

Agenda
Associate/Assistant Deans Meeting
17 January 2017 – 11a-12:15p
SRC Conference Room, MSC

Call to order: 11:00 am

Introductions

Updates

1. SSC Guide

- There is an adoption campaign for the app going on in FYS sections.
- FYS instructors have created an assignment and added it in Blackboard so that students will be urged to download the app.
- The deadline for this assignment was 1/16/2017
 - If students don't have a smartphone, they can still complete the assignment by logging into the SSC Guide website.
- Additional functionality will be added in the future, and the app continues to evolve as more feedback comes in and more use cases are discovered.

2. Supplemental Instruction

- There are currently two supplemental instruction leaders working with BSC 120.
- Around 80 students were divided into two different groups, so as to facilitate as many schedules as possible.
- There are two 75-minute SI sessions per week for each group.
- SI leaders will continue to have development meetings to gain additional knowledge and troubleshoot any problems.

3. Herd Path Program

- ID scanners have been installed in the Science Building
- Four rooms are currently covered by the scanners.
- With the scanners which were installed, students don't need to swipe their cards. They can simply tap them to the scanner.
- Kateryna Schray has been working with faculty for the initiative.
- The program is volunteer only. Every participating faculty member has opted in.
- Only freshmen are tracked, which has cleared up many concerns about "Big Brother" watching all students and classes.
- The program does not check up on class attendance in order to punish students or faculty.
- The decision to take attendance for grading purposes still rests with the professor.

Discussion

1. Bursar Due Dilligence- Bob Collier

- Revenue was \$173 million for 2016.
- 97.7% of revenue that is assessed was collected.
- The national average of non-collection was more than 4%.
- The Bursar's Office works closely with the Financial Aid Office.
- There is a due date for pre-registered students, but they can set up an OASIS payment plan.

- Before the due dates, Cashtrack messages are sent and phone calls are attempted.
- This semester, COLA and UC assisted with phone call attempts in addition to the Bursar's Office.
- The ultimate goal is to have the number of drops decrease.
- Students who have a balance in the middle of a term are handled in a number of ways
 - Packaging from Financial Aid
 - Proposing that all colleges help with contacting students.
 - Sending students to the Bursar to find their balance.
- The process for meal card balances due:
 - Meal card pending notice, which is delivered by the RD, lets students know that they have an outstanding balance.
 - Students signs for the letter.
 - There are usually around 10 meal card turnoffs per semester.
 - Meal card turnoff happens early enough so that students have time to get problems taken care of that day.
 - Only memo'd if there are special circumstance.
 - Students are getting financial aid, so this explains why they can get to the middle of the semester and then have a balance.
- Currently the total for receivable students is \$15.5 million.
- Financial aid that hasn't paid is close to \$5 million.
- Students who were dropped at the beginning of the semester had no outstanding financial aid.
- The Bursar tries to have all cases resolved by the 12th Friday each semester.
- OASIS payments are usually about 30 days apart.
- ADs were asked to consider whether they could act on reports from the Bursar.

2. End of Term Processing Debrief

- There was some trouble meeting the mailroom deadline.
- The Registrar's Office helped tremendously by running their report early.

3. Office of Career Education

- **Major Exploration campaign**
 - Last semester, the OCE identified struggling pre-majors.
 - OCE has set up mandatory major exploration consultations.
 - These consultations help struggling students look at their own strengths and interests to find appropriate majors.
 - The conversations open up doors for students. Majors they find may not have been previously considered.
 - Consultations will help student retention by finding areas that struggling students are passionate about.
 - This fall, freshmen on probation will also be added to the campaign.
- **Career Exploration Experience**
 - This will help students get experience being in a professional workplace.
 - The OCE is working with employers who have agreed to host students (either groups or individuals).
 - So far, 41 employers have been identified.
 - OCE is working to develop a half day experience.
 - The major target is freshmen and sophomores.
 - There is an application process for the program. After which, students will be matched with employers.

- Students in the program will attend a workshop about workplace expectations, and then will sign an agreement.
- After the shadowing experience, they will bring back a form and be asked to create a reflection piece.
- There are four dates for the spring semester (3/24, 3/31, 4/7, and 4/17)

4. Orientation Schedule- Beth Wolfe

- February 16, there will be a graduate studies fair.
- Currently, the Office of Recruitment is building an online orientation portal for non-attendees.
 - Attendees will be able to use it as well.
 - A link will be sent prior to the student's selected orientation date.
- The welcome session will be shortened.
- Advising will be split into two different sessions. 10:00-12:00 and 1:00-3:00.
- 30-minute breakout sessions will be offered; students are asked to pick 3 to attend.
- Students wishing to switch majors will be planned for, but there currently isn't a plan.
- Orientation dates are June 13-16, June 20-23, and Aug 1-4.
- Beth is open for suggestions for breakout sessions.

Points of information, dates, events, etc.

New MU ID numbers- 903 numbers will begin to be used when 901's run out soon. Forms that automatically list the student ID number as 901... will need to be updated.

Adjournment