

Associate Deans Council
Dec. 12, 2018
Meeting Minutes

Present: Peter Ryan (Chair), Noel Addy, Tommy Anderson, Tim Chamblee, Nancy Fultz, Greg Hall, Brien Henry, Lynda Moore, Ian Munn, Steve Parrott, Nicole Rader, Kari Reeves, Kevin Rogers, Michael Seymour, Arman Borazjani, Lauren Wright, Annika Campbell, Bob Wolverton, Jr., Mitzi Johnson, Emily Shaw.

Peter Ryan called the meeting to order at 1:30 p.m. in Dunn Conference Room.

1. Consideration of the minutes.

Upon a motion made by Peter Ryan the minutes of Nov. 28, 2018 were approved as presented.

2. Announcements:

- Meridian Commencement will be held Thursday, Dec. 13, 2018, at 11:00 am.
- Main campus Commencement will be held on Friday, Dec. 14, 2018 at 9:30 am and 3:30 pm. Ms. Amy Adkerson noted that Associate Deans are needed to lead their students in at Commencement.
- Please note the deadline for grades to be posted is Dec. 17 at 10:00 am.
- The Office of the Graduate School has a large number of graduate students who have not registered because they have not been released by their departments. Please encourage your graduate coordinators to release these students as soon as possible.
- The Office of the Graduate School has entered into discussions with ITS to consider migrating graduate forms (committee forms, program of study forms, change of campus forms, transfer approval form) to eForms. This will help facilitate with acquisition of signatures, archiving and the processing of these forms.
- There was a brief discussion on why the “36th” class day was chosen as the last day for students to drop a class. Dr. Peter Ryan and Dr. Jim Dunne were curious if there is a specific reason that day was chosen. Some other schools have a more flexible schedule. Noel Addy stated that sometime faculty are measured on “do they hold the line on grades” or “is there a bit of grade inflation” and the longer you give students to drop a class then how does their grade distribution get evaluated at the end of the term? If everyone with poor grades dropped a course, then you’ve given everyone with poor grades an opportunity to bail, then what does their distribution look like at the end of the term. The Associate Deans were invited to engage in discussion within their colleges on the potential benefits and possible problems with changing the last day to drop a class to beyond the 36th day of the semester.

3. Canvas Update - Steve Parrott

- As of today 6,048 sections have been added to Canvas.
- Full deployment of Canvas is anticipated for spring 2019.
- Online Canvas webinars are currently being held for instructors.

- The ITS Department is offering a session called Canvas Corner to assist instructors with course set up in Canvas. This is a come and go session for anyone needing assistance. Check the ITS website for dates and times.

Duo Student Enrollment Update – Steve Parrott

- Currently there are 11,190 students enrolled in Duo. There are approximately 10,000 that have not enrolled and need to do so by the projected January 15 deadline.

MSU Email Upgrade Updates – Steve Parrott

- The MSU employee email system will soon be upgraded to Microsoft Office 365. The migration process will begin at the end of January 2019 and should be complete in early summer of 2019.
- Microsoft Office 365 offers a more secure environment and advanced threat protection with timely updates and enhancements.
- It is imperative that all mobile devices using the Microsoft Office 365 be up to date and running the most current software.

4. Faculty Fulbright Mentor/Coordinator – Annika Campbell and Lauren Wright

- Dr. Greg Hall has agreed to assist as the faculty mentor with the Fulbright Program.

Housing for International guests: Annika Campbell and Lauren Wright

- There is a need on campus for housing international guests for extended periods of time, such as visiting scholars and summer experiential programs.
- The new Aiken Village facility may have a few spaces available for housing these visitors.
- There is a space available for use by departments for international visitors in Nunnelee Hall. Please contact Dr. Chris Snyder for more information.
- Dr. Ryan asked that colleges submit their needs so this matter may be discussed further.

5. Transfer Courses in Graduate Programs – Kevin Rogers

- The Associate Deans subcommittee that is working on the Graduate School policies is requesting that the request for transfer credits form be added to Banner? Amy Adkerson said this was a Graduate School form not a Registrar's form. Dr. Ryan said he would review this request and discuss it further with the Registrar's Office and the Graduate School staff.

6. New Business:

- Ms. Amy Adkerson has some concerns about the terminology used in Canvas vs the same terminology in Banner. Specifically the term "cross-listed" has two separate meanings in these platforms. Ms. Adkerson is concerned about confusion this

might cause the instructors. Mr. Parrott stated the faculty having questions about this should go to servicedesk.msstate.edu search Canvas, and research what fits their model best. They may contact the help desk for further instructions.

Meeting adjourned: 2:40 pm