

Associate Deans Council
September 25, 2024
Meeting Minutes

Present: Peter Ryan, Tracey Baham, Steve Bullard, Jim Dunne, Anastasia Elder, Brent Fountain, Dana Franz, Kim Hall, Christine Jackson, Dominic Lippillo, Melanie Loehwing, Lucy Mellen, Bethany Mills, Lynda Moore White, Eric Moyen, Tabor Mullen, David Nolen, Alicia Olivier, Sean Owen, Kevin Rogers, Adrian Sescu, Paul Spurlin, Shelby Tschume, Brooklyn Waldrep, Amy Adkerson, Tina Gilliland

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

1. Consideration of the minutes

The minutes from September 11, 2024, were approved as presented.

2. Announcements

- Dr. Melanie Loehwing announced that there will be a Gender Studies event with Dorothy Roberts, Professor at Harvard on September 26th. Professor Roberts is an internationally recognized Sociologist and expert on the effects of reproductive rights in the United States.

3. Waitlist – Ms. Amy Adkerson

- Ms. Adkerson stated that the Registrar’s Office is opening the Course Registration Waitlist for all academic units to utilize after a successful pilot period. If your department is interested, please contact Carrie Rybolt in the Registrar’s Office.

4. Honor Code Update – Dr. Tabor Mullen

The Honor Code Report for the 2023-2024 academic year provides insight into the handling of academic integrity issues at Mississippi State University.

1. **Total Reports:**
 - 340 cases of academic misconduct were reported in the 2023-2024 academic year.
2. **Types of Violations:**
 - **Cheating** accounted for 51% of cases (172 reports).
 - **Plagiarism** made up 22% (75 cases).
 - Other notable violations include **Complicity** (10%, 34 cases), **Academic Fraud** (32 cases), and **Multiple Submissions** (11 cases).
3. **Adjudication:**
 - 65% of cases (245) were resolved administratively by Honor Code staff.
 - 17% (58 cases) were adjudicated by faculty members, while 11% (37 cases) were handled by the Honor Code Council.
4. **Outcomes:**
 - The most common outcomes included a zero on the assignment (187 cases) and participation in the Academic Integrity Program (137 cases).
 - 26 students received an XF, 5 were suspended, and 47 cases had charges dropped.
5. **Classification:**
 - Most violations were reported among juniors (25.3%) and seniors (25.0%), followed by freshmen (20.3%), sophomores (17.9%), and graduate students (11.5%).
6. **Reports by College:**
 - The **College of Business** had the highest number of cases (76), followed by **Arts & Sciences** (71), and **Education** (62).
 - The **College of Forest Resources** had 5 reported cases of academic misconduct.

5. Convocation Attendance – Dr. Peter Ryan

- Dr. Ryan expressed his concern in the lower-than-normal number of faculty members that attended Fall Convocation this Fall.
He suggested that the departments consider identifying a delegate to represent departments and schools / to attend commencement exercises and convocation. In that way we can ensure good representation of the faculty at these events.

6. Syllabus Review – Dr. Dana Franz

- Dr. Dana Franz asked the council for clarification regarding the purpose of the syllabus review by the sub-committee. Determining the intent of the review, will help the sub-committee moving forward. Dr. Franz also asked about who the reviewers should be. Dr. Ryan stated that review of syllabi in a program within a reasonable time frame *e.g., 4-5 years) should be initiated by the department head/school director in collaborations with the departmental the curriculum committee. Dr. Melanie Loehwing expressed some concern at the volume of reviews this would be for her home department.
- Dr. Jim Dunne suggested making a rubric asking departments to spot check a reasonable number of their syllabi using the rubric or checklist. Dr. Ryan and several council members agreed this might be a good idea and suggested staggering program syllabi review over the foreseeable future to get programs on track with review of course syllabi on a consistent basis. This could be a departmental procedure rather than placed in a university policy.

7. New Business

- Ms. Bethany Mills announced that the recent Career Expo was a tremendous success with 1500 student attending on day one and 1100 attending on day two. A total of 374 interviews were scheduled as a result of the expo.

Meeting adjourned 2:50 PM