

Associate Deans Council  
Meeting Minutes of March 25, 2026

**Present:** Tracey Baham, Sawyer Bowering, Steve Bullard, Kayla Carr, Tracy Craven, Anastasia Elder, Jim Dunne, Abigail Spreen, Robert Green, Brien Henry, Jamie Larson, Matt Lavine, Logan Link (for C. Jackson), Dominic Lippillo, Bethany Mills, Lynda Moore-White, Alicia Olivier, Sean Owen, Andy Perkins, Matthew Priddy, Rebecca Robichaux-Davis, Kevin Rogers, Emily Shaw, Deanna Smith, Jason Tiffin, Shelby Tschume, Lisa Stricklin, Pamela Vayda, Lauren Wright, Madeline Demetriou

**Guests:** Andrew Rendon, Stephen Scott, David Araujo

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

### **1. Consideration of the Minutes**

A motion was made by Dr. Robert Green and seconded by Dr. Kevin Rogers to accept the minutes from February 25, 2026. Council members voted to approve the minutes.

### **2. Updates from the Chair**

Dr. Tracey Baham noted that there were ten policies approved by Executive Council on Monday, March 23, 2026:

- AOP 10.14 Textbook Adoption Policy
- AOP 11.06 Study Abroad and Other International Travel
- AOP 12.18 Academic Amnesty for Graduate Students
- AOP 12.23 Cooperative Education Program
- OP 62.07 Cash Handling
- OP 91.200 Student and Other University Organizations
- Consent Agenda
  - OP 62.03 Investment Policy
  - OP 62.08 Credit/Debit Card Processing
  - OP 62.09 Security of Card Payment Devices
  - OP 62.10 Safeguarding Cardholder Data (CHD)

### **3. ROTC Commencement & Commissioning Alignment**

The leadership of the Air Force and Army ROTC explained that ROTC cadets undergo a commissioning ceremony once they have completed their degree requirements. These commissioning ceremonies occur separately from commencement, and often cadets' families are unable to attend both events and must choose between one or the other. To address this problem, the ROTC would like to have both ceremonies around the same time with reasonable assurance that the cadets are likely to complete their degrees. Therefore, the ROTC leadership has drafted a

memorandum that the cadets could use in their final semester to collect academic standing information from their faculty, which would allow ROTC to determine whether the cadets were on track to graduate. This context and memorandum was presented to the Associate Deans Council.

Council members requested the addition of a caveat that cadets may not use this memorandum in grade appeals. Additionally, members requested that the form indicate the student's passing likelihood (pass vs. fail) rather than specific grades. ROTC staff will revise the memo and recirculate it to Council so that members can share it with their respective communities. The goal is for the memorandum to be active and used in Fall 2026 at faculty members' discretion.

#### **4. Physics Prerequisite Technical Change**

Dr. Andy Perkins, as Chair of the University Committee on Courses and Curricula (UCCC), brought Council's attention to a technical change that the Department of Physics is proposing. The proposed change sets the prerequisite requirements to a C or better, as opposed to a D as it is currently set. Because this change meets the definition of a technical change, there is no wider UCCC input; however, the change may affect other degree programs.

These technical changes will appear on a future Change Notice, and any college that has issues or concerns may follow the procedures described in the Change Notice email.

#### **5. AOP 12.01: Academic Add/Drop**

Dr. Kevin Rogers motioned and Dr. Robert Green seconded to bring forward AOP 12.01: Academic Add/Drop.

- AOP 12.01 was brought forward to Faculty Senate by the Student Association with the request to strengthen the language regarding the need for an assessment within the first thirty days of each course. Faculty Senate added language to recommend, but not require, an assessment within the first thirty days.
- This was the first time the policy came before Associate Deans Council in this revision cycle. The Council proposed these revisions to the "Policies/Procedure" section:
  - Section D: Addition of "no tuition will be refunded"
  - Section E: Removal of "The dean who permits the drop will specify its effective date."
  - Section F: Revised Faculty Senate's addition "Instructors of record are expected but not required" to "Instructors of record are encouraged"
- Council discussed the possibility of a later withdrawal deadline to align with the second progress grade. Dr. Dunne mentioned that he had completed an investigation on how our peer institutions handle W grade deadlines.

