

**Associate Deans Council
February 23, 2022
Meeting Minutes**

Present: Peter Ryan, Tracey Baham, John Dickerson, Jim Dunne, Anastasia Elder, Randy Follett, Nancy Fultz, Robert Green, Kim Hall, Jeffrey Haupt, Brien Henry, Christine Jackson, Deborah Lee, Melanie Loehwing, Ron McLaughlin, Bethany Mills, Lynda Moore, Tabor Mullen, Steve Parrott, Andy Perkins, Kevin Rogers, Susan Seal, Michael Seymour, Darrell Sparks, Lisa Stricklin, Lauren Wright, Wes Burger, Regina Hyatt, Cheryl Bowen, 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. Robert Green and a second by Dr. Kevin Rogers, the minutes from February 9, 2022, were approved.

2. Announcements:

- Dr. Wes Burger announced that Dr. Steve Bullard will be the new Associate Dean, College of Forest Resources and Associate Director, Wildlife and Forestry Research Center, beginning March 1, 2022. Dr. Bullard was a former faculty member of the College of Forest Resources and returns to MSU from Stephen F. Austin State University.
- Ms. Lynda Moore reminded the council of the Pro Chats podcast that will be held February 24 at 10:00 with Elizabeth Palmer presenting.
To join please click here: <https://msstate.webex.com/meet/ejh121>
- Dr. Susan Seal stated the online teaching award nominations are due March 4th.
- Dr. Peter Ryan reminded the council that Academic Advising Award nominations are due to Ms. Nancy Fultz by 5:00 pm on March 21, 2022.
- Mr. Steve Parrott stated the Google account decommissioning will be May 15, 2022. This decommissioning includes Google Docs, Google Drive, and other Google applications. Any files in your MSU Google account, that you would like to save, should be moved to other storage prior to May 15, 2022.

3. First Day Project – Dr. Regina Hyatt and Ms. Cheryl Bowen

- Dr. Regina Hyatt and Ms. Cheryl Bowen introduced the First Day Project to the Associate Deans Council. This project is an avenue by which MSU can have better control over the cost of course materials for students. This project is an equitable access program designed to ensure that our undergraduate students have the opportunity to start their semesters off with all their required course materials at the most affordable price possible.
- The cost of required textbooks and electronic materials will be \$20 per credit hour. This will be a flat rate, and these charges would be automatically applied to the student's MSU account. Students will have the ability to see what the comparable prices are for each course material. If the student determines their course material can be purchased elsewhere at a lower price, he/she simply opts out of the First Day Project and is free to purchase their material through Barnes & Noble or another vendor of their choice. For most students, this program will yield significant cost savings. If a

student participates in the First Day Project, the student will have access to all electronic material on the first day of class, via the Canvas portal. Therefore, it will be very important for faculty to understand the importance of timely textbook adoption.

- MSU hopes to have this project ready to submit to IHL for the April board meeting. This project could be implemented for the fall 2022 semester.
- Dr. Hyatt & Ms. Bowen plan to return to the council with a project update in April.

4. AOP's

➤ **AOP 13.08: Travel by Faculty & Staff**

A motion was made by Dr. Kevin Rogers and a second by Dr. Melanie Loehwing to accept the policy as presented and to open the discussion.

Dr. Darrell Sparks stated some concerns from Dr. Gary Jackson regarding the Extension Service request to travel in the policy. Dr. Melanie Loehwing suggested the following edit to the language regarding Extension:

"Members of the Extension Service, due to the nature of their work, do not need to secure prior approval for routine travel within Mississippi."

The following edit was also suggested due to the use of Concur by the university:

"Faculty and staff are recommended to complete and submit the Travel Authorization Request in Concur for all work-related travel."

AOP 13.08 was approved with the above-mentioned edits and will now be sent to Deans Council for review.

➤ **AOP 10.08: Classroom Regulations**

A motion was made by Dr. Randy Follett and a second by Dr. Jeffrey Haupt to accept the policy as presented and to open the discussion.

This policy review was to show changes/edits made by Faculty Senate after Associate Deans Council (ADC) approval.

AOP 10.08 approved with no additional edits.

➤ **AOP 13.11: Academic Freedom**

This AOP was previously tabled by the council due to concern over the reference to academic freedom in the context of pedagogy. An ADC Subcommittee revised the language in question.

A motion was made by Dr. Darrell Sparks and a second was received by Dr. Anastasia Elder to accept the policy as presented and to open the discussion.

Dr. Ryan stated that Office of Institutional Research & Effectiveness suggested the word "Procedure" should be deleted from the subheading in the policy.

There was no discussion.

AOP 13.11 was approved with the above-mentioned edit and will now be forwarded to Deans Council for review.

Adjourned 2:45 PM