

**Associate Deans Council**  
**February 26, 2020**  
**Meeting Minutes**

**Present:** Peter Ryan (Chair), Tommy Anderson, Tracey Baham, John Dickerson, Jim Dunne, Dana Franz, Nancy Fultz, Robert Green, Jeffrey Haupt, Brien Henry, Christine Jackson, Ron McLaughlin, Lynda Moore, Pat Matthes, Seth Oppenheimer, Steve Parrott, Judy Ridner, Michael Seymour, Juan Benavides, Melissa Moore, Cat Walker, Emily Shaw, Tina Gilliland

Dr. 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 from February 12, 2020 were approved with no edits.

**2. Announcements:**

- Just a reminder to contact Lawrence Charap if faculty in your department are interested in serving as Readers for AP programs.
- Dr. Peter Ryan will be attending a meeting today with the Division of Student Affairs and the Longest Student Health Director, Dr. Cliff Storey regarding the Coronavirus and what the university's response will be in the event of a pandemic and the admission of international students. The university has placed travel restrictions to infected areas. Dr. Robert Green asked for guidance to be given soon regarding Study Abroad Students. Dr. Ryan asked for documentation from any department canceling any study abroad programs.
- Drs. David Shaw and Peter Ryan met with Dr. Casey Prestwood at IHL Board Office last week. One of the topics of this meeting was that Appendix 7 is no longer required for new degree programs. The only Appendixes required now for a new degree program will be Appendixes 8. When submitting Appendixes, please make sure you are using the updated forms on the IHL website.
- The Office of the Graduate School hosted a Mardi Gras Open House on February 25<sup>th</sup> and this was a huge success with over 200 visitors to the office and approximately half of those being undergraduate students.

**3. Certificate Programs and Federal/SACSCOC Requirements – Dana Franz, Tracey Baham**

- Federal regulations don't recognize certificates as a standalone educational credential.
- The Federal Government has released a long list of definitions on what classifies certificates at various levels. At the moment Mississippi State University is only approved to offer post baccalaureate certificates or higher.

#### 4. Update on Hybrid Instruction – Dana Franz

- The UCCC has defined Hybrid Courses to be either a Face to Face or an On-Line Hybrid Courses.
- A **Hybrid Face to Face Course** will be any course that has more than twenty percent, but less than fifty percent of the material delivered in an on-line format. This is for innovative, dynamic types of instruction that will benefit the student in the learning process in new and different ways.
- The purpose for designating an Online course as Hybrid is to indicate to students that there will be a face to face component of the course that may require them to come to MSU.

#### 5. AOP's

- **AOP 12.17: Undergraduate Academic Fresh-Start or Academic Amnesty**  
Dr. Judy Ridner expressed concern about confusing language in paragraph A on page 1 (the last sentence in blue). Dr. Ron McLaughlin also thought the language needed more clarity. After a brief discussion, this AOP was tabled for the taskforce to clarify the language in question.
- **AOP 13.05: Faculty Grievance Procedures**  
AOP 13.05 approved with no edits.

#### 6. New Business:

- There is still time to submit nominations for the Academic Advising Awards.
- Banner 9 registration training will be held in 1030 Old Main on February 26 at 3:30 pm.
- Dr. Dickerson informed the ADC that the university's academic calendar is slightly different this fall due to the MHAA Play Off Games.
- Steve Parrott announced that the O365 student migration went very well. Over 39,000 student mailboxes were migrated. It was a very challenging endeavor for the ITS personnel.
- There will be a Microsoft training workshop for Faculty on March 24 and 25 in McArthur Hall. There will be two, 2-hour workshops catered toward faculty. There will be space for 80 faculty (20 at each training).
- Dr. Peter Ryan asked about the possibility of having Adobe Acrobat license available campus wide. Steve Parrott said this was researched about four years ago and the expense was too great. After a brief discussion, Steve offered to research this again and report back with more information.

The meeting was adjourned at 2:50 p.m.