

Associate Deans Council
Sept. 12, 2018
Meeting Minutes

Present: Peter Ryan (Chair), Tommy Anderson, John Dickerson, Jim Dunne, Terry Jayroe, Brien Henry, Ron McLaughlin, Lynda Moore, Tabor Mullen, Ian Munn, Nicole Rader, Kari Reeves, Kevin Rogers, Peter Ryan, Susan Seal, Scott Willard, Arman Borazjani, Sawyer Bowering
Guest: Debra Hicks, Teresa Gammill, Deana Card

Peter Ryan called the meeting to order at 1:30 p.m. in Dunn Conference Room.

1. Consideration of the minutes.

Upon a motion made by Peter Ryan the minutes of August 22, 2018 were approved as presented.

2. Announcements:

- Jim Dunne has been named the Interim Associate Vice President of Academic Affairs in the Office of the Provost and Executive Vice President.
- Jason Lueg and Brent Fountain have been selected to serve as Assistant Vice President Interns for Academic Affairs, in the Office of the Provost and Executive Vice President.
- The university has a sizable number of students who reside where hurricane Florence is projected to make landfall. There are over 300 students from the Carolinas (162 from SC, 14 from NC). Please be aware that some students may need to leave school to help their families.
- Lynda Moore and the Academic Advising Council has created an advising calendar for departmental use (calendar circulated).
- Dr. Ryan will email the council information regarding Open Educational Resources at Mississippi's Public Universities and Community Colleges.
- The Center for Teaching and Learning has a large number of workshops and training sessions during the fall semester. Please encourage your faculty to attend.

3. Control Projects: Debra Hicks

- Ms. Debra Hicks discussed the implications of working on controlled projects and provided some information on what constitutes a controlled project. If you are working on a controlled project and you share knowledge or data with a person that is not a U.S. citizen or a green card holder, the information is considered to be deemed exported to the country of that person's origin and thus may be in violation of the guidelines controlling transfer of such information.
- **Export Administration Regulations (EAR)** falls under the Department of Commerce, which regulate the export of "dual use" items (technology information and/or technology) that serve both a commercial and a military use.
- **International Traffic in Arms Regulations (ITAR)** falls under the Department of State and deals strictly with technology information and/or technology that serves the military.

- **Office of Foreign Assets Control (OFAC)** – falls under the Department of Treasury administrators and enforces economic and trade sanctions against entities that violate EAR or ITAR procedures and policies.
- MSU has been building a compliance program since 2012 to safeguard against the breaching of policies and guidelines with regard to controlled projects. Ms. Hicks is working on a form that would document information on all personnel in departments working on such projects.

4. Honor Code Statistics Report for Academic Year 2017-2018 – Tabor Mullen

- Associate Dean Mullen provided a report on the Honor Code violation statistics for the Academic Year 2017-2018.
- Dean of Students Office has added 17 new members to the Honor Code Board.
- The first step in an honor code violation is for the faculty/department to call the Honor Code Office and check for a prior violation of the student. If it's a student's second offense, the case automatically moves to the Honor Code Board.
- All Honor Code violations should be reported to the Honor Code Office, even if the instructor elects to resolve the issue directly rather than referring the matter to the Honor Code Board.

5. OGS Policy Update – Kari Reeves

- The subcommittee has met 5 times and is making progress in reviewing all OGS policies and procedures and providing recommendations to be considered by the colleges and the Graduate Council. The committee is almost finished with the academic policies, will move to admission policies and will complete the process with a review of graduate assistantships, graduate council and graduate faculty.
- The Committee will benchmark (primarily against SEC institutions) the following items:
 1. Committee member changes
 2. Continuous enrollment
 3. #6000 vs 8000 required credit hours
 4. Academic Amnesty
 5. Minor hours
 6. Transfer hours and processes
 7. Time limits
 8. Others TBD

Planned timeline: the committee hopes to complete the review by late Oct/early Nov.

6. New Business:

- John Dickerson is working on an electronic version of the Change of Major form. Ian Munn suggested a “pop-up” or warning to the student that a change of major could jeopardize their in college scholarship. Kari Reeves suggested an auto generated email to the student rather than just a “pop-up” message.
- Center for Distance Education is hosting a graduate faculty training on Sept. 25 from 2:30 – 4:00 in Coskrey Auditorium, Memorial Hall.

- Ian Munn – The MSU Student Chapter of the Society of American Foresters was voted Best student chapter in the country, for the second year in a row.
- The College of Education has a new program manager MS Excellence in Teaching Program, Michelle Stubbs. She is going out across the state to visit teachers who are in their first or second year of teaching. Ms. Stubbs will be happy to distribute some of you promotional material if you will get it to her.

Adjourned: 2.50 PM