

## May 2018 Associate Deans' Meeting Notes

Thursday, May 31, 2018

2:30pm-3:35pm

### Attending:

Robbins, Mary	Gaillard, Anne	Miller, Brian	Sanford, Glenn
Maynard, Chris	Gillespie, Marcus	Miller, Holly	West, Courtney
Barrett, Wayne	Jesswein, Kurt	Muehsam, Valerie	Fors, Stephanie
Bello, Rick	Keathley, Rosanne	Nardone, Carroll	
Didier, Jennifer	McKernan, Stephen	Reichelt, Susan	

### Guests / Presenters:

Franklin, Somer                      Mertz, Scot

### Hidden Pre-requisites—(Mary Robbins/Somer Franklin)

- *[See below Attachments section for updated version provided by Somer, including notes on her observations or possible corrections and referenced during the discussion.]*
- The version provided may have some errors or differences already corrected; it appears that Justin Vick used the 2017-18 catalog in creating the list, and Somer used the 2018-19 catalog, in which a number of the listed course/program issues have been addressed.
- There are a couple of different scenarios for these courses identified as “hidden prerequisites”:
  - Again, some have been addressed in the newest catalog;
  - Several are legitimately hidden in that we aren’t identifying all prerequisites for necessary courses;
  - Several seem to “fit” in that the student may be able to satisfy the requirements of the program through a minor, etc.
- And, the major problems for having hidden prerequisites are manifold:
  - CPOS (Scot Mertz joined the conversation later on this) = we are potentially adding to a student’s overall debt or limiting their options on majors of choice if they are paying out of pocket (if the courses aren’t listed in the degree plans)
  - THECB and the length of our degrees = if we have courses not reflected in the total hours, we aren’t really being genuine on the number of courses in the degree
- Some of the “hidden prerequisites” are legitimate...
  - In a minor, if a course is included in a group of course options for which a student can legitimately select around, THECB won’t have a problem with those courses, although
    - They may still be a concern as relates to CPOS – if those courses aren’t listed in some manner, they won’t be funded
    - For these, we are putting the student at risk of not receiving financial aid
  - One way to address this is to list the program with variable credit hours to complete (e.g., 120-127 hours, instead of 120) to help “cover” potential prerequisite work
- This affects most of the COSET majors – many of them – especially with respect to “the MATH 1420 issue” which was broached at the last AAC meeting. COSET expects students to be calculus-ready when they enter the program, and if they aren’t, that’s not our fault – and the vast majority are not coming in ready.

- Somer looked at MATH degrees at other institutions, and most are in the same situation
- It's not an admission requirement, and while we can't use the TSI cut scores anymore for admission (recent legislation), we might be able to add wording to the catalog to clarify the program – that a student \*could\* finish in 120 hours, if they were ready
  - Currently, students can qualify for MATH 1420 via three standardized test scores: SAT/ACT, TSI, or ACCUPLACER
  - Using the verbiage for a variable credit hour program in these cases should work
  - May want clarification from Legal as well
- **Review the Hidden Prerequisites report; address each (Call to action!)**
  - **Meet with your chairs as needed; clean up each of the identified issues**
  - **Email your updated spreadsheet section to Mary** (who will share with Scot and Somer)
  - **Due Friday, 06/15**
  - Some ways to address:
    - Some may be easy to move into “open”/elective hours
    - “Footnote” any prerequisites (e.g., COE has language that the plan “Recommends a particular core course” (BESL))
    - For minors that have options, be transparent in what courses have prerequisites
      - In Somer's review, there are a couple of situations where there are no ways the student could navigate “around” the options (e.g., where they must select 9 of 12 hours of options, where two of the optional courses have prerequisites)
    - Spell out program requirements instead of using “or equivalent” (students don't know what that means...)
  - For correcting each, Somer will need to evaluate potential negative impact – some of these may change in a later catalog

