**Agenda**

**Associate/Assistant Deans Meeting**

29 August 2016 – 11a-12:15p

SRC Conference Room, MSC

**Call to order**: 11:00 am

**Introductions**

**Announcements**

* The online proxy form is up, please use that instead of the paper for. MU BERT will allow a user to see any proxies if any have been assigned. If students filed a paper form, it won’t be on BERT yet.-Carla Lapelle
* Interlibrary loan will let a user sign in using SSO.
* Class scheduling went more smoothly this year, in comparison to previous years.- Cheryl Brown
* Marshall needs to approve/post tuition and fee rates earlier, in order to ease Financial Aid’s workload, and to increase the level of service to students- Kathy Bialk

**Updates**

1. **SSC Campus**
	* We are “live” (the link is in myMU, center bottom) for faculty/advisors, not students
		+ Students are interacting already, since advisors are using campaigns.
		+ Both meeting requests and the rate of no-shows are very encouraging.
		+ Online appointments can still be scheduled through Campus.
		+ Asynchronous appointments can still be logged.
2. **SSC Guide** (mobile app)
	* While it is very successful, the adoption rate can no longer be tracked.
	* So far, we’ve had very positive feedback from students who are using the app.
	* Currently focused on triage, and which groups of students need what kind of help.
	* For freshmen, it will be added to the MU Mobile app.
	* Curriculum for sophomores and reevaluation of freshman curriculum with happen soon.
3. **South Charleston**
	* Targeted majors**:** computer science, engineering, biology, chemistry, criminal justice, athletic training (and pre-med/pre-pharm via biology or chemistry) can plan on taking the first two years in South Charleston.
	* Other majors accommodated only IF the courses made available for the above majors are pertinent to the degree program (e.g. nursing can get in Year One).
	* MOVC, TVRC, and SC campuses had one day WOWs and watched the convocation online.
	* There might be a way to designate on or off campus. MOVC does not track this on their own, and is contacting students to double check.

**Discussion**

1. **D/F Repeat/60th Credit Hour rule**
* The 60th credit hour can occur within a semester, and alphabetical order dictates which class gets the benefit of the doubt.
* The Registrar’s Office says that this is not the case, and that if 64 credits are reached in a semester, the whole semester counts.
1. **Herd Path Program (freshman attendance/retention initiative)** – Sherri Smith
	* Fall is considered the pilot for this program.
	* A resource card has been developed which will go out to the students.
	* Peer mentors went through two day training and were taught to provide gentle reminders to students with attendance issues.
	* The pilot program keyed in on targeted classes.
	* There is a new module in Banner self service in order to track attendance.
	* Kateryna Schray and Adam Russell will create reports and weed out exceptions. Once the lists are created, they will be sent out to peer mentors. Mentors visit students and hand them a resource card.
	* Miss two times in a single class the first 4 weeks, or 6 absences over all classes.
	* Mississippi State University has been very successful with this program.
	* Online students will not be monitored at this time.
2. **Drop for Non-Payment List Distribution** – Cheryl Brown
	* Request to have list of students before they are dropped. This will allow reminder emails ahead of time.
	* One potential problem is that the lists may be bigger than reality.
	* Financial Aid could have some potential problems with end of semester timing.
	* A subcommittee will look at the order of things and discover if there is a resource problem or a timing problem.
	* Students are notified about SAP over a number of steps. Email, paper letter, second email, which will be evaluated at the end of the semester.
3. **Maintaining Accurate Student Contact Information in BANNER**
	* Systematic approach to update student records.
4. **Advising Website updates/review** – Adam Russell
	* The advising website homepage was shown to ADs.
	* Suggestions were solicited and given, including the layout and organization of links.
5. **Late Admission Implications** – Cheryl Brown, Tammy Johnson
	* There is currently an enforcement issue.

**Other business**

MOVC requests help in getting textbooks for desk copies. Departments and professors can request from the publisher directly.

**Adjournment**