescinded due to the fact that MSU no longer offers correspondence courses and non-credit personal enrichment courses are now administered by the Office of Continuing Education, Extension Services.

A motion to rescind the policy was made by Kevin Rogers and second by Charles Provine.

AOP 34.01 approval to rescind by Associate Deans Council.

5. New Business:

- Jim Dunne: The college rankings of the Schilling Special Projects is due today.
- Peter Ryan: The Academic Awards & Reception Ceremony will be April 26th at 2:00 PM in the Grisham Room.
- Pat Matthes: Mitchell Memorial Library is conducting a LibQual+ survey and the deadline to participate is April 22nd. Pat Matthes will send an email to Dr. Ryan with the information and he will forward it to the Associate Deans.
- Mitzy Johnson announced that over 250 attended at the College of Education Research Forum.
- Lynda Moore: Pre-Orientation Advising training session is scheduled for May 22nd 12:00-1:30, in the Eli Classroom, Mitchel Memorial Library
- Becky Gardner: The Undergraduate Research Symposium will be held on April 13th in Griffis Hall from 1:00-3:30 PM
- Peter Ryan: Thank you Brien Henry for assisting with Graduate Awards Banquet.

Adjourned: 2:43 PM