### **Process for Documenting Exceptions to Degree Plans—(Mary Robbins/Scot Mertz)**

- Scot gave a brief overview of Ellucian Workflow in general:
  - It is not in place yet, but it is coming, and it will allow for a lot more functionality than the Banner Workflow product (which we abandoned early on);
  - One issue we need to address in building processes is that we cannot build workflows for each separate college – we need to standardize a number of our processes (not just exceptions);
    - Also, it's not good for students to have to navigate multiple processes that change between colleges (or departments)
  - For Ellucian Workflow to work, will require a standard approval tree based on positions, not specific people
  - There can still be some internal flexibility within the college, but the decision-makers will still need to follow a prescribed workflow route
    - For example, if your Dean always wants to weigh in on a specific major, you as the approver can have that conversation before selecting the approval (or denial) action, but we cannot write workflows to handle exceptions for processing exceptions
- Number of exceptions is exceptionally high (*sorry, couldn't resist - saf*); we are not sticking to our degree plans, or adjusting them where we have identified repeatable exceptions

- Deans were very concerned at an earlier CAD meeting, when the high number of exceptions are reported; some want to look at exceptions and sign off each one
  - CHSS moved to a model where a memo is required for all grad courses over a year ago, and UG this year = it decreased the number of exceptions considerably
- We suggest a “shell” approval model that IT can use to build several different workflows (e.g., exceptions, substitutions, etc.); for exceptions in particular, we recommend the following:
  - Action is initiated by an advisor acting on behalf of the student >
  - Routed to the department chair for action >
  - Routed to the Associate Dean for action >
  - Routed to the Registrar’s Office for processing >
  - Once processed, all approver are notified, with notification “copies” also sent to Financial Aid and the student
- Additional discussion, questions, list of desired outcomes in Workflow:
  - Will allow for more visibility into the process – will be able to see at what stage each is in (no more paper forms getting lost on someone’s desk);
  - Do want the ability to initiate the form higher up the chain, not just the advisor
    - No interest in having the student do so – too many chances for error
  - Wants notification of pending actions
    - Should be able to configure email notifications, but Scot will check
    - Can also log in to the dashboard to check
  - Need entry for the course title (not included on current form; please add this in)
  - Also, descriptions of what any incoming coursework may be
    - “Enbloc” as the course title for transfer work. “SO unhelpful!”
  - Ability to attach documents (e.g., current degree plans are currently added by COFAMC for review by the ADs, etc.)
  - Does flow already into BDM (Banner’s integrated document management program)
  - Would like a demo
- There is no timeline for Ellucian Workflow at this time
  - EM is willing to outsource the work to get some of this done, when Workflow is ready

### **Workflow for Processing Substitutions—(Mary Robbins/Scot Mertz)**

- Discussion on handling substitutions...timing and sequencing of actions...etc.:
- COFAMC is currently working to change the culture of their departments, operating on past practices, which do not work with CPOS, and will help with timing, etc.:
  - Currently, if a student needs to register for a course substitute, they have to be able to get the class approved in advance to receive financial aid for that course; but, in some cases the Registrar’s Office cannot make the substitution (in DegreeWorks) until that student is registered (there have been some substitutions kicked back to COFAMC); then if the student registers for the course, but it isn’t on their degree plan, they won’t qualify for financial aid for that course...
  - We would like a way to have substitutions approved as part of the advisement process
    - Scot reported that the Registrar’s Office is working on a business process now so a few limited advisors will have the ability to perform these overrides
- Mary asked that this be added to the next Undergraduate Advising Alliance meeting
- Potential issues:
  - Substitute course put on the degree plan, then student doesn’t register for the course

- Course may fill up while the student is waiting for the approvals to go through
- Financial Aid will “catch up” with the degree plans and eligibility throughout the process
  - While students technically have until 10 days before the first class day – when FA disburses, correcting these degree plan/substitutions as students register would be best (so they don’t stack up and create bottlenecks at an already-busy time of the year)
- Are you putting a note in DegreeWorks as to what you’re advising the students about a substitution?
  - Please add notes to DW (and Campus Connect) to track what you’re telling the student
  - When the degree plan is changed by the Registrar’s Office to reflect the sub, it isn’t reflected in the notes section, but shows up in the audit/log
- Sidebar/reminder, for those students changing their major – send them to the AD of the college where they want to move to
- Additional discussion, questions, list of desired outcomes in Workflow:
  - Additional discussion on the need to standardize the process across colleges and campus
    - COCJ AD takes action on all without department input; may be able to accommodate this college-internal difference in processing through delegated approvals
  - When action item sent back – it only goes back one step at a time
  - Can add comments – but are not required
  - Will substitutions still be entered manually into the degree plan?
    - Yes, the Workflow won’t take the final action – just manage the approval queue/process
- Standardizing the form and digitizing the process won’t fix the issue of having 4800 exceptions, or a high number of substitutions, but will hopefully allow for a faster and more transparent process

