

**Associate Deans Council
July 13, 2022
Meeting Minutes**

Present: Peter Ryan, Steve Bullard, LaDonne Delgado, John Dickerson, Brent Fountain, Cameron Fox, Dana Franz, Robert Green, Brien Henry, Christine Jackson, Lynda Moore, Tabor Mullen, Steve Parrott, Rebecca Robichaux-Davis, Kevin Rogers, Susan Seal, Darrell Sparks, Lisa Stricklin, Lauren Wright, Tommy Anderson, Ana Marie Clay, 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 June 22, 2022, were approved.

2. Announcements

- Fall Convocation is planned for August 23 in Humphrey Coliseum (unless construction dictates otherwise). MSU ice cream and bottled water will be available just outside the coliseum at the conclusion of the event. At that time new students can pick up their Convocation coin. Scanning student IDs for extra credit will not take place this year however, instructors/faculty members can certainly offer extra credit if they wish to do so.

3. Bully's Closet & Pantry – Dr. Tabor Mullen

Dr. Tabor Mullen is requesting donations to Bully's Closet & Pantry. Currently the pantry is stocked well with food, but there is a great need for personal hygiene products and school supply items. Dr. Mullen encouraged departments to consider having a "donation drive" or a drop box to collect items for the pantry. The pantry is currently serving approximately five hundred students per year. A handout with a list of the most needed items was disbursed to the council prior to the meeting.

4. Academic Forgiveness – Dr. Peter Ryan

Due to the reorganization of the administration regarding Student Success, there are several Academic Operating Policies that need to be revised to meet the changing goals and objectives of student success. Dr. Thomas Bourgeois and Dr. Ryan will be reviewing multiple policies that are related to ad drop, and academic forgiveness, student success, etc. prior to bringing them forward for Council review.

There are a few challenges that may emerge when a student invokes the Academic Forgiveness policy that create confusion for students. Examples are given below that academic advisors should be aware of. When a student invokes academic forgiveness then drops the course before taking the final exam, the token returns to their inventory and can become available for use at the next semester's course registration. However, students often forget to re-invoke academic forgiveness when they re-register to take the course. Additionally, if a student is currently in a course and feels they are not performing well and decide to retake the course in the next semester under academic forgiveness they must receive an override to allow them register for that class. Because they never earn a final grade Banner does not recognize that this is a retake and so the student is not offered the option to use Academic Forgiveness. The preference is not to grant overrides under such circumstances.

Dr. Darrell Sparks asked about the possibility of the Academic Forgiveness Token being available for the student to reuse earlier than the end of the term. Dr. Ryan and Dr. Dickerson stated they would look into this issue so the student can invoke the token immediately.

5. New Business:

- Dr. Dana Franz stated the university syllabus should be available to use for the fall semester. She will share the link for the syllabus as soon as it is finalized.
- Dr. Brent Fountain announced that Shelby Balius is the new Director of Strategic Initiative and will begin her new appointment on August 16, 2022.
- Dr. Franz noted that those units that have not completed their 2021-2022 IE Reports, please do so as soon as possible.
- Steve Parrott announced that the university has purchased an Adobe Enterprise Term License Agreement (ETLA). This is a three-year contract that consist of Adobe Creative Cloud and Adobe Sign for MSU's 10,730 students and 4,701 employees. The cost for a non-user license will be \$150 per year. This is for students use, departmental use for employees, or personal use by employees (charged to employees AR account). MSU will be a designated Adobe Cloud campus with only two other SEC schools with this designation, Alabama & Auburn. This program will deploy on August 10, 2022. MSU will host "Adobe Days" on August 17 & 18 with Adobe representative on campus giving out promotional items and spreading the word about this software program.
- Dr. Rebecca Robichaux-Davis stated that the updated Faculty Handbook is now available on the provost's webpage.

Adjourned 2:52 PM