Associate Deans Council
January 10, 2018
Meeting Minutes

Present: Peter Ryan (Chair), Noel Addy, Tim Chamblee, Becky Gardner, Greg Haupt, Ron McLaughlin, Jim Dunne, Christine Jackson, Lynda Moore, Tabor Mullen, Steve Parrott, Charles Provine, Nicole Rader, Kari Reeves, Kevin Rogers, Scott Willard, Nancy Fultz, Julia Hodges, Allison Pearson, Ben Mackin, Pat Mattes, Ian Munn, Drew Baker, Jan Fitzgerald, Brien Henry
Guest: George Bennett, David Coward

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

1. **Consideration of the minutes.**
   Upon a motion made by Kevin Rogers and seconded by Ron McLaughlin, the minutes of December 13, 2017 were approved as presented.

2. **Announcements**
   - Just a reminder that that the Dr. Martin Luther King Jr. Day Annual Unity Breakfast will be held on Monday, January 15, 2018 at The Mill Conference Center beginning at 8:00am.
   - MSU's Academic Advisors Council has been doing great work to ensure that we are providing training opportunities for new faculty, new advisors or professional staff that are engaging in academic advising of students. The University Academic Advising Center has launched a new website and there is a "tip sheet" available for new advisors. All are encourage to view the web link.
   - We thank the ITS Department for assisting and facilitating the posting of the name of academic advisor for each student on their banner page.
   - Dr. Ryan suggested that the departments determine which personnel have authority to grant overrides so the proper training can be provided. Steve Parrot will generate a report showing who granted overrides for the Fall 2017 Semester; thus allowing the department to ensure the proper training for the appropriate individual or revoking unnecessary access.
   - Dr. Ryan asked for assistance in relaying to instructors and students the value of using scanners in the classroom regardless of whether credit is awarded for attendance as such attendance information is helpful in handling financial aid and final grade issues that may arise. Class attendance becomes a very important piece of information if a student has an issue in one or both of these areas. Dr. Ryan also suggested a Reflector article might help alert students to the benefits of the Scanners in the classroom.
   - Lynda Moore stated that students with 75 hours or more cannot be listed as undeclared and would need to be retained in the college/dept.

3. **Textbook Adoption –** George Bennett & David Coward
   - Faculty Enlight has been integrated into MyState and Blackboard. Right now we have about 80% of the faculty using Faculty Enlight. Mr. Bennett explained that the reason auto adopt of textbooks in Faculty Enlight will not work due to frequency with which a class instructor or text may change.
   - Concern was expressed by some departments that information entered seems to not be retained. Mr. Bennet explained that if the person keying in the book request is not set up in the system as an approver it will cause problems. George Bennett will work with the departments to get their personnel set up in the system properly.

➤ A question was asked with regard to progress being made on "bundling" of textbooks. Mr. Bennett has been in touch with the publishers regarding bundling required textbooks for the students. He is also waiting on a response from the Controller's Office regarding feasibility of billing directly to student accounts.

➤ There have been some copyright issues with course packs that have been sent to Copy Cow for printing. However, Mr. Bennett assures the council that this has been taken care of.

4. **Mandatory Enrollment Date for Two-Factor Authentication –** Steve Parrott
   ➤ The deadline for enrollment for the Two-Factor Authentication is February 1, 2018.
   Users currently enrolled is at 3,415
   Category 1 users currently enrolled is at 2355
   ➤ Category 1 users that are currently not enrolled will receive a warning screen upon logging into the system now.
   ➤ On February 1st, all users not enrolled will automatically be enrolled and they will be forced to register upon attempted login.
   ➤ ITS can supply a FOB for employees who do not have or do not wish to use their personal cell phones.
   ➤ The ITS Dept. will be sending an email to encourage the students to use Two-Factor authentication when accessing the university MyState system also.

5. **AOPs**
   ➤ **AOP 13.05   Faculty Grievance Procedures**
   Faculty Senate requested notation be provided in the policy that a faculty member has the option to consult with the university ombudsman prior to initiating a formal grievance.
   Motion was made and second to approve with the recommended edit.
   It will be presented to Deans Council for further consideration.

   ➤ **AOP 13.21   Faculty Released Time for Specified Committee Chairs**
   There was a motion and a second to approve the policy. There was no discussion.
   It will be presented to Deans Council for further consideration.

6. **Other announcements**
   ➤ UACC will be conducting mobile advising again in February.
   ➤ Steve Parrott – 16,446 students that have been assigned an advisor
   　　　　　　3,365 students do not have an advisor
   ➤ Christine Jackson – announced that the Fall 2017 GPA of 3.16 for student athletes was the highest on record.

The meeting adjourned at 2:51p.m.