### **Progress on IP and X Grades—(Mary Robbins)**

- This was mentioned, in follow up to the discussion at the last AD Meeting, but not discussed. Following the meeting, Dr. Robbins also attached a deadline for this, the same as with the Hidden Prerequisites.
- *Post-meeting update: Please have your updates on any of these courses as well to Mary by COB on Friday, June 15.*

### **Other**

- **Policy on Termination of Graduate Students Needs Clarification** (Anne Gaillard)
  - The previous policy listed three (3) grades of C would lead to termination, and the updated version is two (2). In contacting the Office of Grad Studies, they noted that it would probably be the Fall semester before this new policy would take effect, but the next catalog has already been published, and we don’t normally change the catalog in situations where the impact is negative to the student.
  - We want to inform our students, especially those with one C, or even two Cs, but we don’t know when the new policy will be enforced. Also, how do we handle students who may already have two Cs?

- Typically, once a policy is approved, signed by the President, and then made available/posted online, it's considered active/in effect. Mary will follow up with Dr. Eglsaer and Somer on an implementation plan/timeline, and provide an update to the ADs by email.
- *Post-meeting update (per email from Mary to ADs on 20180604): The Provost asks that students be grandfathered in. Beginning this fall new graduate students will fall under the new policy. Returning students will fall under the old policy.*
- **Lifting Blocks for Suspended Students in Banner 9** (Valerie Muehsam)
  - In Banner, when lifting blocks, if you lift the advising block first, then you go to the suspension page, the student for which you lifted the advising blocks doesn't persist (as far as taking action), so be sure to check the student you're taking action on.
- **Updates to EAB APS – Academic Performance Solutions** (Stephanie Fors)
  - Somer and Stephanie are working with APS to schedule department chair training; Stephanie didn't have the dates available at the meeting, but the plan is to survey to see what kind of attendance we would have on July 10-11 or in waiting until before classes start. More coming...
  - Also, the cohort is available in the platform if you are looking for some comparison information. See the screen shot below for a quick reference on how to toggle between the cohort/comparison site and our data only.
  - *Post-meeting update: Stephanie forgot to mention this during the meeting, but we are also actively working to set up APS with single sign-on. No timeline at this point, but hopefully soon...*

#### Attachments:

- Hidden Prerequisites Report, version updated with Somer's notes (spreadsheet)

The screenshot displays the 'Academic Performance Solutions' (APS) web application interface. At the top, the 'Sam Houston State' logo is visible. The main header area includes the title 'Academic Performance Solutions' and a 'Default View' dropdown. Below the header, there is a sidebar on the left with a 'SELECT DASHBOARD' section containing 'Academic Performance Solutions' (highlighted) and 'APS Benchmarks' (circled in red). The main content area features a 'Filters\*' section with 'TERM' set to 'All'. Below this, there are dropdown menus for 'COLLEGE NAME' and 'DEPARTMENT NAME', both set to 'All'. To the right, there are two columns of filters: 'Course Attributes' and 'Student Attributes'. The 'Course Attributes' column includes 'COURSE DIVISION' (All), 'COURSE TYPE' (All), and 'COURSE PREFIX' (All). The 'Student Attributes' column includes 'STUDENT LEVEL' (All) and 'STUDENT CLASSIFICATION' (All). An 'Apply' button is located at the bottom right of the filter section. A footer note states: '\*Filter selections in University Attributes determine available options for all other filters (except Time Period)'.

