

**Associate Deans Council**  
**July 26, 2023**  
**Meeting Minutes**

**Present:** Peter Ryan, Tracey Baham, Steve Bullard, Jody Crane, Tracey Craven, John Dickerson, Jim Dunne, Anastasia Elder, Brent Fountain, Ellie Herndon, Dana Franz, Kari Babski-Reeves, Christine Jackson, Melanie Loehwing, Bethany Mills, Lynda Moore, Tabor Mullen, David Nolen, Steve Parrott, Andy Perkins, Rebecca Robichaux-Davis, Kevin Rogers, Darrell Sparks, Michael Seymour, Lisa Stricklin, Lauren Wright, Tina Gilliland

Dr. Peter Ryan 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. Dana Franz, the minutes from July 12, 2023, were approved.

**2. Announcements**

**3. Discussion**

- Dr. Melanie Loehwing asked about the Academic Forgiveness Policy and what happens when a student uses their two academic forgiveness tokens, when the new policy go into effect, do they get three more hours? How does this work under the new policy? Dr. Kevin Rogers stated that his understanding of the policy is that a student could essentially use academic forgiveness on the 3 worst grades or 9 hours.
- Dr. Anastasia Elder asked what are the policies or guidance concerning Generative AI & Chat GPT. Professor Michael Seymour stated that Dr. Johnathon Barlow put together a series of videos that explains how they can be used, how the students are using them and what are some of the things that are coming in the future. The videos also include recommendations for syllabus statements for faculty to use. However, the most important thing is for faculty to communicate with students very clearly what their expectations are in the classroom. Hopefully an email from the Provost will be forthcoming.
- Dr. Kari Babski-Reeves stated that in Bagley College of Engineering, they are seeing that faculty are being extremely restrictive for asynchronous online delivery courses in terms of exam windows, within the semester. There's not really any policy or guidance on what is reasonable for exams inside the semester. Dr. Ryan suggested forming a sub-committee to discuss and return to the council with their recommendations. The subcommittee will consist of the following individuals:
  - Dr. Kari Babski-Reeves, Chair
  - Mr. Sean Owen
  - Dr. Andy Perkins
  - Dr. Kevin Rogers
  - Dr. Melanie Loehwing
  - Ms. Ellie Herndon
  - Mr. Chris Dallager
  - Dr. Tracey Baham
  - Ms. Lynda Moore
  - Dr. Peter Ryan will attend the first meeting.
- Ms. Lynda Moore stated that the Advisors Council met last week and decided to host an advisor's institute over a span of two days. More information will be announced later.

- Dr. Melanie Loehwing asked if Instructors would need external review letters this fall when applying for promotion and tenure? Dr. Ryan stated that external (to MSU) letters are not required.
- Dr. Darrell Sparks requested that Ms. Ardra Morgan be made aware that CALS, CFR, ENG are using Watermark (to be sure that the correct template is being used).
- Mr. Andy Perkins announced that there is a new coversheet for degree proposals, and this should be available online any day. Dr. Perkins also stated that a new guide and format will be going live by August 15, 2023.
- Dr. Ryan requested that departments send him the word version of the Appendix 8 when submitting a new degree program. This will be very helpful with IHL submissions.
- Dr. Ryan mentioned that Fall Convocation will be held on August 22 at 6:30 pm; gates will open at 5:30 pm. Students are encouraged to bring water bottles due to the excessive heat. Convocation will be livestreamed and recorded. The President's Office will host a reception for the faculty and the platform party afterwards in the Triple Crown Club.
- Dr. Anastasia Elder asked if undergraduate research credit hours or DIS hours fall under the Bulldog Bundle? Dr. Ryan did not know, but stated he would find out and let her know.  
\*Note: After the meeting, Dr. Ryan spoke to Ms. Cheryl Bowen and she stated that any course with a registrar's code, is included in the Bulldog Bundle.

#### **4. AOP's**

#### **5. New Business**

*Meeting adjourned at 3:00 pm*