

Agenda
Associate/Assistant Deans Meeting
29 August 2016 – 11a-12:15p
SRC Conference Room, MSC

Call to order: 11:00 am

Introductions

Updates

1. SSC Campus

- We are “live” (the link is in myMU, center bottom) for faculty/advisors, not students
- College audit:
 - ADs trained and availability entered?
 - Professional Advisors trained and availability entered?
 - Faculty trained and availability entered?
 - At least one campaign created?

2. SSC Guide (mobile app)

- Summer pilot (400 freshmen) very successful. We had the fastest adoption rate of 65% within 3 weeks; second highest adoption rate (highest was 67% over seven weeks)
- Official launch to all new freshman occurred at WOW during first UNI session

3. South Charleston

- Targeted majors: computer science, engineering, biology, chemistry, criminal justice, 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 can get in Year One).

Discussion

- 1. D/F Repeat/60th Credit Hour rule**
- 2. Herd Path Program (freshman attendance/retention initiative) – Sherri Smith**
- 3. Drop for Non-Payment List Distribution – Cheryl Brown**
- 4. Maintaining Accurate Student Contact Information in BANNER**
- 5. Advising Website updates/review – Adam Russell**
- 6. Late Admission Implications – Cheryl Brown, Tammy Johnson**

Points of information, dates, events, etc.

1. REMINDER: Process for approval and entry of exceptions in DW

- 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 most general education requirements—Core I (FYS & CT), WI
- 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

2. Process for approval and entry of exceptions in DW

- **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)**

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)