**Minutes**

**Associate/Assistant Deans Meeting**

17 March 2016- 1:30-2:45

SRC Conference Room

**Call to order**: 1:30 p.m.

**Introductions**

**Updates**

1. **SSC Campus**- Sherri Smith
* Advisors continue to be trained and brought aboard
* Adjustments to the interface and usability were addressed
* Students who have tried the system have given good reviews
* Once the system is completely online, students will receive an e-mail blast inviting them to sign up for advising sessions.
* Faculty will have the opportunity to set up their availability before students go fully online
* Outlook should be synced with the calendar in SSC Campus, so as to allow for availabilities that can overlap
* Historical notes from SSC will be migrated to SSC Campus
* Advising reports are only to be used for face to face meetings with students, while notes will be used for other correspondences.
1. **SSC Guide**- Sherri Smith
* Three orientation groups will be used to test the app, and will give a good cross section of the incoming class
* Though the hope is that students will download the app prior to orientation, there will be prompts for students during orientation to drive them to download the app
* Several journeys will be available right from the start, including: admissions, orientation, and Week of Welcome
* During WOW, students will then be invited to join.
1. **Midterm Letter Issue**- Roberta Ferguson
* Due to a problem with the labelling of semesters in the system, incorrect midterm grade letters were sent out
* Correct letters have now been sent out, as well as e-mails to the affected students
* The date to withdraw has been moved back to March 30, but for individual class withdraws, will be backdated to March 18 to clear up any potential future confusion
1. **D/F Repeat Procedure-** Roberta Ferguson
* No more forms will be required after this semester
* Repeats will be posted before probation
1. **President’s Attendance Retention Initiative-** Sherri Smith
* Marshall will be looking to monitor and track attendance in how it relates to student success
* There will be meetings with various department members on campus to discuss the new initiatives, and to get ideas
* Classes with small caps may already take attendance, or have the ability to do so
* Classes with larger caps could have card taps for the students to check in
* Faculty will be able to flag attendance problems using SSC Campus, but will not have other privileges in the system
* RAs and mentors can be used once students have been flagged in order to help boost those students’ attendance
* As of now, card readers would only be outside large classes/lecture halls
* University policy may have to be changed to make attendance a priority
* If the card readers prove to be too cost prohibitive, alternatives may be considered (Blu Tooth, Wi-Fi, pin numbers, students logging in on cell phones, etc.)
1. **South Charleston Campus**- Sherri Smith
* Planning is still ongoing
* Open houses will be held for counselors in the target areas
* Deans are in the process of working out final details for staffing the campus
* Students who will be taking the majority of their classes on the South Charleston campus will still come to the Huntington campus for orientation, but have a WOW at the South Charleston campus
* Language has been implemented into the external communications so as to do away with “main campus” in favor of Huntington campus, South Charleston campus, etc
* A student resource specialist will be hired
* This position will be a 10 month appointment, wherein the person will facilitate UNI 100 and act as a liaison to the Huntington campus
* Events will be planned to incorporate students from the South Charleston campus, and make them feel more at home on the Huntington campus
1. **Freshman Schedules for Orientation**-Sherri Smith
* Revert back to May 16
* Advisors will get block access to classes, returning to the previous system
1. **Sophomore Spotlight**- Sherri Smith
* Correction: The Sophomore Spotlight will be on April 13, not the 17th as listed on the agenda
* Students will be invited to participate in a hunger banquet
* The event will allow students to get a new perspective on various economic situations, and will get the opportunity to think critically about their experience
* The event is designed to give sophomores an event which can give them a memorable experience at Marshall
1. **Adjournment**