

**ACADEMIC COUNCIL**

**Minutes**

**January 9, 2025**

**Present:** Leslie Griffin, Merideth Van Namen, Nora Gough-Davis (via Zoom), Valarie Morgan, Kristen Land, Tomeka Harbin, Vicki Bingham, Fawn Ussery, Edwin Craft

**Absent:** Pam Jackson

**Call to order:** A meeting of the Academic Council was held in the Janice Wyatt Conference Room on January 9, 2025. The meeting convened at 8:30 AM with Provost Leslie Griffin presiding.

Agenda item	Comments/Discussion	Action taken	Responsible party
Approval of Agenda:	Motion to approve agenda was made by Dr. Tomeka Harbin and seconded by Dr. Fawn Ussery. All in favor.	Approved	Leslie Griffin
Approval of Minutes:	Motion to approve minutes for Thursday, December 19, 2024, was made by Dr. Merideth Van Namen and seconded by Dr. Tomeka Harbin. All in favor.	Approved	Valarie Morgan
<b>Informational Items:</b>			
Provost's and VP of Finance and Administration Updates:	<p><b><u>Dr. Leslie Griffin provided the following updates:</u></b></p> <ul style="list-style-type: none"> <li>• New GA in the office of Academic Affairs for the Spring 2025 semester</li> <li>• New staffing/Vacancies: Office of IREP (staffing changes), Registrar (vacancy), Chair of Aviation (vacancy)</li> <li>• Anthology will be for Assessment; set will occur over the Spring 2025 semester</li> <li>• Faculty Load and Compensation (FLAC) software is launching this month</li> <li>• President Ennis will be visiting AC on 1/23/25 about an upcoming IHL tenure and promotion audit</li> <li>• Tenure and Promotion Committee needs information from deans to complete their review; please send letter to Dr. Morgan (cc Dr. Griffin)</li> </ul> <p><b><u>Dr. Edwin Craft provided the following updates:</u></b></p> <ul style="list-style-type: none"> <li>• Functional Tech (funky tech) will be added to Registrar's office to help with Degree</li> </ul>		Leslie Griffin & Edwin Craft

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	<p>Works, etc.</p> <ul style="list-style-type: none"> <li>• Time entry process is changing; The paper form used for requesting time off, as well as paper time sheets will be eliminated (likely roll out of electronic forms will occur in March 2025)</li> <li>• W-2s provided online</li> <li>• Budgeting: Annual process is slated to begin soon; organizational structure around ORGs will be revised to reflect the new structure; anticipate needs for new positions, funding, etc. now</li> <li>• Fees review has begun in preparation for the next fiscal year</li> <li>• Designated Account Policy is coming forward</li> <li>• Manager training for anyone who has employees reporting to them (i.e. directors, chairs, etc.); HR will provide managers with training on policies and procedures related to supervision- this will be a required training; new employee training will be offered bi-monthly; finance 101 training will be offered; budgets are being monitored for overspending in preparation for year-end close out</li> </ul>		
Faculty Senate	<p><b><u>Dr. Nora Gough-Davis provided the following updates:</u></b></p> <ul style="list-style-type: none"> <li>• Next meeting is on January 23, 2025</li> <li>• Gathering suggestions for T&amp;P Portfolios- Mississippi State University sent suggestions; faculty suggestions are also being gathered</li> </ul>		<p><b>Nora Gough-Davis</b></p>
<p><b>Action Items: New Business Policies and Forms</b></p>	<p><b><u>Review of the Policy on Awarding Degree Posthumously (no revisions):</u></b> Cabinet requested the language of this policy be revised to allow a student to be awarded a degree posthumously if they are within 30 hours of degree completion.</p> <p>The Academic Council suggested the following wording: <i>Students must have completed at least 75% of their degree program in good standing.</i></p> <p><b>Motion to approve the revised policy on Awarding Degree Posthumously was made by Dr. Tomeka Harbin and seconded by Dr. Fawn Ussery.</b></p> <p align="center"><i>8- approved, 0-nay, 0- abstentions. Motion carried.</i></p>		<p><b>Drs. Leslie Griffin &amp; Valarie Morgan</b></p>

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<b>Discussion:</b>	<b><u>Second graduate dismissal:</u></b> <ul style="list-style-type: none"><li>• This will be added back to the graduate catalog after an erroneous removal</li></ul> <b><u>Academic Support for Graduate Students:</u></b> <ul style="list-style-type: none"><li>• The library offers virtual reference training for students</li><li>• Tutor.com</li><li>• The Writing Center (virtual tutoring)</li></ul>	
<b>Announcements:</b>	None	
<b>Adjourned:</b>	10:38 a.m.	
<b>Next Meeting:</b>	January 23, 2025, at 8:30 am in the Janice Wyatt Conference Room	