

**Associate Deans Council**  
**October 14, 2020**  
**“WebEx” Meeting Minutes**

**Present:** Peter Ryan, Tracey Baham, Diane Daniels, John Dickerson, Jim Dunne, Randy Follett, Dana Franz, Nancy Fultz, Robert Green, Jeffrey Haupt, Brien Henry, Terry Jayroe, Deborah Lee, Melanie Loehwing, , Lynda Moore, Tabor Mullen, Ian Munn, Seth Oppenheimer, Steve Parrott, Kevin Rogers, Susan Seal, Emily Shaw, Michael Seymour, Scott Willard, Lauren Wright, Sawyer Bowering, Mary Love Taggert, Angus Catchot, 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 Dr. Randy Follett, the minutes from September 23, 2020 were approved with no edits.

**2. Announcements:**

- The university prepared a report at the request of the IHL Board Office “entitled Student Support and Resources for Teaching and Learning, Fall 2020”. This report documents in detail the efforts put forth by academic and support units across the university in engaging and supporting the academic well-being of students attending MSU this fall. The report was submitted in time for consideration by the Board of Trustees at the monthly October 2020 meeting.
- Please note graduate students may enroll during the Winter Session for Comprehensive/Qualifying Exams, including candidate for the master’s or a PhD or for the purpose of defending a thesis/dissertation. It is the responsibility of the Major Professor to post thesis/dissertation hours to the Winter Session schedule to enable the student to enroll. To sit a comprehensive/qualifying exam or defend a thesis/dissertation, a student must be enrolled at the time of the exam or defense.

**3. Advising for Honor Students – Dr. Seth Oppenheimer**

- Please let your advisors know that honor students need a 3-hour honors course, each academic year, to stay in good standings.
- When students come for honors advising, they need to have their check sheets and their major requirements with them.
- There have been several instances where some academic advisors in a student’s home department, are advising students to drop honors courses or suggest they take the minimum number of courses, as well as discouraging them from doing the Cursus Honorum.
- There will be a virtual Fall Undergraduate Research Symposium Oct. 21-23. This is open to all students, not just honors students. More information at the link below.

- The website for undergraduate research no longer resides under the Career Center. It now resides under Shackouls Honors College, facilitated by Dr. Anastasia Elder. The new link is listed below.  
<https://www.honors.msstate.edu/research/undergraduate-research-opportunities/>

#### 4. AOP's

##### ➤ **AOP 13.01: Emeritus Appointments**

Dr. Randy Follett requested the word “deserving” be changed to “desiring” in the policy on page one, in the last paragraph. Dr. Follett also expressed interest in there being a review process for Emeritus status, similar to the process for P&T. Dr. Ryan said he would discuss this with Dr. Shaw but reminded Council that awarding of Emeritus/a is an honor title bestowed on an individual following retirement from the university for exceptional service. Dr. Follett acknowledged that the revision in the policy on page 2 that provides the opportunity for the re-nomination of a retiree in subsequent years may better address the concerns rather than having an appeal process.

Dr. Ian Munn recommended the word “desiring” stay in the policy and that was accepted as a friendly amendment and adopted by the Council. The AOP 13.01 was approved with the above-mentioned edit.

#### 5. New Business

- Mr. Steve Parrot noted that faculty need to be aware of their internet connections. Some students have experienced Wi-Fi issues due to the instruction delivery method chosen by their faculty member. Home Wi-Fi may be the cause some of these issues. Mr. Parrott also announced new Webex capabilities on campus. Closed Captioning and Live Transcription are now available. Please contact the ITS Help Desk to have this feature enabled.
- The Center for Distance Education is hosting a virtual 5k the week of Oct. 25<sup>th</sup>, to raise money for online scholarships.  
For more information please see the CDE weblink: <https://online.msstate.edu/virtual5k/>
- Mr. Tabor Mullen reminded the council that counseling services are available for students if needed. Student needs can always be referred to the Dean of Students Office for help.

The meeting was adjourned at 2:38 PM