

**Associate Deans Council**  
**April 9, 2025**  
**Meeting Minutes**

**Present:** Peter Ryan, Tracey Baham, Sawyer Bowering, Kayla Carr, Tracey Craven, Jim Dunne, Keegan Figueroa, Dana Franz, Robert Green, Kim Hall, Brien Henry, Dominic Lippillo, Melanie Loehwing, Lynda Moore White, Tabor Mullen, David Nolen, Sean Owen, Andy Perkins, Kevin Rogers, Emily Shaw, Darrell Sparks, Lisa Stricklin, Shelby Tschume, Lauren Wright, Logan, Link, Tina Gilliland

Dr. Dominic Lippillo, 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. Robert Green to accept the minutes from March 26, 2025. The minutes were approved unanimously as presented.

**2. Course Overload Discussion – Dr. Peter Ryan**

- Dr. Ryan mentioned that there will be several changes to MSU’s tuition and fee structure for the upcoming fall semester. Associate Vice President for Finance Kevin Edelblute shared, via email, four dates for Webex Meetings to help advisors when sharing this information with parents and students.
- Dr. Ryan reminded the Council that College Algebra was removed for consideration in 2023 as usable general education math credit.

Dr. Tracey Baham mentioned that in previous discussions regarding AOP 12.08, the requirements for general education math courses were reduced from six hours to three hours. Consequently, to allow appropriate communication with Community Colleges and High School counselors, MSU will accept MA 1313 College Algebra to serve as a substitution for MA 1213 Math in Your World, through to Fall 2026 for new students who are transferring this course credit to MSU.

**3. AOPs**

➤ **AOP 10.14: The Adoption and Sale of Textbooks and Other Instructional Materials**

A motion was made by Dr. Kevin Rogers and a second by Dr. Robert Green to accept the document as presented.

Dr. Ryan reminded everyone the importance of meeting the book adoption deadlines. Please stress to your faculty to submit their book adoptions as soon as possible.

After council members discussed the policy, section by section, the following changes/edits were agreed upon:

- Page two, item number two – delete the last two sentences
- Page two, item number two, first bullet – insert “printed textbooks in”
- Page two, item number two, second bullet – add “printed” before the word “textbook” and delete “at least”
- Page two, item number three – delete the third bullet entirely
- Page two, item number four, first bullet – delete “a textbook Coordinator and” delete “chaired by the Textbook Coordinator”
- Page two, item number four, second, third and fourth bullet – delete all three bullets entirely
- Page three, item number four, fifth bullet – delete “textbook coordinator will submit such assessment;” and change “his/her” to “their” designee
- Page number three, item number four – delete the sixth bullet entirely
- Page number three, bullet number three – insert “and Executive Vice President” in the last sentence

AOP 10.14 was approved with the above-mentioned edits and will be forwarded to the Deans Council for review.

#### **4. Announcements**

- Dr. Sparks announced that on Tuesday, April 15<sup>th</sup> at noon, in the Bost Theatre, the College of Agriculture and Life Sciences will host the annual Waldorf Lecture on the Environment, with the renowned environmental scientist, Ken Ilgunas as the guest speaker.
- Associate Dean David Nolen announced the Lincoln Lecture will be held Monday, April 14<sup>th</sup> at 6:00 PM in the Grisham Room, Mitchell Memorial Library. This is in commemoration of the 160<sup>th</sup> anniversary of President Lincoln's assassination, with a reception to follow.

Meeting adjourned 2:40 PM