

Associate Deans Council
August 28, 2019
Meeting Minutes

Present: Peter Ryan (Chair), Tommy Anderson, Tim Chamblee, Jim Dunne, Nancy Fultz, Brien Henry, Terry Jayroe, Ron McLaughlin, Pat Matthes, Tabor Mullen, Seth Oppenheimer, Steve Parrott, Kevin Rogers, Michael Seymour, Lauren Wright, Juan Benavides, Lanna Miller, Tim Fancher, Kevin Edelblute, Cristi Stevens, Robert Green, Jan Fitzgerald, Dana Franz, Christine Jackson, 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 of August 14, 2019 were approved as presented.

2. Announcements:

- Fall Convocation went very well. The program started and ended on time. There were no delays with scanning of the students or the security screening. Thank you all who participated and helped to make this a successful event. The Fall Convocation video has been posted on MyState.
- Please remind faculty to take class attendance, especially for freshmen and sophomore level classes.
- Offices on the second floor Annex of Allen Hall have been temporarily relocated to Rice Hall during a time of repair and renovations due to air quality concerns. The relocated units are: The Office of Institutional Research and Effectiveness, The Department of Leadership & Foundation, and The Learning Center are temporarily located on the first floor of Rice Hall.
- Steve Parrott – On October 15, 2019 MSU1x wireless will no longer be broadcast. Everyone should use the preferred *eduroam* for WIFI. Also, the ITS Department will migrate all phones to C-Spire beginning at 7:00 a.m. on September 4, 2019. No down time is anticipated
- Robert Green: Biomedical Engineering and Petroleum Engineering received full accreditation by ABET. This will be retroactive to those students that have already graduated.

3. AOP's

➤ **AOP 13.09: Credentials for Teaching and Degree Program**

Susan Seal made the following recommendation (via email prior to the meeting):

*Distance courses: Any instructor teaching an online course must first complete training in online instruction offered by the Center for Teaching and Learning (CTL) **or the Center for Distance Education (CDE)** or be verified by CTL **or CDE** as being qualified to teach online courses.*

Michael Seymour was unaware of this suggestion and would like to discuss this with Susan Seal. Mr. Seymour will contact Dr. Seal to discuss appropriate language.

Update: The above mention edits were not approved by Michael Seymour and the changes will not be made.

Footnote. Dr. Seal has withdrawn the request to include CDE as an additional resource for credentialing faculty to engage in online instruction.

Scott Willard made the following recommendation (via email prior to the meeting):
Remove the word “tenured” in this sentence on page 4. The recommended edit should read as follows: *Be academically qualified in the field and be a member of the graduate faculty.*

AOP 13.09: Credentials for Teaching and Degree Program is approved with the one edit suggested by Scott Willard.

4. Non-Resident Student Charges – Kevin Edelblute

The new student payment plan that was implemented last year has been very successful. However, misinformation by some advisors has become problematic and has led to additional charges on student accounts. Below is an example: Recently, there was an issue \ in a distance course where there was not enough students for the course to make, so the instructor advised the students to drop out of this Campus 5 course and re-enroll in a Campus 1 section with online delivery. The instructor advised the students this would save them money on their student accounts since there would be no distance fees. However, there were some non-resident students in the class and when the students did as instructed, their bill actually increased due to their non-residents fee being applied to their account.

- Please remind advisors not to dispense specific financial advice to students. Students should be referred to Student Account Services regarding course fees and charges to their student accounts.

5. Welcome Center Information – Cristi Stevens

- The Welcome Center is located in the Cullis Wade Depot beside the Barnes and Nobles Bookstore.
- The Clock Museum is on the first floor and on the second floor is the College of Architecture, Art and Design Art Gallery.
- Twenty different types of tours are available to the general public, school groups, new faculty, etc.
- Parking Services is working with The Welcome Center and is providing a parking attendant to guide and assist visitors with day passes and parking questions/concerns while visiting campus.

The meeting was adjourned at 1:05 p.m.