

**Associate Deans Council  
December 11, 2024  
Meeting Minutes**

**Present:** Peter Ryan, Tracey Baham, Trey Breckenridge, Steve Bullard, Tracey Craven, Jim Dunne, Anastasia Elder, Brent Fountain, Dana Franz, Kim Hall, Brien Henry, Christine Jackson, Dominic Lippillo, Melanie Loehwing, Lucy Mellen, Lynda Moore White, Eric Moyon, Tabor Mullen, David Nolen, Alicia Olivier, Sean Owen, Adrian Sescu, Michael Seymour, Emily Shaw, Darrell Sparks, Paul Spurlin, Shelby Tschume, Lisa Stricklin, Lauren Wright, Tiffany Key, Parker Ellen, Tina Gilliland

Dr. Peter Ryan and Dr. Melanie Loehwing called the meeting to order at 1:30pm.

Dr. Loehwing co-chaired the meeting.

**1. Consideration of the minutes**

The minutes from November 13, 2024, were approved with the correction of two minor typos.

**2. University-wide Bulldog Mentor Program Updates & Highlights – Ms. Tiffany Key**

- This is a relatively new program that began in the spring of 2023. The main purpose of this program is to foster connections between MSU students and alumni through a semi-structured, semester-based mentorship program. The program is hosted on PeopleGrove, a professional networking platform exclusive to MSU.
- The pilot program began with sixty-eight students and now has four hundred and seventy-three students.
- Students complete and submit a match survey to help with the pairing process.
- Orientation is required for this 10-week program.
- More information can be found at <https://www.career.msstate.edu/bulldog-mentor-program-find-your-mentor/>

**3. Commencement Changes – Ms. Emily Shaw**

- Ms. Emily Shaw stated that Starkville campus commencement is Friday, December 13 at 9:30am and 3:30pm. Students and faculty will check in at the Mize Pavillion.

**4. Honor cords & stoles at commencement – Dr. Adrian Sescu**

- Dr. Sescu stated that students in the Thrive in Five Program are requesting cords for commencement. Dr. Ryan mentioned that the current policy states that university sanctioned organizations have permission to wear cords or stoles at commencement.
- Ms. Emily Shaw mentioned that there is a Commencement Ceremony Adornment Request Form available for students located on the Registrar's website.
- Dr. Ryan supports the Thrive in Five students wearing cords/stoles during commencement and will work with Dr. Sescu to push this forward.

**5. MOAs/MOUs – Affiliation Agreements**

- Bully Buy is the platform generated by General Council to aid in the tracking of agreements, contracts and purchasing orders. Please be sure you are using this portal when submitting agreements (Affiliation agreements, MOUs, MOAs (domestic and international)).

## 6. AOPs

### ➤ **AOP 13.05:** Faculty Grievance Procedures

Council needs to review recent changes made by Faculty Senate.

A motion was made by Dr. Steve Bullard with a second by Dr. Anastasia Elder to accept the policy as presented.

1. To facilitate the resolution of grievances the university will establish a standing grievance committee consisting of the following members: President of the Robert Holland Faculty Senate, Chairperson of the Robert Holland Faculty Affairs Committee, Chairperson of the Promotion and Tenure Appeals Committee.
2. The independence of the mediator – not associated with either party.
3. Accommodate any grievance against the provost.

Dr. Steve Bullard suggested the addition of the word “university” to specify the university president on paragraph two, page four.

The council agreed to the above-mentioned changes.

AOP 13.05 is approved by council.

### ➤ **AOP 12.38:** Undergraduate Academic Advisement

Council needs to review recent changes made by Faculty Senate.

A motion was made by Dr. Adrian Sescu with a second by Dr. Anastasia Elder to accept the policy as presented.

Dr. Ryan suggested changing “will” to “should” in section one.

Mr. Trey Breckenridge suggested taking out “in Banner” in section one.

There was a brief discussion about changing the date students should be assigned an advisor. The council agreed to change the second sentence in section one to read: “*All students should be assigned an advisor prior to the last day to add a class for the students’ semester of enrollment.*”

Dr. Sescu stated the use of the word “clear” in section five is too restrictive. The council discussed and agreed to strike the word in both instances.

AOP 12.38 is approved by council.

### ➤ **AOP 12.01:** Academic Add/Drop

A motion was made by Ms. Christine Jackson and a second motion was made by Dr. Anastasia Elder to discuss this policy as presented.

Ms. Emily Shaw would like to delete the last sentence in section D, “The advisor who permits the drop will specify its effective date.”

Ms. Shaw also stated that the time in section B needs to be changed to match the time of 5:00pm in section A.

Dr. Steve Bullard also suggested removing “and Dean of the Graduate School” in the last sentence of the policy.

Dr. Jim Dunne would like to bring this policy to council after the holiday break to discuss extending the drop deadline. After a brief discussion, council members agreed to add Drs. Dunne and Sescu to the previously formed sub-committee to discuss the request of Dr. Dunne.

AOP 12.01 is approved by council

## 7. Announcements:

- Ms. Lynda Moore White announced that the University Academic Advising Center will begin a mentoring program for academic advisors in the spring of 2025.
- Dr. Brent Fountian stated that LinkedIn Learning has been transitioned to its new home in the library. All staff, faculty and students have access to this program.

Meeting adjourned 3:00 PM