The policy was tabled so that Dr. Jim Dunne could recommend a timeline for dropping a class with a W and Registrar Shaw could provide context about the potential impact on the academic calendar.

## 6. AOP 12.09: Class Attendance & Reporting Absences

Due to time constraints, AOP 12.09 was moved to the upcoming April 22, 2026, Associate Deans Council meeting agenda. Professor Dominic Lippillo, chair of the AOP 12.09 subcommittee, reiterated the tasks given to the subcommittee for the upcoming discussion at the next Council meeting.

## 7. Announcements

- Career Center
  - First Destination Survey results for 2024-2025
    - <https://www.career.msstate.edu/career-outcomes/>
  - Summer Internship Support Fund applications are open! Deadline is April 9<sup>th</sup>
    - <https://www.career.msstate.edu/internship-support-fund/>
  - Spring Part-time Job Fair for departments seeking summer/fall student workers, sponsored by MSU Career Center & Holmes Center for Student Success
    - Wednesday, April 15 | 10 a.m.–2 p.m. @ Colvard Student Union Ballrooms
    - FREE to campus departments! Registration is easy through our online job board, Connections.
    - Your registration includes two representatives, a standard display table, and two chairs. Lunch meal tickets will be provided for two representatives.
    - To register:
    - First time using Connections? Register as an employer at <https://msstate-csm.symplicity.com/events/PartTimeSP26>
    - If you have any issues with your registration, contact Leslie Neal at [LNeal@career.msstate.edu](mailto:LNeal@career.msstate.edu)
- College of Integrative Studies
  - Ben Muldrow, an expert in designing and implementing community branding and marketing strategies within the Tourism Industry, is speaking on March 31. (flyer attached)
- Shackouls Honors College
  - Information sessions are being offered for a number of the Prestigious External Scholarships. Please share with your faculty and students. All of these will be held in Old Main Room 3070.
    - Marshall. Graduate study in all disciplines in the UK, 3.7 GPA, fostering and enduring connection with the UK required

- March 31, 4:00 - 5:00 p.m.
- Fulbright. Graduate study, research, English teaching. 140+ countries. Open to rising seniors, alums and current graduate students
- April 7, 4:00 - 5:00 p.m.
- Knight-Hennessy. Graduate Study in all disciplines and leadership training at Stanford University
- April 14, 4:00 - 5:00 p.m.
- Gates Cambridge. Graduate study at Cambridge University. 3.7 GPA. Future leaders committed to improving the lives of others
- April 21, 4:00 - 5:00 p.m.
- As well, OPES is seeking out nominations of rising seniors for the Rhodes Scholarship: Graduate study at Oxford University, 3.7 GPA, All majors.
- “Young leaders with outstanding intellect and character who are motivated to engage with global challenges, committed to the service of others and show promise of becoming value-driven, principled leaders for the world’s future.”
- Direct questions to Dr. David Hoffman at [opes@msstate.edu](mailto:opes@msstate.edu)
- Course Override eForm
  - The new Course Override eForm created in partnership with the Student Association went live today. Registrar requests any feedback from the colleges.
- Major Maps Update
  - Major Maps website will go live on Thursday, April 2 at [www.majors.msstate.edu](http://www.majors.msstate.edu). A campus-wide announcement is forthcoming, and Council members are encouraged to share with their faculty.
- Student Art Exhibition
  - The 54<sup>th</sup> Annual Juried Student Exhibition is currently on display in the Old Main Art Gallery through April 1, 2026: <https://www.caad.msstate.edu/exhibitions/2026/54th-annual-student-juried-exhibition>

Meeting adjourned 3:00 p.m.