

February 2018 Associate Deans' Meeting Notes

Tuesday, February 27, 2018

1:00pm-2:00pm

Attending:

Robbins, Mary	Miller, Brian	Keathley, Rosanne	Didier, Jennifer
Maynard, Chris	Jesswein, Kurt	Reichelt, Susan	Sanford, Glenn
Gillespie, Marcus	Muehsam, Valerie	Nardone, Carroll	Wayne Barrett
Stewart, Sandra	Miller, Holly	Gaillard, Anne	Fors, Stephanie

Guests / Presenters: Theodori, Ann

College Treatments of DPTAC

- Discussion on how each of the colleges are handling DPTAC reviews, in light of the fact that some faculty are not going to be promoted to full professor (staying an associate or assistant professor). Clarification on the policy also sought, in response to the claim that "no one else is following this"-type statements.
- All faculty are evaluated through the FES, but should/are/do all tenured faculty, if not on a promotion track, but at a tenured level, have annual DPTAC reviews?
 - CHSS is completing them for all assistant and associate professors, except those tenured in the first year following their promotion or in post-tenure review for full professor, but is struggling on the upload side.
 - To have tenured faculty submit documentation for review each year seems excessive, since we have a post-tenure review. Is there a fix or other solution to this?
 - If a faculty member is moving from associate to full, that annual feedback and development critique could be helpful.
 - Regardless of the college's decision on handling this, the faculty going through the process should be well aware of their college's process and expectations.
- Ultimately, it is up to the colleges to decide how to implement the policy, and as such, there will likely be differences.

SAM Center Reorganization & Updates (Ann Theodori)

We have had much activity with the recent/ongoing reorganization and associated adjustments:

- Held two All-Advisor meetings in the last 10 days, as one effort to distribute updates and changes to advisors across campus;
- Continue to promote appointments with student self-scheduling (and assistance with making appointments at the SAM Center front desk, if needed);
- Continue to provide "catch all" advising or redirecting for other departments, directing students to the appropriate advising center or advisor, as needed;
- Incorporating some of the standalone programs formerly in Mentoring into Advising; while re-homing certain other programs (e.g., the GRE Prep program to the Office of Graduate Studies), while working with Mary Catherine (Breen) to determine "best fit" for other formerly-Mentoring programs (to the Academic Success Center, etc.);
- Changing the formerly "First Alert" system to a more manageable, intuitive, and responsive "Early Alert" system:
 - Redefining the time period in which Early Alerts can be submitted:
 - Previously, they could be done as late as Finals Week;

- This semester, they are open now and will be through March 31;
 - Provide notice to faculty that they will close on March 31 – suggested to use both the website and Academic Affairs newsletter;
 - Redistributing the work to the Advising Teams rather than a dedicated (underutilized) full-time employee who was fortunate to reach a 25% response rate from students;
- Placing the Study Skills program on hiatus as a new program is in development with a target go-live of Fall 2018. In the interim, the Academic Success Center is working with students individually and referring them to available SI; and
- Setting the Advising Teams [see Attachments section below for handout];
 - With three additional positions ready to hire, as soon as they can get posted by HR; and
 - Which will bring us up to the highest number of professional advisors ever to date.
- Readmission items/questions:
 - Can the ADs check or not check MAP for students – is that being offered? Those students were previously enrolled in AIM (academic improvement mentoring).
 - MAP may not be an option on the form, but the ADs can still ask for students to set up an appointment with an Advisor to complete a success plan;
 - Will documentation of those activities/additional advising sessions be in DegreeWorks?
 - Reports by the SAM Center Advisors of these mentoring-advising sessions will definitely be in Campus Connect, and they can add them to DW if needed;
 - The ADs were encouraged to also put their notes in DW and copied into CC, not only for academic advising, but also for any probation, suspension, or other interactions/discussions/instructions to/with students;
 - There was much discussion at the All-Advisor meeting that this is duplicative work; but it is so helpful to have that immediate reference on a conversation students have had, especially as they move from one office to another on the same day (as opposed to the overnight delay with DW uploads).
 - Ann will provide a draft of the new readmission form [see Attachments section below for handout];
- Registrar's Office is transitioning sending students' notice of probation status to the SAM Center, effective with this Spring 2018 semester, since those students need to see an Advisor. Hopefully, this will reduce a step in students reaching out to the Registrar's Office first.

