

Associate Deans Council
August 12, 2020
“WebEx” Meeting Minutes

Present: Tracey Baham, Diane Daniels, John Dickerson, Jim Dunne, Randy Follett, Brent Fountain, Nancy Fultz, Robert Green, Jeffrey Haupt, Brien Henry, Teresa Gammill, Terry Jayroe, Ron McLaughlin, Deborah Lee, Lynda Moore, Tabor Mullen, Ian Munn, Seth Oppenheimer, Kevin Rogers, Susan Seal, Michael Seymour, Scott Willard, Lauren Wright, Melanie Loehwing, Tina Gilliland

Dr. Jim Dunne called the meeting to order at 1:30 p.m.

1. Consideration of the minutes

Upon a motion made by Dr. Jim Dunne, the minutes from July 8, 2020 were approved with no edits.

2. Announcements:

- Winter Intercession is being considered by upper administration; however, a decision has not been made.

3. Instructional Resource Guide – Dr. Brent Fountain

- CTL, CDE, Mitchell Memorial Library and ITS have all worked together to create an online Instructional Resource Guide at www.instructionalguide.msstate.edu. Please encourage your faculty to use these resources and provide feedback to the group on other resources needed.
- Faculty Class Technology resources are available on this guide along with many other topics
- This is a great resource for all faculty, especially for new faculty to the university.
- Required and optional syllabus statements are all listed here in one place making it more convenient for faculty.

4. Mitchell Memorial Library – Dr. Deborah Lee

- The library will have new hours for the Fall 2020 semester to allow for custodial staff to thoroughly clean.
- The number of seats has been reduced to ensure appropriate social distancing across all campus libraries.
- The MSU Libraries will gladly work with faculty on facilitating virtual collaborative student projects. However, given the reduced seating capacity and social distancing, the physical spaces of the libraries will not be able to provide collaborative student workspaces.
- A resource guide, explaining the library changes, has been shared with the Associate Deans to be passed on to their faculty.

5. AOP's

➤ **AOP 12.01: Academic Add/Drop Policy**

Dr. John Dickerson requested the following edits:

- 1) Section B. “will be assessed a fee” – change to say “will still be responsible for tuition of the class plus an additional late fee”
- 2) There is inconsistent wording about W versus “W” versus “grade of W”. Dr. Dickerson would like to clean these up to read the same.
- 3) Section B. “The advisor who permits the drop will specify its effective date.” The Administration Drop portion on the form says that the Dean should enter the effective date.
- 4) Section C. “The dean who permits the drop will specify its effective date.
- 5) An apparent inconsistency was discussed in the Table on page 2. It was not clear why the “drop with W day” for a 5-week class (20 class meetings) was on the 14th day while the Shortened Format (16-24 meetings) was on the 9th day.
- 6) Lynda Moore mentioned that a team worked on the Add/Drop form to help streamline the process and had not submitted the final version.

After a lengthy discussion, AOP 12.01 is tabled for further discussion.

➤ **AOP 12.04: Final Examination Policy**

Dr. John Dickerson requested the following edits:

- 1) The last paragraph of the Policy/Procedure section states the head and dean both must sign for exceptions, which seemed inconsistent with the second paragraph requiring “special permission from the Provost...” It was suggested that perhaps Dr. Peter Ryan could clear up why “special permission” was required from the Provost in the 2nd paragraph.
- 2) A question came up about why we require a 72-hour window for asynchronous distance class final examinations and there was some discussion about shortening the window.

After a lengthy discussion, AOP 12.04 is tabled for possible input on historical knowledge from Dr. Peter Ryan and further discussion.

➤ **AOP 12.22: Undergraduate Student Course Load**

Dr. John Dickerson request the following change.

- 1) AOP 12.15 is referenced but the correct title is “Academic Probation, Suspension and Dismissal for Undergraduate Students”. Dr. Randy Follett noted this would be a technical change and did not need discussion or a vote.
- 2) Section 1 remove “should be” and replace with “is”. Additionally, remove “by his or her academic advisor.” However, the Registrar’s Office routinely allows 17 credits since frequently a student has registered for 16 credits (e.g., four 3-credit classes and one 4-credit class of five 3-credit classes and 1-credit lab) along with a required 1-credit academic support/developmental class.

Following a discussion on the number of hours a student can take after Academic Suspension, AOP 12.22 is tabled for further discussion.

6. New Business

- Classroom cameras will be arriving later than anticipated. ITS is running a little behind but they are committed to having everything ready for class on Monday.

The meeting was adjourned at 3:21 PM