**Agenda**

**Associate/Assistant Deans Council**

**Monday, January 11, 2021**

**CONTINUED/DEFERRED AGENDA ITEMS**

**Dean’s/Associate Dean’s Permission for 2nd 8 Weeks Course Additions**

Sherri Stepp

Sonja Cantrell-Johnson

* What are your practices when asked to approve the second 8-weeks course addition?
* As we continue to review this process, is anyone opposed to moving the signature responsibility from dean/AD to the advisors?

**Recommendation for D/F Reports for All UG Students**

* Office of Undergraduate Advising and the Office of the Registrar are working to see if the phantom student process could be merged into the first round of Navigate Progress Reports.
* We need to have a further discussion about the faculty workload as it relates to the rationale needed to approve this recommendation. (Paulus, Sherri, Sonja, and others.)
* We will not be merging the midterm grade process with Navigate progress reports because Banner cannot pull that data from Navigate.

**NEW AGENDA ITEMS**

**NEW - Internship/Co-Op Data**

Cris McDavid

**Procedures from the Graduate Dean’s Office** (See attached questions/concerns)

Sherri Smith

Jeffrey Archambault

Paulus Wahjudi

Brian Morgan

**Policy Updates – Academic Dishonesty**

Sherri Smith

**Masks**

Matt James

**NEW - Experiential Learning Definitions**

Cris McDavid

Karen McComas

Can we work toward building clarity in our definitions in the programs offered?

Send the document to ADs by email and put in the chat for this meeting.

**Questions about Graduate School Processes**

**From Jeff:**

Please add a discussion of procedures that once went through the Graduate Dean/Office.  Examples include 3+2 forms, academic ineligible, and graduation approval.

Wes Spradlin has had many questions and he will send me a detailed email with his concerns today that I will forward to you.

All colleges need clarity on these issues so that we process these events in  similar manners.

Thank you, Jeff

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**From: Spradlin, Wes** <[spradlin2@marshall.edu](mailto:spradlin2@marshall.edu)>   
**Sent:** Friday, January 8, 2021 11:37 AM  
**To:** Archambault, Jeffrey <[Archambault@marshall.edu](mailto:Archambault@marshall.edu)>  
**Cc:** Mukherjee, Avinandan <[mukherjeea@marshall.edu](mailto:mukherjeea@marshall.edu)>  
**Subject:** Graduate College forms and processes

Hi Jeff,  
Here are some things that we will need clarification on with there no longer being a Graduate Dean.

Plans of Study –  Currently the Graduate Dean signs this after the student and our Dean.  Would the Graduate Dean signature just be removed?  If so, where do we send the plan of study once it is signed by all (if anywhere)?

Application for Graduation – After the student and advisor signs it is sent to the Graduate College.  At that point the Graduate College verifies, signs, and enters them as prospective graduates. After the Advisor signs where will it go to be verified and entered?

Academically Ineligible – A probation student has to complete a form that is signed by our Dean’s Office then Graduate Dean.  Will we just remove the Graduate Dean signature?  If so, where do we send after signed (if anywhere)?

3+2 Forms – Once the student, Chair, and I sign it is send to the Graduate College for approval.  If we will now sign where does the form go to where they can enter the course to make sure it double counts?

Area of Emphasis Change form – Where will this be sent, and who will update it?

That is all I can think of for now.  I will let you know if anything else comes to mind.

Thanks!

Wes Spradlin, MBA, MSHRM  
Associate Director Brad D. Smith Graduate School of Business

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**Questions about Graduate School Processes (Continued)**

**From Paulus:**

I have a few things related to Graduate College for the Agenda:

1. There are forms needed to be submitted to graduate college in the past such as Plan of Study, Independent Study form, advisor and/or campus change form, application to graduate, etc. Do we keep them all now?
   1. Can we use existing forms used for undergraduates or do we need to generate new forms?
   2. Can we get the student files (at least current student)?
2. Where do we submit forms that was never handled by the college because (probably require external unit to be involved) such as Application for Approval of Transfer Credit, Graduate certificate program completion, Thesis and Dissertation Final submission, AMD application, etc.
3. Graduation
   1. If not applying online, do we use the undergraduate paper form or modify the current graduate version of the graduation application.
   2. How about graduation list. Do we include them together as the undergraduate or separate them?
   3. Who verify the graduate certification?