College	Degree Type	Major	Minor	Required Courses	Hidden Prerequisites	Somer's Notes / Solutions
COBA			BCOM	MGMT 3320	MGMT 3310	One of 6 options - Select 2
COBA			ECON	Some Advanced ECON	BANA 2372	BANA 2372 also pre-req for ECON 3357 or 3372
COBA			ENTR	FINC 4315 & MGMT 3348	ACCT 2301, ACCT 2302, FINC 3320, MATH 1324 (or equivalent), MGMT 3310	Two of 4 options - Select 2
COBA			FINC	FINC 3320	MATH 1324 (or equivalent), ACCT 2301 & ACCT 2302	ACCT 2301 and 2302 are required for the minor
COBA			BUAD	FINC 3320	MATH 1324 (or equivalent), ACCT 2301 & ACCT 2302	One of 2 options - Select 1 - Also, ACCT 2301 and 2302 are required
COBA			INTR	FINC 3320	MATH 1324 (or equivalent), ACCT 2301 & ACCT 2302	ACCT 2301 and 2302 are required for the minor
COBA			MGIS	MGIS 2320 & MGIS 3310	BUAD 1305 OR CSTE 1330 OR MGIS 1301 & MATH 1314 OR MATH 1324 OR MATH 1420	
COCJ			CRIJ	CRIJ 4385	CRIJ 3378	Plan allows 6 hours of CRIJ Adv
COCJ			FORS	CRIJ 2368	CRIJ 2367	"or consent of instructor"   addnl pre-reqs for FORS 3380 (CHEM 2325)
COE	BS	INDS	4-8 Core	BESL 3301, TESL 3303 & TESL 4303	BESL 2301	Plan "recommends" BESL 2301 for Core area VIII
COE	BS	INDS	4-8 ELAR	BESL 3301, TESL 3303 & TESL 4303	BESL 2301	Plan "recommends" BESL 2301 for Core area VIII
COE	BS	INDS	4-8 Math	BESL 3301, TESL 3303 & TESL 4303	BESL 2301	Plan "recommends" BESL 2301 for Core area VIII
COE	BS	INDS	4-8 Sci	BESL 3301, TESL 3303 & TESL 4303	BESL 2301	Plan "recommends" BESL 2301 for Core area VIII
COE	BS	INDS	4-8 Soc St	BESL 3301, TESL 3303 & TESL 4303	BESL 2301	
COE	BS	INDS	EC-6 Bi	BESL 3301, TESL 3303 & TESL 4303	BESL 2301	Plan "recommends" BESL 2301 for Core area VIII
				SPAN 3361	SPAN 1411, SPAN 1412, SPAN 2311 & SPAN 2312	Pre-reqs listed in notes but not in plan
COE	BS	INDS	EC-6G	BESL 3301, TESL 3303 & TESL 4303	BESL 2301	Plan "recommends" BESL 2301 for Core area VIII
COE	BS	INDS	EC-6SPED	BESL 3301, TESL 3303 & TESL 4303	BESL 2301	Plan "recommends" BESL 2301 for Core area VIII
				SPED 3305	SPED 3302 & SPED 3304	
COFAMC	BFA	ARCA		ARTS 3375	ARTS 2370	
COFAMC	BFA	FILM		THEA 4331	THEA 2368 & THEA 3369	Plan allows 6 hours of electives
COFAMC	BFA	GRAP		ARTS 3375	ARTS 2370	Plan allows 3 hours of electives
COFAMC	BFA	THEA	CISE	THEA 4366	THEA 3369	"or consent of instructor"   Plan allows 21 hrs THEA electives
				THEA 3362	THEA 2361	One of 5 options - select 1   also has pre-req of THEA 2360
COFAMC	BFA	THEA	DTE	THEA 3362	THEA 2360	also has pre-req of 2361   plan allows for 21 hrs THEA electives (15 adv)
				THEA 4366	THEA 2368 & THEA 3369	plan allows for 21 hrs THEA electives (15 adv)
COFAMC			MUSI	MUSI 2348	MUSI 1222 & MUSI 1224	
				MUSI 2223	MUSI 2222 & MUSI 2224	
				MUSI 3364	MUSI 2223 & MUSI 2224	
				MUSI 3380	MUSI 2338	
				MUSI 4373	MUSI 2223 & MUSI 2224	
				MUSI 2338	MUSI 1222 & MUSI 1224	
				MUSI 3118	MUSI 3117 & MUSI 3366	
COFAMC			PHOT	ARTS 3364	ARTS 1313, ARTS 1314 & ARTS 1315	one of 9 options - select 3 (3 other courses in options have hidden pre-reqs)

