

Associate Deans Council
September 13, 2017
Meeting Minutes

Present: Peter Ryan, Tommy Anderson, Tracey Baham, Drew Baker, Angie Chrestman, Brian Davis, John Dickerson, Nancy Fultz, Becky Gardner, Jeffrey Haupt, Brien Henry, Terry Jayroe, Kris King, Pat Matthes, Lynda Moore, Tabor Mullen, Ian Munn, Steve Parrott, Charles Provine, Kari Reeves, Kevin Rogers, Susan Seal, Emily Shaw.

Guests: Meredith Jackson, Tommy Parker.

Peter Ryan called the meeting to order at 1:30 p.m. in 611 Allen Hall.

1. Consideration of the minutes.

Upon a motion made by Kevin Rogers and seconded by Becky Gardner, the minutes of August 23, 2017 were approved as presented.

2. Announcements.

- Peter Ryan discussed the email that he sent earlier to Associate Deans, administrators, and various entities regarding requirements to participate in military duties. Due to the recent climatic disasters, it is very important that this information get back to department heads and faculty for support of these military students when called for duty, possibly a two-week period or longer. There will also be a whole battalion to deploy to Kuwait and/or Syria during the spring semester. If enrolled, these students will be given the opportunity to withdraw for the semester. These disasters and deployments will affect military students, meteorology students, and other MSU students whose families live in the disaster areas –Dr. Ryan reiterated the importance to support these students.
- Peter Ryan reported on the Complete to Compete program (C2C). There have been over 300 inquiries - eight MSU students are eligible to earn a degree under the C2C criteria pending final approval. He expressed thanks to Lynda Moore and Kristi Dearing (Meridian) and to the colleges for working to help get student programs confirmed to allow them to graduate. The C2C program, modeled from the BSIS degree and housed in the Provost office, is available for adult learners who have been out of school for two or more years and have earned at least 90 credit hours of course work.
- Peter Ryan discussed the potential involvement at the University of Arkansas Roma Center in Rome and stated that colleges need to be looking where there is momentum to develop consortia agreements with other SEC schools in order to have a program in place by spring/fall, 2019. This could help strengthen the Study Abroad program as well as take advantage of available funding.

3. Online Syllabi

- Tommy Parker and Meredith Jackson were present to demonstrate the proposed Banner feature for faculty or a departmental user to upload syllabi in Banner for student viewing before registering for a class. The request was made by the Student Association in order for students to make an informed decision during registration. ITS has been working with Rodney Pearson, Director of Student Success, to make the process easy for faculty and benefit the students.
- In Banner, the syllabus would be attached to a course and instructor. The feature would be placed in Banner under - Faculty & Department User/ Class Management/ Syllabus Management – then choose the department, enter instructor ID and courses to add a syllabus in pdf format with term start and end.

- A student would see the syllabus icon during the registration process to click and view before registering for a class. There was discussion to include the icon on the master schedule and a pop-up disclaimer. There were concerns with posting a sample syllabus versus the official syllabus of a course/instructor – but noted that the intent was not for a grading structure, but for a student to review the basic structure and/or challenging requirements of a course.
- The process will be in further discussion with Rodney Pearson, Student Association, and ITS on the concerns and feedback.

4. Refund Schedule/Drop and Add.

- Thomas Bourgeois reported on a recent issue with a student on the last day to drop/add a course – the student was going to withdraw – and being within the 90% withdrawal period, this low-income student would have had a balance due. Dr. Bourgeois referred to the refund schedule beginning before the last day to drop/add and wanted to make the issue aware of why not have the full refund available until the last day to drop/add a course.
- Peter Ryan made the point that these undecided students do tie up seats in classes for other students.
- After discussion, Peter Ryan noted that the issue can be brought forward to the next level of administration for consideration.

5. AOPs

- AOP 12: 36 Repeat Policy
 - After discussion, the policy was tabled and will be further discussed at a later meeting.
- AOP 13.11 Academic Freedom
 - After discussion, the motion was made and seconded to approve the deletion of the last sentence (*The University shall insist upon scholarly objectivity within and outside the classroom*). The policy will be forwarded to the Deans Council for further consideration.

The meeting was adjourned at 3:00 p.m.