**Agenda**

**Associate/Assistant Deans Meeting Minutes**

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
	* The pilot only included 10% of students.
	* Advisors have been asked to push the app during freshman advising appointments, including handouts with more information.
	* There will be additional functionality when more students are added. Each pilot group will receive new functionality. Push notifications were the most recent addition.
	* Eventually, cohort specific journeys will be available. This will help tailor the journeys to only those students who would benefit from seeing them.
2. **South Charleston**
	* Remote advising is going well so far. It might make sense to add a second window for other computer activities (DegreeWorks for example).
	* Some additional classes will be offered in the spring which will include a video connection to the Huntington campus.

**Discussion**

1. **Advising Website updates/review** – Adam Russell
	* The advising website is coming along, with many new features.
	* Primarily, the focus has been shifted to be much more student-facing, with “advisor only” information shifted to the final link.
	* Frequently Asked Questions page is now clickable in a number of ways. Site visitors can go directly to the question they want, to the page itself, or to the category which houses the questions they are interested in.
	* Suggestions were made for additions such as clarification of specific functions of the OCS (i.e. separating out the RBA program).
	* Once more work is done on the website, a link will be sent out to ADs so they can browse the website themselves.
	* Suggestions for an eye-catching home page were called for.
2. **SSN masking** – Elizabeth Hanrahan
	* Marshall gets audited for security, types of security, etc. as it relates to electronic information.
	* Many offices require SSNs for PARs.
	* Masking of SSNs will create a need to change practices for many offices.
	* Most breaches are due to users, and not the system itself.
	* There are several options for masking SSNs in the system. One mask would create gated levels of access, wherein only specific users could access all the information. A second option delegates SSNs to specific offices, but masks the SSNs at the database level. Potentially could mask all but the last four digits.
3. **Supplemental Instruction** – Sherri Smith
	* President Gilbert and Yeager Scholars had good discussions about supplemental instruction.
	* Supplemental Instruction will allow additional time to review that week’s concepts with a supplemental instructor who attended the class sessions.
	* Yeager Scholars will be trained as supplemental instructors.
	* Students will be able to register for specific sections with Supplemental Instruction.
	* Seats may need to be reserved depending on the demand.
4. **Late Admission Implications/Drop for Non-Payment/”Between a Rock and a Hard Place”**
* When FAFSAs come in late, students’ understanding of their financial aid can cause billing problems.
* Financial Aid says 1,000 students don’t have a concept of how much they have to pay, or how much financial aid they will receive.
* Group 1= 400 students
	+ FAFSA in during add/drop
	+ “Good Faith Students”
* Group 2
	+ Some aid due
	+ Students know at least some of what they should
* An admissions deadline could help with this situation
* Some schools give students a semester to get the situation corrected.
* MU Foundation needs to be aware of this issue
* A task force was created to further discuss the issue.

Countdown to Commencement- November 1 and 2.

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)