

Associate Deans Council
January 13, 2021
“WebEx” Meeting Minutes

Present: Peter Ryan, Tracey Baham, Randy Follett, Brent Fountain, Dana Franz, Nancy Fultz, Robert Green, Brien Henry, Jeffrey Haupt, Deborah Lee, Teresa Jayroe, Melanie Loehwing, Ron McLaughlin, Tabor Mullen, Seth Oppenheimer, Steve Parrott, Kevin Rogers, Susan Seal, Michael Seymour, Scott Willard, Lauren Wright, Mary Love Tagert, Heidi Renninger, Jermaine Jackson, Mallory Amos, 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. Robert Green, the minutes from December 9, 2020 were approved with no edits.

2. Announcements:

- Mitchell Memorial Library recently launched a new webpage which includes most everything that was on the previous webpage. However, many of these items are now in new locations. Anyone having trouble navigating the new page, is advised to reach out to the staff at the library for assistance.

3. Grade Appeal Request/eForm Issues

- Dr. Robert Green noted that some Engineering faculty are having issues with the grade appeal request in eForms. Concern was expressed regarding the level of “back-and-forth” within the eForms process on each decision made on the grade. To limit some of the unnecessary entries, Tina will contact all parties by email regarding decisions relevant to the grade and upload responses in eForms. Dr. Green agrees this step will make things “neater” within the eForm portal.
- Dr. Green also stated that students must attach documentation that he/she has indeed met with the instructor with the initial request to change their grade. Tina will monitor the requests carefully and will contact the student immediately if this documentation is not attached at the beginning of the process.
- Dr. Scott Willard asked what will be the process for a student/department head/dean who doesn’t respond within 5 business days? Tina will make every effort to keep the process moving according to the policy. Whenever necessary, Tina will move the request forward to the dean if the department head doesn’t respond within the 5 business days. For the student who doesn’t respond within the 5 business days, Tina will make every effort to reach the student by email or phone and will ultimately pull the request (when necessary) and the request will be voided.
- Dr. Ryan and Mr. Tabor Mullen will meet and discuss some ideas and new language for the eForm portal to ensure this process runs smoother going forward. This will be discussed further in the next ADC Meeting. The default could be to move the appeal forward to the

next level and ultimately to the Academic Review Board so that a recommendation can be made to the Provost.

4. AOP's

➤ **AOP 13.05: Faculty Grievance Procedures**

Faculty Senate made an edit on page 2, section C, 4th bullet to add the following:

"...MSU Extension Service, MSU Meridian, and the University Libraries"

AOP 13.05 is approved in Associate Deans Council and is ready for review by Deans Council.

5. New Business

- Dr. Susan Seal asked if courses need to be approved to be taught online for summer and if they can get approval for teaching asynchronous online for Campus 1. Dr. Ryan stated yes, they need to be approved. The expectation is that those courses need to demonstrate that they are engaging in best online learning practices.
- Dr. Kevin Rogers noted that his faculty is struggling to meet the deadlines for online or hybrid summer and fall schedules for Campus 1. Dr. Brent Fountain stated this is one of the topics of discussion during the AVP Meeting on Friday. More guidance will be offered after this meeting.

Meeting adjourned: 2:22 PM