College	Degree Type	Major	Minor	Required Courses	Hidden Prerequisites	Somer's Notes / Solutions
				ARTS 3368	ARTS 1313, ARTS 1314 & ARTS 1315	one of 9 options - select 3 (3 other courses in options have hidden pre-reqs)
				ARTS 3370	ARTS 1313, ARTS 1314 & ARTS 1315	one of 9 options - select 3 (3 other courses in options have hidden pre-reqs)
				ARTS 4381	ARTS 2386 OR ARTS 3385	one of 9 options - select 3 (3 other courses in options have hidden pre-reqs)
COFAMC			ART2	ARTS 3310	ARTS 2313	one of 10 options - select 3
COHS	BA	BHCS		HLTH 3392	HLTH 1366	
				HLTH 3360	MATH/STAT 3379 OR MATH 1369 OR 1370	one of 7 options - select 13 hours
COHS	BS	FSCN		PSYC 4332	3 ADD'L HOURS PSYC	
COHS	BA	FIND		ARTS 4384	ARTS 2386 OR ARTS 3385	ARTS 3385 is a required course
				ETCM 3372	ETDD 1361 & ETEC 1371	
COHS	BS	FIND		ARTS 4384	ARTS 2386 OR ARTS 3385	ARTS 3385 is a required course
				ETCM 3372	ETDD 1361 & ETEC 1371	
COHS	BS	KINE	CES	PHYS 1301 & 1101	MATH 1316 OR MATH 1410	MATH 1316 is a required course
COHS			KINE	KINE 3362	BIOL 2401	Pre-req included in Notes
CHSS			LEAD	COMS 3383	COMS 2386 OR COMS 3384	One of 21 options - select 3
				MCOM 3381	MCOM 1322 & 9 HOURS MCOM	One of 21 options - select 3
				SOCI 3376	SOCI 1301 OR SOCI 2319	One of 21 options - select 3
CHSS			LGST	CRIJ 3362	CRIJ 2361 & CRIJ 2362	Select 3 clusters from 5, then, one of 5 options - Select 1 if this cluster is chosen
				MCOM 4371	MCOM 1332 & 12 HOURS MCOM	Select 3 clusters from 5, then, one of 1 options - Select 1 if this cluster is chosen
				PSYC 3383	6 HOURS PSYC	Select 3 clusters from 5, then, one of 1 options - Select 1 if this cluster is chosen
CHSS			MES1	ARAB 1412	ARAB 1411	
				SOCI 3336	SOCI 1301 OR SOCI 2319	One of 3 options - select 2 (one other option has hidden pre-req)
				FACS 4373	FACS 1441 & FACS 2362	One of 3 options - select 2 (one other option has hidden pre-req)
CHSS			MES2	SOCI 3336	SOCI 1301 OR SOCI 2319	One of 4 options - select 3 (one other option has pre-req)
				SOCI 3342	SOCI 1301 OR SOCI 2319	One of 4 options - select 3 (one other option has pre-req)
CHSS			PRWR	ENGL 4335	ENGL 3384	also has pre-req of ENGL 2332 or 2333
COSET	BS	ETDD		ETSM 4382	ETCM 1363	
COSET	BS	ACOM		AGBU 3361	AGBU 2389	
COSET	BS	BIOL		MATH 1420	MATH 1314 & MATH 1316 OR MATH 1410	
				PHYS 1301 & 1101	MATH 1316 OR MATH 1410	
COSET	BS	BMED		MATH 1420	MATH 1314 & MATH 1316 OR MATH 1410	
				PHYS 1301 & 1101	MATH 1316 OR MATH 1410	
COSET	BS	CHEM		MATH 1420	MATH 1314 & MATH 1316 OR MATH 1410	
				CHEM 4448	ONE YEAR PHYS	
COSET	BS	CSET		MATH 1420	MATH 1314 & MATH 1316 OR MATH 1410	
COSET	BS	COSC	CS	MATH 1420	MATH 1314 & MATH 1316 OR MATH 1410	
COSET	BS	COSC	IA	MATH 1420	MATH 1314 & MATH 1316 OR MATH 1410	

