

**Associate Deans Council**  
**February 14, 2024**  
**Meeting Minutes**

**Present:** Peter Ryan, Tracey Baham, Steve Bullard, Kayla Carr, Tracey Craven, Jim Dunne, Anastasia Elder, Robert Green, Kim Hall, Dominic Lippillo, Melanie Loehwing, Alicia Olivier, Bethany Mills, Lynda Moore White, Tabor Mullen, David Nolen, Sean Owen, Steve Parrott, Andy Perkins, Rebecca Robichaux-Davis, Kevin Rogers, Emily Shaw, Darrell Sparks, Lisa Stricklin, Lauren Wright, Kayla Pineda, Link Logan, 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 January 24, 2024, were approved.

**2. Announcements**

- Dr. Peter Ryan introduced Dr. Kayla Carr, Director of MSN, Meridian. Dr. Carr will join the council and represent the nursing program.
- The SACSCOC visit will be February 27-29, 2024. Due to so many council members being involved with their visit, we will cancel the Associate Deans Council Meeting on February 28, 2024.
- Dr. Ryan requested the assistance of the Associate Deans to help identify classes that Ms. Lisa Stricklin can visit to promote the National Student Exchange (NSE) Program. Ms. Stricklin, along with graduate assistant Calvin Richey would need five or ten minutes to present the program to freshmen and sophomore students.
- Dr. Ryan announced that the New Faculty Bus Tour planned for February 22 is being postponed due to lack of interest. The provost office plans to combine this year's new faculty with the new cohort in August and try for a fall bus tour. Please encourage your new faculty members to take advantage of this opportunity.
- Dr. Jim Dunne has been hosting "Java with Jim" for new faculty this semester. This is a way to connect new faculty with the provost office. Please encourage your new faculty members to sign up for one of these opportunities.

**3. Retroactive Withdrawals – Dr. Peter Ryan**

- Dr. Ryan stated that retroactive withdrawals is not a process to cleanse a student's transcript. They should only be granted based on extenuating circumstances (e.g., an illness, automobile accident or some unforeseen catastrophe that occurred in the family) that led a student to have a difficult academic semester. Please be judicious when deciding if the request has true merit. These decisions need to be made at the department and college level whenever possible.

**4. Fall 2023 Honor Code Summary – Dr. Tabor Mullen**

- Dr. Tabor Mullen shared the honor code summary via email prior to the council meeting. Dr. Mullen stated that he and his staff are having a very difficult time staying ahead of the technology in Artificial Intelligence (AI) as it relates to the Honor Code.
- Faculty are doing a great job at discerning whether there is an AI issue involved in honor code violations in their classrooms.

**5. QEP Overview for SACSCOC Visit – Drs. Kayla Pineda and Rebecca Robichaux-Davis**

- Dr. Robichaux-Davis passed out a flyer to the council members regarding the Quality Enhancement Plan (QEP) called the Bulldog Experience. This initiative aims to engage all MSU undergraduates in

experiential learning activities, through both curricular and co-curricular experiences, that conclude with intentional reflection so that new knowledge can result from the experience.

- As a result of participating in Bulldog Experience throughout their undergraduate degree, a Mississippi State University undergraduate student should be able to
  - Identify connections between in-class and out-of-class experiences that were meaningful and beneficial to them.
  - Synthesize multiple sources of information, including prior experiences, to deepen their understanding of academic content.
  - Apply previously learned knowledge and skills to new situations or scenarios.

## 6. AOP's

### ➤ AOP 12.12: Credit & Grades

A motion to accept AOP 12.12 as presented was made by Dr. Kevin Rogers with a second by Dr. Robert Green.

Dr. Tracey Baham stated that there is a sub-committee currently working on AOP 12.12 and some needed changes, however Dr. Baham noted that a technical change was needed in a timely manner due to the nursing program's accreditation at the Meridian campus.

University Registrar, Ms. Emily Shaw mentioned that her understanding of the program was the need for a 3-to-1 ratio. Dr. Ryan suggested that the following item be added under Section A Credit and Grades: "4. Nursing Clinical – 2250 minutes".

Dr. Steve Bullard noted another technical item that needs to be corrected on page two, in the third and fifth paragraphs: "academic dean" rather than dean or relevant deans. The council agreed and Dr. Robichaux-Davis said she would alert the senate that these were only technical changes that do not change the intent of the policy.

The two technical changes above were approved by the council.

## 7. New Business

- Dr. Anastasia Elder shared a flyer for the "Call for Abstracts" for the Spring Undergraduate Research Symposium on April 11-12, 2024. The submission deadline is March 19, 2024.
- Mr. Steve Parrott mentioned a new step in the DUO authentication process that includes entering a four-digit numeric code. More information will be emailed to everyone soon.
- Dr. Tabor Mullen reminded everyone about the Student Expo on Wednesday, February 28<sup>th</sup> from 10:00 – 2:00 in the Bost Conference Center.
- Dr. Jim Dunne announced that the application deadline for the Maroon Academy for Teaching Excellence is April 5, 2024. More information can be found at <https://www.ctl.msstate.edu/maroon-academy>.
- Ms. Bethany Mills expressed her thanks to everyone for a very successful Career Expo that was held Feb. 6-8, 2024. There were nearly two hundred employers at the expo with over sixteen hundred students in attendance.
- Ms. Lisa Stricklin reminded everyone that advising award nominations are due by February 29, 2024.

Meeting adjourned 2:47 PM