

Associate Deans Council
May 24, 2023
Meeting Minutes

Present: Jim Dunne, Bimal Balakrishnan, Steve Bullard, Jodee Crane, John Dickerson, Anastasia Elder, Brent Fountain, Dana Franz, Robert Green, Kim Hall, Christine Jackson, Melanie Loehwing, Tabor Mullen, Lynda Moore, David Nolen, Steve Parrott, Rebecca Robichaux-Davis, Kevin Rogers, Carrie Rybolt, Lisa Stricklin, Lauren Wright, Cynthia Harfst, Elizabeth Blaine, Cheryl Bowen, Bridget Magers, Shelby Balius, Tina Gilliland

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

1. Consideration of the minutes

- Upon a motion by Dr. Kevin Rogers and a second by Dr. Robert Green, the minutes from May 10, 2023, were approved as presented.

2. Announcements

- Dr. Jim Dunne announced that the Center for Teaching and Learning will begin a major initiative for instructional professional development next week. This initiative is a result of a recommendation from the Faculty Development Taskforce.
 - For more information: <https://www.ctl.msstate.edu/maroon-academy>

3. Class Drop/Withdrawal and Tuition Refunds: Dr. John Dickerson

- Recently there have been discussions regarding the implications to students when he/she drops a course versus a withdrawal. When a student withdraws, depending on the timing, there is a student refund schedule, however when a student drops a course, no refund is given. A handout was provided to the council members prior to the meeting, which included a suggested plan of action moving forward. This plan was a process that would include both withdrawals and dropped courses. The proposal is for a 100% refund for students who withdraw or drop a course, within the first ten days of class. After the tenth day, there would be no refund given for withdrawal or dropped courses, except in documented cases of serious illness, extreme hardship, etc. This plan aligns with other peer institutions.
- After a lengthy discussion, several council members requested further data be pulled by the Registrar's Office and report back to the council.

4. New Business

Meeting adjourned 2:15 pm