

**Associate Deans Council**  
**July 8, 2020**  
**“WebEx” Meeting Minutes**

**Present:** Peter Ryan (Chair), Tracey Baham, Thomas Bourgeois, Diane Daniels, John Dickerson, Jim Dunne, Brent Fountain, Nancy Fultz, Robert Green, Brien Henry, Teresa Gammill, Terry Jayroe, Christine Jackson, Pat Matthes, Ron McLaughlin, Lynda Moore, Tabor Mullen, Ian Munn, Seth Oppenheimer, Steve Parrott, Judy Ridner, Kevin Rogers, Susan Seal, Michael Seymour, Scott Willard, Lauren Wright, Mallory Amos, 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 Peter Ryan, the minutes from June 10, 2020 were approved with one minor spelling edit.

**2. Announcements:**

- Ms. Lynda Moore noted the Academic Advising Office is serving as a communication portal for students who have had their schedules changed due to the COVID-19 Pandemic. When students make inquiries, Ms. Moore directs the students to the appropriate area on campus and adds this information to a spreadsheet that is shared with Dr. Regina Hyatt. Mr. Tabor Mullen asked Ms. Moore to be sure and send any parents with issues to his office. He will be happy to assist.
- Dr. Susan Seal shared a document entitled “Fall Course 2020 Preparation Recommendations” with the council. This is a resource guide to assist faculty with instruction for the fall semester. Dr. Brent Fountain added that a website with more information will be live hopefully on July 20<sup>th</sup>.
- Lauren Wright shared guidance from the U.S. Immigration and Customs Enforcement’s Student and Exchange Visitor Program (SEVP). New guidelines prohibit international students from returning to or remaining in the U.S. this fall if the universities they attend deliver all their academic content online. Mississippi State University is planning to host a blend of face-to-face and online classes this fall. The SEVP guidance refers to this as a HYBRID approach to the fall term. As such, international students will be required to take at least one face-to-face course. Research hours will count toward this requirement as they are coded in Banner as face-to-face instruction. MSU and the academic units will work with each student to ensure that they have a fall schedule that includes some form of face-to-face instruction that meets the ICE/SEVP guidelines.
- Dr. Tracey Baham stated that technical changes for AOP 12.12 and 12.29 are in process now. MSU currently limits the transfer of academic credits from institutions that hold regional accreditation. This proposed change would allow the transfer of academic credits from any higher education institutions that has institutional accreditations that is recognized by the U.S. Department of Education. Dr. Baham also stated that the Office of Institutional Effectiveness

(OIRE) is moving from Allen Hall to the former Student Success Office (house) on McGruder Street. The Student Success Office will move into the OIRE offices in Allen Hall (Second Floor Annex). At some point the scanners (Scantron) will relocate to the QEP house at the very end of McGruder Street. Drop off/pick up stations may be implemented at some point to make it easier for faculty located in central campus.

- The Office of the Graduate School will be releasing it's first newsletter soon. This is an effort to connect the graduate community, students, faculty and staff, with the Office of the Graduate School and to take advantage of the graduate school as a conduit for important information you would like circulated. Important dates and academic achievements will be included.

### **3. Faculty Senate Approved Syllabus Statement – Dr. Peter Ryan**

- Dr. Judy Ridner asked to share a little context regarding this statement. Dr. Ridner noted the first statement is rather wordy to represent those faculty requiring students to wear masks in class and those not requiring students to wear masks in class. The second statement was basically to assure students classes would continue but might indeed look different.
- Dean Thomas Bourgeois states that the Dean of Student's Office is always available to assist the faculty with student behavioral matters in the classroom. If an issue with a student becomes disruptive to the class, please inform Dr. Bourgeois and/or his team.

### **4. Technology in the Classroom – Mr. Steve Parrott**

- Mr. Parrott shared a spreadsheet showing the classroom plans for the fall semester. Technology equipment has been ordered to enable all these locations to facilitate livestream capture or other recording methods of class proceedings for students that may be unable to attend class (illness etc.). There are concerns of a shipping delay due to COVID-19. Interval between class sessions has been increased to 20 minutes to provide enough time for students to get to class due to the dispersed nature of some of the facilities and buildings being used as classroom this fall in response to the CDC guidelines and the COVID-19 pandemic.

### **5. AOP's**

#### **➤ AOP 13.22: Guidelines for Adjunct Faculty, Visiting Faculty, Visiting Scholar and Visiting Executive Appointments**

Dr. Robert Green called attention to a typographical error. On page 1, under Adjunct Faculty, the word appointment is written two times in the first sentence. One of them needs to be removed.

AOP 13.22: Guidelines for Adjunct Faculty, Visiting Faculty, Visiting Scholar and Visiting Executive Appointments approved with no additional edits.

The meeting was adjourned at 2:48 p.m.