

Associate Deans Council Meeting Minutes of September 24, 2025

Present: Tracey Baham, Sawyer Bowering, Kayla Carr, Tracy Craven, Jim Dunne, Anastasia Elder, Keegan Figueroa, Dana Franz, Robert Green, Brien Henry, Christine Jackson, Dominic Lippillo, Melanie Loehwing, Lynda Moore-White, David Nolen, Alicia Olivier, Sean Owen, Andy Perkins, Jacob Tschume (for Matthew Priddy), Rebecca Robichaux-Davis, Kevin Rogers, Peter Ryan, Emily Shaw, Courtney Siegert (for Steve Bullard), Darrell Sparks, Lisa Stricklin, Jason Tiffin, Shelby Tschume, Pamela Vayda, Cat Walker, Lauren Wright, Madeline Demetriou

Dr. Tracey Baham called the meeting to order at 1:30 PM.

1. Consideration of the Minutes

A motion was made by Dr. Robert Green and seconded by Dr. Kevin Rogers to accept the minutes from August 27, 2025. The minutes were unanimously approved.

2. Updates from the Chair – Dr. Tracey Baham

- Dr. Baham shared updates from Mr. Jason Tiffin on finding a solution to display an integrated calendar to include University-wide events in addition to the Academic Calendar. ITS will add a project to mockup a design in Drupal.
- Dr. Baham spoke with Mr. Jeremiah Dumas, Executive Director of Transportation, following the previous ADC meeting and relayed concerns shared by council members. Mr. Dumas invited Associate Deans to email him with any questions or comments.
- Executive Council passed a resolution to change the university's Senior Management Official (SMO) from President Keenum to the Vice President of Research (VPR), Dr. Julie Jordan. The VPR will be best positioned to field detailed classified discussions, have the availability to meet with government agents, and receive advisory briefings from federal partners. President Keenum will take on a Key Management Personnel role along with other senior MSU leaders.

3. Gen Ed Changes – Dr. Melanie Loehwing

- Dr. Loehwing opened discussion to share questions she has received in her college regarding changes to Gen Ed curriculum. She was made aware of posters promoting new Gen Ed courses but stated that she was unaware of any communication relaying any official changes.
- Dr. Green requested an update on where we stand currently regarding any revisions to Gen Ed.
- Dr. Anastasia Elder also requested an update about any changes coming to Gen Ed well in advance to allow for appropriate planning and staffing of existing courses.

- Dr. Baham will invite Dr. Mike Breazeale, Chair of the University General Education Committee, to a future ADC meeting to provide an update.

4. AOP 12.22 Undergraduate Student Courseload

- Dr. Rogers motioned and Dr. Green seconded the AOP 12.22 Undergraduate Student Courseload.
- Council voted to approve the following changes to the policy:
 - Add the following statement at the end of the policy: “Guidance material for credit hour combinations in overlapping parts of term are published at: {TBD}.” The URL will be posted once the guidance documents have been published.
 - Ms. Emily Shaw acknowledged that the new Banner SaaS format may not be able to implement the credit hour limits during overlapping parts of term, and therefore, stronger guidance documents are needed.
 - Dr. Loehwing, as chair of the subcommittee that originally discussed this policy, will work with Ms. Shaw to determine what additional clarification is needed. These guidance documents will be published along with the policy, and the new language will direct interested parties to this guidance.
 - Reject the changes to the Maymester and Winter intersession section, thus changing the 6-hour limit for Winter intersession back to 4 hours like Maymester, for the following reasons:
 - Dr. Loehwing reminded the Council that the rationale for making Winter intersession more like Maymester than the summer mini terms is because the university is officially closed during much of Winter Intersession and resources available to students and faculty are not comparable to the summer terms.
 - Dr. Baham reminded Council that a statement exists saying that the policy sets the minimum hours, but high-achieving students may be permitted to take up to 6 if the exception is approved through the appropriate channels.
 - Dr. Green asserted that having the students talk with their advisor to request more than 4 hours would be a good thing particularly during the Winter intersession.
 - Dr. Rogers also stated that Winter intersession class days includes a few Saturdays, which makes the timeline shorter for the term than during the summer 5-week sessions. Thus, students who use the weekends to catch up on readings or other classwork have an even more compressed timeline than they would in the summer terms.
- Council also requested some friendly suggestions for the Registrar’s Office and the Calendar Committee:

