

Associate Deans Council
May 27, 2020
“WebEx” Meeting Minutes

Present: Peter Ryan (Chair), Tommy Anderson, Amy Adkerson, Tracey Baham, Diane Daniels, John Dickerson, Jim Dunne, Dana Franz, Nancy Fultz, Robert Green, Jeffrey Haupt, Terry Jayroe, Christine Jackson, Ron McLaughlin, Lynda Moore, Tabor Mullen, Ian Munn, Seth Oppenheimer, Steve Parrott, Judy Ridner, Kevin Rogers, Susan Seal, Scott Willard, Michael Seymour, 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 April 29, 2020 were approved with no edits.

2. Institutional Effectiveness Reports for 2019-2020 – Dr. Tracey Baham

- Given the challenges to the spring semester due to COVID-19, OIRE realizes that not every unit can collect assessment data as it has in the past. Furthermore, we also recognize that connecting to the TracDat system while working from home is less than ideal. We cannot forgo assessment altogether; however, we would like to propose the following narrative-based, Word document approach to the IE report for this year. The template will be saved in a OneDrive folder and the department head and program coordinator can choose to share access to the folder as needed. OIRE will publish any exit survey or other instrument-based results to this folder.
- There were no oppositions to this change from the council and several members commented they thought it was a good idea.

3. AOP's

- AOP 11.01: Shackouls Honors College, Division of Academic Affairs
Dr. Chris Snyder, Dean of Honors College has activated the review of AOP 11.01 Shackouls Honors College as it is due for review.
Dr. Snyder has made minor edits to the policy seen below highlighted in yellow.

The Shackouls Honors College offers a challenging variation of the standard curriculum, through which qualified undergraduate students throughout the University enrich their academic experiences. For many courses both required and elective, Honors sections have been established. These are limited enrollment sections taught by designated faculty members. There are Honors courses and seminars in addition to these sections of regular departmental courses. To enroll in Honors courses, one must have been admitted to the College, which is University-wide. In addition to Honors course,

Shackouls Honors College promotes development opportunities for Honors students, including undergraduate research, international study, prestigious national and international scholarships, and creative and performance art activities. Requirements for joining the College and a full explanation of its offerings can be found in the University catalog (consult the index) and on the College's web page (honors.msstate.edu).

AOP 11.01 Shackouls Honors College was approved with no further edits.

4. AOP13.03: Responsibilities in Instruction and Curriculum, and Attendance at Classes
 - During the Associate Deans Council Meeting on April 29, 2020 Mallory Amos, Student Association representative brought forth a request to edit AOP 13.03. The Student Association is asking that instructors be required to include the syllabus online for students. After a lengthy discussion about the language (must/should) and the association with other policies, AOP 13.03 was tabled.

5. In-Person Lab Section – Fall 2020

The administration has participated in multiple discussion regarding in-person lab sections for the fall 2020 term. Council members received a draft document COVID-19 Laboratory Guidelines for Fall semester 2020 prior to the meeting with the intent of discussing recommendations. Discussion focused primarily around occupancy rates associated with implementation of the CDC's recommended social distancing standard (6 feet/3-foot radius between individuals), and whether all attending a lab session (students and lab instructors) should be required to wear a mask or other appropriate facial coverings. It was recommended that Dr. Ryan seek additional guidance from the Provost with regard to social distancing options and mask/facial covering requirements. The council also had a lengthy discussion regarding social distancing in the classroom. Dr. John Dickerson stated he would assist the departments in any way possible, however the departments know their needs best and should try to formulate a suggestion moving forward.

Notes from Dr. Ryan's meeting with Dr. Shaw on in-person lab guidelines for fall (evening of May 27, 2020)

Implementation of the CDC's social distancing standard may reduce lab occupancy to such a low rate that it would be difficult to meet student demand to access labs. Thus, in the absence of being able to implement the social distancing standard, the CDC recommends the use of masks/facial coverings (see link for details <https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/considerations.html>). Given that some labs have students work in teams or pairs and where desired occupancy rates are unable to support social distancing standards, a recommendation has been made to allow departments require students attending labs, studios or other experiential learning exercises conducted in a laboratory/classroom environment, to wear a mask or other appropriate facial covering.

6. New Business

- Dr. Brent Fountain requested that everyone reach out to faculty and department heads urging students to complete the First Destination Survey.

The meeting was adjourned at 2:54 p.m.