

Associate Deans Council
March 26, 2025
Meeting Minutes

Present: Peter Ryan, Tracey Baham, Steve Bullard, Kayla Carr, Tracey Craven, Jim Dunne, Anastasia Elder, Dana Franz, Brien Henry, Christine Jackson, Dominic Lippillo, Melanie Loehwing, Lucy Mellen, Bethany Mills, Eric Moyan, Tabor Mullen, David Nolen, Alicia Olivier, Sean Owen, Andy Perkins, Kevin Rogers, Adrian Sescu, Michael Seymour, Emily Shaw, Darrell Sparks, Paul Spurlin, Lisa Stricklin, Shelby Tschume, Lauren Wright, Payton Burns, Keegan Figueroa, Tina Gilliland

Dr. Darrell Sparks, co-chair for today, called the meeting to order at 1:30 PM.

1. Consideration of the minutes

A motion was made by Dr. Kevin Rogers and seconded by Dr. Melanie Loehwing to accept the minutes from March 12, 2025, as presented with the corrected spelling of the word “Counsel” in item number two.

2. Introduction of new Student Association (SA) Representative by Ms. Lucy Mellen

Mr. Keegan Figueroa, SA Director of Policy will be replacing Ms. Lucey Mellen on the council. Keegan is a sophomore majoring in Biochemistry.

3. Undergraduate Research and Creative Discovery Updates – Dr. Anastasia Elder

Dr. Elder shared the dates for the Spring 2025 Undergraduate Research Symposium which are as follows:

- April 9th, 9:30-11:30, Engineering and Physical Sciences
1:00-4:00, 3Minute Research Pitch
- April 10th, 9:30-11:30, Biological and Life Sciences
2:00-4:00, Social Sciences, Education, Business, Humanities, Arts, Music, and Design

Dr. Elder also asked for volunteers to help with the symposium. Please contact Dr. Elder for more information.

4. First Destination Survey Results for 2023-2024 – Mr. Payton Burns

Mr. Burns demonstrated how to navigate the survey results on the Career Center website and provided handouts to the council members.

Listed below are a few highlights mentioned by Mr. Burns:

- 76% knowledge rate
- 62% of students are employed full-time
- 95% Successful Career Outcome Percentage
- 73% of students remained in state
- 21% from out of state, decided to stay in state

Dr. Elder asked for student attributes to be included in the survey results, however Mr. Burns stated that information was not included in the survey results to protect students’ privacy. Mr. Burns went on to tell council members he is happy to run any specific reports that departments may need.

5. AOPs

➤ **AOP 13.03: Responsibilities in Instruction and Curriculum, and Attendance in Class**

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

Dr. Tracey Baham stated this is an additional review of this policy after some additions were made through the review process.

The edits below were suggested by council members:

- In the section entitled “Purpose” add to the end of the sentence: “including attendance in classes”
- Section 4, add to the first sentence: “and make the results of their evaluation available to the student (see AOP 12.01 Academic Add/Drop Policy)”
- Section 6, change “private” to “individual”

- Section 9, add “and pedagogy” in the first sentence; delete “the literature in” in the second sentence; delete “research” in the second sentence.
- Section 10, delete “MSU” and replace it with “Student”; delete “related to instruction and replace it with “and policies”
- Section 11, add to the beginning of the sentence: “Ensure regular and equitable accessibility for student consultation throughout the semester.” Add to the end of the last sentence “Faculty are responsible for clearly communicating to students how and when they will be available, using appropriate and effective methods (e.g. in-person office hours, virtual meetings, timely email responses, discussion forums) suitable to their courses’ size, format, and student needs.”
- Section B, second sentence: delete “tenured, or tenure-track”; delete “Fall or Spring semester” and replace it with “any part of term”; delete “School Director” and add “or equivalent (henceforth referenced as Department Head); and add the following paragraph at the end of the first paragraph: “Should a Department Head believe that a faculty member is failing to meet their instructional responsibilities, it is the Department Head’s responsibility to notify the faculty member of the perceived failure and to work with the faculty member to remedy the failure in a timely manner. If the faculty member and the Department Head are unable to remedy the failure, the Academic Dean should be notified and should work with the Department Head and faculty member to resolve this issue in a timely manner. In extraordinary situations, the Department Head and Academic Dean, with the approval of the Provost and Executive Vice President, may immediately remove a faculty member from their instructional responsibilities for the remainder of the semester and may develop an alternate delivery method without prior notice to the faculty member.”
- Section B, 3rd paragraph, delete “School Directors” (two times); replace “his/her” with “their”
- Section B, 4th paragraph, insert “Academic” before the word Dean; delete the phrase “of the College”, insert “Department” before the word “Head”, delete the word “Director”.
- Section C, add to the end of the last sentence, “implementation, and periodic review of academic programs and course offerings.”

The council approved the policy with the above-mentioned edits.

6. Announcements

- Dr. Ryan reminded the council about the procedures for Retroactive Withdrawals of students that never attend the university. When students register for classes but never attend classes and fail to drop classes, tuition and fees should not be charged. Thus, a Retroactive Withdrawal form should be submitted and dated to the first day of class for the semester in question. If Financial Aid is involved, the date chosen may be dictated by the Office of Financial Aid.

Meeting adjourned 3:00 PM