

**Agenda**  
**Associate/Assistant Deans Meeting**  
17 March 2016 – 1:30-2:45pm  
John Spotts, MSC

Call to order: 2:00 pm

Introductions

**Updates**

**1. SSC Campus**

- All/most professional advisors trained, some faculty advisors trained
- Production site available on case-by-case basis
- Go-Live probably next week

**2. SSC Guide (mobile app)**

- Summer pilot: 600 students (recruited during three separate Orientation dates)
- Freshman launch: all new freshman at WOW

**Discussion**

- 1. D/F Repeat procedure – Roberta Ferguson**
- 2. President's attendance retention initiative – Sherri Smith**
- 3. South Charleston undergraduate course offerings – Sherri Smith**
- 4. Advisory Council for SRC – Sherri Smith**
- 5. Building freshmen fall schedules for Orientation – Sherri Smith**

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

**1. Sophomore Spotlight: April 17, 1pm, MSC BE5**

**2. Process for approval and entry of exceptions in DW \*\*\*\*correction\*\*\*\***

- The Dean of the college offering the degree program approves course substitutions and exceptions for coursework related to major- or college-level requirements.
- The Dean of Undergraduate Studies approves course substitutions and exceptions for general education requirements (FYS, CT, Core II, WI, MC/I)
- The Dean of the relevant college (COLA, COS, or CAM) approves course substitutions and exceptions for coursework related to Core II requirements.

Other business

Adjournment

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

**3. Process for approval and entry of exceptions in DW**

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**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)