

Associate Deans Council
May 22, 2024
Meeting Minutes

Present: Peter Ryan, Tracey Baham, Tracey Craven, Jim Dunne, Brent Fountain, Robert Green, Kim Hall, Brien Henry, Christine Jackson, Dominic Lippillo, Lucy Mellen, Melanie Loehwing, Bethany Mills, David Nolen, Sean Owen, Andy Perkins, Kevin Rogers, Michael Seymour, Emily Shaw, Darrell Sparks, Lisa Stricklin, Shelby Tschume, Lauren Wright, Don Grebner, Cat Walker, Nathan Drake, Tina Gilliland

Dr. Peter Ryan called the meeting to order at 1:30 PM

1. Consideration of the minutes

Upon a motion by Dr. Robert Green and a second by Dr. Kevin Rogers, the minutes from April 24, 2024, were approved.

2. Announcements

3. MOUs & MOAs – Dr. Peter Ryan

- Dr. Peter Ryan reminded the council that all MOAs, MOUs, and Affiliation Agreements need to be routed directly to him (and copy Ms. Lisa Stricklin) via email. International Agreements typically come to the Provost's Office directly from the International Institute after their review. Dr. Ryan reviews all agreements prior to obtaining Dr. Shaw's signature and confirms they have been reviewed and approved by General Counsel's Office. If the home department has secured General Counsel's review and approval prior to sending to Dr. Ryan, please forward to Dr. Ryan the confirmation email from General Counsel.
- Dean & Department Head signatures must be obtained prior to sending to the provost office.

4. Graduate School Update – Dr. Nathan Drake

- Dr. Nathan Drake stated that moving forward when a graduate student is dismissed from a graduate program, the student's schedule will be voided immediately. If the student appeals the dismissal and it is overturned, they will be able to rebuild their schedule. This decision is to help reduce the confusion with refunds and financial aid. Dismissed students in the Physician's Assistant Studies Program and the Master's in Nursing Program on the Meridian Campus will not automatically have their schedules voided but will be handled on a case-by-case basis as recommended by the respective program director.

5. SmartEvals – Dr. Tracey Baham

- Dr. Tracey Baham noted that the university will no longer be using Class Climate for student evaluations and will be piloting a new program this summer called SmartEvals.
- SmartEvals will use the same questionnaire and the same timeline as Class Climate.
- One of the changes is that the course related questions are managed in one instrument and if there are more than one faculty member, the faculty related questions are managed individually for each one, so the student does not fill out an entire course survey for every person.
- Another procedural difference is the survey email that students receive will have a list of every course attended, rather than a separate email for each course.
- SmartEvals will facilitate more analysis and include a QR Code for easy access by students.

6. AOP's

➤ **AOP 12.03: Awarding of Degrees Posthumously**

(Regular review cycle with no recommended changes)

Dr. Kevin Rogers made the motion to accept the policy as presented and a second was received by Dr. Melanie Loehwing.

University Registrar, Ms. Emily Shaw requested the following statement be included in the policy:

- If the student does not meet the criteria, the Office of the Registrar may award a certificate of attendance.
- Ms. Shaw and Dr. Cat Walker both suggested including a statement that the student must be currently enrolled at MSU.

Dr. Robert Green asked that confirmation of presentation to the family, be sent to the Office of the Registrar. This is a procedural statement and will not be included in the policy.

The council agreed to change "...Faculty of the College of Veterinary Medicine" to "the dean of the respective college"

(this is on the last paragraph of page one).

AOP 12.03 is approved with the above-mentioned edits.

7. New Business

- Dr. Melanie Loehwing mentioned that the sub-committee working on AOP 12.22 is making progress. Dr. Loehwing is taking the revisions from the sub-committee and working with Dr. Tracey Baham to make sure the course load limits accurately reflect the federal guidelines for contact hours and direct and indirect instruction. The sub-committee will meet again on May 29th and will hopefully have a revised draft ready to present to the council soon.
- Ms. Emily Shaw shared the following updated regarding the Thrive in Five Program:
 - When a student applies for the accelerated program, the graduate school will place an attribute on those students. The attribute will allow the student to registrar for graduate level courses without having to secure an override.
ITS will build a mechanism in the program that will automatically prohibit the student from taking more than nine hours. Registration for any additional graduate level course hours will require the student to complete the Graduate School form requesting and undergraduate to take graduate level courses.
 - Dr. Ryan congratulated Ms. Christine Jackson on being recognized as a Zacharius Staff Award Winner at the recent Staff Appreciation Day Celebration.
 - Ms. Jackson gave an update on the average student athlete GPA for spring 2024 and was pleased to inform the ADC that it was another banner semester with a GPA of 3.23 And for the first time, the Football student athletes attained a GPA of 3.0.
 - Dr. Fountain stated that June 3rd will be the start of the June summer term and that low enrollment reports will be sent soon.

Meeting adjourned 2:46 PM