

Associate Deans Council
April 28, 2021
“WebEx” Meeting Minutes

Present: Peter Ryan, Tracey Baham, Diane Daniels, Jim Dunne, Randy Follett, Nancy Fultz, Robert Green, Kimberly Hall, Jeffrey Haupt, Christine Jackson, Deborah Lee, Melanie Loehwing, Ron McLaughlin, Tabor Mullen, Ian Munn, Seth Oppenheimer, Steve Parrott, Kevin Rogers, Susan Seal, Michael Seymour, Emily Shaw, Scott Willard, Lauren Wright, Jermaine Jackson, Mary Love Tagert, Angus Catchot, Tina Gilliland

Dr. Peter Ryan called the meeting to order at 1:30 p.m.

1. Consideration of the minutes

Upon a motion made by Dr. Kevin Rogers and second by Dr. Ian Munn, the minutes from April 14, 2021 were approved with no edits.

2. Announcements:

- This will be our last official “full virtual” Associate Deans Council Meeting. We will convene our next meeting (May 12th) in Dunn Conference Room. For those council members not able to attend in-person we will continue to provide access to the meetings via Webex.
- Today is the last day of exams for this academic year.
- Starkville Campus commencement exercises will be held April 29 & 30 in the Humphrey Coliseum. Meridian Campus will hold commencement at the Riley Center on May 3 and the College of Veterinary Medicine will hold commencement for the DVM and Vet Tech students on May 5 in the Coliseum.

3. Grade Appeal eForm Process – Mr. Tabor Mullen

- The first step for a student submitting a grade appeal, is to contact the faculty member/course instructor, via email regarding the grade earned in the course. The faculty member/course instructor must provide a written response outlining how they arrived at the grade the student earned in the course.
- Once the intent to appeal has been established, Mr. Mullen, Acting Chair of the Academic Review Board, will engage that student immediately to verify that the student has a legitimate grade appeal issue, or if the issue is of a different nature. Allegations of sexual harassment or discrimination will result in the complaint being referred to the Office of Compliance.,.
- It is incumbent on the student to submit all the pertinent information necessary for their appeal.

4. AOP's

➤ **AOP 13.09: Credentials for Teaching**

Motion to discuss: 1st Dr. Robert Green, 2nd Dr. Randy Follett.

Dr. Tracey Baham stated that a Program Coordination statement was not part of any previous academic policy. However, upon SACSCOC review in 2018 it was deemed necessary to include in an academic policy a statement on program coordination. AOP 13.09 was deemed

the best fit policy for the inclusion of a program coordination statement as it aligns with the criteria for faculty teaching credentials.

Due to SACSCOC requirements, statements recommended for deletion by Faculty Senate during their initial review of this policy, have been added back to the policy.

Dr. Robert Green suggested to add “or related discipline” to page one, item number one.

AOP 13.09 approved with the above-mentioned edit by Dr. Robert Green.

5. New Business:

- Dr. Peter Ryan stated that study abroad programs continue to be approved, but travel overseas this summer will be depend upon the pandemic and country of destination restrictions/requirements. depending on the location.
- Dr. Jermaine Jackson announced the Global NACADA Advising week is May 2-8.
- The Center for Distance Education has training available for faculty during the month of May: <http://online.msstate.edu/online-training/>
- Mr. Steve Parrott stated that his team will be performing network upgrades on some of the larger academic buildings on campus prior to the start of the Maymester.

Meeting adjourned: 2:40 PM