College	Degree Type	Major	Minor	Required Courses	Hidden Prerequisites	Somer's Notes / Solutions
COSET	BS	COSC	IS	MATH 1420	MATH 1314 & MATH 1316 OR MATH 1410	
COSET	BS	DCFS		MATH 1420	MATH 1314 & MATH 1316 OR MATH 1410	
COSET	BS	ETEC	ELEC	MATH 1420	MATH 1314 & MATH 1316 OR MATH 1410	
COSET	BS	FCHM		MATH 1420	MATH 1314 & MATH 1316 OR MATH 1410	
COSET	BS	GEOL		MATH 1420	MATH 1314 & MATH 1316 OR MATH 1410	
COSET	BA	MATH	CISE	MATH 1420	MATH 1314 & MATH 1316 OR MATH 1410	
COSET	BS	MATH	CISE	MATH 1420	MATH 1314 & MATH 1316 OR MATH 1410	
COSET	BA	MATH		MATH 1420	MATH 1314 & MATH 1316 OR MATH 1410	
COSET	BS	MATH		MATH 1420	MATH 1314 & MATH 1316 OR MATH 1410	
COSET	BS	PHYS		MATH 1420	MATH 1314 & MATH 1316 OR MATH 1410	
COSET	BS	PHYS	ENGR	MATH 1420	MATH 1314 & MATH 1316 OR MATH 1410	
COSET			ETSM	ETDD 4380	ETDD 1361	
				ETSM 4382	ETCM 1363 & ETDD 1361	
				ETEC 4384	ITEC 1361, ITEC 1363 & ITEC 1340	
COSET			PLSC	PLSC 3440	CHEM 1306, CHEM 137, CHEM 1311 OR CHEM 1312	
COSET			AGBU	AGBU 3385	STAT 1369 OR MATH 1369 AND MATH 1324	
				AGBU 4374	MATH 1369 OR STAT 1369	
COSET			ETCM	ETCM 2363	ETDD 1390 OR ETDD 1361 OR FACS 1360 OR FACS 2364	
				ETCM 3372	ETDD 1361 & ETEC 1371	
				ETCM 4330	ETCM 1363 & ETDD 1361	
				ETEC 4340	ITEC 1340	
				ETCM 4368	ITEC 1361, ITEC 1340 & ITEC 1363	
				ETCM 4370	ETEE 1340, ETDD 1361 & ETCM 1363	
COSET			ELEC	ETEE 4373	ETEE 2350	
COSET			ENVR	BIOL 2420	BIOL 2401 & BIOL 2402	
				BIOL 3470	BIOL 1411, BIOL 1413 & BIOL 2440	
COSET			GEOS	GEOG 4356	GEOG 1321 OR GEOG 2355 OR GEOG 2356	
				GEOG 4357	GEOG 1321 OR GEOG 2355 OR GEOG 2356	
				GEOG 4359	GEOG 1321	
COSET			ETID	ETCM 3368	ETCM 1363	
				ETCM 4370	ETEE 1340 & ETCM 1363	
				ETCM 4368	ETEE 1340 & ETCM 1363	
COSET			MATH	MATH 1420	MATH 1314 & MATH 1316 OR MATH 1410	
COSET			MATH W/CISE	MATH 1420	MATH 1314 & MATH 1316 OR MATH 1410	
COSET			PHYS	PHYS 1401	DEPARTMENTAL APPROVAL	
				PHYS 1411	MATH 1314 & MATH 1316 OR MATH 1410 & MATH 1420 & MATH 1430	
				PHYS 1422	MATH 1430	
				PHYS 3391	MATH 2440	
COSET			STAT	STAT 4371	MATH 1314 & MATH 1316 OR MATH 1410 & MATH 1420 & MATH 1430	
				STAT 4372	MATH 2440	
COSET			WECO	PLSC 4383	PLSC 1307 OR BIOL 1411	