

Associate Deans Council
June 14, 2023
Meeting Minutes

Present: Peter Ryan, Steve Bullard, Jodee Crane, Jim Dunne, Anastasia Elder, Dana Franz, Kim Hall, Brien Henry, Ron McLaughlin, Bethany Mills, Lynda Moore, Tabor Mullen, Sean Owen, Andy Perkins, Michael Seymour, Emily Shaw, Darrell Sparks, Lisa Stricklin, Lauren Wright, Lindsay Race, Lori Ball, Susan Seal, Tina Gilliland

Dr. Peter Ryan called the meeting to order at 1:30 PM

1. Consideration of the minutes

- Upon a motion by Dr. Darrell Sparks and a second by Dr. Steve Bullard, the minutes from May 22, 2023, were approved as presented.

2. Announcements

- Dr. Dana Franz requested that any questions about content changes to catalog pages be directed to Dr. Andy Perkins, University Committee on Courses and Curricula (UCCC) Chair, who will make a determination if there needs to be a submission to UCCC. Additionally, Dr. Franz stated she will be responsible for submitting university wide changes to UCCC. After a discussion, it was agreed upon that the UAAC will serve as the point of contact for all transient students in regards to advising and registration for classes.
- Dr. Peter Ryan announced that the Associate Deans Council Meeting scheduled for June 28th is cancelled. Our next meeting will be July 12, 2023.
- Dr. Peter Ryan announced that Fall Convocation will be held on August 22 at 6:30 pm in Dudy Noble Field (Baseball Stadium).

3. AOP's

➤ **AOP 12.04: Final Examination**

Dr. Darrell Sparks made a motion to accept AOP 12.04 as presented with a second being made by Dr. Steve Bullard.

Ms. Lynda Moore asked who represents students in Academic Affairs, Undeclared and Data Science when a student has an issue with their Final Exam schedule? Dr. Ryan suggested adding a separate bullet, near the bottom of page two, that reads “For programs housed in Academic Affairs, the student should work with their Academic Advisor to resolve the exam overload and refer to the Office of the Provost & Executive Vice President if a resolution cannot be arrived at.”

Ms. Emily Shaw would like to change “by the academic calendar” to “by the final exam schedule” on page one, next to the last paragraph.

Dr. Darrell Sparks asked about the “15-week semester” and if there was a separate policy regarding the summer and mini-terms. Dr. Ryan stated all terms should be included in this policy. Dr. Robert Green shared similar concerns in an email he submitted to Dr. Ryan prior to the meeting. Due to the absence of Dr. Tracey Baham, Dr. Ryan suggested tabling this AOP to consult with Dr. Baham to create a separate section with new language to govern the Final Exam Schedule for intersession (Winter Term, Maymester) and summers session (5-week and 10-week) terms.
AOP 12.04 is tabled.

➤ **AOP 12.29: Undergraduate Admission Requirements**

This AOP is currently with Faculty Senate, however it will not be reviewed by them until September. Due to recent edits that the Office of Admissions & Scholarships needed to make, the original version will be withdrawn from Faculty Senate and once this version is approved, it will be forwarded to the Deans Council and Faculty Senate for review.

Dr. Ryan asked for a motion to accept the AOP as presented. Dr. Darrell Sparks made the motion and a second was received by Dr. Steve Bullard.

The Office of Admissions and Scholarships is requesting the following additions be added to page two:

- Number 7, middle of the paragraph: “for the term immediately prior to enrollment at MSU and an approved Letter of Transiency”
- Number 7, last sentence: “and all other documents required for transient admission” will be required.
- Section II, first paragraph: “Applicants who attend another institution before applying to MSU, must be eligible to re-enroll in the last institution they attended. Transfer applicants must meet one of the following criteria for admission.”

Ms. Lynda Moore suggested the following edit be added:

- Number 7, after the last sentence add: “Special Program for Academically Talented Students (SPATS) Academically talented students will be advised by and will schedule classes through the University Academic Advising Center.”

Dr. Steve Bullard shared several typos found in the AOP.

4. New Business

- Ms. Lynda Moore stated the 2023-2025 Advisor Council Executive Group Members are as follows.
 - Lynda Moore White, Chair
 - Emily Cane, Vice Chair
 - Hannah Baker, Executive Coordinator
 - Carrie Black, Secretary
 - Kylie Crosland, Past Chair

Meeting adjourned 2:47 pm