

Associate Deans Council
April 12, 2023
Meeting Minutes

Present: Peter Ryan, Tracey Baham, Bimal Balakrishnan, Steve Bullard, Jim Dunne, Anastasia Elder, Cameron Fox, Robert Green, Brien Henry, Melanie Loehwing, Tabor Mullen, David Nolen, Steve Parrott, Andy Perkins, Rebecca Robichaux-Davis, Kevin Rogers, Susan Seal, Emily Shaw, Michael Seymour, Darrell Sparks, Lisa Stricklin, Link Logan, Jermaine Jackson, Andy Lewis, Tina Gilliland

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

1. Consideration of the minutes

- The minutes for the Associate Deans Council Meeting on March 22nd were not ready prior to this meeting and will be voted on during the April 26th meeting.

2. Announcements

- Dr. Jim Dunne stated that the Registrar's Office has sent out several emails with information regarding the Summer Scholars Program.

3. Semester Testing Reminder – Dr. Peter Ryan/Dr. Robert Green

- There have been multiple reports of faculty members rescheduling tests that interferes with another class for the students involved. Please remind faculty that exam schedules cannot be violated. Professors do not have the right to move their test from their normal class period to another time slot that interferes with their student's class schedules.

4. Document Submission – Dr. Peter Ryan

- Documents that require an approval signature from the Office of the Provost & Executive Vice President, which have not been signed by the advisor, department head or their designee, dean, will be returned for the appropriate signature. This applies to tuition waivers, additional course fees, MOU's, etc. The appropriate signatures must be received prior to sending the documents to the provost office for approval.

5. New Center for Teaching and Learning Program – Professor Michael Seymour

- Professor Seymour announced the launch of the Center for Teaching and Learning's "Maroon Academy for Teaching Excellence." The purpose of this program is to guide and support teachers in adopting evidence-based practices to maximize student learning and experience.
- Participants will receive a certificate in University Instruction. This certificate will involve four asynchronous online summer classes with required implementation during a regular semester.
- Summer Courses:
 - Intentional Course Design and Assessment
 - Active Learning for Student Engagement
 - Inclusive Teaching to Welcome All Learners
 - Supporting Student Learning in Class and Online
- Each course has five weekly modules.
- The application deadline is April 28, 2023. The first class is limited to thirty participants.
- For more information: www.cctl.msstate.edu/maroon-academy

6. ITS Website Platform – Mr. Steve Parrott & Mr. Andy Lewis

- Mr. Steve Parrott announced a new Drupal platform that will be used to house faculty and lab websites.
- Content can be added by the faculty member via an easy-to-follow template.
- This platform is ADA compliant and adheres to visual standards.
- Faculty/Instructors and labs will be offered access.
- Dr. Robert Green suggested this might need to include professional advisors.
- ITS is looking for testers now, so please contact Mr. Steve Parrott or Mr. Andy Lewis for more information.

7. AOP's

➤ **AOP 13.20: Exit Interviews for Departing Faculty** *(to rescind)*

Dr. Tracey Baham stated that this policy now contains duplicate information due to the recent approval of HRM 60.405: Separation of Employment/Change of Position. Therefore, this policy should be rescinded.

A motion was made to rescind AOP 13.20 by Dr. Steve Bullard and a second was given by Dr. Robert Green. The council agreed and the motion to rescind passed.

8. New Business

- Dr. Jim Dunne request that departments send a list of people that need access to the Promotion & Tenure (P&T) TEAMS group folder to Ms. Kathi Smith.
- Dr. Brien Henry announced that Graduate Appreciation Week begins next week. Please encourage your graduate students to participate.
- Research Week is April 11-14, 2023. For a complete schedule, please visit www.research.msstate.edu/initiatives/research-week

Meeting adjourned 2:45 pm