

**Associate Deans Council
September 13, 2023
Meeting Minutes**

Present: Peter Ryan, Tracey Baham, Angi Bourgeois, Steve Bullard, Jodee Crane, Tracy Craven, Anastasia Elder, Dana Franz, Robert Green, Melanie Loehwing, Bethany Mills, Lynda Moore, Tabor Mullen, David Nolen, Sean Owen, Steve Parrott, Andy Perkins, Rebecca Robichaux-Davis, Kevin Rogers, Darrell Sparks, Lisa Stricklin, Lauren Wright, Emily Shaw, Bridget Magers, Logan Link, Shelby Balius, 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 August 23, 2023, were approved.

2. Announcements

- Dr. Ryan announced that the Advisors Institute will be held on September 25 & 26. Registration is now open at <https://www.msuaac.msstate.edu/advising-institute>.

3. Tuition & Fee Penalties for Late Drop of Campus 5 courses Discussion – Dr. Melanie Loehwing, Ms. Bridget Magers

- During a recent Associate Deans Council meeting, Dr. Melanie Loehwing had a question about students not receiving a refund when dropping a Campus 5 class one day after the drop date. After a lengthy discussion, the council agreed to invite Ms. Bridget Magers to the next meeting to provide clarity to everyone.
- Ms. Magers attended today’s meeting and shared the following information.
- Ms. Magers stated that students only have a certain number of days each semester to drop and receive a refund on tuition. The drop deadline for the full semester is the 5th class day. Students who drop after the deadline may still drop but are responsible for the cost of the course and will receive a “W” grade.

Drop Scenario	PRIOR to the Deadline	AFTER the 5th Class Day
Campus 1 student drops from 18 hours to 15 hours <i>assuming 18 hours main campus</i>	No refund - student is at the main campus full time tuition cap.	NO tuition refund
Campus 1 student drops from 18 hours to 11 hours <i>assuming 18 hours main campus</i>	Refund due for 1 hour of tuition due to dropping below the 12-hour cap	NO tuition refund
Campus 5 student drops from 18 hours to 15 hours	Yes, refund due for 3 hours if all 18 hours are Campus 5. Campus 5 students are charged by the credit hour for enrollment and are not subject to the cap.	NO tuition refund
Campus 5 student drops from 18 hours to 15 hours, then adds 3 hours – do they pay for 21 hours?	Campus 5 student that drops 3 hours and then adds 3 hours prior to the deadline will pay for 18 hours.	NO tuition refund and YES - the student will be charged for 21 hours.

- Ms. Magers also stated that students only have a certain number of days each semester to drop and receive a refund on tuition. The drop deadline for the full semester is the 5th class day. Students who drop after the deadline may still drop but are responsible for the cost of the course and will receive a “W” grade.
- Additionally, mini terms and all summer parts of terms have different drop deadlines that are a shorter timeframe than the full fall/spring semester. Mixing campuses brings additional complexities of the tuition cap but only prior to the drop deadlines.
- Withdrawing entirely from the semester is the way to get a prorated refund on tuition.
- Dr. Ryan recommended and the council agreed the formation of a task force to research this topic further and report back to council with their findings. Task force members are listed below.
 - Melanie Loehwing, Arts and Sciences (Chair)
 - Bridget Magers, Controller’s Office
 - Carrie Rybolt, Registrar’s Office
 - Emily Shaw, Registrar’s Office
 - Lynda Moore, Academic Advising and Student Success
 - Sean Owen, Professional and Continuing Studies
 - Darrell Sparks, Agriculture and Life Sciences

4. Online Course & Tools Showcase – Ms. Tracy Craven

- Ms. Craven shared a handout with the council announcing the Online Course and Tools Showcase on September 27th with morning and afternoon sessions in Colvard Union, Ballroom M. During this event, Online Instructional Design staff will showcase “Unleashing the Potential of Tech Tools for Online Learning”. Register at www.online.msstate.edu.

