

Associate Deans Council Meeting Minutes of November 12, 2025

Present: Tracey Baham, Sawyer Bowering, Kayla Carr, Courtney Siegert (for Steve Bullard), Mark Jimerson (for Tracy Craven), Jim Dunne, Anastasia Elder, Keegan Figueroa, Dana Franz, Robert Green, Brien Henry, Christine Jackson, Dominic Lippillo, Melanie Loehwing, Megan Artz (for Bethany Mills), Lynda Moore-White, Andy Perkins, Jacob Tschume (for Matthew Priddy), Rebecca Robichaux-Davis, Kevin Rogers, Peter Ryan, Emily Shaw, Deanna Smith, Cory Bailey (for Jamie Larson), 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

Dr. Baham informed the council that the minutes from the October 22, 2025, meeting will be included on the agenda for the next meeting scheduled for December 10, 2025.

2. Updates from the Chair

- Dr. Baham and Dr. Brien Henry shared that the Graduate Council has expanded its membership to include the School of Health Professions and the School of Nursing.
- OP 60.201 Leave/Leave Without Pay was passed through Executive Council via email vote. The policy was updated to address changes to FMLA and link to procedures on the HRM website.
- Dr. Baham opened discussion regarding AOP 12.09 Class Attendance & Reporting Absences, as the current version is still in the review process. Dr. Baham proposes forming a subcommittee to address several key components before the policy returns to the council.
 - Questions
 - How much class can a student miss?
 - How much time should a student have to make up missed work?
 - Could we separate the excused absences into two categories for those that need verification and those that do not.
 - Members: Dominic Lippillo (chair), Anastasia Elder, Melanie Loehwing, Robert Green, Rebecca Robichaux-Davis, Cat Walker (student affairs), Christine Jackson (athletics), Dana Franz, Chris Dallagher (Disability Resource Center), TBD Student Association, TBD Faculty Senate

3. Review process for non-credit courses

Dr. Baham explained the plan to transition special-topic and zero-credit courses to Modern Campus.

- The goal is to produce a comprehensive learner record, which incorporates both the traditional credit-bearing courses, as well as non-credit or experiential learning activities.
- Modern Campus is currently being used to track continuing education and several non-credit extension certificates. The current approval process for continuing education and non-credit certificates is informal, as opposed to the formal UCCC process for credit-bearing courses. Dr. Baham raised the question of whether a formal process should be developed for non-credit learning activities. There is concern that without formal guidelines, some non-credit activities could require significant effort on the student without formal recognition.
- Several associate deans raised concerns to transitioning non-credit courses, such as research, honors thesis, ROTC labs, and leadership programs, to a separate transcript because these activities are recognized as academic.
- Concern was also expressed on the negative effect a separate transcript could potentially have for graduate school applications and future employment. Additionally, if zero credit courses no longer appear on the academic transcript, there is a potential for students to decline to participate.
- Dr. Baham mentioned that her prior institution used to do these comprehensive learner records as one transcript, and it was the difference-maker for those interested in professional school because so many students had the same prerequisite courses with perfect GPAs and high graduate admissions test scores. So having a validated list of experiential learning activities helped differentiate students from the pool of applicants. Otherwise, students submit a self-reported resume to describe their experiential learning versus a validated list from the institution.
- The discussion was tabled until more information could be provided.

4. Review process for undergraduate graduating exit survey

Dr. Baham provided the council with the current list of questions used in the Undergraduate Exit Survey, which students are encouraged to complete prior to graduation. The survey lacks clear ownership and has not been reviewed in many years.

- The council discussed the issue of the survey's ownership and agreed to forward the survey to the Deans Council for discussion.
- Before formal revisions are made to the survey questions, associate deans will identify the essential questions currently used by their colleges for accreditation purposes and provide any additional feedback.
- The primary goal of this revision is to reduce the number of questions to only those used for accreditation and program improvement.

5. AOP 11.06 Study Abroad and Other International Travel by Students

Dr. Kevin Rogers motioned and Dr. Robert Green seconded the AOP 11.06 Study Abroad and Other International Travel by Students.

- Add a sentence at the end: “Refer to AOP 12.11 Undergraduate Student Requirements for Graduation for how study abroad through approved exchanges can be used to fulfill undergraduate degree requirements.”
- There was concern about whether students who study abroad need to follow MSU codes of conduct and academic integrity, as well as concern for students who complete study abroad that does not fulfill degree requirements. Consider a sentence at the end of the first paragraph under Policy that reads “Students who do not work through the Office of Study Abroad may not be able to maintain their status as a student with MSU.”
- Council voted unanimously to table the policy so that the Director of Study Abroad may review the changes and attend the meeting the next time this policy is discussed.

6. Announcements

- Dr. Jim Dunne announced that The Office of Faculty Affairs is creating a Director of Faculty Recognition. More details about the position and a call for nominations is forthcoming.
- The Undergraduate Research Symposium is extending the deadline for special area competitions. The Shackouls Honors College welcomes student groups or other special interest groups to convene sub-area competitions. Please contact Dr. Anastasia Elder for more information.
- The Registrar’s Office will be sending out information regarding waitlists for courses.
- The College of Arts & Sciences with the Shackouls Honors College is hosting a public lecture by Dr. Robert Pape on Thursday, November 13. For more information, can please visit the [MSU newsroom](#).
- The Department of Art is featuring the ceramicist Lexus Giles for the annual alumni exhibition entitled [“Record Keeper: Testament To Resilience.”](#) It is featured in the Old Main Art Gallery until November 21, 2025.
- The Mitchell Memorial Library is hosting its holiday event on December 5, 2025, from 5-7 p.m.

7. New Business

- A question arose about how advertisements in a classroom space can be vetted. In particular, the Old Main classrooms have advertisements at the front of the class. Professor David Nolen is going to talk with the facilities person at the Libraries about how these advertisements are reviewed. Ms. Shelby Tschume said that student organizations have to follow [OP 91.110 Campus Advertising, Sponsorship, and Solicitation](#).

Meeting adjourned 2:50 pm