**Agenda**

**Associate/Assistant Deans Meeting**

7 October 2016 – 11a-12:15p

SRC Conference Room, MSC

**Call to order**: 11:00 am

**Updates**

1. **SSC Guide** (mobile app): First Year Edition
	* Official launch to all new freshman occurred at WOW during first UNI session. Follow up messaging in UNI and via email has occurred. Our current adoption rate is 37.9% (721 student users).
	* We need to push the app during freshman advising appointments. Flyer to come; please duplicate/distribute to advisors. Non-user lists will be provided.
2. **South Charleston**
	* Targeted majors**:** computer science, engineering, biology, chemistry, athletic training (and pre-med/pre-pharm via biology or chemistry). Other majors accommodated only IF the courses made available for the above majors are pertinent to the degree program (e.g. nursing/pre-nursing can complete Year One).
	* Student focus group in S Chas on Monday at 1pm.
	* Student risk profile is high.
	* Remote advising. How’s it going?

**Discussion**

1. **Advising Website updates/review** – Adam Russell
2. **SSN masking** – Elizabeth Hanrahan
3. **Supplemental Instruction** – Sherri Smith
4. **Late Admission Implications/Drop for Non-Payment/”Between a Rock and a Hard Place”**
5. **Herd Path Program (freshman attendance/retention initiative)** – Sherri Smith

**Points of information, dates, events, etc.**

**Other business**

**Adjournment**

1. **Registration hold for INTO Marshall students (to ensure alignment**

**Professional Development Series**

5 sessions per year: September, Nov, Jan, March, May

Professional development model (Habley 1987; McClellan 2007):

* + Informational (laws, policies, procedures, resources)
	+ Technological (DW, SSC Campus, SSC Guide, BERT)
	+ Conceptual: concepts and theories (role clarity; institutional mission/initiatives; student development theories; MU student demographics)
	+ Relational (advising versus counseling, problem solving, rapport)
	+ Personal (morale, professional development, certification, travel, self-reflection)