

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

Present: Peter Ryan, Tracey Baham, Steve Bullard, Tracey Craven, Jim Dunne, Anastasia Elder, Dana Franz, Robert Green, Kim Hall, Brien Henry, Christine Jackson, Dominic Lippillo, Melanie Loehwing, Alicia Olivier, Tabor Mullen, David Nolen, Sean Owen, Steve Parrott, Andy Perkins, Rebecca Robichaux-Davis, Kevin Rogers, Emily Shaw, Lisa Stricklin, Cory Gallo, Jermaine Jackson, Kelly Moser, 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 October 25, 2023, were approved.

2. Announcements

- Dr. Peter Ryan stated that the Doctoral Commencement Ceremony was held on December 7, 2023, with seventy-two student participants.
- The December Commencement Ceremonies were held in Humphrey Coliseum on December 8, 2023. Dr. Ryan extended his gratitude to all involved in organizing the doctoral hooding and graduation ceremony and the commencement exercises.
- Dr. Ryan made the following announcement on behalf of Ms. Lynda Moore White: The following proposals were accepted for the NACADA Region 4 and Region 7 Conference to be held in New Orleans, LA in February 2024:

*Program Title: **From Advisor to Administrator: Exploring a Skills Approach to Academic Advising Leadership**
Jada Chubb, Director/Academic Relations, Curriculum & Advising
College of Agriculture & Life Sciences*

*Program Title: **The Magic of Setting the Stage for Success**
Kylie Crosland, Program Coordinator
Allison Stamps, Academic Coordinator
Electrical and Computer Engineering*

*Program Title: **A Different World: Navigating First Year Advising as a Former P – 12 School Counselor**
Shandell Lewis, Student Success Coordinator
Academic Affairs*

*Program Title: **The Magic of Advising Training: Faith, Trust, and Little Bit of Pixie Dust**
Lynda Moore-White, Director/UAAC, Academic Affairs
Emily Cain, Director of Academic Relations, College of Arts & Sciences
Carrie Black, Student Success Coordinator, Academic Affairs
Hannah Baker, Academic Coordinator, Teacher and Ed Leadership, College of Education
Kylie Crosland, Program Coordinator Electrical and Computer Engineering*

3. AOP's

➤ **AOP 12.04: Final Examination**

AOP 12.04 was table by Associate Deans Council on June 14, 2023.

Dr. Melanie Loehwing had questions about the time students can arrive for an exam and about how the three-hour final exam counts toward the contact hours. Dr. Tracey Baham stated that “seat time” is not required, but the exam period does count for course contact time. However, the three hours can be made up through an assignment (a paper) or in another form of instruction to meet the required contact time.

Regarding the time when students may arrive for the exam or leave, Dr. Ryan stated that traditionally a student would be allowed up to the first half-hour to arrive and leave anytime during the exam, except for the last half-hour.

Dr. Melanie Loehwing recommended that this information be added to the policy to alleviate any confusion. After a discussion by the council the following language was agreed upon and will be added to the policy:

- *Students are entitled to sit through the full three hours of the allocated exam time. If a student is late for the examination but no classmates have completed the examination before the student's arrival, then the faculty member must allow the student to take the examination within the remaining examination time.*

There was a discussion regarding the shortened format classes exam schedule. The following language will be added to the policy:

- *Classes offered in shortened formats should hold the final exam during the last class period when the exams are not scheduled in the University academic calendar.*

Dr. Anastasia Elder voiced some concern about students in the shortened format courses losing the Reading Day. After a discussion, the language below will be added to the policy:

- The purpose of the Reading Day, when scheduled, is to allow students time to study and prepare for final examinations. No student activity, meeting, assignment, or event should be scheduled on this day. These restrictions apply to all Mississippi State University classes (e.g., face-to-face, online, etc.).
- Dr. Robichaux-Davis suggested adding "those for" on page one, in the second paragraph.
- Dr. Bullard request that the words "Examination Schedule" be added to the first paragraph under the section Three or More Final Examinations in One Day.

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AOP 12.04 was approved with the above-mentioned edits.

➤ **AOP 12.18: Academic Amnesty for Graduate Students**

A motion was made to accept the policy as presented by Dr. Kevin Rogers and a second was made by Dr. Melanie Loehwing.

Ms. Emily Shaw asked for a few slight changes:

- Capitalize Registrar's Office (*2nd paragraph*)
- Change the word "segment" to "update" (*2nd paragraph*)

The council agreed to change the word "may" to "must" in the second paragraph. And to change the words "may not" to "will not necessarily" in the fifth paragraph.

AOP 12.18 was approved with the above-mentioned edits.

➤ **AOP 12.26: Credit for Prior Learning**

A motion was made to accept the policy as presented by Dr. Kevin Rogers and a second was made by Associate Dean David Nolen.

Dr. Melanie Loehwing asked if there should be a deadline to apply listed in the policy?

The council agreed to add: "Students may apply for CPL (*Credit for Prior Learning*) up to the last day to withdraw in the semester prior to degree completion."

Dr. Steve Bullard stated that the word "be" should be added to item number one on page two.

Dr. Bullard also asked that "may not necessarily" be added to the last sentence, in the first paragraph on page three.

AOP 12.26 was approved with the above-mentioned edits.

4. New Business

Associate Dean David Nolen announced that the Library Christmas Gathering will be Friday, December 15, 2023.

Meeting adjourned at 3:00 pm