

Associate Deans Council
October 23, 2019
Meeting Minutes

Present: Peter Ryan (Chair), Tommy Anderson, Tim Chamblee, Brent Fountain, Dana Franz, Robert Green, Brien Henry, Christine Jackson, Ron McLaughlin, Tabor Mullen, Ian Munn, Seth Oppenheimer, Steve Parrott, Judy Ridner, Kevin Rogers, Susan Seal, Scott Willard, Lauren Wright, Jake Manning, Lyla Garner, Carrie Rybolt, Lisa Goodin-Hunley, 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 approval of the minutes from October 9, 2019 was postponed until the next meeting due to a clerical error.

2. Announcements:

- Stephen Cunetto from the Mitchell Memorial Library sent out a mass email reminding everyone of the Open Education Resource Grant. Funding up to \$4,000 is available to faculty who wish to utilize Open Resources for their classes. The deadline to submit a proposal is November 11, 2019.
- A request has been made by the Community Engagement Committee, with the support of the Provost, to add a question to the submission of grades. The question is as follows:
“Please indicate if this course had students engaged with any non-course partner to achieve course objectives, enhanced learning and mutually benefit students and partners.”
The answer would be yes or no.
After some discussion, Ron McLaughlin suggested the question be as clear as possible. Some members of the council thought the word “engaged” was too vague. Dr. Ryan will make the recommendations to clarify the question being asked using more precise language.
- Each year the IHL, the Community Colleges and the private institutions submit nominations for the David C. Halbrook Award for Academic Achievement Among Athletes. This year’s MSU winners were Nuno Borges (Kinesiology) and Logan Boss (Business Administration).
- At the September 25 ADC meeting, Scott Willard asked about **AOP 13.22 – Guidelines for Adjunct Faculty, Visiting Faculty, Visiting Scholars/Scientists and Visiting Executive Appointments**. Dr. Willard’s question was whether the visiting professor needed to have a written agreement with the university. On the advice of the General Council, the following statement in AOP 13.22 covers this concern: “Additionally, those individuals invited to campus by means of a formal external appointment to participate in and perform in research/scholarly activities at the university as a collaborator must have a written agreement in place.”
- Regina Hyatt asked Peter Ryan to circulate a document regarding the renewal of the agreement between MSU and Barnes and Nobles at the ADC meeting and obtain feedback from the council. The university wants to ensure that Barnes & Noble is meeting the needs of the faculty and students regarding course materials. Faculty concerns are listed below:

1. Judy Ridner had an objection to the earlier dates that book adoptions are due. Peter Ryan said he would inquire why the dates were changed.
 2. Robert Green suggested changing the language in the handout on the last paragraph: "*Barnes & Noble is responsible for compiling and maintaining a list of such adoptions and providing this information to the university.*"
 3. Christine Jackson stated the athletes are having problems getting books on time.
Dr. Ryan will share these concerns with Dr. Hyatt.
- At the request of the Provost, Dana Franz has formed a subcommittee of the UCCC to determine the definition, codes, etc. for hybrid/blended forms of class instruction. The council has recommendations prepared for the Provost, but these recommendations have not been approved.
 - Jim Dunne and the staff at the Center for Teaching and Learning want to remind everyone that Friday is the last day for reporting progress grades. Dr. Dunne informed the ADC that several freshmen students are struggling academically. Dr. Dunne indicated the need to take remedial action with these students, but we must have the grades to do so. It might be in the best interest of some of these students to consider withdrawing for this semester.
 - Tabor Mullen stated the Counseling Center is seeing an increase in students with serious mental health issues. A part time psychiatrist has been hired to assist with these issues. Also, the university will have a psychiatric nurse practitioner on staff.
3. At the request of the Academic Review Board Chair, please be sure to process grade appeals received by your department as soon as possible so that the student may receive a ruling on their appeal in a timely fashion. Some of these appeals have been stalled/delayed for no apparent reason.
 4. Dr. Ryan reminded the ADC of the IHL policy passed in July allowing all IHL institutions to offer a pathway from an AAS degree to a BAS degree. The new BAS program is intended for students who have already earned their AAS degree. For those academic units willing to offer emphasis areas for the BAS, please identify courses (face-to-face, online) that will be part of your departments curricular for this program.
 5. Concern was expressed regarding complaints from students that attended the Career Fair that they received unexcused absences for the class they missed while attending the fair. This issue will be brought to the attention of the Provost for a resolution. Dr. Brent Fountain says this year the two-day Career Fair was open to all majors. He reported that we had the largest number of employers and students participate than ever before. Eight employers were turned away due to limited space. The Career Center is looking at opening the Coliseum floor and opening the Mize Pavilion to allow more employers to attend. Also, the staff might extend the ending time of the Career Fair to 7:00 PM to reduce conflicts with class schedules.

The meeting was adjourned at 3:10 p.m.