

**Associate Deans Council
December 8, 2021
Meeting Minutes**

Present: Peter Ryan, Tracey Baham, Thomas Bourgeois, John Dickerson, Jim Dunne, Anastasia Elder, Randy Follett, Dana Franz, Nancy Fultz, Don Grebner, Robert Green, Kim Hall, Jeffrey Haupt, Christine Jackson, Deborah Lee, Melanie Loehwing, Ron McLaughlin, Lynda Moore, Tabor Mullen, Ian Munn, Steve Parrott, Kevin Rogers, Susan Seal, Michael Seymour, Lisa Stricklin, Emily Shaw, Andy Perkins, Carrie Rybolt, Kali Dunlap, Kristi Dearing, Andy Perkins, Jaiki Shumpert 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 a second by Dr. Ian Munn, the minutes from November 10, 2021, were approved.

2. Announcements:

- Commencement will be held on Friday, December 10th at 9:30 and 3:30 pm in the Coliseum.
- The university's first hooding ceremony will be held on Thursday, December 9 at 4:00 pm in the Mill Conference Center. College representatives should arrive no later than 3:00. There will be a reception immediately following the ceremony.

3. University Syllabus: Drs. Dana Franz & Andy Perkins

- One of the things that typically delay approvals in UCCC is missing policy information or required statements on class syllabi. The UCCC is proposing a "university syllabus" that would contain all the required notices for students and would serve as a companion to the course syllabus for all campus course offerings via a university web link. This would allow faculty the freedom to omit this information on their syllabus. The students would be directed to the university syllabus within the course syllabus and the university syllabus would be loaded into Canvas every semester. When changes to policy or statements are added, deleted, or modified the university syllabus would automatically be populated with a push from ITS when Dr. Dana Franz updates the information. Hopefully the university syllabus will be in place in the Fall 2022.

4. University Studies: Ms. Kristi Dearing & Ms. Kali Dunlap

- Ms. Dearing & Ms. Dunlap attended the Associated Deans Council meeting on Oct. 27th seeking approval to allow exemptions from the 25% MSU upper-level course requirements. Mrs. Dearing was asked by the council to return with more information and data on the number/percent of upper-level coursework earned by those students that have graduated from the program without meeting the 25% rule.
- Mrs. Dearing presented a slide displaying the data that had been requested. After a brief discussion, Dr. Tracey Baham stated that AOP 12.11 Degree Requirements – Undergraduate, would be discussed in a future meeting, and requested this topic be re-visited at

that time. Dr. Jeffrey Haupt seconded that motion, and the discussion was deferred to a future date.

5. **Campus 5 Restrictions: Dr. Kimberly Hall**

- Dr. Hall is requesting a message be placed in Banner for the students to see stating that additional fees are incurred by Campus 1 students registering for Campus 5 courses. Dr. Hall stated that several department heads are concerned that their departments may be losing revenue due to so many overrides.
- Ms. Carrie Rybolt stated there is currently a statement in Banner on the student's checklist and perhaps students are just not reading it. Students in Campus 1 and Campus 2 also receive an email notification when they register for Campus 5 classes reminding them of potential additional tuition and fees.
- Dr. John Dickerson noted there is currently not a procedure in place to lower the number of overrides.

6. **AOP's**

➤ **AOP 13.02: Selection of William L. Giles Distinguished Professors**

A motion was made by Dr. Kevin Rogers and a second by Dr. Anastasia Elder to open this document for discussion.

Dr. Peter Ryan noted that this policy had previously been approved by Associate Dean Council, however. Associate Deans did not weigh in on the request by the Faculty Senate to include sample dossiers for new applicants to review. Thus, Dr. Shaw asked that Associate Deans revisit this point and make a recommendation.

After a brief discussion, the recommendation was made to remove the sentence with reference to the posting of sample packages on page one: "Additionally, examples of nomination packets from previous successful nominees will be made available on the W. L. Giles Distinguished Professors website, to provide clear guidance on the quantity and quality of documentation that should be contained in the nomination packet."

AOP 13.02 was approved with the above-mentioned edit and will now be forwarded for Deans Council review. The Council noted that individuals applying for the Giles Distinguished Professor award may consult with previous award winners directly for access to a sample package. Packages may also be available, similar to the availability of successful Grisham Master Teacher recipient packages in the library, but that was to be confirmed.

➤ **AOP 12.20: Repeating a Course and Repeating an Undergraduate Course Using Academic Forgiveness** (*AOP 12.20 merged with AOP 12.36*)

A motion was made by Dr. Kevin Rogers and a second by Dr. Randy Follett to discuss as presented.

It was proposed previously that these two AOP's be merged for simplicity and less confusion for the students.

Several council members questioned the proposed statement on page 2, number 9, which would allow a student to request the replacement of a D or F with a NC (no credit) for the first-time attempt of a 1000 level prerequisite composition, and introductory Math courses.

After a lengthy discussion, Dr. Robert Green stated he would like to see some data before deciding on this policy.
Dr. Ryan asked council members to please discuss this with their departments and provide feedback and recommendations on how they would like to proceed.
AOP 12.20 was tabled for more time to discuss and to obtain more information.

Adjourned 3:00 PM