

## Associate Deans Council Meeting Minutes of August 26, 2026

**Present:** Tracey Baham, Sawyer Bowering, Steve Bullard, Tracy Craven, Jim Dunne, Anastasia Elder, Robert Green, Brien Henry, Christine Jackson, Jamie Larson, Dominic Lippillo, Bethany Mills, Lynda Moore-White, Chris Newlin, David Nolen, Alicia Olivier, Sean Owen, Lynn Palmer Purnell, Aswathy Rai, Amber Robinson, Kevin Rogers, Peter Ryan, Emily Shaw, Courtney Siegert, Abigail Spreen, Lisa Stricklin, Jason Tiffin, Shelby Tschume, Cat Walker, Robert West, Lauren Wright, Madeline Demetriou

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

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

Dr. Kevin Rogers motioned and Dr. Robert Green seconded the motion to accept the minutes from July 22, 2026. Council members voted to approve the minutes.

### **2. 25Live Scheduling Software**

Ms. Lynn Palmer Purnell and Registrar Emily Shaw provided an overview of the new university room scheduling system, 25Live. The transition from AdAstra to 25Live was implemented by a shared effort between the Registrar's Office and Event Services. The new software offers a customized approval process for each space, new reservation procedures, and reporting tools. Each room owner will retain autonomy of their space, but in one university-wide system in efforts to organize campus resources. Student groups will still go through Cowbell Connect to request spaces and go through an approval process.

### **3. Student Lifecycle Accounts**

Mr. Jason Tiffin presented updates to the student ITS account lifecycle process. Beginning in Fall 2027, students will be enrolled in Duo authentication upon application. MSU email accounts will be created following orientation or course enrollment. Council members discussed best practices and considerations when emailing with prospective students via personal email addresses prior to MSU account creation, as well as account deletion following graduation or separation from the university. Further questions on how to communicate with students before they have been issued an official MSU account should be directed to Admissions & Scholarships.

### **4. AOP 12.12 Credit and Grades**

Dr. Aswathy Rai presented her recommended changes to AOP 12.12 Credit and Grades (see Appendix). These changes remove references to contact minutes and use only contact hour terminology, replaced language regarding "indirect instruction" with "out of class work" to provide greater clarity, and added a contact hour conversion chart for the methods of instruction

at the university that were not specified in the SACSCOC policy. The Council voted to approve the proposed revisions as amended and forward them to Dean's Council for consideration.

### **5. AOP 12.11 Degree Requirements-Undergraduate**

ADC approved the addition of the technical credits language that had been determined at the July 2026 ADC meeting to AOP 12.11 Degree Requirements-Undergraduate:

- Additional language added to University-wide Requirements:
  - Technical credits are not accepted except as noted below.
    - For Bachelor of Applied Science (BAS) programs, a maximum of 45 hours of technical credit may be used based on the nature of the degree and the restriction that students with AAS degrees may be admitted into these programs.
    - For all other baccalaureate programs, technical credit is not accepted unless it is specified as part of the approved curriculum and detailed in an articulation agreement.

Council members also agreed that all transfer hours earned should be transcribed, including any technical credits. However, only approved credits that fulfill the intended program of study will appear as “usable” in the student’s DegreeWorks account. When all prior coursework is transcribed, if the student changes majors to a program of study that would accept that coursework, then those credits would appear as usable. The Council voted to approve the revisions.

### **6. AOP 13.01 Emeritus Appointments**

AOP 13.01 Emeritus Appointments was approved as part of its regular review cycle with minor changes that are not substantive in nature.

### **7. AOP 13.07 Faculty Promotion and Tenure Policies & Procedures**

AOP 13.07 Faculty Promotion and Tenure Policies & Procedures was approved as part of its regular review cycle with no proposed changes. The Council voted to approve the revisions.

Meeting adjourned 2:45 PM

Appendix

## **Justification for Change**

### **AOP 12.12 – Credit Hour Guidelines**

**Policy Reference:** IHL 506, Course Requirements

**Governing Standard:** SACSCOC Credit Hour Definition; Federal Financial Aid Credit Hour Requirements (34 CFR § 600.2)

#### **Current Issue**

AOP 12.12 currently expresses instructional time requirements in minutes rather than in credit hours. This has created recurring confusion for faculty, college curriculum committee chairs, and the University Committee on Courses and Curricula (UCCC) during course proposal review and revisions. The standards required by IHL Policy 506 and SACSCOC are based on credit hours. This inconsistency has resulted in:

- Inconsistent application of instructional-time standards across course types (lecture, lab, internship, co-op, clinical, independent study)
- Increased review time and back-and-forth during UCCC proposal cycles
- Difficulty for faculty unfamiliar with the minute-to-credit-hour conversion to self-audit proposed courses before submission
- Risk of noncompliance with SACSCOC and Federal financial aid credit hour definitions if minute-based conversions are miscalculated.

#### **Basis for Revision**

Per IHL Policy 506, the number of instructional weeks must meet both Federal financial aid requirements and SACSCOC requirements. SACSCOC defines one semester credit hour as:

- Not less than one hour of classroom or direct faculty instruction, and a minimum of two hours of out-of-class student work each week. Because this standard is defined natively in credit hours, not minutes, restating AOP 12.12 in credit-hour terms directly aligns the policy language with its governing authorities and removes an unnecessary translation step.

#### **Proposed Language for AOP 12.12**

*Definition of “Contact Hour”: For purposes of calculating credit hour compliance under this policy, one “contact hour” is defined as fifty (50) minutes of scheduled direct faculty instruction, consistent with standard higher education scheduling conventions. To earn one semester credit hour, a course must provide not less than one (1) contact hour of classroom or direct faculty instruction and a minimum of two (2) hours of out-of-class student work each week over the duration of a standard 15-week term (or the equivalent total amount of work spread over non-standard or abbreviated terms).*

This definition eliminates the back-and-forth between minutes and credit hours going forward, and provides clearer guidance for less-common course formats (labs, internships, co-ops) that do not map cleanly onto a simple minutes calculation.