

Associate Deans Council
November 13, 2019
Meeting Minutes

Present: Peter Ryan (Chair), Noel Addy, Tracey Baham, Tim Chamblee, Brent Fountain, Dana Franz, Nancy Fultz, Robert Green, Brien Henry, Terry Jayroe, Lynda Moore, Tabor Mullen, Seth Oppenheimer, Steve Parrott, Judy Ridner, Kevin Rogers, Susan Seal, Lauren Wright, Sarah Helen Skelton, Ryan Jarratt, Laurel Tollison, Emily Shaw, Jake Manning, Tina Gilliland

Dr. Peter Ryan called the meeting to order at 1:30 p.m. in Dunn Conference Room, McCain Hall.

1. Consideration of the minutes

Upon a motion made by Peter Ryan, the minutes from October 9 and 23, 2019 were approved with no corrections.

2. Excused Absences – Ryan Jarratt and Laurel Tollison (Student Association representatives)

- The Student Association is receiving quite a few complaints from students who say their instructors are not accepting excused absences from the Longest Student Health Center. The Student Association would like to see the Health Center change the language on this document to be more specific, so instructors would be more willing to accept it. Dr. Peter Ryan added that the document the Student Health Center provides is not like an excuse a clinic or doctor's office would give. One reason the Health Center provides this type of document is the volume of students they see, especially at the peak of flu season. One option to help with this issue, is for the student to ask the Dean of Student's Office to verify the document for them (with the instructor). Dr. Ryan asked the Associate Deans to encourage instructors to be more flexible when considering excused absences for health reasons. Mr. Tabor Mullen, Associate Dean of Students, that Dr. Jeremy Baham, Assistant Vice President – Student Affairs, is working with Dr. Cliff Storey, Director of the Health Center on how best to address the doctor's excused absence note.
- Dana Franz added the UCCC is seeing in some syllabi that the drop grade option is being used for an excused absence. Dr. Ryan noted that AOP 12.09 does not allow an instructor to use a drop grade option for an excused absence.

3. Announcements

- The MSU Department of Music keyboard area invites all undergraduate students with a background in piano to consider a double major or a minor in piano. All potential music majors and minors are required to audition before the piano faculty in order to determine their suitability to enter the program, participate in any ensemble, and become eligible for a scholarship. Although alternate dates are available, the preferred scholarship audition date is Saturday, February 15th. To schedule a time, go to:
<https://www.music.msstate.edu/audition/request/> .

- The Idaho National Laboratory (INL) currently has two Graduate Fellowships available. Application instructions were emailed to the Council prior to today's meeting.
- The Three Minute Thesis Competition (3MT) will be held Nov. 14 and 15 in the Fowlkes Auditorium in the Student Union.
- Previously the Center for Community – Engaged Learning requested a question be added in Banner with regards to final grades. The language has been updated to the following: “Please indicate if this course had students interact at least once this semester with an external partner to achieve course objectives, enhance learning, and meet shared goals. Examples of external partners can be schools, nonprofits, business/industry, special interest groups, or individuals. (If you need assistance while answering this question, please contact 662-325-2370 or ccel@msstate.edu.)

4. My Best TOFEL Score

- MSU is now accepting TOEFL superscores for undergraduate admissions, but the decision on whether a student is required to take the GRE or GMAT is left up to the Graduate Programs.

5. Homecoming Week – Jake Manning

- The Student Association (SA) is developing a program that can hopefully turn into an MSU tradition. This program is called “Battle for the Bulldog” and is a university wide competition. The SA is hoping this will become a long-standing tradition promoting collegiate pride.
- There will be many homecoming activities this week such as a scavenger hunt, field day, etc. Please refer to the SA website for a list of all activities.
- Access to Teacher evaluations have been posted. Mr. Manning request that all departments encourage instructors to designate 5-10 minutes of their class time to allow students to complete the evaluations. Brent Fountain stated the Undergraduate Advising Evaluations are posted in Banner in the polling area and will be open from Nov. 18 – Dec. 1. A link to the evaluation will also be posted on the Provost and Executive Vice President's webpage.

6. Comprehensive Exams – Peter Ryan

- The Graduate School sent out an email notice about the comprehensive exams. The last day to complete a comprehensive exam for the Master's non-thesis degree programs is the last exam day of the semester. Students taking comprehensive/qualifying (Doctoral, Master's) exams must be registered for the semester in which they take the exam.

7. New Business

- Terry Jayroe said Adidas is creating a jersey that will benefit the TK Martin Center. The jerseys will be worn by the football team then sold and the profits donated to the center.
- Any groups or departments that would be interested in defibulator training should contact Tabor Mullen.
- The Associate Deans Council Meeting scheduled for November 27 is canceled.

The meeting was adjourned at 2:30 p.m.