

Associate Deans Council
August 10, 2022
Meeting Minutes

Present: Peter Ryan, Tracey Baham, Steve Bullard, LaDonne Delgado, John Dickerson, Jim Dunne, Anastasia Elder, Cameron Fox, Dana Franz, Don Grebner, Robert Green, Kim Hall, Christine Jackson, Melanie Loehwing, Lynda Moore, Tabor Mullen, Steve Parrott, Rebecca Robichaux-Davis, Susan Seal, Michael Seymour, Darrell Sparks, Lisa Stricklin, Jada Chubb, Vincent Young, 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. Vincent Young and a second by Dr. Robert Green, the minutes from July 27, 2022, were approved.

2. Announcements

- Mr. Steve Parrott stated that MSU is now an Adobe Creative Campus, and a press release went out last week. Professor Michael Seymour will work with Adobe to encourage faculty to incorporate Adobe into their curriculum. Adobe Days will be August 17 & 18. More information can be found at www.adobe.msstate.edu

3. New Faculty Orientation – Dr. Peter Ryan

- New Faculty Orientation will be August 11, 2022, at the Bost Conference Center beginning at 8:00 am with the President’s Welcome Reception beginning at 3:00 pm.

4. Fall Convocation – Dr. Peter Ryan

- Fall Convocation is scheduled for August 23, at 5:30 pm in the Humphrey Coliseum with Dr. Al Rankins, Jr., Commissioner of Higher Education, as the keynote speaker. Due to heavy construction at the coliseum, access roads will be challenging and walking or riding the shuttle is encouraged. Students are being asked to not bring backpacks to the coliseum. MSU ice cream and bottled water will be available as the students exit the venue. Also, the convocation coins will be given to students as they exit.
- The Student Association will be creating a video of how to access the building, and this will be shared with students via social media platforms.

5. Practical Teaching – Professor Michael Seymour

- The Center for Teaching and Learning will be trying something new during the fall semester. The idea is to deliver some “bite-sized” lessons for faculty throughout the semester; roughly 15 minutes per week. These lessons will be asynchronous campus courses and each module will have a topic that is relevant for that time of the semester. Each module will include a 7 or 8 minute video and an interview with an experienced faculty member from campus offering advice on important subject matters. Currently there are forty-one people registered to participate.

6. AOP's

➤ **AOP 10.15: Substantive Changes**

- A motion was made by Dr. Melanie Loehwing with a second by Dr. Tracey Baham to accept the AOP as presented.

Dr. Tracey Baham stated that this policy has changed dramatically in the past few years. These changes are due, in part, to how federal financial aid is awarded to our degree programs.

Substantive changes have been classified into three groups:

- Institutional Changes
- Programmatic Changes
- Instructional Sites

AOP 10.15 was approved with no edits.

➤ **AOP 13.03: Responsibilities in Instruction and Curriculum, and Attendance at Classes**

A motion was made by Dr. Robert Green with a second by Dr. Melanie Loehwing to accept the AOP as presented.

Dr. Ryan noted that the edits seen in this policy have been made by General Counsel.

The following edits were discussed:

1. Dr. Steve Bullard suggested that UCCC (University Committee on Courses and Curricula) should be defined on page 1, in the last full paragraph.
2. Dr. Peter Ryan noted that "School Directors" has been struck from the policy and he would like to re-insert them into the policy.
3. Dr. Steve Bullard and Dr. Anastasia Elder discussed the last sentence of page two, under section B and suggested it read: "In cases where a faculty member is prevented from...." The council agreed to this change.
4. Dr. Darrell Sparks and Dr. Robichaux-Davis discussed the first paragraph at the top of page three and the decision was made to start a new paragraph with "Should a Department Head believe that a faculty member...." The council agreed.
5. Dr. Steve Bullard noted that "tenured or tenure-track" on page one was deleted but was left in the policy on page two. Dr. Ryan agreed that it should also be deleted on page two. The council agreed.

AOP 13.03 was approved with the above-mentioned edits.

➤ **AOP 13.06: Sabbatical Leave**

A motion was made by Dr. Robert Green with a second by Dr. Melanie Loehwing to accept the AOP as presented.

1. Dr. Melanie Loehwing asked for clarification regarding faculty being reimbursed for travel while on sabbatical (page 3, section 5). Dr. Ryan will seek clarification on this topic.
2. Dr. Darrell Sparks stated that School Director should be added to section 5 on page 3 in reference to the submission of paperwork.
3. Dr. Robert Green mentioned that School Director should also be added to section 6 on page 3.

AOP 13.06 was approved with the above-mentioned edits.

Meeting adjourned at 3:00 pm.