Updates at TWC (Chris Maynard)

- **Computer/Lab Upgrades.** Over Spring Break, IT@Sam will be upgrading TWC computer labs; if they don't complete over that time frame, then they will wrap up over the summer. Classrooms will be looked at once the labs are done. IT did not conduct inventory last year and are in the process of completing that now.
- **Fill the Schedule.** As mentioned before, TWC is trying to work with all the colleges to fill out their schedule. On Mondays through Thursdays, they are at capacity, but there is remaining classroom and resource capacity for any daytime, Friday night, or Saturday classes, programs, etc. Even if you have only ideas, please let Chris know to be able to incorporate into the planning process, to make sure there is support around those potential periods.
- **Dedicated Parking Spaces.** There are currently only nine spaces dedicated to faculty parking at TWC. While parking is not typically an issue, there are times when the facility is busy (although according to UPD, we've never filled to capacity). We recognize that this can be problematic for faculty getting to class, especially arriving directly from the main campus. We will be adding 25

dedicated faculty parking spaces to the front of the building. This should accommodate most of (the average of 37) faculty in the building at any time. Again, anyone can park anywhere; and of note, the dedicated parking spaces are not enforced, but are used strictly on the honor system. Due to staffing levels, only handicapped parking is enforced.

- **Academic Advising at TWC.** Chris is scheduled to meet with Ann (Theodori) & Carolyn (Martinez) this week to discuss advising at TWC. There are high numbers of students being advised at TWC that are not even taking classes at TWC. These students are going to be asked to schedule their advising appointments at the main campus—there is only one generalist advisor at TWC, and their focus is primarily for pre-transfer or TWC-only students.
- **“IP” Coursework.** Faculty who have students with an IP grade or for other reasons need to have access to or reactivate a student for a prior/previous course do not need to go through the Registrar’s Office for permission to reactivate a course or re-add a student. Permission is not needed *unless the college requires it*. Faculty can contact SHSU Online through their Help Desk and they can turn it back on or re-add the student.
 - Chris is checking on why faculty are unable do this on their own—move a student from one section to another, or add them back in to a class for an IP or incomplete.

Q-Drop Policy (Mary Robbins)

- Somer (Franklin) will attend a future meeting to discuss this in more detail, but in the interim...
 - The State has increased the number of Q-drops a student by one (with wording very restrictive on a possible 7th Q-drop).
 - This has been presented to the Deans to ask for their preference at adjusting local policy; the Deans decided to move our limit to 6. The State has been at 6 max Q-drops, and we are moving from 5 to 6 to match.
 - Somer is working with Registrar’s Office on the change, likely ready for Fall 2018.

APS & Other Resources... (Stephanie Fors)

Sandra (Stewart) asked Stephanie to present information to COE on certain platforms (e.g., Campus Connect, APS, Ad Astra, etc.) and the reasons to use each of them. This has led to a larger project that will hopefully outline & map resources for academic administrators – providing short descriptions, how to access the platform, and contact information. Stay tuned...

Campus Connect—Progress Reports (Stephanie Fors)

Five Progress Report Campaigns were initiated this morning by the Academic Success Center (Mary Catherine Breen) for: ENGL-1301 (230 students altogether), MATH-01314 (450), MATH-1324 (196), MATH-1332 (411), and MATH-1410 (85). Report requests were sent to a total of 22 faculty for a collective 1,372 students. (And before she even finished the last one, at least one ENGL faculty had completed theirs!) This is an expansion of last fall’s pilot program, and we were able to double the number of faculty this semester.

Other/Announcements

- **Late-Add Policy**
 - Previously there was a form and process, but with recent changes, it seemed like we were sending more work to Mary (Robbins) [exceptions] for this past semester’s start.
 - Mary will be meeting with Heather (Thielemann) and the Registrar’s Office to work through some scenarios to better define the process.

