

Associate Deans Council
August 24, 2022
Meeting Minutes

Present: Peter Ryan, Bimal Balakrishnan, Steve Bullard, LaDonne Delgado, John Dickerson, Jim Dunne, Anastasia Elder, Brent Fountain, Cameron Fox, Dana Franz, Kim Hall, Brien Henry, Christine Jackson, Melanie Loehwing, Ron McLaughlin, Bethany Mills, Lynda Moore, Tabor Mullen, Steve Parrott, Andy Perkins, Rebecca Robichaux-Davis, Kevin Rogers, Susan Seal, Darrell Sparks, Lisa Stricklin, Leslie Neal, Emily Shaw, Tracey Craven, Kari Babski-Reeves, 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. Darrell Sparks and a second by Dr. Kevin Rogers, the minutes as presented from August 10, 2022, were approved.

2. Announcements

- This year's Fall Convocation was a very successful event; with an estimated 2,000 – 2,500 students in attendance. Dr. Ryan extended his gratitude on behalf of the university to the coliseum staff and the construction company for going above and beyond the call of duty to help this event be a success given the circumstances surrounding the renovation of the coliseum. He thanked other units including the Registrar's Office, the Greek Life Office, Student Orientation Office, the Department of Music, and the colleges for providing ambassadors to help as volunteers during the event.
- Once the recording of the convocation is available, it will be posted in the MyState Portal.
- There are several upcoming new faculty events we would like to share with you.
 - Getting Your Research Started, August 30, 2022
 - Managing Your Time Effectively, October 13, 2022
 - Dinner with the Provost & Executive Vice President, November 10, 2022
 - Your Annual Faculty Review, November 17, 2022

For more information regarding new faculty events, please contact Tina Gilliland at tgilliland@provost.msstate.edu.

- Dr. Kimberly Hall announced that the Department of Counseling, Educational Psychology, and Foundations received accreditation for the next 8 years by the Accreditation of Counseling and Education Related Programs (CACREP).

3. Faculty Training – Ms. Tracy Craven, Center For Distance Education (CDE)

- Ms. Craven gave an overview of the Online Instructional Design Team. Tracy promoted a number of the services offered by CDE including course review, course template and course design. Ms. Craven also mentioned an upcoming event, Instructional Design and Dine on September 14th at noon. Another event coming up is the Online Course and Tools Showcase on October 18th with a morning and an afternoon session. You can register for both events at www.online.msstate.edu.
- The online faculty community of practice at the Center for Distance Education (CDE) strives to bring together all faculty who want to learn more about what it means to teach online and how to improve teaching online. We encourage you to bring your questions, topics of interest, pain points, and discussions to a friendly and open forum on one of the dates listed below:
 - Sept. 22 Coskrey Auditorium

- Sept. 23 Virtual
- Oct. 20 Coskrey Auditorium
- Oct. 21 Virtual
- Nov. 10 Coskrey Auditorium
- Nov. 11 Virtual
- If you would like to have someone from CDE attend one of your department faculty meetings to give an overview of the services offered, please reach out to Tracey..

4. Degree Works Demonstration – Ms. Emily Shaw, Registrar’s Office

- Degree Works, an advising and degree audit tool, will soon be replacing CAPP.
- When you begin using Degree Works you will use the student’s 9-digit ID Number to access their academic records. Using the Advanced Search Option you can filter by degree status, sport, classification, campus, attribute or currently enrolled. Dr. Ryan suggested the option to filter using a student’s “preferred” name. Ms. Shaw said she would see if this is possible.
- In the Degree Progress Block the MSU GPA is displayed along with the percentage of the degree progress.
- Ms. Shaw shared many great features of Degree Works and shared the scheduled timeline for this program to go live:
 - Fall 2022 – Training for all parties
 - Spring 2023 – Release to undergraduate students
 - Fall 2023 – Release to graduate students

5. Career Expo Days – Ms. Bethany Mills & Ms. Leslie Neal, University Career Center

- The Career Expo Days will be held on September 13 – 14 from noon – 4:00 pm each day, at the Mill Conference Center. There are 177 employers registered to attend with 15 employers on the waiting list. A headshot booth, sponsored by the Alumni Association, will be available.
- MSU shuttles (the central route) will travel to the Mill during the Expo.
- The Career Expo is a sanctioned excusable event from class for students to attend. The Career Center personnel will time stamp an attendance card for participating students, to serve as a class excuse.
- Dr. Brent Fountain added that faculty are invited to attend and visit with the employers; many are MSU alumni.

6. Certificate Language – Dr. Melanie Loehwing, College of Arts and Sciences

- Dr. Loehwing asked if the language needs to be modified for UCCC proposals relating to student certificates. Dr. Ryan stated the language should be “MSU does not award pre-baccalaureate certificates.” Certificates can only be awarded currently when a student successfully completes the requirements for the awarding of a baccalaureate degree. Dr. Andy Perkins added that an academic operating policy is in the works regarding certificates.
Dr. Loehwing also shared a handout from The Chicago Manual of Style Online with the council regarding the use of appropriate grammar and techniques for achieving gender neutrality in university policy documents.

7. New Business

- Dr. Anastasia Elder inquired about the lack of an AOP governing undergraduate students taking graduate level courses. Dr. Ryan will discuss this with Dr. Tracey Baham as to identifying an existing policy to include such information.
- Ms. Christine Jackson mentioned that some faculty members have been asking students to purchase books that the faculty member didn’t adopt in time for the start of the fall semester. Consequently, the cost of the book will not be included in the Bulldog Book Bundle. Dr. Ryan noted that several faculty members did not submit book adoptions in a timely fashion to be included in the Bulldog Book Bundle. Dr. Ryan also stated that department heads are responsible for ensuring that courses requiring books, codes and other forms of electronic materials are at the appropriate time to ensure that they are available to students on the first day of classes.

- Dr. Rebecca Robichaux-Davis asked who submits book adoptions when “staff” is listed on the schedule rather than a faculty member. Dr. Ryan stated that a department could have a department designee submit the book adoption, but it is ultimately the responsibility of the department head.

Meeting adjourned at 3:05 pm.