

**Associate Deans Council  
January 11, 2023  
Meeting Minutes**

**Present:** Peter Ryan, Tracey Baham, Bimal Balakrishnan, Steve Bullard, John Dickerson, Jim Dunne, Anastasia Elder, Dana Franz, Robert Green, Kim Hall, Brien Henry, Christine Jackson, Melanie Loehwing, Ron McLaughlin, Lynda Moore, Tabor Mullen, David Nolen, Steve Parrott, Rebecca Robichaux-Davis, Kevin Rogers, Susan Seal, Michael Seymour, Emily Shaw, Darrell Sparks, Lisa Stricklin, Carrie Rybolt, 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 December 14, 2022, were approved.

**2. Announcements**

- Dr. Ryan welcomed Professor David Nolen to the council. Professor Nolen will be representing the MSU Libraries.
- Dr. John Dickerson mentioned that during final exams for the fall semester, there were multiple instances of faculty members wanting to make last minute changes to the exam schedule. Per AOP 12.04: Final Examination –  
*Exceptions to the published examination schedule are discouraged. If an exception is deemed necessary, the request must be approved by the respective department head and dean and copies of these approvals placed on file in the dean's office. Approval for a request to change the final exam schedule must be secured at least 2 weeks prior to final exam week. Exceptions to the published examination schedule will be emailed and announced to the affected classes at least 2 weeks prior to final exam week.*  
Please refer to AOP 12.04: Final Examination for more information.
- Ms. Lynda Moore asked that everyone update advisor assignments in Banner.
- Dr. Brien Henry asked that advisors, coordinators, etc. for graduate students, please make themselves available to students the first two weeks of classes.

**3. Winter Intersession Class Registration – Dr. Peter Ryan**

- Dr. Ryan stated that a number of parents reached out to the Office of the Provost inquiring about balances on their student's account at the end of the semester. These balances were the result of students accidentally registering for the winter session when they thought they were registering for the spring semester. The Registrar's Office is trying to find the best way to inform students when they are registering for winter courses. Dr. John Dickerson stated that when a student registers for a winter course, the student receives an email alerting them that they have registered for a winter course. To alert students when registering for winter and spring classes, Dr. Dickerson noted that, an unused column in Banner entitled Attributes, in Registration, has been changed to the title of Part of Term. This column will indicate if the course is a winter session or mini-term course. This change, along with the email that is currently being sent, is an effort to reduce the incidence of incorrect course registrations for intersessions.

**4. AOP 12.20/12.36 (Merged): Undergraduate Course Forgiveness and Repeating a Course**

- Dr. Darrell Sparks made the motion to present AOP 12.20 (*merged with 12.36*) to the council for discussion; a second was received by Dr. Kevin Rogers.

Work on this merged document has been ongoing for a year. The document presented today includes a no credit grace option for undergraduate students, for up to two prerequisite courses. This policy, as presented today, also includes the statement that students can apply for academic forgiveness at any time during their program of study, up until the last day to withdraw from a semester and must do so no later than the last day to withdraw in the semester they apply for graduation.

After a lengthy discussion regarding the courses that would be eligible for the no credit grace option and number of eligible hours, the suggestion was made to table this policy and assign a subcommittee to further review these issues.

The subcommittee members are listed below:

- Dr. Melanie Loehwing
- Dr. Tracey Baham
- Dr. Kevin Rogers
- Dr. Peter Ryan
- Dr. Robert Green
- Dr. Darrell Sparks
- Ms. Carrie Rybolt
- Ms. Emily Shaw
- Ms. Lynda Moore

The subcommittee will meet on January 12, 2023, to review this AOP again and bring back recommendations to the council members at the next meeting.

*Meeting adjourned 3:00*