- How was the change to the 6th day rule communicated to students? With this past semester change and no soft drop for non-payment, they seemed to fall harder.
 - We're trying to come up with a plan to allow for a soft drop--maybe hide the schedule until they take action. Financial Aid is an issue, too.
 - The "cold turkey" approach made it a lot easier on the departments, eventually.
- Having a form helps reduce run-arounds in getting permissions from faculty, chairs, etc.
 - As with any form, it could be problematic in that the student could initiate the process, then the form would get stuck in a faculty or administrative office;
 - Faculty have been approving exceptions without any kind of rationale; or without truly asking if the student can be admitted to the course without being hurt academically (starting that late in the semester).
- Mary tried to be firm about all of the requests, and will be firmer next time around.
 - One AD stated that students were told "No," then went to Provost's Office and were told the late-add course would be approved if the faculty and department chairs and deans signed off. Staff felt as if they weren't being backed up when telling the students "No."
 - Clear and consistent communication is key—making sure we're communicating with the students, both up and down the chain, and the departments and deans' offices are providing info up the chain as well. Everyone agreed that clear deadlines, no up and down, are best to adhere to.
- Mary will run the numbers on who was let in, whether they registered, and final grades.
- **Plans of Study and Math Courses**
 - In our plans of study, do we have to have specific math courses instead of just the component requirement? Sort of. Brian (Loft) is working on a plan, figuring out which courses go best with each program.
 - How do we handle those Math classes that may be full or for when a student is exempted in their first semester? In those cases, Math **must be taken** during the second semester.
 - And, since we're forcing Math as a "must-complete-early" [scribe's editing], can we force the English course requirement as well? Yes, as soon as we get Math under our belts, we will tackle that one! (Carroll was very happy.)
- **International Programs—Study Abroad Updates (Chris Maynard)**
 - Malin Hilmersson will attend the next CAAD meeting to talk about Study Abroad. Malin is looking for feedback and suggestions, addressing concerns, finding ways to improve services long-term.
 - As a sidebar, International Programs is going to have another round of grants available for students, increasing the balance they have to grant, and standardizing the amount (\$800).
 - Some programs do "study away" (internal to US), are they eligible for this funding? Not at this time, but let's consider as part of the discussion moving forward – how to encourage and help fund study away programs, which can be just as beneficial as Study Abroad.

Attachments:

- **Request for Readmission (form)**
- **SAM Center Advising Teams (chart)**



REQUEST FOR READMISSION

Student's Name: _____ Major: _____ ID#: _____
Transfer GPA: _____ SH GPA: _____ GP Deficiency: _____ Last Semester Attended: _____
Number of Times Suspended: _____ Number of Times on Probation: _____ Number of Semesters at SHSU: _____

READMISSION REQUIREMENTS:

_____ Readmission Recommended for: Fall / Spring / SI / SII _____ (Circle those that apply and add year.)
During the semester of readmission, the student must:

_____ Enroll in no more than _____ hours and improve at least _____ grade points in this semester;

_____ Make no grade below a "C" during the above term/semester;

_____ Repeat/take the following courses during the semester of readmission: _____

☐ Yes ☐ No Meet with an Academic Advisor at the SAM Center.

_____ Recommended for "Academic Fresh Start" (Go to Undergraduate Admissions.)

_____ Readmission Denied _____ No Reconsideration

_____ Reconsideration Later (See below.)

_____ Will reconsider following transfer of _____ hours from a Community College.

Comments: _____

Note: Do not repeat any course failed twice at SHSU unless you are advised to do so. Community college grades will be reviewed when readmission is considered; passing grades are required for readmission to SHSU.

_____ Will reconsider for: Fall / Spring / SI / SII _____ (Circle those that apply and add year.)

Note: Failure to follow any requirement or stipulation above may result in suspension without the possibility for future readmission to this college.

_____ Release transcript to allow student to transfer to another university. Readmission to SHSU will be considered only according to the university's admissions policies and this college's suspension and probation guidelines.

Additional Comments: _____

I have read the preceding requirements and understand that failure to comply may result in my dismissal from the university.

Student's Signature

Telephone No.

E-mail Address

Dean / Associate Dean: _____

SAM Center Advising Teams

COSET CHS	CHSS COE	COBA	COFAMC	TWC/ Outreach
College Liaison Justin Vick 4-3363	College Liaison Chelsea Story 4-4364	College Liaison Megan St Vigne 4-4453	College Liaison Wes Boyd 4-4457	
Professional Advisors Rosalin Lambey Stella Vay TBA (March) OPPA Rene Harris Brandy Colvin	Professional Advisors Justin Matherne Chernise Joseph Aaron Cain (Psych) Shawwna Sandles (COE) Devril Walker (COE)	Professional Advisors Angela Perry TBA (March) Samantha Aldrich (Graduate Assistant)	Professional Advisors Kelsey Winn TBA (March)	Professional Advisors Kristie DeBose 2-5028 Joanna Blythe 2-5027 (Nursing)
Faculty Advisors Joan Hudson Laura Burleson Brent Estes Doug Ullrich	Faculty Advisors Diana Nabors Lee Courtney	Faculty Advisors Linda Sweeney Natalie Hegwood	Faculty Advisors Patrick Lawler Kevin Clifton	