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Consultative minutes 02/09/2012

Consultative Committee

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Consultative Committee Meeting
February 9, 2012
Prairie Lounge
2:00-3:00 pm

Attendees: All committee members present except for Nic McPhee and Brook Miller.

Guest: Jeff Ratliff-Crain

Topic: How will the campus function in the absence of an Assistant Dean?

Jeff began by listing and describing some of the many duties he performed while Asst. Dean. Some twenty tasks and responsibilities were discussed. Broadly speaking, the Assistant Dean handled all student issues that fell anywhere within the purview of the Academic Affairs Office.

Jeff is no longer involved in New Student Registration and Advising and is unaware of how this important activity is being coordinated. The committee asked Jeff to name and explain his highest priorities among the Student Affairs issues that still must be handled.

Jeff's response:

- First Year Experience
 - This is a big issue with much work to be done.
- Holistic Advising and Counseling
 - He proposes a Master Advisor in each of the Divisions (Since the meeting, the Master Advisor program was initiated by the VCAA's office and Master Advisers named)
- Care and advising for students designated as needing "Extra Advising"
 - Students with this flag were placed in separate registration groups, allowing for candid conversation with their adviser and resulting in an individualized plan of classes and an academic contract for each student.
- Intermittent duties such as graduation clearance, IC tracking, orientation, late drops
 - With few or no faculty on campus during the summer, coverage is available only by Division Chairs.

A question was asked about International Student Affairs. Jeff responded that this is under Student Affairs – but what if there is academic trouble or academic integrity issues? The following points were raised in the ensuing discussion:

- The proposed International Student situation fits the Master Advisor model, especially over breaks, summers
- This is an opportunity to be proactive

The committee conversation turned to a consideration of all students with specific issues.

- The Dean is developing a model of localized decision making

- Time is consumed by cases that don't fit – complicated issues, judgment calls
- Many late drops for nonacademic reasons require judgment and proper documentation.
- Need an arbiter who has the trust of the faculty. When does FERPA apply to communication about grades or nonacademic issues?
- Where does a student with issues go? Functions are disjointed, scattered – students are unclear of process
- We need an academic One-Stop model
- A large proportion of college students nationally have mental health issues at some time in college. UMM is no exception.

The committee asked Jeff to list his top issues. His reply:

- Holistic advising – Master Advisor model that includes the ability to navigate the complex intersection of academic and non-academic aspects of student issues. This position would also need to be 12 months to cover needs over breaks and summers.
- FYE – very big issue – could require up to 1.0 FTE to handle all aspects
- Store Front – THE place to go first – requires excellent communication
- New student registration and orientation – prepping and advising – Jeff spent considerable time as an intermediary while AD

Discussion about communication across the campus. Currently information goes up to the Dean. Without an intermediary there is little or no lateral dissemination.

Jeff leaves the meeting at this time.

Committee discussion:

- How do we handle all of the information we are gathering?
- Flowchart, for now. Perhaps 2 flowcharts – one for faculty/staff and one for students. Must show who does what and the communication lines among them.
- We need data. Are there recognizable trends? Can we respond to these trends?

Discussion ends at 3:00 pm.