

Associate Deans Council
June 9, 2021
Meeting Minutes

Present: Peter Ryan, Tracey Baham, Diane Daniels, Jim Dunne, Randy Follett, Brent Fountain, Dana Franz, Nancy Fultz, Don Grebner, Robert Green, Kimberly Hall, Jeffrey Haupt, Brien Henry, Christine Jackson, Deborah Lee, Melanie Loehwing, Lynda Moore, Tabor Mullen, Ian Munn, Seth Oppenheimer, Steve Parrott, Kevin Rogers, Michael Seymour, Emily Shaw, Scott Willard, Lauren Wright, Tom Carskadon, Tracy Craven, Tina Gilliland

Dr. Peter Ryan called the meeting to order at 1:30 p.m.

1. Consideration of the minutes

Upon a motion made by Dr. Randy Follett and second by Dr. Ian Munn the minutes from May 26, 2021 were approved with no edits.

2. AOP 12.08: Requirements for Degrees, Academic Minors, Certificate Programs, and Academic Consortial/Contractual Agreements

- Per Dr. Ryan, most of the edits shown in this document are recommendations from Dr. Tracey Baham to ensure MSU is in compliance with SACSCOC standards.
Dr. Ryan also made a motion to approve these edits and a second was made by Dr. Jeffrey Haupt.
AOP 12.08 approved with no additional edits.

3. a.) Pre-requisite requirements – Dr. Robert Green

- Dr. Green shared with the ADC challenges the Bagley College of Engineering is experiencing with transient students not meeting pre-requisites. These students are arguing with staff members, changing majors as a way to get into their desired programs and even changing their campus in an effort to avoid taking pre-requisites. He was interested to hear whether other colleges were experiencing similar issues.

b.) Military Withdrawals

- There have been multiple military withdrawals for reasons which the policy was not intended. Some of these withdrawals are having financial implications on the departments due to prorated summer pay schedules. Mr. Tabor Mullen suggested Dr. Green speak with Colonel Lock to help address this concern.

4. Undeclared Students – Ms. Lynda Moore

- Ms. Moore would like to discuss lowering the number of requirements that students need in order to declare a major. Dr. Ryan asked Ms. Moore to check on the requirements with our peer institutions on when a student must declare a major and discuss them at the June 23rd Associate Deans Council Meeting.

5. Student Assessment of “Teaching Survey Instrument” – Dr. Tom Carskadon

- 1) Dr. Carskadon was asked by Dr. David Shaw to bring before the Associate Deans Council the revised document of the student assessment/evaluation of teaching survey instrument for discussion. Dr. Shaw was specifically concerned about the lack of a question addressing the effectiveness of the course instructor. It is the opinion of Dr. Carskadon that the survey should address four key areas of instruction: Clarity – Does the instructor explain things clearly?
 - 2) Enthusiasm – Does the instructor seem enthusiastic?
 - 3) Caring – Does the instructor want the student to succeed?
 - 4) Summary – This should be an overall review.
- There was some discussion about the ability of students to determine “enthusiasm” and “caring” from the instructor. Everyone shows these emotions in different ways and students may not visibly see these traits.
 - There was a lengthy discussion about the former taskforce committee and the document they originally created.
 - There was no resolution to include a question in the survey that addresses the effectiveness of the course instructor.
 - Dr. Ryan stated that Dr. Eric Moyon, chair of the subcommittee will join the Associate Deans Council Meeting on June 23rd to further discuss the survey instrument.

Adjourned 3:00 PM