

Associate Dean Council

Meeting Minutes

Thursday, March 16th, 2017

Attendees: Vicki Vega, Michael Rachal, Kathy Gros, Uriel Quesada, and Mary Algero

Guests: Nate Straight, Melissa Ridley, Brad Petitfils and Elizabeth Rainey

- I. Review and Approved Minutes with change to Item 4C from February 2nd, 2017
- II. Retention Data & SSC Initiatives – Brad & Liz
 - a. There was a great midterm grade submission rate
 - i. Were sent to ADs individually
 - ii. Students were excited about extension of withdrawal date; gave them more time to work with instructors before withdrawing
 - b. Fall to spring retention is 93%
 - i. This puts us in the cone for an 80% fall to fall retention rate
 - ii. we were hoping for higher rate since we worked with Financial Aid to reduce these issues
 - c. First year withdrawal information was coded and broken out by reason and reason and college
 - d. First time probation students for spring would need to receive the Stanford letter
 - e. Magis Students
 - i. The language of the current Magis contract it is not clear if the student has the right to appeal if they are excluded after the first semester
 - ii. The issue is: Are the students on probation the first semester or do they have two semesters to get off of probation?
 1. The contracts were written with the understanding that the procedures guiding them are in the bulletin but the language in the bulletin does not address provisional admits
 - iii. The suggestions was made: What if Magis appeals were made with all ADs so decisions were consistent?
 1. CAS will discuss these decisions with SSC
 - iv. The ADs will continue to discuss this issue since it will not arise until May
 - v. Brad and Uriel will talk with Tommy and ensure that the bulletin and contract are the same for AY 17-18
 - vi. The summarize: We are just talking about whether the Magis students have the right to appeal
 - vii. Will need a new letter this year for Magis students this year that refers to the contract

- III. New Control for Authorizing Courses – Kathy Gros
 - a. Email about this issue was sent yesterday
 - b. Stems from ENGL who found out that advisors were overriding the ENGL A100 prerequisite for students
 - c. The same goes for the Natural Sciences who want a minimum grade for prerequisite courses
 - d. SR will have IT put the U authorization on all courses so no faculty cannot put authorizations in through LORA and chairs and faculty will need to go to the deans office or SR to put the student in these courses

- IV. Independent Studies – Vicki Vega
 - a. CAS would like to table this issue until the April meeting so Uriel can present the CAS procedures

- V. Bulletin – Kathy Gros
 - a. Kathy sent 3 sections of the bulletin for edits
 - i. Academic Credit & Placement
 - 1. Business has additions to the IB section
 - ii. Enrollment & Registration
 - 1. COB found edits that not all students have a faculty advisor and this should be changed
 - 2. Changes to Double Major language will be revised and sent to ADC for final review
 - 3. Residency requirements should state that some programs have individual requirements
 - iii. Grade & Grade Point Averages
 - 1. ADC will continue to review this section

- VI. Probation/ Exclusion Dates - Vicki
 - a. grades are due May 15th so will probably send lists on May 17th
 - b. letters will go out on the 19th

- VII. Freshman Scheduling - ADC
 - a. Spring certifications will be due to SR on May 22nd
 - b. Scheduling will take place Friday, May 26th

Meeting adjourned at 3:25pm