

Associate Deans Council
January 25, 2023
Meeting Minutes

Present: Peter Ryan, Bimal Balakrishnan, Steve Bullard, John Dickerson, Jim Dunne, Anastasia Elder, Cameron Fox, Dana Franz, Robert Green, Kim Hall, Brien Henry, Christine Jackson, Melanie Loehwing, Ron McLaughlin, Bethany Mills, Lynda Moore, Tabor Mullen, David Nolen, Steve Parrott, Andy Perkins, Rebecca Robichaux-Davis, Kevin Rogers, Susan Seal, Michael Seymour, Emily Shaw, Darrell Sparks, Lisa Stricklin, Carrie Rybolt, Lauren Wright, Tina Gilliland

Dr. Peter Ryan 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. Kevin Rogers, the minutes from January 11, 2023, were approved.

2. Announcements

- A number of departments are still trying to address issues arising from students accidentally registering for winter-session rather than the spring semester. The Registrar's Office put several measures in place to prevent this from happening in the future. Dr. Ryan will share an Excel spreadsheet prepared by the Registrar's Office with the Associate Deans of all those students in Winter session that earned an F grade. The spread sheet shows the F1-F4 commentaries. The F2, 3 and 4 students will not likely be eligible for a refund given that they engaged in the course. There are a number of F1 students that did not engage in the course and did not access their Canvas account, but a number within this group. It is recommended that the departments handle these cases and file retroactive withdrawals specifying the data of withdrawal which will dictate refund percentage. Some of these students accessed their course just prior to the start of spring semester when they may have seen an F grade on their transcripts. These students likely did not engage in the class and may be eligible for a 90-100% refund.

3. Career Expo Days & Career-Prep Events – Ms. Bethany Mills

- Ms. Mills provided council members with a handout that lists upcoming events hosted by the Career Center during the spring 2023 semester. One of the major events is the annual Career Expo that will be held Feb. 9 – 10, 2023 at the Mill Conference Center. There will be workshops that assist with resumes, tips for interviews, preparing for graduate school, information on co-ops, just to name a few topics.
- Ms. Mills also demonstrated where this information and much more information can be located on the Career Center website, www.career.msstate.edu.
- Dr. Ryan recommended that Ms. Mill engage with the SA leadership to help promote these events through the SA Social Media platforms. Mr. Cameron Fox, SA representative on the ADC, indicated his willingness to work with Ms. Mills to help promote the Career Center programs for the semester.

4. QEP Data – Dr. Rebecca Robichaux-Davis

- Dr. Rebecca Robichaux-Davis is gathering QEP data from the departments on which undergraduate degree programs require and internship and/or which programs require a capstone course. Dr. Robichaux-Davis gave a form to each college represented and asked that a scanned copy of the completed form be returned to her via email.

5. AOP 12.20: Undergraduate Course Forgiveness and Repeating a Course

- A motion, to accept the revised version of the AOP 12.20 after the deliberations of the sub-committee as presented, was made by Dr. Kevin Rogers and a second was received by Dr. Melanie Loehwing.

During the Associate Deans Council Meeting on January 11, 2023, AOP 12.20 was tabled, and a subcommittee was formed to review and make recommendations to the council at the next meeting. The non-credit option was removed from the policy at the recommendation of the subcommittee.

Dr. Anastasia Elder asked for language that would clarify if a student must retake a course that the student receives forgiveness for, if that course is needed for the student's major. Dr. Kim Hall, Dr. Steve Bullard, and Dr. Melanie Loehwing suggested the following language be added to page one, bullet number three:

“The forgiven grade (s) remains on the transcript, but is not counted in the Mississippi State University undergraduate grade point average calculation and is considered an unusable course for degree requirements.”

Dr. Steve Bullard asked for a correction to be made on page two, second bullet under Repeating a Course. The statement should read “...by the University Committee on Courses and Curricula.”

Ms. Emily Shaw requested that language on page two, the first bullet, be reinstated, “after fall 2003”. The council agreed.

Dr. Melanie Loehwing requested striking the word “required” on page two, under Repeating a Course. The council agreed.

Dr. Robert Green requested “should not” be changed to “will not” on page three, the last bullet. The council agreed.

The motion with the revised version of AOP 12.20 with the recommended edits was approved.

- **AOP 12.36: Repeating a Course** (vote to rescind)

A motion to rescind this policy was made by Dr. Robert Green and a second was received by Dr. Kevin Rogers. There was no discussion and the motion to rescind passed and will be implemented upon approval of the newly revised AOP 12.20 by the Executive Council.

6. New Business

- Dr. Jim Dunne asked if the council could discuss the status on the policy addressing the last date to drop a class. There was prior discussion on this topic, but the policy is under review by the Division of Student Success. There is a strong desire and precedence from other institution's policy on this point that would strongly support changing the “Drop with a W” deadline date to the same day as the last day to withdraw from the semester.
Dr. Ryan informed the council that Dr. Thomas Bourgeois should be part of this discussion and recommended the relevant AOP be brought forward for discussion at the next council meeting.
- Mr. Steve Parrott announced that Governor Tate Reeves has issued a directive that TikTok be removed from all state electronic devices (cell phones, laptops, tablets etc.). The university is in discussions on what action to take in order to abide by this directive. A campus-wide email will be forthcoming. No decision has been made whether Tik Tok access would be removed from the university server.

- Ms. Lynda Moore announced that the National Academic Advising Association (NACADA) Conference will be held in March for Region 4 in Huntsville, AL.
- Dr. Susan Seal announced that the Center for Distance Education will host an Instructional Design and Dine on February 14th in Coskrey Auditorium, Memorial Hall.

Meeting adjourned 2:45 pm