

**Associate Deans Council  
October 13, 2021  
Meeting Minutes**

**Present:** Peter Ryan, Tracey Baham, Jim Dunne, Anastasia Elder, Randy Follett, Dana Franz, Don Grebner, Robert Green, Kim Hall, Jeffrey Haupt, Brien Henry, Deborah Lee, Ron McLaughlin, Melanie Loehwing, Lanna Miller, Lynda Moore, Tabor Mullen, Steve Parrott, Kevin Rogers, Michael Seymour, Emily Shaw, Scott Willard, Andy Perkins, and 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. Kevin Rogers and Dr. Brien Henry the minutes from August 25, 2021, were approved with no edits.

**2. Announcements:**

- MSU's new Dean of Libraries is Dr. Elisabeth Pankl. Dr. Pankl will begin her new role on January 1, 2022.
- The Thrive in Five Program should have proportional weight of courses shared between the baccalaureate and the master's degree (SACSCOC standard). The shared course credit hours may range from 9 to 15 credit hours which will be dependent upon the accelerated program and the student must be a Junior in academic standing (earned at least 60 course credit hours). Also, the minimum GPA requirements for this program will change to a 3.25 beginning in January 2022. Most programs require a GPA 3.50
- A motion will be presented to Graduate Council to clarify the proportional weight of shared courses to a maximum of 15 hours, and approval to raise the minimum GPA to 3.25 for undergraduate credits to be admitted into the program. For graduate degrees, there is a proposal to change the rule on the percentage of 8,000 level course requirements. Instead of requiring that 50% of a program of study be at the 8000 level, the recommendation to be presented to Graduate Council will be to allow a minimum of 9-12 course credit hours, the 12-hour minimum is preferred. Programs can require more hours as they so choose. However, there are challenges for some academic programs to provide enough 8,000 level courses for their degree programs, so this rule accommodation will help alleviate such course constraints. The council had no objections to this proposal.
- Dr. Deborah Lee announced the Library's Winter Session Resources for Faculty and Students can be found at <http://library.msstate.edu>.

**3. Honor Code – Associate Dean Tabor Mullen**

- Associate Dean Mullen presented the 2020 – 2021 Honor Code Annual Report.
- In the last two years, there has been an increase in honor code violations. One contributing factor is possibly the increase in the number of online classes being taught.
- Student's using their smart phones and apple watches are currently one of the biggest problems that faculty members face in the classroom.

- After two honor code violations, a third violation automatically sends the case to the Honor Code Board for review. It is highly encouraged that faculty check with the Honor Code Office for information on prior violations before considering a course of action on a potential Honor Code violation.

#### **4. Instructional Faculty Promotional Proposal – Dr. Peter Ryan**

- At the request of the Provost, Dr. David Shaw, the university is working to develop a promotion procedure for faculty that hold the rank of instructor. Dr. Ryan provided handouts to the council, to be used as a “template or starting point” for the drafting of a promotion procedure document.
- A subcommittee was formed during the ADC meeting today to include the following:
  - Dr. Scott Willard – CALS and CFR
  - Dr. Kevin Rogers - COB
  - Dr. Dana Franz – COE and OIRE
  - Dr. Robert Green - BCOE
  - Dr. Andrew Mackin - CVM
  - Professor Jeffrey Haupt - CAAD
  - Dr. Melanie Loehwing, CA&S Subcommittee Chair
  - Mr. Robert Banik – Faculty Senate
  - Dr. Peter Ryan ex officio

*Adjourned 2:50 PM*