

Associate Deans Council

Agenda

July 23, 2025

1:30 p.m.

3002 Lee Hall

Present: Tracey Baham, Sawyer Bowering, Steve Bullard, Kayla Carr, Tracy Craven, Jim Dunne, Brent Fountain, Dana Franz, Kim Hall, Brien Henry, Christine Jackson, Dominic Lippillo, Melanie Loehwing, Bethany Mills, Lynda Moore-White, David Nolen, Alicia Olivier, Sean Owen, Matthew Priddy, Kevin Rogers, Peter Ryan, Emily Shaw, Darrell Sparks, Lisa Stricklin, Shelby Tschume, Lauren Wright, Chris Dallager, Jada Chubb, Tina Gilliland

1. Consideration of the minutes

A motion was made by Dr. Kevin Rogers and seconded by Prof. Dominic Lippillo to accept the minutes from July 9, 2025. The minutes were approved unanimously as presented.

2. Disability Resource Center Updates and Changes to Attendance Accommodations

- The DRC developed a rubric for how many total absences a student could have before it adversely affects mastery of course material. It starts with a maximum of 8 class sessions out of a total of 45 class sessions and reduces the total allowance depending on the frequency of class sessions and type of instructional delivery.
- Mr. Dallager requested feedback from the members to determine if the starting point for the allowance rubric was appropriate. Members agreed that it appeared to be reasonable and until data can be collected after implementation, it would be difficult to anticipate its effect.

3. The University Syllabus – Dr. Dana Franz

Dr. Franz addressed the change to the University Syllabus

- The University Syllabus is a unified source of policy information that affects all MSU students. It replaces the mandatory statements that faculty had to have on their individual syllabi per AOP 13.03.
- The MSU Student Counseling Center requested to add language that references their services.
- **Motion:** Dr. Franz motioned that the language to be added to the syllabus; Dr. Rogers seconded the motion; Council voted in favor.
- Dr. Franz asked Council to consider whether we need a process for vetting modifications to the University Syllabus. Council concluded the following considerations:

Motion: Dr. Franz motioned; Dr. Steve Bullard seconded; Council voted in favor.

4. Zero Credit Course Offerings – Dr. Brent Fountain

Dr. Fountain presented an interim zero-credit course option for ADC consideration:

- Given the changes from the banded tuition cap at 16 hours, some programs found that students were facing additional tuition charges that caused them to drop important courses (e.g., Band, roadrunners).
- As an interim solution, the Provost's Office, in collaboration with the Registrar's Office and UCCC, developed a zero-credit special topics solution that will be in effect for fall 2025 and spring 2026. He presented guidelines for how these courses will be determined and what stipulations will apply.
- Colleges and other administrative programs will need to submit their proposed zero-credit options to Dr. Fountain by August 4 using a form that he will submit later.
- Dr. Fountain will follow up on a case-by-case basis to determine eligibility and other considerations as needed.
- The UCCC Special Topics Committee will review and approve these courses before the start of the fall semester.
- Advisors, colleges, and other applicable staff will communicate to students about the changes in their schedule and ensure that students are appropriately enrolled in the courses they need.
- Zero credit courses do not count as enrollment. They will not be reported to IHL; they will not be subject to tuition nor eligible for financial aid; they will not affect faculty workload; they will not affect students' GPA.
- These courses may still charge course fees.
- Courses that contribute to a program of study or that require academic content are not eligible for this zero-credit option. Colleges are cautioned against mass movement into this option.

5. Technical Credits Discussion

- Dr. Baham presented the SACSCOC Policy on ["The Quality and Integrity of Educational Credentials"](#) and pointed out the key paragraphs that everyone needs to read to be prepared to discuss applied credits at our new Council meeting.

Adjourned 3:00 pm