

**Associate Deans Council**  
**June 10, 2020**  
**“WebEx” Meeting Minutes**

**Present:** Peter Ryan (Chair), Tommy Anderson, Amy Adkerson, Tracey Baham, Diane Daniels, Jim Dunne, Brent Fountain, Nancy Fultz, Robert Green, Jeffrey Haupt, Brien Henry, Terry Jayroe, Christine Jackson, Pat Matthes, Lynda Moore, Tabor Mullen, Ian Munn, Seth Oppenheimer, Kevin Rogers, Susan Seal, Michael Seymour, Scott Willard, Lauren Wright, , 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 Peter Ryan, the minutes from May 27, 2020 were approved with no edits.

**2. Announcements:**

- New Faculty Orientation is scheduled for August 11, 2020 at the Mill Conference Center. Traditionally, we host this event face-to-face however, there is a very high probability that we will need to host this program virtually. The Office of the Provost & Executive Vice President is requesting that departmental personnel please send a list of all new faculty and Postdoctoral Fellows to Tina Gilliland at [tgilliland@provost.msstate.edu](mailto:tgilliland@provost.msstate.edu).
- Dr. Peter Ryan encouraged each department to develop a list of courses in your department that will be offered online. Please share this information with Dr. John Dickerson.

**3. Dean of Students Office – Tabor Mullen**

- The Dean of Students Office is experiencing a number of complaints involving racial bias. Many of these are from people who scroll through social media searching for questionable harassing behavior. If faculty receive any complaints regarding race or sexual misconduct, please refer them immediately to Mr. Brett Harvey.
- The Dean of Students Office is monitoring a twitter account called MSU Predators where people are anonymously filing accusations against individuals of sexual acts and/or sexual misconduct. General Counsel and Office of Compliance are involved and are working on ways this should be handled.
- The university has been experiencing honor code violations regarding unauthorized use of CHEGG by students during tests/exams. Some instructors don't mind if students use CHEGG during the regular semester, but it's not allowed during test/exams. Associate Dean Mullen stressed how important it is that instructors outline the use and expectations of CHEGG in the course syllabus.

#### 4. AOP's

- **AOP 13.03: Responsibilities in Instruction and Curriculum, and Attendance at Classes**  
During the May 27<sup>th</sup> Associate Deans Council Meeting, Ms. Mallory Amos requested the language in paragraph one be changed from “should” to “must” - *The syllabus should be presented at the first-class meeting...*. Dr. Scott Willard had requested on May 27<sup>th</sup> that the word “should” stay in the policy and the syllabus should be posted online. Dr. Robert Green asked that online be changed to “electronically”. The council agreed to these changes.

Mr. Tabor Mullen suggested that “Student Support Services” be changed to “Disability Support Services” in the first paragraph. There were no objections to this change.

There was a brief discussion about the faculty pointing students to the Emergency Guideline Booklet in the classrooms as an option rather than posting safety information in the class syllabus. The decision was made to reference the safety statement in the class syllabus. Dr. Ryan will revise the language to reflect the agreed upon edits in ADC.

Dr. Judy Ridner objected (via email to Dr. Ryan) to this sentence: “Any variations from the syllabus is only possible under extreme or extraordinary circumstances.” This language Dr. Ridner suggested was not agreeable to the council however, Professor Michael Seymour and Dr. Tommy Anderson agreed to work with Dr. Ryan to edit the language and perhaps use “rare” instead of “extreme”

AOP 13.03 is approved by ADC with the edits mentioned above.

#### 5. New Business:

- Due to the global COVID-19 pandemic, the International Institute has reported that securing visas for new international students is proving to be challenging since US Consulates remain closed in many countries. Thus, there is increasing concern that many new international students will not be able to secure their visas and develop travel plans to arrive in time for the start of the fall semester. Thus, a working group has been gathering information on ways to accommodate these students. These include virtual orientation programming, a proposed tuition reduction of 50% for students who elect to register and take courses online as recommended by their home department.
- The Center for Distance Education has posted June & July training sessions online at [msstate.edu/online-training/](https://msstate.edu/online-training/).
- There was a brief discussion regarding a possibility of requiring students to wear masks in the fall. Dr. Ryan stated the university is discussing the wearing of facial coverings while on campus, but that a final decision is not available at this time. A question was asked regarding the placement of plexiglass shields in the classroom between the instructor and students and the suggestion was discussed briefly. Dr. Ryan suggested that departments should make their request for plexiglass shields needs known to facilities as soon as possible.

The meeting was adjourned at 3:00 p.m.