

**Associate Deans Council**  
**March 27, 2019**  
**Meeting Minutes**

**Present:** Peter Ryan (Chair), Tommy Anderson, Tim Chamblee, Angie Chrestman, John Dickerson, Jim Dunne, Nancy Fultz, Greg Hall, Brien Henry, Pat Matthes, Lynda Moore, Tabor Mullen, Ian Munn, , Kari Reeves, Kevin Rogers, Michael Seymour, Arman Borazjani, Juan Benavides, Judy Ridner, Meredith Nagel, George Dunn, Sawyer Bowering, Karen Crowe, Seth Oppenheimer, Lee Napier, Devon Brenner

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 February 13, 2019 were approved as presented.

**2. Announcements**

- Graduate School Policies & Procedures Recommended Edits from the sub-committee were forwarded by Dr. Peter Ryan to the Associate Deans and others for review and commentary. Please review these edits and email Dr. Ryan and Dr. Kari Babski-Reeves any changes you deem are appropriate.
- As of this day, the Office of the Graduate School has over 275 applications for graduate admissions waiting to be reviewed by the academic units. Many of these applications are from international students who need timely notification of the decision to admit in order to secure their visas. Please encourage your coordinators to review these as soon as possible.

**3. Career Expo – Dr. Devon Brenner**

The Imagine the Possibilities Career Expo will be held October 1-3, 2019 at the Bancorp South Center in Tupelo, MS. There will be over 7,000 eighth graders in attendance. This is a great opportunity for MSU to highlight their academic programs. For more information contact Devon Brenner.

**4. Graduate Enrollment – Meredith Nagel and George Dunn**

- The university has purchased SLATE, it is a new CRM software program that will house applications for graduate and undergraduate students. It will also house the workflow and the review process for graduate students as well.  
The goal of the graduate school staff is to go live August 1, 2019 for summer 2020 applicants.
- George Dunn will attend an upcoming NCUR (National Council on Undergraduate Research) Conference at Kennesaw State University. There will be approximately 1,000 undergraduate researchers at this conference.

**5. Undergraduate Research – Dr. Seth Oppenheimer**

- The Undergraduate Research Office has competitive summer research grants for Honors College students who have abstracts and/or juried presentations accepted at regional, national or international to conferences. We will contribute up to \$750 to assist the student with international travel.
- Please remind undergraduate students about the Undergraduate Research website for information about research opportunities with faculty. The website may be accessed through the Career Center, where faculty post research opportunities.

- The Undergraduate Research Office will also do matchmaking and try to match students with faculty/research projects. The 2019 Spring Undergraduate Research Symposium will be held on Tuesday, April 16, 2019 in the Colvard Student Union.

## 6. AOP's

### ➤ **AOP 12.15: Academic Probation, Suspension and Dismissal for Undergraduate Students**

A motion was made to approve AOP 12.15 with the current edits – first by Kevin Rogers and second by Kari Babski-Reeves.

After some discussion, it was decided that the following sentence should be added to the AOP, on the first page, under the Probation section, after the last sentence: *“Undergraduate students on academic probation may be limited in the number of credit hours they take (AOP 12.22: Undergraduate Student Course Load).*

Also, the word *“semester”* should be added to the Dismissal section, in the first sentence. AOP 12.15 approved by Associate Deans Council with the above edits.

### ➤ **AOP 12.37: Graduate Student Academic Grievance Procedures**

A motion was made to approve AOP 12.37 as presented – first by Kari Babski-Reeves, second by Kevin Rogers.

AOP 12.37 approved by Associate Deans Council with no edits.

### ➤ **AOP 13.14: Grade Appeal and Academic Review Board**

A motion was made to approve AOP 13.14 as presented – first by Kevin Rogers, second by Kari Babski-Reeves.

1. Tabor Mullen suggested the following be added to page 4, section b...*which will include a consultation with the Academic Review Board Chair to discuss and clarify the procedures of the Board.*
2. Dr. Ryan suggested the following be added to page 5, section f – The student must appear in person *or virtually*...
3. Tommy Anderson suggested the following be added to page 4, section e – The instructor shall be strongly encouraged to appear in person *or virtually*....
4. Tabor Mullen suggested all references in AOP 13.14 to “online grade appeal” or “electronic grade appeal” be deleted.

AOP 13.14 approved by Associate Deans Council with the above-mentioned edits.

## 7. New Business

- Arman Borazjani stated the Career Center and PCSW hosted a professional clothing drive for students and it was a great success. Thank you to everyone who participated.
- Dr. Kari Babski-Reeves announced that interviews for the Associate Dean of the Graduate School will be held the week of April 22 & 29.
- The CFR Charity Golf Match will be held at Old Waverly, April 5, 2019.
- The Academic Advising Awards are due to Nancy Fultz by Monday, April 1, 2019

The meeting was adjourned at 3:00 p.m.