

**Associate Deans Council
October 25, 2023
Meeting Minutes**

Present: Peter Ryan, Tracey Baham, Angi Bourgeois, Steve Bullard, Jodee Crane, Tracey Craven, John Dickerson, Jim Dunne, Anastasia Elder, Dana Franz, Kim Hall, Brien Henry, Christine Jackson, Dominic Lippillo, Melanie Loehwing, Alicia Olivier, Bethany Mills, Lynda Moore, Tabor Mullen, David Nolen, Sean Owen, Kevin Rogers, Darrell Sparks, Lisa Stricklin, Lauren Wright, Stephen Cunetto, Melody Dale, Andi Burke, Kylie Krosland, Chris King, Tina Gilliland

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

A moment of silence was held in honor of Dr. Ian Munn who passed unexpectedly on October 20, 2023. Dr. Munn was the former Associate Dean for the College of Forest Resources and had served in this capacity on the Associate Deans Council for over ten years. He was a true gentleman, diplomate, and scholar, and impacted so many peoples' lives in such a positive way. He will be missed by all.

1. Consideration of the minutes

Upon a motion by Dr. Kevin Rogers and a second by Dr. Jim Dunne, the minutes from October 11, 2023, were approved.

2. Announcements

- Dr. Ryan stated that he received a report from Environmental Health and Safety that personnel in buildings are not cooperating during the fire drills. Several concerns were identified including individuals who were slow or refused to egress from builds during a fire drill. Additional concerns were failure to follow, the instructions of the Environmental Health and safety staff conducting the drills, and in some instances subjected the staff to inappropriate language and verbal abuse. Dr. Ryan stated that this behavior is unacceptable, unbecoming and is an embarrassment to the university. Dr. Ryan asked that everyone discuss the importance of these drills with their departments. Deans are notified in advance of the drills and are asked to notify the Provost's Office if a drill would significantly impact an event that cannot be rescheduled. Additionally, Deans and Department Heads should not disclose the day, date, and time of drills as it defeats the purpose of the exercise.
- Dr. Angi Bourgeois, Dean, College of Architecture, Art and Design, mentioned a new faculty exhibition that will open on Thursday, November 2, in the VAC Gallery on University Drive.
- Ms. Jodee Crane, Student Association Vice President, mentioned that the Student Association would be bringing back the Battle for the Bulldog, where academic colleges compete to see who attends the most events throughout homecoming week. The winner will receive a trophy and bragging rights.

3. Open Educational Resources Taskforce

- Mr. Stephen Cunetto, Associate Dean of MSU Libraries, shared the results from the Open Educational Resources (OER) Survey from the Spring 2023 semester. Over two hundred people responded to the survey that was launched in March of 2023. The survey captured the type of resources being used and what barriers the faculty members are experiencing.
- Based on the survey results, Mr. Cunetto and the taskforce members realized that more campus education is needed such as letting faculty know what types of resources are available and how they can be used.

- A panel discussion was recently held, and attendees discussed how they use Open Resources. Another panel discussion will be held on November 14. Mr. Cunetto asked council members to promote this within their departments.
- Ms. Melody Dale shared OER information on the MSU Libraries Website, and she shared with council members how to navigate the website.

4. Textbook Adoption

- Ms. Andi Burck, General Manager, MSU-Barnes and Nobles Bookstore, stated that the Bulldog Bundle program has been in use for one full year. For the fall 2023 semester, 15,000 students utilized the program.
- Ms. Burck asked the council to stress the importance of timely book adoption with their faculty.
- Dr. Melanie Loehwing mentioned two challenges that her faculty have experienced:
 - Barnes & Noble not having access to the books that faculty have adopted, such as foreign texts, or out of print texts.
 - Faculty not able to make decisions, too far in advance, about what novels they want to use in their class.
- Dr. Ryan reminded the council that the Department Heads are ultimately responsible for book adoptions, if the faculty member has not been selected, or if there is an open position at adoption time.
- Ms. Burck stated that Deans have tier two access, and this same level of access would be appropriate for the faculty as well. Dr. Ryan added that this would be a great idea.

5. Academic Advising Institute Survey Results

- Ms. Lynda Moore White stated that MSU hosted its first Advisors Institute on September 25-26, 2023. There were eight presentation sessions: three were face-to-face and five were via Webex. There were eighty faculty instructors. Ms. White and Ms. Kylie Krosland shared results of a survey that attendees took part in.
- Dr. Melanie Loehwing asked for a list of participants so she could recognize her staff that attended.

6. Adornments at Commencement Exercises

- Dr. Nathan Griffey is working on a document to address the adornments at commencement. In the past, students were only allowed to wear adornments associated with academic honors societies with the exception of students that are veterans or active members of the armed services and student athletes.
- Dr. John Dickerson noted that this is still a work in progress; but basically, if there is a student group that wants to wear something based on their student group affiliation with MSU, the university would like to have an official record of that and be able to capture that data. The overarching goal is that any affiliated organization with MSU would be eligible to make a request and be considered by the commencement committee.

7. AOP's

8. New Business

Meeting adjourned at 3:00 pm