

Associate Deans Council
January 12, 2022
Meeting Minutes

Present: Peter Ryan, Tracey Baham, John Dickerson, Anastasia Elder, Randy Follett, Brent Fountain, Dana Franz, Don Grebner, Robert Green, Kim Hall, Brien Henry, Deborah Lee, Melanie Loehwing, Ron McLaughlin, Bethany Mills, Tabor Mullen, Ian Munn, Steve Parrott, Kevin Rogers, Susan Seal, Michael Seymour, Lisa Stricklin, Scott Willard, Andy Perkins, Carrie Rybolt, Logan Link, Lanna Miller, Jermaine Jackson, 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 a second by Dr. Robert Green, the minutes from December 8, 2021, were approved.

2. Announcements:

- The Office of Public Affairs has been receiving inquiries regarding the university's plans to handle the surge in COVID-19 cases during the beginning of the spring semester. The university administration has sent out a campus wide email with guidelines for the university. The national epidemiologist and the state health department feel that we are probably reaching our peak and they believe the decline in infection rates will be as rapid as the incline was.
- Associate Dean Tabor Mullen announced COVID-19 "Drive-Thru Testing" dates for MSU students and employees. The dates are as follows: January 13, 14, 17, 19 and 19 from 9:00 – 4:00 at Humphrey Coliseum. The tests are free of charge to MSU students and employees.
- The MLK Breakfast scheduled for January 17th has been changed to a virtual event.

3. Formal Consideration on Recommendation of New Faculty Titles document from Faculty Senate – Dr. Peter Ryan

- In October 2021, the council discussed a document that was brought forward from Faculty Senate, with recommendations regarding non-tenure track faculty titles. The council was asked to consider the document but was not asked specifically to pass a judgment or vote on the matter. However, the council is now being asked to consider an endorsement of the recommendations.
- Since this document was previously discussed at great length in October, Dr. Ryan made a motion that the council endorse recommendation number 1, which proposes new titles, but to reserve on a consideration at this time on recommendations number 2 and 3 A subcommittee was struck at the October meeting at the request of the provost to provide guidance on a process for Instructor promotions that may address the recommendations number 2 and 3 from the Faculty Senate document.
- In that light, Dr. Ryan proposed the motion to endorse recommendation number 1 but to reserve endorsement of recommendations number 2 & 3 until the subcommittee completes its

deliberations and prepares its recommendations for the provost. The motion received a second from Dr. Robert Green. Dr. Melanie Loehwing requested that the endorsement of recommendation number 1, include a statement that this is worth pursuing with some urgency. A statement was added as a friendly amendment to the endorsement. There was no further discussion. The motion passed to endorse recommendation number 1 with a statement indicating the urgency in implementing this process and to reserve endorsing recommendation numbers 2 & 3 until the subcommittee has moved forward with their proposal to the provost. The motion passed with none opposed.

4. Proposed Changes to the URCD Committee – Dr. Anastasia Elder

- Currently MSU has an inactive standing committee - the Undergraduate Research and Creative Discovery Committee (URCD) that was created over ten years ago. Dr. Elder would like to resurrect this committee with a new mission and altering the composition of the committee. A short document was provided by Dr. Elder listing some of the new ideas.
- Dr. Peter Ryan recommended the committee members include representation from associate deans of research.
- The council was supportive of restructuring the committee to better represent and serve the needs of the URCD programming across campus.

5. Campus 1 and Campus 5 Offering of Courses – Dr. Peter Ryan

- Dr. Ryan reminded the ADC that Departments need to be vigilant to avoid offering only Campus 5 sections of required courses that students in Campus 1 need to take to ensure timely progress toward degree completion when typically, a Campus 1 in-person or Campus 1 online options have been made available.
- Dr. Brent Fountain added that a review of AOP 13.12: Summer School Teaching has begun, in an effort to be more comprehensive and to include Winter Session.

6. AOP's

- **AOP 12.20 & 12.36:** Dr. Peter Ryan suggested tabling these policies due to the recent formation of a committee to review all policies that impact student success. Dr. Rick Travis will be serving as the committee chair. Dr. Melanie Loehwing made the motion to table the policies and a second was received by Dr. Kimberly Hall. AOP's 12.20 & 12.36 were tabled.
- **AOP 13.20: Exit Interviews of Departing Faculty**
A motion to discuss this policy was made by Dr. Kimberly Hall and a second from Dr. Robert Green.
After a brief discussion the policy was approved as presented without edits and will now move to the Deans Council for review.
- **AOP 13.21: Faculty Released Time for Specified Committee Chairs**
A motion to discuss this policy was made by Dr. Randy Follett and a second from Dr. Melanie Loehwing.
After a brief discussion the policy was approved as presented without edits and will now move to Deans Council for review.

7. New Business

- Dr. Melanie Loehwing asked if there would be updated syllabus statements for the spring semester. Dr. Peter Ryan indicated that Dr. Shaw sent out an email earlier in the week reminding departments to include the recommended statements in syllabi but that there was no specific guidance on COVID-19. Dr. Ryan indicated that Dr. Dana Franz was leading an effort to develop a university syllabus that would contain all the required university statements, but it is not ready at this time to be implemented. Regarding accommodations of students that are impacted by the pandemic, MSU will treat them as we did in the fall, faculty will accommodate them as they would any student with a medical excused absence. For the first few weeks of the spring semester, instructors should be liberal but very vigilant regarding the pandemic and class absences. Mr. Tabor Mullen noted that medical excuses from the Longest Student Health Center should be accepted for excused absences.
- Dr. Robert Green inquired about the possible removal of COVID-19, as an option, in the “drop down” box on the university’s withdrawal form. Dr. Ryan stated it might be premature to remove the option at this time. After a discussion, a subcommittee was formed to review this process for the fall 2022 semester. Committee members are as follows:
 - Mr. Tabor Mullen, Dean of Students Office (chair)
 - Dr. Tracey Baham, OIRE
 - Dr. Robert Green, BCOE
 - Ms. Carrie Rybolt, Registrar’s Office
 - Ms. Lanna Miller, CFR
- The Graduate School and the International Institute are working together with Housing and Residence Life to provide access to housing for graduate students on campus. Greystar, the company that manages the College View apartment complex, is considering allowing MSU assume the management of a range of studio, one and two bedroomed units to be assigned as graduate student housing. Students would pay the current room/apartment rate (includes utilities, Cable TV and wi-fi), but there will be more flexibility in lease agreements to facilitate international graduate students. The proposed plan is for University Housing to manage the units in terms of identifying tenants under contract with Greystar. Greystar indicated that they would remain responsible for the maintenance and upkeep of the units. The intent is to provide graduate students access to housing close to campus, with flexible lease agreements, particularly international students immediately upon arrival on campus. Dr. Ryan stated he would report any progress back to the council.

Adjourned 3:00 PM