

**Agenda**  
**Associate/Assistant Deans Meeting**  
16 February 2016 – 2:00-3:15pm  
John Spotts, MSC

**Call to order:** 2:00 pm

**Updates**

1. **Recruitment Events**—Beth Wolfe
2. **Banner Users Group STUDENT**—Elizabeth Hanrahan
3. **University Excused Absence procedures**—any updates/discussion with BAPC?

**Discussion**

1. **The Office of Career Education and the new SRC**—Sherri Smith and Denise Hogsett
2. **HEPC Series 19 (Early Entry High School Students)**—Sherri Stepp
3. **HEPC Series 21 (Remediation: Sections 2.3 and 2.6)**—Sherri Stepp
4. **Policy related to change of major after third week of class**—Andrew Gooding

**Points of information, dates, events, etc.**

1. **SSC Campus**
  - Chris Atkins and Lisa Williamson are the Campus Application Administrators
  - February 24-25: 90-min F2F training sessions for all professional and faculty advisors and tutoring staff to set up their schedules within the appointment system.
  - Go live: early/mid-March (in time for students to use in scheduling Fall registration advising appointments)
2. **SSC Guide** (mobile app)
  - Summer pilot: 600 students (recruited during three separate Orientation dates)

**Other business**

**Adjournment**

## **1. Registration hold for INTO Marshall students (to ensure alignment**

### **1. 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)