

Dean's Council Minutes
October 16, 2017
1:30 PM
Presidents Conference Room, Lee Hall

Members Present: Judy Bonner, Terry Jayroe (for Richard Blackbourn), Lori Bruce, Tim Chamblee, Bob Wolverton (for Frances Coleman), Terry Dale Cruse, Brent Fountain (for Randy Follett), Kent Hoblet, Julia Hodges, George Hopper, Kari Babski-Reeves (for Jason Keith), Layton Little, Joan Lucas, Sharon Oswald, Steve Parrott, Allison Pearson, Peter Ryan, Chris Snyder, Rick Travis, Jim West

Others Present: Susan Seal, Judy Spencer, Teresa Gammill (for David Shaw)

Minutes Taken By: Dinah Jenkins

- I. Dr. Bonner opened the meeting asking for corrections or objections of the September 18, 2017 minutes. After none were given, George Hopper gave the motion to approve the minutes and Sharon Oswald gave the second. The September 18, 2017 minutes were unanimously approved as presented.

- II. Anti-Bullying – Judy Spencer
 - a) An ad hoc committee was appointed by Dr. Gilbert to determine if we needed a separate anti-bullying policy and if so, the committee was charged with submitting a proposed policy. This effort had strong faculty support since they felt the existing policies were based on federal law and that they had no recourse to resolve issues of bullying in the workplace.
 - b) The draft policy was distributed for review. The matter will be discussed at a later date after obtaining feedback.

- III. Online-Course Syllabi – Peter Ryan
 - a) Online-course syllabi has gone live with pre-registration. The purpose was to more accommodate students with challenges, such as if a student does not have transportation or has physical challenges, this will help as they plan the semester's classes.
 - b) A guidance sheet has been created for faculty which will walk them through the process to upload a sample syllabus. Faculty can upload the syllabus to be attached to a particular course. It can be updated at any time.
 - c) On the students side a pop up window will remind them it is a sample syllabus only. The working syllabus will always be the one presented at the time the student takes the course.
 - d) Students were pleased that they would be able to see at least a sample of the course syllabus.
 - e) George Hopper opened a discussion asking if Faculty Senate had addressed the on-line syllabus in the October meeting.
 - o Dr. Fountain stated it was on the agenda but time ran out to discuss. He stated the main concern was if the faculty member could be held to that sample syllabi that would be attached to the course in the online registration and wanted very strong wording in the nag screen which has been addressed.
 - o Dr. Bonner added that as academic leaders of the University, faculty in each college must understand how important it is to work with students.
 - o Tim Chamblee added AOP 31.10 which will be voted on in meeting, language was inserted from the Associate Deans and Faculty Senate Representative stating the syllabus at registration is not the official syllabus. And stated only the syllabus handed out in the actual course by the professor will be official.
 - o Layton Little added it is not mandatory to post the syllabus but is an opt in that does help the students.
 - o Dr. Ryan clarified once policies have been approved by the Dean's Council they go to Faculty Senate for review as part of the policy review process.

- Current numbers show 103 different faculty have uploaded syllabi to date and 179 syllabi are in Banner.

IV. AOP Approvals – Peter Ryan

a. AOP 12.36: Repeat Policy

The Associate Dean's recommended changes help policy be cleaner and more transparent and address concerns regarding overrides. Dr. Ryan made a motion to accept the policy and Dr. Blackburn gave the second. The motion passed unanimously.

b. AOP 31.10: Schedule Planning and Registration.

Corrections were made to clarify the policy and to include language regarding the posting of Syllabi to Banner. A revised draft to change language for clarification from student to undergraduate student in the first paragraph was given by Dr. Bruce. Dr. Ryan made a motion to accept the policy and Dr. Bruce gave the second. The motion passed unanimously.

V. Announcements/Other

- a. Dr. Travis announced a 10th anniversary of the founding of African American studies at MSU will be held November 5 & 6. There will be several distinguished people from around the country who are active in African American studies programs on campus along with Dr. Earl Lewis being the keynote speaker.
- b. Dr. Oswald asked for an update regarding the UCCC streamlining process and decisions to be in the colleges. Dr. Ryan stated progress has been made but will take some time. The Office of the Registrar is working with the provider of the software. They plan to remove the redundancies currently in the online submission process. Recommendation has been the syllabus will be primary document of information and the other questions will be upfront before the syllabus is uploaded that deal with credit hours, mode of presentation, format and such. This would be part of the recommendation that would go to Dr. Bonner, but a few are a concern for the registrar such as changing a name, code or requirement for a course that could have downstream consequences.
 - i. If deans/dept. heads would like to share with committee on recommendations please send to Dr. Ryan.
- c. Dr. Hopper invited the Council to the Ag Alumni Homecoming breakfast Oct. 21 at 7:30 AM.
- d. Susan Seal shared National Distance Learning Week begins Nov. 6th and will be highlighting the week across social media.
- e. Dr. Ryan shared a C2C update stating MSU has had over 400 contacts through the IHL Dashboard for the Compete to Complete degree and are on track to award 17 baccalaureate degrees without having to take additional coursework. IHL is tracking through their dashboard and passing on to the Governor's office.
- f. Steve Parrott shared Category I Data Users saw the DUO warning screen today and people were enrolling. In a discussion regarding students enrolling in DUO, he added students respond more to phishing emails than employees and some students have already enrolled.
- g. Dr. Fountain informed Council to look for the SEC Faculty Achievement Award announcement with nominations due Nov. 17th.

Dismissed at 2:07 PM