Associate Deans Council
May 23, 2018
Meeting Minutes

Present: Peter Ryan (Chair), Noel Addy, Tracey Baham,Tim Chamblee, Angie Chrestman, John Dickerson, Jim Dunne, Nancy Fultz, Becky Gardner, Greg Hall, Jeffrey Haupt, Christine Jackson, Terry Jayroe, Ron McLaughlin, Pat Matthes, Lynda Moore, Tabor Mullen, Ian Munn, Steve Parrott, Nicole Rader, Kari Reeves, Kevin Rogers, Susan Seal, Emily Shaw
Guests: Annika Campbell

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 Peter Ryan the minutes of April 25, 2018 were approved as presented.

2. **Study Abroad Proposal** – Annika Campbell
   The International Institute is working very diligently to increase the number of students that study abroad. Nearly 80% of the students that study abroad do so on faculty led programs. The institute is proposing viable and strategic programs. Some points to consider when planning a study abroad program include: choice of topic of the course, selection of the faculty leader, something that can be counted on by the students, knowing the student population and college wide support for the program.
   - MSU Faculty-led student international travel that is not associated with a course (e.g., MSU sanctioned Student Club activity) will now be routed through the International Institute for approval.

3. **Canvas Update – Steve Parrot**
   - The IT Department has received overwhelming positive feedback about the move from Blackboard to Canvas.
   - Canvas has real time integration rather than a "batch" system.
   - Faculty are encouraged to begin moving needed Blackboard content, grades, assignments to Canvas. MSU will no longer have access to Blackboard after June 30, 2019.
   - This fall a group of faculty will pilot the use of Canvas in the classroom. Training for the pilot group will begin next month and will be provided by expert users of Canvas.
   - Canvas preview sessions will be held in late August.
   - Oct/Nov 2018 course information will be sent to Canvas to be up-loaded into the system.
   - Canvas has a migration tool, but faculty are encouraged to rebuild their courses in Canvas in order to maximize the features available.

- Dr. Ryan suggested that New Faculty, who have expertise and have been using Canvas, have an opportunity to continue to use Canvas rather than being trained on Blackboard. Associate Deans are encouraged to discuss this with their Deans and Department Heads.

4. **AOP's**

➢ **AOP 13.05: Faculty Grievance Procedures**
Kari Reeves suggested the following edits to AOP 13.05:

☐ Page 4 section C
During the proceedings, the parties concerned will be permitted to have a nonparticipating advisor of their choice, which may include legal representation.

The grievant must provide 48 hours' notice if they plan to bring legal counsel to the proceedings as MSU legal counsel will also need to be present.

☐ Page 7 section F
The withdrawal request should be made in writing to the individual hearing the grievance at the time of the withdrawal. The grievance must be signed and dated by the grievant.
AOP 13.05 approved with the above edits.

➢ **AOP 13.24: Annual Faculty Review Process**
Noel Addy made the motion to table this document, second by Ian Munn.

➢ **AOP 12.11: Degree Requirements – Undergraduate**
After a brief discussion, the following edits were suggested:
☐ Page 1 (1-9) Bullet these items
☐ Page 1 (7) Delete entire sentence (No more than 20 percent of any….)
☐ Page 1 Add sentence: "The limit on the acceptance of credit from junior or community colleges is one-half the total requirements for graduation in a given curriculum." Make this the new number 6.
☐ Page 3 section 7 Change "plan" to "will plan"
AOP 12.11 approved with above edits.

➢ **AOP 12.21: Veterans' Academic Status**
Approved with no edits

➢ **AOP 12.23: Cooperative Education Program**
☐ Page 1 paragraph 1 Remove "five-year"
☐ Page 1 Paragraph 3 A community/junior college or senior college transfer student who has at least a 2.50 overall average (on a 4.0 grading system) is eligible for participation after completing one full semester in full time student status.
AOP 12.23 approved with above edits

- **AOP 12.18 Academic Amnesty for Graduate Students**
  - Page 1 paragraph 2 "To be eligible for the program, an individual may not have been enrolled as a graduate student at Mississippi State University for at least 5 years. Academic amnesty may be requested through the student's program after readmission has been granted. The student can request academic amnesty until the end of the semester preceding that in which the student graduates."
  - Page 1 paragraph 3 – delete this sentence: "With notification from the Dean of the Graduate School, the Registrar's office will segment the student's academic record showing all courses and grades to be included in academic amnesty and recalculate the graduate GPA accordingly
- **AOP 13.07:Academic Promotion and Tenure**
  - AOP 13.07 tabled (This AOP was erroneously not disseminated to the council prior to the meeting)

Announcements:

At the request of Dr. Bonner, Dr. Ryan will be serving as the Interim Dean, Office of the Graduate School. Dr. Ryan will work closely with the Associate Deans of the colleges who have responsibilities for graduate education and research, with graduate program directors, and with the Graduate Council in order to identify issues which need to be addressed.

Nicole Rader: The faster your advisors get student pre-registered the sooner we will know what courses still need to be offered.

Adjourned: 3:07 PM