

**Associate Deans Council**  
**August 23, 2023**  
**Meeting Minutes**

**Present:** Peter Ryan, Tracey Baham, Angi Bourgeois, Steve Bullard, Jodee Crane, Tracy Craven, John Dickerson, Jim Dunne, Anastasia Elder, Brent Fountain, Dana Franz, Robert Green, Kim Hall, Brien Henry, Melanie Loehwing, Ron McLaughlin, Lynda Moore, Tabor Mullen, David Nolen, Sean Owen, Steve Parrott, Andy Perkins, Rebecca Robichaux-Davis, Kevin Rogers, Darrell Sparks, Lisa Stricklin, Lauren Wright, Mark Jimerson, Kari Babski-Reeves, Emily Shaw, 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. Robert Green, the minutes from July 26, 2023, were approved.

**2. Announcements**

- Ms. Lynda Moore announced that there will be an Advisors Institute on Sept. 25, 12:30-5:00 p.m. and Sept. 26, 1:00-5:00 p.m. Sessions will be available in-person and virtually. More information will be available soon.

**3. 4800 Undergraduate Research Credit Hours – Dr. Peter Ryan**

- We are unable to use zero hours for a course if that is the only course a student is registered for in a semester. The IHL will not allow the university to count a student in the semester census report if that is the only course they are registered for in any one semester. If a student has registered in a credit bearing course with assessments, then there is no issue if they are also taking a zero-credit hour course. Dr. Angi Bourgeois suggested that if the student is not looking for credit, that there be some other option to identify the work.
- Dr. Ryan proposed the creation of a sub-committee to investigate this issue further and report back to the council by mid-October.

The sub-committee members are listed here:

- Dr. Robert Green, chair
- Dr. Rebecca Robichaux-Davis
- Dr. Anastasia Elder
- Dr. Tracey Baham
- Dr. Sean Owen
- Dr. Melanie Loehwing
- Dr. Darrell Sparks
- Ms. Emily Shaw

**4. AOP's**

**AOP 13.21: Faculty Released Time for Specified Committee Chairs**

Dr. Kevin Rogers made a motion to accept AOP 13.21 as presented to the council and a second was given by Dr. Anastasia Elder.

Dr. Tracey Baham stated that previously there had been confusion over how a person was receiving buy-out compensation for university level committee serving in a leadership capacity, whether the funds went to the department, or if it went directly to the person. The council suggested adding content to pay the UCCC Chair over the summer similar to the Vice President of Faculty Senate.

Also, the council discussed adding language that includes 12-month faculty.

After a brief discussion a motion was made by Dr. Kevin Rogers and a second by Dr. Steve Bullard, to table this policy until clarification on these issues could be obtained.

**AOP 13.21 is tabled.**

#### **AOP 12.11: Undergraduate Student Requirements for Graduation**

Dr. Kevin Rogers made a motion to accept the AOP 12.11 as presented to the council and a second was given by Dr Melanie Loehwing.

Dr. Tracey Baham stated that this policy has been cleaned up in concert with the changes made to AOP 12.08, removing degree requirements the institution sets and focusing on the requirements students have to receive their bachelor's degree.

There was some confusion about what the 25 percent means in section "d" on page one. Dr. Tracey Baham stated that 25 percent of the degree program must come from Mississippi State for a degree to be awarded. After a brief discussion, the council decided on the following language:

- Section D: A student must complete at least 30 semester credit hours of their upper-division courses (courses numbered 3000 through 5000) at Mississippi State University. Any exception to the 30-semester credit hour requirement must be approved in writing by the student's dean.

**AOP 12.11 Approved with the above-mentioned edit.**

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

- Dr. Dana Franz announced that IE Reports are due no later than Sept. 8, 2023.
- Dr. Jim Dunne asked if the instructor's titles should be changed to Instructor I, II, II in Banner to reflect instructor rank the same as for professorial rank. Dr. Angi Bourgeois stated that the rank reported is dependent on when/what the departments submit in their EAF's to HRM. HRM reports in Banner what is in the EAF.

*Meeting adjourned at 3:00 pm*