

Associate Deans Council
August 28, 2024
Meeting Minutes

Present: Peter Ryan, Kari Babski-Reeves, Tracey Baham, Steve Bullard, Jim Dunne, Anastasia Elder, Brent Fountain, Dana Franz, Kim Hall, Brien Henry, Christine Jackson, Dominic Lippillo, Melanie Loehwing, Lucy Mellen, Bethany Mills, Lynda Moore White, Eric Moyon, Tabor Mullen, David Nolen, Alicia Olivier, Sean Owen, Andy Perkins, Kevin Rogers, Emily Shaw, Darrell Sparks, Shelby Tschume, Paul Spurlin, Lauren Wright, Lisa Stricklin, Mark Jimerson, Tina Gilliland

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

1. Consideration of the minutes

Upon a motion by Mr. David Nolen and a second by Dr. Kevin Rogers, the minutes from July 14, 2024, were approved.

2. Announcements

- The Advisors Institute will have a New Advisors Gathering on September 9 at 2:30 in Fowlkes Auditorium and at 3:00 the Panel Discussions will begin. Contact Ms. Lynda Moore-White for more information.
- Dr. Peter Ryan mentioned that Fall Convocation was a great success. The guest speaker was Mississippi's Deputy Attorney General, Ms. Whitney Lipscomb.
- Dr. Ryan stated that when submitting affiliation agreements, colleges/units may submit agreements using a standard template, changing only the partner once General Counsel has approved the template. This can be done by the academic year, or a calendar year. Please reach out to Dr. Ryan if you need assistance with formatting your template.
- Dr. Ryan spoke briefly about productivity reports that are due by Sept. 5, 2024.

3. Transfer Articulation Change – Ms. Emily Shaw

Last summer, the registrar's office made changes regarding how transfer articulations were reviewed and therefore how they were reflected in the system. The four Xs (xxxx) that have been used for a long time, indicated that a course was not a direct equivalent at MSU. It was unclear if that course had been in the system since 1998, since Banner existed or had it been reviewed and found not to be equivalent. The new process that began last summer introduced four Ys (reviewed and found not to be equivalent) and four Zs (reviewed and while not perfectly equivalent, a valid substitution) and has been somewhat successful, but not 100% successful. To continue improving the process, the decision was made to introduce a new subject code, called TRX (transfer with no equivalent subject).

4. AOP's

➤ **AOP 13.03: Responsibilities in Instruction and Curriculum and Attendance at Classes**

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

Dr. Tracey Baham stated this policy was reviewed in 2022, however it never completed the review cycle.

Dr. Melanie Loehwing suggested adding "and pedagogy" to item number 9.

Dr. Darrell Sparks suggested deleting "Dean Graduate School" on the signature page.

Dr. Sparks also inquired about "Fall or Spring" class delivery on the top of page three. After a brief discussion, council agreed this should be changed to "any part of the term."

Ms. Christine Jackson asked that “department” be added before the word ‘head’ on page three, line three.

Dr. Steve Bullard suggested that Department Head/Director be changed to “Academic Unit Head” throughout the policy.

After a question from Dr. Jim Dunne regarding the review schedule of course syllabi, Dr. Ryan formed a sub-committee to look into this topic and course modifications. Members of the sub-committee are listed here:

- Dr. Andy Perkins, Chair
- Dr. Dana Franz
- Dr. Melanie Loehwing
- Dr. Jim Dunne
- Dr. Kim Hall
- Dr. Darrell Sparks

AOP 13.03 is approved with the above-mentioned edits and will now be forwarded to Deans Council for review.

➤ **AOP 13.05: Faculty Grievance Procedures**

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

Dr. Tracey Baham stated that the highlighted portion of the policy is the reason for the additional review by the council today.

Dr. Steve Bullard asked that all instances in the policy where it mentions “Provost” that we add the full title to include “and Executive Vice President.”

Dr. Jim Dunne suggested the council remove duplicate language in section two “shall have the right.”

Dr. Dunne also requested a language change in item ‘d’ from “informal resolution” to “mediation.”

Dr. Sparks asked that the word “calendar” be added to section ‘d,’ in the first sentence.

AOP 13.05 is approved with the above-mentioned edits and will now be forwarded to Deans Council for review.

5. New Business

- Dr. Dana Franz mentioned that IE Reports are due by September 6th.
- Dr. Ryan mentioned that the College of Veterinary Medicine (CVM) and College of Business have created bylaws for their colleges. Dr. Ryan will ask permission to share those bylaws as a general guide for other units that may be interested in doing the same.
- Ms. Lynda Moore-White asked that council members remind advisors to assign advisors to students in Banner.
- Dr. Melanie Loehwing announced the ribbon cutting of the Psychology Clinic, Rice Hall, first floor on Friday, August 30th.
- Dr. Ryan reminded the counsel that retro-active withdrawals are not to be used for cleansing the transcripts. It should be a one time use for extenuating circumstances.
- Dr. Bullard announced that Dr. Alicia Olivier is now the Associate Dean of CVM and no longer the interim.
- Ms. Lucy Mellen announced that Homecoming and Fall Senate Elections will be held on October 8th and campaigning will begin Sept. 29th.
- Mr. David Nolen announced the 60th Anniversary of Freedom Summer will be held on August 30 at 1:00 in the Grisham Room of the Mitchell Memorial Library.
- Dr. Dominic Lippillo mentioned a solo exhibition by Professor Emeritus, Jamie Mixon at the Depot Gallery on September 6th.

Meeting adjourned 2:51 PM