

Associate Deans Council
September 11, 2024
Meeting Minutes

Present: Tracey Baham, Steve Bullard, Tracey Craven, Jim Dunne, Anastasia Elder, Dana Franz, Kim Hall, Brien Henry, Dominic Lippillo, Melanie Loehwing, Lucy Mellen, Bethany Mills, Lynda Moore White, Eric Moyon, Tabor Mullen, David Nolen, Sean Owen, Kevin Rogers, Adrian Sescu, Emily Shaw, Darrell Sparks, Paul Spurlin, Shelby Tschume, Jack Smith, Logan Link, Tina Gilliland

Dr. Tracey Baham 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. Melanie Loehwing, the minutes from August 28, 2024, were approved.

2. Announcements

- Dr. Baham recognized Dr. Adrian Sescu, who will now be representing Bagley College of Engineering on the council.
- Dr. Dunne stated that P&T Documents are being updated. The Deans have been notified and will be communicating further information with their faculty.
- Dr. Tracey Baham announced that a committee needs to be created to work on some standard operating procedures regarding Interfolio and Digital Measures and a possible conversion. Dr. Baham asked for volunteers to serve on this committee. The following people agreed to serve in this capacity:
 - o Dr. Melanie Loehwing
 - o Dr. Kevin Rogers
 - o Dr. Dana Franz
 - o Dr. Darrell Sparks
 - o Dr. Adrian Sescu
 - o Dr. Alicia Olivier
 - o Dr. Stacy Haynes
- Ms. Lynda Moore White mentioned the Advisors Panel event recognizing award winners was recently held. The College of Engineering and the College of Agriculture and Life Sciences was well represented.

3. Career Exp Days – Ms. Bethany Mills

- Ms. Mills stated that the Career Expo Days will be held on September 17-18 at Humphrey Coliseum, and 215 employers will be participating. More information can be found at www.career.msstate.edu/events.

4. Mini Term Two – Ms. Emily Shaw

- Ms. Shaw asked to open a conversation regarding how courses are being used during mini term two. Ms. Shaw stated that Dr. Rick Travis once remarked that mini terms could serve three purposes:
 - o Mini terms could be used for students who wanted to admit later.
 - o Mini terms could be used for students who wanted to keep their full-time load.
 - o Mini terms are being used for students who need to parachute out of something and into something else.

With nineteen section of mini term two courses already full, we need to decide how we want these mini terms used.

Ms. Shaw asked council members to discuss this information with their departments and send any feedback to her.

5. AOP's

➤ **AOP 12.38: Undergraduate Academic Advisement**

Associate Dean David Nolen made the motion to accept the AOP as presented by the sub-committee, with a second being made by Dr. Adrian Sescu.

Dr. Kevin Rogers, chair of the sub-committee, explained the rationale behind the recommendations from the committee.

Dr. Jim Dunne expressed concerns about advisors not being assigned in banner. Dr. Rogers stated that he agreed with Dr. Dunne, but the sub-committee was not in favor of adding that to the policy.

Dr. Baham suggested changing the word “campus” to “primary location” throughout the policy.

Dr. Spurlin asked if items number four and six were both necessary. This question sparked a brief discussion about different MSU locations, as well as online delivery. As a result, the council agreed to add the following statement to item number six: “or by the centers listed in item number two” and to delete item number four and seven. The council also agreed to change “departmental approval” to “approval.”

Dr. Dunne suggested changing the word “may” to “should” in item number nine and the council agreed.

The council agreed to the above-mentioned edits and Dr. Baham will recirculate to members.

AOP 12.38 was approved.

6. New Business

- Ms. Lucy Mellen mentioned that students have stated that the public grade distribution tool is hard for them to find. Dr. Dunne suggested it be added to banner. Dr. Baham stated she would follow-up on this.

Meeting adjourned 2:48 PM