

**Associate Deans Council**  
**Oct. 24, 2018**  
**Meeting Minutes**

**Present:** Peter Ryan (Chair), Tommy Anderson, Tracey Baham, Tim Chamblee, Angie Chrestman, John Dickerson, Jim Dunne, Nancy Fultz, Brien Henry, Julie Jordan, Pat Matthes, Lynda Moore, Tabor Mullen, Ian Munn, Steve Parrott, Nicole Rader, Kari Reeves, Kevin Rogers, Susan Seal, Scott Willard, Arman Borazjani, Judy Ridner.

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 September 12, 2018 were approved as presented.

**2. Announcements:**

- Please remind the graduate students in your colleges the dates to apply for a degree.
- Please encourage your instructors to file their textbook adoptions and other material for spring of 2019.
- There was a minor fire in Oak Hall on Sunday night. Faculty should grant accommodations for excused absences and assist the students however possible. Twelve of the thirty rooms that were damaged will be back open on Friday.
- The College of Business compiled and submitted a list of 150 lapsed graduate students to be invited back to complete their degree.
- Dr. Michael Ryan, Associate Dean of Graduate School at the University of Mississippi Medical Center (UMMC) will be on campus Monday Oct. 29<sup>th</sup> to meet with Associate Deans to discuss graduate programs and potential collaborations, and also with interested students to discuss Graduate School programs and options for students at UMMC.

**3. Two-Factor Authentication for Students – Steve Parrott**

- This will be a student requirement for the spring of 2019.
- There was an article in The Reflector, October 9<sup>th</sup> alerting the students to this new requirement.
- If a student needs a fob/token the first one will be free, replacement fobs/tokens will cost \$21.40.
- Students that enroll in Two-Factor Authentication prior to November 30<sup>th</sup> will be entered to win a \$100 Amazon.com gift card.
- Please ask your faculty to promote Two-Factor Authentication during advising.
- Tommy Anderson suggested a “pop-up” for students when they are advising that would remind them to sign up for Two-Factor Authentication.
- Instructors of records: Spring courses will be available in CANVAS on Nov. 12<sup>th</sup>.
- 

**4. Study Abroad Course Approval Process – Kari Reeves**

- The Study Abroad Course Approval Form has a statement at the bottom of the first page that a student request approval for a course to apply toward degree after they return from abroad. After a discussion, the decision was made that this statement is confusing and should be modified. Dr. Ryan will work with The International Institute to make this change.

**Research Experience for Undergrads (REU) and Visiting Scholars:**

- There are no real process in place to handle these types of research experiences. And this has been treated like a camp. Dr. Ryan will get a group together to discuss this issue further.

**5. AOP's:**

➤ **AOP 12.12: Credit and Grades –**

AOP 12.12: Credit and Grades was approved with the removal of the word only in the 3<sup>rd</sup> paragraph and will now be presented to Deans Council for review.

**6. New Business:**

- Scott Willard: Informed ADC about the World Food Prize trip to Des Moines, Iowa where students presented their work on Global Food Security and Insecurity. It was a very rewarding trip.

Meeting adjourned: 2:31 pm