**Associate/Assistant Deans Council**

**Agenda for January 19, 2023**

**Upcoming Spring 2023 Meetings: February 16, March 23, April 20**

**These new items need to be discussed first:**

**#herdhired Career Scholarship**

Cris McDavid

<https://app.smartsheet.com/b/form/86217a963de24d0cbafe74f8a0508dbd>

**Website -** [**www.marshall.edu/gainexperience/**](http://www.marshall.edu/gainexperience/)

Cris McDavid

**CONTINUED AGENDA ITEMS**

**Graduate Studies**

Carl Mummert

**Recycled Discussion from September 2022 – No action taken for catalog update**

**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.

**Continued Discussion - Honors eligibility for transfer students (baccalaureate degree):**

Clarity needed in current catalog text (provided below).

Sarah Davis – Comments from Advising Council Meeting, November 29, 2022

* Transfers from in-state public institutions: Honors are calculated on the overall GPA
* From a two-year college in WV state system: must have earned at least 56 hours of work at Marshall University.
* From a four-year institution in WV state system: must have earned a minimum of 36 hours of work at Marshall University.
* Transfers from non-West Virginia public institutions: Honors are calculated on the overall and Marshall GPA
* All other transfer students: must have earned at least 64 hours of work at Marshall, at least 50 percent of which must be upper division work (300/400).

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**NEW AGENDA ITEMS**

**Changing Name of Academic Improvement Plan (AIP)**

Sarah Davis

**Academic Warnings**

Sherri Stepp

Is anyone doing any type of academic warning for students with 2.00 – 2.5 GPA?

Are we providing any advance notice that they are nearing academic probation?

* We do midterm D/F/NC for FR and SO.
* Could we transition to all grades for FR and SO?
* We are probably discussing grades at advising appointments for registrations for next semester.
* We are responding to progress reports.
* Anything else?

**Update on Summer Calendar**

Sherri Stepp

Please see Billy Bigg’s email dated 1/18/2022 regarding summer course entry which will begin on 1/30.

The email explains the new summer terms. For quick reference:

* We will no longer be using Intersession/SI/SII/SIII for 2023 schedule entry. The new terms are Summer A-D.

  **Dummy Term = 333333**

ENG 101 – Intersession = Summer A = Part of term 5 = Section 301

ENG 201 – Summer I = Summer B = Part of term 6 = Section 401

ENG 101 – Summer II = Summer C = Part of term 7 = Section 501

ENG 201 – Summer III = Summer D = Part of term 8 = Section 601

**Summer Grades**: The plan is to have one grade run at the end of the last summer term. Grades are due at noon on 8/14, so they will be viewable later that day.

**Progress Reports**

Chris Atkins

**Course Management for New Freshmen**

Sherri Stepp and Sarah Davis

* There will be a portion of general education seats released for advance registration.
* As usual, there will be a portion of general education seats held for freshman registration.
* However, we are going to release all remaining seats on an established date in mid-May when we begin registering freshmen for orientation.
* Hoping this will eliminate the need for advisor requests for more classes, etc.

**ADDITIONAL DISCUSSION**