

ASSOCIATE DEANS MEETING Minutes 12-10-19

Present: Bob F, Michelle, Dottie, Tracy, Debbie, Laura McKnight, Kathleen Kangas, Cindy, Alan, Jen, Karen Neill, Mary Lou, Staci

Staci Phelan: Enrollment Management. Staci's presentation is available on our Moodle site.

Alan Frantz: Faculty initiated drops

Use this [form](#) to initiate drops for students who don't show up the first week of class. This is an issue because some students register for classes, and think that because they didn't pay, they would be automatically disenrolled. Instead, they often end up in collections and have a transcript containing failing grades. Alan is serving on a disenrollment task force; they are seeking advice on asking faculty for help in taking attendance. This may be difficult in large courses but we may be able to use technology for attendance. Moodle has an attendance module that Pharmacy is currently using. Identifying who is not planning to attend and getting them to withdraw on their own is better for the students and we would have a cleaner picture of retention.

Cindy Hill: Momentum Pathway updates are [here](#).

Ann Hackert: Assessment

Ann shared several assessment documents that are posted on our Moodle site, including a schedule for program reviews, assessment safety pledge, and an annual report template. An annotated "how to fill out" an annual report will be available in March; annual reports will be due at the end of October, 2020. Ann is looking for volunteers to beta test the annual report template. She is also looking for volunteers to beta test Aqua, an assessment software.