**Associate/Assistant Deans Council**

**Agenda for September 20, 2022**

**Upcoming Meetings:**

**October 18, 2022**

**November 15, 2022**

**CONTINUED AGENDA ITEMS**

**Graduate Studies**

Carl Mummert

* **Graduation and end of semester processing -** How has this been going? Are there any concerns at the grad level?
* **Dynamic forms** - many of the PDF forms on the Grad Studies website have been replaced by Dynamic Forms.  We worked with IT over the summer to test these and identify the correct routing. If you notice any issues or have any suggestions, please email Grad Studies.
* **Provisional admissions** - the catalog limits grad students to 12 hours while provisionally admitted (the equivalent of undergrad conditional admission).
  + After the meeting, Grad Studies will distribute a spreadsheet of provisionally admitted students who need to be fully admitted.
  + This requires the program to request a credential sheet from Graduate Admissions, complete and return it.
  + Later this semester, in early November, Grad Studies will place holds on students who need to have their admission changed. The goal now is to give time to update the students before then.
  + I have already emailed a few program directors who had a larger number of provisionally admitted students.
  + ADs can run a report of provisionally admitted students in MU BERT using "Graduate Provisional Admit Check".
* **Plan of study holds** - Each college should check the report "Graduate Students with 12 or more Hours and not Submitted a Plan of Study" in MU BERT, and ensure that students on the list submit a plan of study.
  + Students with 12 or more hours registered, who do not have a plan of study, should receive a "PS" hold from the college office.

**Certified Letters for Suspensions and Dismissals**

Sherri Stepp

* Contacted Jendonnae to ask about certified mail.
* This is her response: “*The main reason we use certified mail is for the proof of delivery.  I don’t know if you are also including a return receipt with these or not.  If so, since you can go online and see if the item has been delivered by using the tracking number, I would not send them with the return receipt.  Email with a return receipt can also be used but would require that the catalogue/policy be updated to include email notification.  Since appeal periods and deadlines are based upon when the student receives the information, it is critical that we can document when actual receipt was provided*.”

Alternatives include:

* Continue current practice of sending certified mail for all dismissals and suspensions
* Continue certified mail for dismissals only, not for suspensions
* Letter by regular mail and an email to MU email address.
* Email with read receipt (would require catalog change)
* (This suggestion came after our meeting.) Sending an email via our EAB Navigate Advising Platform.  It documents that the letter was sent and is visible to any person with Navigate access.  This is helpful if a student transfers from one college to another and changes advisors.

**NEW AGENDA ITEMS**

**CourseLeaf CIM Courses and Programs**

Elizabeth Hanrahan

**Electronic Grade Change Forms**

Sonja Cantrell-Johnson

**ECHO and Expo Events**

Cristina McDavid

**Labelling “8-Week” Courses**

Kelli Prejean

**ADDITIONAL DISCUSSION**