

**Associate Deans Council
November 9, 2022
Meeting Minutes**

Present: Tracey Baham, Bimal Balakrishnan, Steve Bullard, John Dickerson, Jim Dunne, Anastasia Elder, Cameron Fox, Dana Franz, Don Grebner, Robert Green, Kim Hall, Brien Henry, Christine Jackson, Melanie Loehwing, Ron McLaughlin, Bethany Mills, Lynda Moore, Tabor Mullen, Steve Parrott, Andy Perkins, Kevin Rogers, Susan Seal, Emily Shaw, Darrell Sparks, Lindsey Shelton, Robbie Salters, Lisa Stricklin, Tina Gilliland

Dr. Jim Dunne called the meeting to order at 1:30 PM

1. Consideration of the minutes

Upon a motion made by Dr. Robert Green and a second by Dr. Darrell Sparks, the minutes from October 26, 2022, were approved.

2. Announcements

- Dr. Jim Dunne reminded the council that a training session for new faculty entitled, “Your Annual Faculty Review” will be held on November 17 at 1:30 PM in the Templeton Room of the Mitchell Memorial Library. A registration link has been emailed to all new faculty however, they can email Ms. Tina Gilliland directly at tgilliland@provost.msstate.edu.
- Dr. Anastasia Elder stated that the Center for Teaching and Learning’s (CTL) New Faculty Teaching Academy will be delivered online during Winter Session. For more information, please visit the CTL website: <https://www.ctl.msstate.edu/events>.

3. Acting on Graduate Applications in the Department Queue – Ms. Lindsey Shelton & Ms. Robbie Salters

- Ms. Lindsey Shelton noted that total graduate applications for the 2022-2023 are slightly down from the 2021-2022 year. Ms. Shelton also shared a power point presentation which showed the statistics for graduate applications, graduate admissions, and graduate rejections. For spring 2023 applications are at 984, admissions are 331 and rejections are at 132.
- The theory for the number of rejections is due to the application process taking too much time. Research shows that the sooner we issue a decision to accept a student, the more likely the student is to enroll and start making arrangements.
- To address the length of time graduate student applications are idle, the Graduate School is proposing a Direct Admit process for Domestic, Non-Thesis, and master’s students. With the Direct Admit, the graduate school would be responsible for admitting the top students and rejecting the bottom students. The Graduate School would rely on the departments to provide them with the guidelines they use to make decisions on accepting or rejecting a student. This process would reduce the department workload by two-thirds, and this would help speed up the process and get students a decision sooner.
- Please send Ms. Shelton or Ms. Salters your feedback to this proposal.

4. AOP's

➤ **AOP 11.05: Requirements for Shortened Format Courses**

A motion to approve the policy as presented was made by Dr. Tabor Mullen and a second was given by Dr. Brien Henry.

Dr. Tracey Baham stated the reason for revisiting this policy is due to the university offering Mini Terms beginning in the Spring 2023 semester.

After a discussion about whether mini terms would include reading days, the suggestion was made to delete the following sentence on page one: "A reading day is needed between the final day of class and the final exam day." AOP 12.04 will be updated to show that the reading day as part of the exam schedule applies to 15-week semesters.

There was a brief discussion regarding the undergraduate student courseload limits on page one and the decision was made to delete the first sentence in the second paragraph and reference AOP 12.22.

The decision was also made to strike the last sentence pertaining to study-abroad.

A motion to approve AOP 11.05 with the above-mentioned edits was made by Dr. Kevin Rogers and a second was received by Dr. Darrell Sparks.

AOP 11.05 was approved with the above-mentioned edits.

➤ **AOP 12.08: Requirements for Academic Programs and Academic Consortial/Contractual Agreements**

A motion to accept the policy as presented was made by Mr. Cameron Fox and a second was received by Dr. Brien Henry.

Dr. Tracey Baham revised the policy from the last Associate Deans Council and reviewed some of the updated language.

There was a brief discussion regarding some clerical errors in the policy and Dr. Baham said she would get those corrected.

The council agreed that one of the Natural Sciences had to be a laboratory-based class.

Ms. Emily Shaw noted concerns regarding the omitted sentence on page one, the last sentence under Undergraduate Degrees. The sentence – All baccalaureate programs must meet or exceed the university's general education requirements. Ms. Shaw would like to reinstate this sentence. The council agreed to reinstate this sentence without the "or exceed" the university requirements.

Due to time constraints, the motion was made by Dr. Kevin Rogers and a second from Dr. Steve Bullard to table AOP 12.08.

AOP 12.08 is tabled.

Meeting adjourned 3:00