

Associate Deans Council
February 13, 2019
Meeting Minutes

Present: Peter Ryan (Chair), Tommy Anderson, Tracey Baham, Angie Chrestman, John Dickerson, Nancy Fultz, Pat Matthes, Lynda Moore, Ian Munn, Steve Parrott, Nicole Rader, Kari Reeves, Kevin Rogers, Susan Seal, Scott Willard, Arman Borazjani, Katie Oswalt, Sawyer Bowering, Jennifer Hoffman, Teri Robinson, Lara Threet

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

1. Consideration of the minutes

Upon a motion made by Peter Ryan, the minutes of January 23, 2019 were approved as presented.

2. Announcements

- Dr. Peter Ryan continues to work with Dr. Michael Ryan at UMMC to coordinate a meeting/visit with UMMC Graduate School.
- Please encourage your new faculty to attend these events:
 - Feb. 22 P & T Session
 - March 5 Q & A Lunch with the Provost
 - April 26 End of the Year Social
 - March 22 “possible” Bus Tour

3. Retroactive withdrawal – In order for the Office of the Provost to process retroactive withdrawals, we must have the correct information regarding the dates for retroactive withdrawals. We need the last date the student attended their respective classes.

This information is required by Financial Aid. The form will be revised to show all dates for each class.

4. Thesis/Dissertation Format Review – Pat Matthes, Jennifer Hoffman, Teri Robinson, Lara Threet

- Since July 2018 the Office of Thesis and Dissertation Format has been benchmarking how we treat the articles that are submitted prior to the thesis and dissertation process. One issue that has been found is that students are publishing papers and then needing to put them into the template. The Library Thesis/Dissertation Office has a full time faculty member and a full time staff member to assist the graduate students as much as we can. The Library Thesis/Dissertation Office would like to partner with Banner on a better submission process for the students. The Library is currently working with the IT Department to format a program to accomplish this.

5. New Business:

- The University Center for Academic Advising (UCAA) held an Academic Advisors Panel session Tuesday, Feb. 19 with 35 advisors in attendance. This was the fourth training session held by UCAA to update Academic Advisors on policies and procedures. There will be an orientation information session in May.

- The Career Center will host a Job Fair on April 4, from noon until 4:00 PM at Humphrey Coliseum. The fair will be open to all MSU students and alumni.
- The Center for Distance Education hosted a Higher Education Analytics Conference Feb. 20th. There were about 40 members from across campus in attendance this conference.
- The Associate Deans Council subcommittee that is reviewing the graduate school's policies and procedures section of the Graduate Catalog will probably have its last meeting on Friday, Feb. 15, 2019. Those edits will be shared shortly thereafter.
- Everyone should have received an email from Dr. Peter Ryan regarding the position announcement for the Associate Dean for the Graduate School. Please share the information with your department.

The meeting was adjourned at 2:35 p.m.