

**Associate Deans Council**  
**September 23, 2020**  
**“WebEx” Meeting Minutes**

**Present:** Peter Ryan, Tracey Baham, John Dickerson, Jim Dunne, Randy Follett, Nancy Fultz, Robert Green, Jeffrey Haupt, Brien Henry, Terry Jayroe, Deborah Lee, Melanie Loehwing, , Lynda Moore, Tabor Mullen, Seth Oppenheimer, Steve Parrott, Kevin Rogers, Susan Seal, Scott Willard, Sawyer Bowering, Mary Love Taggart, Angus Catchot, Mallory Amos, Lanna Miller, Tina Gilliland

Dr. Peter Ryan called the meeting to order at 3:30 p.m.

**1. Consideration of the minutes**

Upon a motion made by Dr. Seth Oppenheimer, the minutes from September 9, 2020 were approved with no edits.

**2. Announcements:**

- The Annual Advancing Mississippi Conference is Friday, September 25<sup>th</sup>. This year’s conference will be virtual, and registration is required. Ms. Gilliland emailed the registration information to the council on Sept. 23<sup>rd</sup>.
- Please remind the academic advisors to process drop forms as soon as possible for those students who may need to enroll in the 8-week LSK 1023. Advisors should then forward the names and id information of those students to Dr. Clay Armstrong, Director – Learning Center to enroll in the course. Immediately processing the drop form will allow the student to be registered before the class starts. Processing the drop slip on the last day to drop makes adding students to the class much more difficult. The last day to drop a class with a W grade is October 6<sup>th</sup> which is also the first day of the LSK 1023 course offering.
- Please remind instructors offering face-to-face classes with an online component, that they are obligated to accommodate students who cannot take an in-person exam while on an excused absence, and thus must provide an online alternative exam. The Provost has asked for this accommodation during the current COVID-19 pandemic.
- Graduate student Welcome Week is September 20 – 27 with events each day organized by the Graduate Student Association.

**3. Advisor Assignments in Banner – Lynda Moore**

- Please remind departments to assign an advisor to each student in Banner.

**4. Methods of Delivery – Dr. Susan Seal**

- A document entitled Methods of Delivery – Spring 2021 was emailed to the council to help communicate the definitions of the various types of classes being offered in the Spring 2021

semester. This document should be shared with faculty to assist with the understanding of each type of class.

**5. AOP's**

➤ **AOP 12.09: Class Attendance & Reporting Absences**

Per a suggestion by Dr. Tommy Anderson, the word “reasonable” will be added to the 1<sup>st</sup> sentence in the 2<sup>nd</sup> paragraph on page one. The sentence will now read: A reasonable attendance policy is the purview of an individual instructor, subject to the limitations described later in the document.

AOP 12.09 is approved with the edit mentioned above.

**6. New Business**

The meeting was adjourned at 4:00 PM