- Perhaps the Winter intersession class days could look more like Maymester so that the rationale is more parallel and so as to avoid using weekend days to meet the 19 class periods.
- The Council requests that the Registrar's Office provide guidance for students who are enrolled in Winter intersession and make requests for dropping a class or withdrawing from the university during official university closures, clarifying that the requests will be processed when the university officially reopens in accordance with the MSU employee holidays.

5. AOP 12.26 Undergraduate Credit for Prior Learning

- Dr. Rogers motioned and Dr. Green seconded the AOP 12.26 Undergraduate Credit for Prior Learning.
- Council voted to approve the following changes:
 - At the top of page 2, change "College Entrance Examination Board" to "College Board"
 - In item #3 regarding the IB program, Council added the following language "in consultation with program faculty" so the department head or equivalent is not acting alone.
 - In item #5 regarding standardized examinations, some departments do not have a curriculum committee; therefore, language was adjusted to read "(or program faculty if the department does not have an undergraduate committee)".
 - In the section entitled "Procedure" on p. 3, Council voted to reject the removal of the words "academically qualified" so the bullet reads: "Assessment of student learning is completed in accordance with AOP 13.09 by *academically qualified* faculty members who are from the department that offers the course." The rationale is that some departments are comprised of more than one discipline, and the intent is to ensure that those faculty who are academically qualified according to our faculty credentials policy are the ones making the appropriate judgement of student learning as opposed to any faculty member in the department.

6. AOP 13.05 Faculty Grievance

- Dr. Loehwing motioned and Dr. Elder seconded the AOP 13.05 Faculty Grievance.
- Dr. Rogers motioned to form a subcommittee with the intention of building a clearer roadmap of how the policy needs to be changed.
- Council voted to send the policy to a subcommittee chaired by Dr. Rogers to include Dr. Elder, Dr. Robichaux-Davis, and Dr. Dunne with an invitation to Dr. Neeraj Rai, who chaired the Faculty Senate subcommittee regarding these changes.

7. Announcements

- Dr. Baham mentioned that the Instructor Optional Questions (IOQs) on the student course surveys have increased to 10, and OIRE is currently accepting additions to the existing question bank.
- Dr. Baham also requested nominations for additional members to the upcoming Institutional Effectiveness Committee. Dr. Dana Franz added that we currently have 92% of our IE reports submitted, and she congratulated the associate deans, as well as Ms. Diann Nicholes from OIRE, for submitting these reports in a timely manner to support the continuous improvement efforts.
- Dr. Brent Fountain sent notice that the special topic 0-credit option from the fall will continue into the spring with some adjustments based on lessons learned from the fall. He will send a notification soon.
- Dr. Green requested that campus announcements go to the DDD list prior to reveal to the whole community. Mr. Tiffin explained that the announcement process is now run through OPA, but he will inquire about how this consideration could be explored.
- Dr. Peter Ryan announced that MSU is hosting the Fall 2025 SEC Academic Leadership Development Conference. We host every 8 years because it rotates every year throughout the SEC member institutions. Roughly 80 guests will be on campus during that time to attend these conference events.
- Dr. Jim Dunne requested a discussion about the membership of the ADC given the merger between CTL and CDE into CITE. Dr. Sean Owen offered to invite Dr. Moyen to a future ADC meeting to give an announcement about the changes and what associate deans and faculty could expect.
- Dr. Nolen invited members of ADC to the Williams Lecture on October 2 at 6 p.m. (see [event details](#)).
- Dr. Green and Dr. Perkins announced that ABET is coming to campus on October 5-6 for the accreditation review of the B.S. in Cybersecurity

Meeting adjourned 2:45 pm