

Associate Deans Council
August 26, 2020
“WebEx” Meeting Minutes

Present: Peter Ryan, 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. 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, the minutes from August 12, 2020 were approved with no edits.

2. Announcements:

- The Office of Institutional Research and Effectiveness informed ADC members that the scantron equipment has been moved to 126 Magruder Street.
- The Office of Research & Economic Development wants to remind everyone about additional software tools that are available to the entire campus to help support research needs.
 1. Qualtrics
 2. Stata
 3. Digital Measures
- Ms. Christine Jackson noted that student athletes are struggling to get their textbooks due to lack of book adoptions by instructors creating challenges for Barnes & Noble (B&N) in having the class materials needed in stock by the first day of classes. Mr. Tabor Mullen said he would share this feedback with the B&N team. Associate Deans are urged to follow up within their departments to ensure book adoptions are completed in a timely manner. Department Heads are responsible for ensuring book adoptions are completed (per AOP 10.14 The Adoption and Sale of Textbooks and Other Instructional Materials).

3. Student Honor Code – Tabor Mullen

- Mr. Mullen provided MSU’s annual honor code report to the council. He also noted 2020 has been the busiest year ever for the Honor Code Office. In 2015-2016 the total number of Academic Dishonesty Cases adjudicated was 289, however for 2019-2020 the number rose to 460 cases. The increase may be due, in part, to better reporting engagement by instructors of the Honor Code Office to resolve cases.

4. Maroon Edition & Conor Brennan – Brent Fountain

- There are several opportunities for students to participate in programs this week with Conor Grennan, author of Little Princes – One Man’s Promise to Bring Home the Lost Children of Nepal. A university-wide email has been circulated noting all the dates and times for these

sessions. Hopefully, after the COVID-19 pandemic abates, Mr. Grennan will be able to visit the MSU Campus for further student engagement. All sessions this week are being recorded.

- The 2020 Convocation Coins will be given to freshmen and transfer students who view or attend at least one of the sessions with Conor Brennan.

5. AOP's

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

Dr. Randy Follett asked for clarification regarding the last day to drop a class with a “W” in the table for the five-week session versus the shorten format that has sixteen to twenty-four class meetings. Dr. Jim Dunne stated that it was likely selected due to the compressed nature of the five-week semester and to be consistent with the percent time of course completion in a normal semester. Dr. Peter Ryan concurred with Dr. Dunne’s statement.

Dr. John Dickerson suggested a notation in the policy that students will be responsible for any additional tuition and/or course fees.

Dr. Peter Ryan will work on these edits and circulate the new verbiage to the council.

AOP 12.01 is approved with the above-mentioned edits. AOP 12.01 will be forwarded for review by Deans Council.

➤ **AOP 12.04: Final Examination Policy**

The last paragraph of the Policy/Procedure section states the head and the dean both must sign for exceptions to the exam schedule, which seems inconsistent with the second paragraph requiring special permission from the Provost. Dr. Ryan noted that before a request of this nature could be brought before the Provost, it first must be approved by the Department Head and the Dean.

There was a question from last week’s ADC meeting asking why there was a 72-hour window for asynchronous distance exams. Dr. Ryan stated that the 72-hour window was to allow ample time for students in different time zones to take the exam. The duration of the exam is set by the instructor or up to three hours as is the norm for final exams.

Dr. Scott Willard stated there had been some confusion among his faculty regarding “asynchronous” and “online” courses with regards to the 72-hour policy.

Dr. Willard asked for the language to be written more clearly in the AOP.

Again, Dr. Ryan will create the language and send out to the council via email for review.

AOP 12.04 is approved with the above-mentioned edits. AOP 12.04 will be forwarded for review by Deans Council

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

There is a reference in this policy to AOP 12.15 Academic Probation for Undergraduate Students. The title to AOP 12.15 is incorrect and should read: “Academic Probation, Suspension and Dismissal for Undergraduate Students”.

Dr. Dickerson requested that “should be” be replaced with “is” in number one on page one.

Ms. Linda Moore requested the word “advisor” be removed in number one on page one.

After a lengthy discussion regarding the number of hours a student on academic probation can take, the decision was made to limit these hours to 16.

Dr. Ryan will make these edits and circulate the document to the council.
AOP 12.22 approved with the edits mentioned above. AOP 12.22 will be forwarded for
review by Deans Council

6. New Business

The meeting was adjourned at 3:08 PM