

Associate Deans Council
January 22, 2025
Meeting Minutes

Present: Peter Ryan, Tracey Baham, Steve Bullard, Tracey Craven, Jim Dunne, Anastasia Elder, Dana Franz, Kim Hall, Brien Henry, Christine Jackson, Dominic Lippillo, Melanie Loehwing, Lucy Mellen, Bethany Mills, Lynda Moore White, David Nolen, Alicia Olivier, Sean Owen, Andy Perkins, Kevin Rogers, Adrian Sescu, Michael Seymour, Darrell Sparks, Paul Spurlin, Shelby Tschume, Lisa Stricklin, Lauren Wright, Sawyer Bowering, Gary Jackson, Amy Adkerson, Megan Artz, Tina Gilliland

Dr. Peter Ryan and Dr. Alicia Olivier (Co-chair) called the meeting to order at 1:30pm.

1. Consideration of the minutes

A motion was made by Dr. Melanie Loehwing and seconded by Dr. Adrian Sescu to accept the minutes from January 8, 2025, as presented. The minutes were approved with no edits.

2. AOPs

➤ **AOP 12.23: Cooperative Education Program**

Dr. Melanie Loehwing made a motion and a second was received by Ms. Christine Jackson, to accept AOP 12.23 as presented.

Ms. Bethany Mills explained that her suggested edits (in track changes on the document) are due to historical records that provided this language to indicate full-time enrollment for students on co-op. *“Students enrolled in the Cooperative Education Program are considered, while at work, on the same basis with other full-time students.”*

Ms. Meg Artz, Assistant Director, Career Center, stated that the other suggested edits from the Career Center (in track changes on the document) were to change the minimum hours from 52 weeks to 46 weeks of work experience in the program, to allow the student to complete three rotations: two 18-week rotations and one 10-week rotation in the summer. This is the minimal number of weeks required.

Dr. Ryan invited Dr. Gary Jackson, Associate Vice President for Outreach & Engagement, to join the council and give his feedback on the language in this policy due to his experience in this area.

Dr. Jackson suggested strengthening the definition of ‘cooperative education’ in the first sentence of the policy.

Dr. Jackson also suggested adding “in the MSU Career Center” to the next to the last paragraph, on page one:

“The program suggests a semester-to-semester rotation, but individual rotation schedules may be worked out through the Co-op Office in the MSU Career Center.”

Dr. Jackson also suggested a centralized Co-op database be housed in the MSU Career Center.

Dr. Steve Bullard asked that Cooperative Education Program be capitalized in the first paragraph in the Purpose section.

Dr. Ryan suggested adding Executive Director of the Career Center in the last sentence in the Review section.

After a brief discussion Ms. Christine Jackson made a motion to table this AOP for updates and edits.

The council tabled AOP 12.23.

3. Institutional Effectiveness Results – Drs. Tracey Baham & Dana Franz

Dr. Dana Franz stated that the purpose of Institutional Effectiveness (IE) process is to engage in continuous improvements in our programs. The IE committee provides feedback to units, recommends adjustment and helps MSU recognize units that have documented improvements.

Dr. Franz mentioned a new rubric that moved the scale from a four to a three, added questions to highlight best practices, and gives opportunity for comments after each rubric item.

Learning outcomes are what the learner will think, know, or do as a result of instruction. Academic programs should have 3+ learning outcomes. Learning outcomes are to be unique to the discipline.

Rubric Report will have a document that provides suggestions for improving common problems.

Dr. Franz will be meeting with individual colleges for Working Sessions.

Reports are transitioning to new customized “Outcomes” program.

Dr. Tracey Baham provided the council with SmartEvals training dates that will be held virtually. These are designed for those with managerial responsibilities.

- January 28: 9:00 AM – 10:00 AM
- January 28: 3:00 PM – 4:00 PM
- February 11: 9:00 AM – 10:00 AM
- February 11: 3:00 PM – 4:00 PM

4. Fall 2024 Grade Appeal Report – Dr. Tabor Mullen

Dr. Tabor Mullen stated that a total of fourteen students submitted grade appeals during the 2024 Fall semester; five of which were reviewed by the Academic Review Board.

Dr. Mullen stated that six of these appeals were withdrawn by the student, one appeal was resolved between the faculty and the student, one was resolved at the college level, and five formal hearings were held by the Academic Review Board (ARB). Dr. Mullen expressed his appreciation for the hard work and dedication by the ARB members.

5. Announcements:

- Dr. Anastasia Elder reminded the council that the Spring 2025 Undergraduate Research Symposium will be held on April 9 & 10 at the Colvard Student Union. The submission deadline is March 7th.
- Ms. Bethany Mills mentioned that the Career Expo Days will be held February 4-6 at the Mill Conference Center.
- Dr. Ryan mentioned that the IHL approved on January 16th, 2025, a new college at MSU, the College of Integrative Studies. The Interim Dean is Dr. Jamie Dyer.
- Ms. Lucy Mellen informed the council that Student Association elections will be held soon. Forms of Intent are due January 29th.

Meeting adjourned 2:45 pm