

**Associate Deans Council**  
**March 25, 2020**  
**“WebEx” Meeting Minutes**

**Present:** Peter Ryan (Chair), Tommy Anderson, John Dickerson, Jim Dunne, Nancy Fultz, Robert Green, Jeffrey Haupt, Brien Henry, Terry Jayroe, Lynda Moore, Ian Munn, Seth Oppenheimer, Steve Parrott, Judy Ridner, Kevin Rogers, Susan Seal, Michael Seymour, Scott Willard, Juan Benavides, 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 February 26, 2020 were approved with no edits.

**2. Announcements:**

- The Office of the Graduate School has observed a marked increase in graduate application due to the waiving of the GRE and GMAT scores requirement for admission in response to the COVID – 19 Pandemic. All other requirements will remain in place.
- The Advising Award nominations deadline has been extended to April 3, 2020. Nancy Fultz sent an email with all the information for nominating someone for these awards and the new deadline.
- Susan Seal and The Center for Distance Education will be hosting training sessions on Academic Integrity and File Size within Canvas. Please encourage your faculty to take advantage of these training sessions at [online.msstate.edu/online-training](http://online.msstate.edu/online-training).
- Tommy Anderson stated faculty may need more “Hot Spots” for internet service at their residence. Steve Parrot stated that the university may be able to purchase more, but the supplies are limited. He will work with faculty to fulfill these needs.

**3. Academic Forms requiring signatures – Kevin Rogers**

- Kevin Rogers voiced concerns regarding forms (Change of Major Forms) that require three signatures during this time of “Social Distancing”. After a brief discussion, it was decided it would be acceptable during this unprecedented time to not require the student’s signature. It would be necessary to attach an email from the student for documentation. Please be sure to communicate with the department that is losing the student.

**4. Barnes & Noble Contract – Cheryl Bowen**

- Due to the contract the university has in place with Barnes & Noble, faculty should not post direct links to other vendors for textbooks on their syllabi. Also, some faculty are not completing the book adoption for their classes although they have the book listed in the

syllabus – when this happens Barnes & Noble does not have the books in stock for the students.

## 5. AOP's

### ➤ **AOP 10.14: The Adoption and Sale of Textbooks and Other Instructional Materials – Tommy Anderson**

Revision Proposal:

- *When revenue from the sale of textbook (s) or instructional material goes directly to a unit, the unit will be required to obtain no fewer than two competitive quotes for equivalent and current material from mainstream vendors. The cost to the student for the textbook or instructional material must be less than the least expensive competitive price for equivalent and current material. Approval for the adoption of the textbook (s) or instructional material that generates revenue for the unit must be obtained from the University's Textbook Approval Committee. Once approved, the request must be submitted to the department's Dean's Office, and then to the Office of the Provost for final approval.*

After a brief discussion of the language in the proposal, AOP 10.14 was approved with edits indicated above. The AOP should also be reviewed by the university's textbook committee.

### ➤ **AOP 12.17 Undergraduate Academic Fresh-Start or Academic Amnesty**

The university's task force recommended several edits to the original AOP. These edits are listed below:

#### ***Academic Fresh Start***

1. *To be eligible for Academic Fresh Start, an individual must be pursuing their first baccalaureate degree and ~~may not have attended any post-secondary institution of higher education~~ have not attended Mississippi State University for a period of at least twenty-four consecutive months.*
2. *When submitting the petition, the student must specifically identify the twenty-four consecutive months of their absence they wish to be used in evaluating their petition. All courses taken during the identified twenty-four consecutive months and all courses taken prior to that period will be eliminated from the student's grade point average and may never be used towards graduation at Mississippi State University.*

#### ***Academic Amnesty***

3. *To be eligible for Academic Amnesty, an individual must be pursuing their first baccalaureate degree and may not have attended ~~any post-secondary institution of higher education~~ Mississippi State University for a period of at least ~~five~~ four consecutive years.*
4. *The individual may petition for admission or readmission through the student's academic dean's office under the academic amnesty policy at any time up until the end*

*of the semester preceding that in which the student graduates. When submitting a petition, the student must specifically identify the four consecutive years of their absence they wish to be used in evaluating their petition. If the academic dean approves the petition, all credits earned, regardless of grade, during the specified four consecutive years will be eliminated from the student's grade point average and may never be used towards graduation at Mississippi State University. In addition, a student may have specific previously completed courses, where grades of D or F were assigned, eliminated from the computation of his or her grade point average. These eliminated courses may also never be used toward graduation at Mississippi State University.*

AOP 12. 17 recommendations approved with edits mentioned above.

The meeting was adjourned at 3:05 p.m.