

**Associate Deans Council
November 10, 2021
Meeting Minutes**

Present: Peter Ryan, Tommy Anderson, Tracey Baham, Jim Dunne, Anastasia Elder, Randy Follett, Dana Franz, Nancy Fultz, Don Grebner, Robert Green, Kim Hall, Jeffrey Haupt, Deborah Lee, Lynda Moore, Ian Munn, Steve Parrott, Kevin Rogers, Michael Seymour, Lisa Stricklin, Emily Shaw, Scott Willard, Andy Perkins, Carrie Rybolt, Robert Banik 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. Randy Follett and Dr. Kevin Follett, the minutes from October 13, 2021, were approved with one minor edit from Emily Shaw.

2. Announcements:

- The Graduate School will be hosting a hooding ceremony for doctoral students on Dec. 9th at 4:00 pm at The Mill Conference Center. Drs. Keenum and Shaw will both be in attendance. Faculty are invited to attend and wear their regalia.

3. Instructor Promotion – Dr. Robert Banik

Dr. Banik shared a report/recommendation from the Instructor Promotion Subcommittee regarding the new faculty titles. Listed below are very brief explanation of the recommendations:

1. The committee recommends the addition of a promotion in rank structure for Instructor positions. The proposal includes the instructor ranks of Level 1 (entry level), Level 2 and Level 3.
 2. The committee recommends that OP 56.06 be reclassified as an AOP.
- The Instructor Promotion Subcommittee submitted a Transitional Phase recommendation document to the council to initiate the Instructor Promotion process in Spring 2022. The transitional phase should last no longer than 3 years. The proposal suggests criteria to be used for promotion, a process for accepting and reviewing applications for promotion, and an implementation plan during the transitional phase.
 - There was some concern regarding the “tight timeline” in the recommendation from the subcommittee.
 - The council would like to see some language included in the proposal regarding what the appeal process would look like.
 - There was a motion from Dr. Ian Munn to support the proposal and a second by Dr. Scott Willard.
 - The council voted to support recommendations 1 (Faculty recommends the addition of a rank structure for instructors). The Council considered the recommendations (#2) from Faculty

Senate on governance process for the proposed new ranks for instructors to be included in a revised OP 56.06 but is silent on the recommendation to create a new AOP.

4. AOP's

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

A motion was made by Dr. Randy Follett with a second by Professor Jeffrey Haupt to open this for discussion.

Dr. Scott Willard made the motion to approve, and Dr. Ian Munn made a second motion. AOP 13.02 approved and will now be forwarded to Deans Council for review.

➤ **AOP 12.01: Academic Add/Drop** (*tabled on Oct. 27, 2021*)

In the previous ADC meeting, Dr. Jim Dunne suggested the deadline for dropping a course be changed to coincide with the last day in the semester to withdraw from the university, which is 10th last day of classes. There were concerns that this would be too late for the student to pick up another class, therefore possibly causing some issues for student financial aid/scholarships, parental insurance, Academic Common Market, etc., but that can be addressed if the student drops up to the 36th day of class where they can pick up an 8-week class. A motion was made by Dr. Randy Follet, with a second by Dr. Robert Green to open for discussion.

After a lengthy discussion, the following edits were approved:

- Delete the last sentence in section D on page 1 at the request of the Registrar's Office "Mississippi Financial Aid requires a student to be enrolled in 15 course credit hours during the Fall and Spring semesters".
- In section B on page 1 change the time from 8:00 AM to 5:00 PM
- Change wording to: The Student Code of Conduct throughout this document.
- Retain all information in Section E on page 2.

AOP 12.01 was approved with two opposed and will now move to the Deans Council for review.

Adjourned 3:20 PM