5. Career Expo Day – Ms. Bethany Mills

- Ms. Mills announced the upcoming “Resume Blitz Day 2” event on September 14 at 10:00 in 300 Montgomery Hall.
- The Career Center will be hosting the 2023 Fall Career Expo at the Mill Conference Center on September 19 – 21. The Career Expo is MSU’s largest career fair for the recruitment of MSU students and alumni for internship, co-op, and full-time opportunities, with 238 companies expected to attend. For more information <https://www.career.msstate.edu/events>.

6. Report from sub-committee on 4800 Undergraduate Research Credit Hours – Dr. Anastasia Elder

- Dr. Elder provided the following proposal to the council regarding the use of 4800 with zero credit hours.
 - Keep existing 4800 courses for units, but no longer permit zero credit options. All will be minimum of one credit hour with grade (either normal or pass/fail) and accompanying course charges. Thus, these courses will show up in academic records, are earning credit, can be applied for degree, are graded in GPA calculations, and are charged tuition rates. (Catalog descriptions may need updates since hours and titles of 4800 courses are not consistent across units).
 - Add an option for a course code EXL 4800 that students can take to replace times when zero hours of 4800 courses are desired. This course will be listed as one credit like EXL 3100 co-op courses but will:
 - ✓ Carry a nominal fee (recommend \$25)

- ✓ Is pass/fall only and earns zero GPA hours.
- ✓ Not useable in degree
- ✓ Must include a faculty member.

(EXL 4800 may already exist)

Overall, this proposal highlights undergraduate research as an academic endeavor and the experiential learning aspect.

- There was a brief discussion regarding titles, subtitles, and job descriptions. Dr. Andy Perkins and Dr. Dana Franz will research EXL 4800, and the issues listed above, and this will be discussed again in the next council meeting. The Council was in favor of the proposed solutions to the 4800 zero credit hour issue that complicated enrollment reporting to the IHL Board Office.

7. AOP's

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

AOP 13.21 was previously discussed and tabled by the council to gain clarity regarding 12-month appointments. A new section titled Twelve-Month Faculty was created to address release time and reimbursement of 12-month appointments. The council supported the four proposed clarifications. Additionally, after a brief discussion, the council agreed to add the following statement proposed by Dr. Steve Bullard, as item number five on page three.

- Twelve-month faculty with less than full time appointments, can negotiate release time with their department head and working through their appropriate reporting channels, with final approval from the Provost Office.

The council agreed and approved AOP 13.21 with the above-mentioned amendments.

8. New Business

- Dr. Kevin Rogers asked if guidance would be forthcoming regarding the changes made over the summer to the P&T process/documents. Dr. Ryan stated that Dr. Jim Dunne is the lead on this, and he will seek information from Dr. Dunne. Dr. Ryan also noted that the implementation of these changes would likely apply for the 2024-25 P&T cycle in keeping with the guidelines outlined in AOP13.24 Annual Faculty Review Process and the Faculty Handbook (see page 31).
- Mr. David Nolen announced an off-campus event: Flannery O'Connor: In Her Own Words, September 14 at 4:00 at the Oktibbeha County Heritage Museum.
- Dr. Angi Bourgeois mentioned multiple upcoming events including the Hispanic Heritage Month: Art and Architecture in the Americas Exhibition, September 16, in the Union Gallery. Another event is the Adam Trest: Storytelling Exhibit, October 5 – November 10, Cullis Wad Depot Art Gallery. For more information: <https://www.caad.msstate.edu/>.
- Dr. Melanie Loehwing mentioned that Constitution Day is Sept. 15 & 18 and more information can be found at <https://www.sfa.msstate.edu/important-updates/constitution-day/>.
- Dr. Kevin Rogers announced there would be a grand opening of CoWork MSU at the Hub (formerly Cadence Bank) at 301 Main Street, September 15 at 2:30pm.
- Dr. Steve Bullard stated the Wood Magic Science Fair would be held the week of September 18th and more information is available at <https://www.bioproducts.msstate.edu/outreach/wood-magic.php>.
- Ms. Shelby Balias announced a new faculty program on MSU's Transformation Change for new faculty would be held on September 14 at 3:30 in 3002 Lee Hall.

Meeting adjourned at 3:00 pm