

Dean's Council Minutes
September 18, 2017
Presidents Conference Room, Lee Hall 1:30 PM

Members Present: Peter Ryan (for Judy Bonner), Richard Blackburn, Tim Chamblee, Frances Coleman, Terry Dale Cruse, Amy Adkerson (for John Dickerson), Randy Follett, Mark Lawrence (for Kent Hoblet), George Hopper, Keri Reeves (for Jason Keith), Layton Little, Kevin Rodgers (for Sharon Oswald), Chris Snyder, Rick Travis, Jeffrey Haupt (for Jim West)
Others Present: Teresa Gammill, Brandon Jolly (for Joan Lucas), Steve Parrott, Susan Seal, Judy Spencer, Meredith Jackson, Tommy Parker, Rodney Pearson
Minutes Taken By: Dinah Jenkins

- I. Dr. Ryan opened the meeting for Dr. Judy Bonner in her absence and asked for a motion to accept the July 17, 2017 minutes. Dr. Richard Blackburn made the motion to accept minutes as written and Dr. Rick Travis gave the second. The July minutes passed with no edits or corrections.

- II. IT Update
 1. Two-Factor Authentication Nag Screen – Steve Parrott
 - July 24 the voluntary two-factor service, Duo, was rolled out and now has 1,427 users enrolled.
 - Beginning Monday, October 16, category I data users, as identified in MSU's Information Security Program, who have not enrolled in Duo will begin receiving a NAG screen encouraging them to enroll in Duo. These category 1 data users will be prompted by this nag screen every time they attempt to login to a CAS-enabled system until they have enrolled in Duo.
 - On October 4, an email will be sent to category 1 data users who have not enrolled in Duo informing them of what they will encounter on October 16 if they do not enroll in Duo.
 - Category I data users has 3,437 total users – 1,422 faculty and 2,015 staff. A recent phish compromised 300 account of MSU students, faculty and staff. Users who enroll in Duo will be at much less risk of getting hacked with the second layer of security two-factor authentication offers.
 - If user does not have a mobile device, such as a smart phone or tablet, a FOB can be picked up at the ITS Help Desk to allow the user to enroll in two-factor authentication.

 2. Online Syllabi Demo – Meredith Jackson/Tommy Parker
 - The Student Association asked if it was possible for instructors to post syllabi prior to the beginning of semesters to allow students to review the general requirement of a course prior to enrolling.
 - The functionality to post course syllabi in Banner was not available but Dr. Rodney Pearson worked with ITS and this capability was developed.
 - The functionality to upload a syllabus will appear as the Syllabus Management option at the bottom of the Class Management menu in myBanner. Instructors as well as departmental users will be able to upload syllabi.
 - All uploaded syllabi must be in pdf format.
 - The Syllabus is tied to a certain instructor and certain course, and is not section specific.
 - The instructor and/or departmental users controls the syllabi start and end date.
 - Once syllabi has been uploaded, there are multiple actions that can be performed such as download and save to computer, view, delete or edit syllabi.
 - When students register for courses, if syllabi has been uploaded, the students can click on syllabi to view.
 - Students can search for a specific courses and courses with syllabi uploaded will have a syllabi link.
 - When students view the uploaded course syllabi, they will be presented with a pop-up message disclaimer that it is a sample syllabi and the syllabi they receive in class may vary. This will assist students to make a more informed decision of class based on their needs. It is not intended to see specific assignments to compare with other instructors.
 - Discussion on Faculty Senate being engaged of the online syllabus and has been discussed in Faculty Senate. Dr. Follett suggested it be done again in the October meeting and presentation be done.
 - Dr. Chamblee stated the AOP 31.10 regarding scheduling and registration is coming up for review; suggested terminology could be inserted as a disclaimer for sample syllabus.

- III. Proposal for Summer Intermediate Course Requirements – Rodney Pearson
 1. Dr. Pearson stated that IHL Policy 608 requires specific intermediate coursework for ACT sub-scores below 17 in math, English, and reading.

2. 16% of students who have no low ACT sub-scores finish first term at MSU with GPA below 2.00. Of students with one low sub-score, however, 43% earn GPA below 2.00(then on probation). Students with two or more low sub-scores, 62% have GPA's below 2.00.
3. A group has been organized to work on a proposal that will implement a pilot summer program for incoming freshmen that have more than one ACT sub-score less than 17(excluding science, which IHL Policy 608 does not mention) and take steps to strongly encourage that students participate in the program.
4. Would like the students to come to a Summer Intermediate coursework that would benefit them academically, as well as ease the transition from high school to college.
 - Everyone that advises a student must understand this is an IHL policy.
 - The target program implementation for next summer will require MSU to offer sufficient sections of the three intermediate classes during the summer II, easing the financial burden on affected students. A ten-week class would be more ideal in teaching the material, the financial burden on students could be problematic.
5. Additional data:
 - This semester approximately 80 students should have taken intermediate class but did not. It is possible they took the ACT over or the intermediate class somewhere else and it has not come through.
 - The impact of low sub score lasts six years.
 - Feel like this would help students come to summer school before freshman year.

IV. Compete to Complete Update – Peter Ryan

- Technically, MSU has awarded eight degrees without coursework. One opted to complete their original degree program through Communication.
- MSU is first IHL Institution to declare students that will officially graduate through the C2C program.
- Have had over 300 inquiries and are second largest inquiries over USM.
- In January, we will be admitting students who need to take additional coursework.
- Many thanks to the Dean's office in Arts & Sciences, BSIS office and to Center for Academic Advising.

V. AOP Approvals – Peter Ryan

1. AOP 13.13: Leave Policies – Dr. Ryan proposed motion to accept the rescission of AOP 13.13. Dr. Hopper gave motion to accept rescission and Dr. Blackburn gave the second. Dr. Ryan stated the info in this policy is duplicated in another AOP policy as well as the Faculty and HRM policy handbook. The motion passed unanimously.
2. AOP 13.11: Academic Freedom – Dr. Ryan proposed motion to approve the policy as amended. Dr. Hopper gave motion to approve and Dr. Travis gave the second. Dr. Ryan stated there was discussion in the Associates Dean's Council regarding the sentence The University shall insist upon scholarly objectivity within and outside the classroom which the AD council felt was contradictory to the essence of academic freedom and requested it be removed. Dr. Follett verified with Dr. Ryan it will go to Faculty Senate for discussion. The motion passed unanimously.
3. AOP 12.32: Refund and Course Credit Policy for Student members of the Military called to active duty or deployed – Dr. Ryan proposed motion to accept the policy as is. A motion to accept the policy was made by Dr. Blackburn and Dr. Babski-Reeves gave the second. Dr. Ryan stated the policy enables military personnel to complete a course by accepting the grade they have if 75% completed, take incomplete or withdraw for refund if called to active duty. The motion passed unanimously.
4. AOP 12.26: Undergraduate Credit by Examination – Dr. Ryan proposed a motion to accept the policy with amended changes. A motion to accept the policy was made by Dr. Babski-Reeves and Dr. Hopper gave the second. Dr. Ryan stated request was to strike #2 in the policy is it no longer done and that #4 belongs in the admissions policy. The motion passed unanimously.

VI. Announcements

Submission of Grisham Master Teacher nominations are due by October 17.

There being no further business, the meeting adjourned at 2:32 PM.