

**Associate Deans Council**  
**January 8, 2020**  
**Meeting Minutes**

**Present:** Peter Ryan (Chair), Tommy Anderson, Amy Adkerson, Tim Chamblee, Jim Dunne, Dana Franz, Nancy Fultz, Robert Green, Jeffrey Haupt, Brien Henry, Cristine Jackson, Lynda Moore, Pat Matthes, Lynda Moore, Tabor Mullen, Seth Oppenheimer, Steve Parrott, Judy Ridner, Kevin Rogers, Susan Seal, Michael Seymour, Scott Willard, Lee Napier

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 November 13, 2019 were approved with no corrections.

**2. Announcements**

**3. Advanced Placement Capstone Diploma – Peter Ryan**

- Dr. Shaw asked that ADC consider the merits of offering credit to students who successfully complete the AP Capstone course sequence. Discussion ensued regarding awarding credit. Some institutions (e.g., Purdue University) offer 3 hours elective credit. Other institutions consider the completion of the AP Capstone course for placement and scholarships. Colleges were asked to bring this program to the attention of their academic units and consider options and recommendations on awarding credit.
- Only two High schools in Mississippi offers the AP Capstone course. More than 200 High Schools in Florida and Texas offer the AP Capstone course.
- Ms. Amy Adkerson reminded Council that the AP credit must articulate with a specific MSU course to receive credit.

**4. Reporting attendance and progress grades for freshmen**

- The Provost has asked that Department Heads encourage and remind faculty and instructors the importance of reporting attendance and progress grades in classes, particularly for freshmen. Student Success Office personnel use this information to track and identify students that may be struggling academically or with college life. This is vital information in order for us to be proactive in helping students be successful.

**5. Replacing broken seating in classrooms**

- Campus Facilities and the Registrar's Office have made a request of the College Deans Offices to please remind department heads and faculty to report any broken chairs/desks, damaged equipment, etc. in classrooms. When reporting these issues, please copy the Office of the Provost and Executive Vice President so we are aware of such issues.

**6. BAS & Accelerated Baccalaureate Program**

- The Provost's Office thanked department and faculty for the outstanding job of identifying appropriate curricula and corresponding credit hours for the different emphasis hours that

colleges are willing to offer for this program. This information is now being collated for the BAS website and development of the BAS program promotional materials.

- A request was made to the academic units offering emphasis areas in the BAS to please be sure to emphasize whether your offered courses are available online.
- The BAS program Campus 1 and Campus 5 advisor is Kali Dunlap, Center for Distance Education.
- The Meridian Campus advisor for the BAS program is Kristi Dearing.
- Dr. Ryan made a request of the colleges to provide a list of all the programs that each college is offering in the accelerated program format from BS to MS. The Provost's Office is currently working with the Office of Public Affairs in developing promotional material, branding and marketing strategy for the Accelerated degree programs.

#### **7. New Business:**

- Tommy Anderson brought forth a concern regarding unnecessary signatures needed for Add/Drop forms. Some departments require an advisor's signature and others require a Dean's signature. Dr. Anderson and Lynda Moore will review/revise the AOP and/or the Add/Drop forms.
- Dr. Robert Green will head a taskforce to review/revise the Academic Amnesty Policy and the Fresh Start Policy.
- Dr. Ryan brought forth an issue with regard to the Retroactive Withdrawal process. The policy states the student has one calendar year to file for Retroactive Withdrawal. Dr. Ryan asked whether the time restriction of "one calendar year" was necessary or should it be removed. The council will consider the implications and report back with their suggestions.
- Ms. Lynda Moore announced that there are 50 people registered for the external advising course.

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