

**Associate Deans Council**  
**April 5, 2017**  
**Meeting Minutes**

**Present:** Julia Hodges, Noel Addy, Amy Adkerson, Tim Chamblee, Jim Dunne, Nancy Fultz, Becky Gardner, Robert Green, Greg Hall, Christine Jackson, Rebecca Long, Ben Mackin, Sandy Maynard, Lynda Moore, Ian Munn, Allison Pearson, Rodney Pearson, Mike Rackley, Nicole Rader, Kevin Rogers, Susan Seal, Emily Shaw.

**Guests:** Meredith Jackson, Tommy Parker, Heather Rowe.

Julia Hodges called the meeting to order at 3:30 pm in 336 Etheredge Hall.

**1. Consideration of the minutes.**

Upon a motion made by Kevin Rogers and seconded by Rebecca Long, the minutes of March 22, 2017 were approved as presented.

**2. MSU's New Digital Signage Systems.**

Mike Rackley gave an overview of the new digital signage system purchased in conjunction with the new classroom building. The purchase of the system was constructed to establish a standard for the campus - Departments/Units can buy into this system without competitive bids.

A handout was provided with information about the product, signage, maintenance, equipment requirements, and estimated costs.

- The central costs are covered by the institution - each unit would be responsible for the cost of the monitors. There is still a question/issue being worked out regarding a cost of the software maintenance on a player computer – hopefully no cost to departments/units. Commercial grade monitors are recommended to run 24/7.
- Three basic categories of signage: Room schedule signage, General Purpose Signage, and Wayfinding.
- The idea is for the display content to be a combination of local departmental content and institutional content.
- Heather Rowe, Digital Design Editor of the Office of Public Affairs, discussed the space content - examples such as building schedule, video areas, headline news, etc. The university content would be displayed 15 minutes of every hour - every other day. The screens can be sectioned up and content managed through an online web interface.
- One of the advantages –the crisis action team can take over the signage to display emergencies on campus – the system works at Meridian campus and other remote locations where available.
- If interested in the system, it is strongly encouraged to consult with ITS before purchasing departmental hardware.

**3. Assigning Advisors in Banner.**

Meredith Jackson and Tommy Parker demonstrated a proposed Banner feature to assign and maintain students' advisors.

- A pilot program has been maintained in the College of Forest Resources to help develop a flexible system that will serve all colleges.
- The -Advisor Assignment in Banner – overall theme is to assign advisors based on a program or major.

- Colleges will decide on the person(s) who will have access to the feature in Banner. All persons who have departmental access will be able see the lists, but not be able to assign or make changes.
- There is no security – no college or program level security – anyone with access can assign advisors to any student. There is an audit trail to see who has assigned any advisor.
- The concept is for one primary advisor to every student– a secondary advisor can be assigned with the capability to assign up to five advisors.
- The enrollment term is a mechanism to get the list of students based on students currently enrolled in a term. The screen can be filtered down and has a lot of flexibility – demonstrated by Tommy Parker.
- A list of students can be exported to an excel spreadsheet. The assigned advisor will also be listed on the General Student information page in Banner.
- There was discussion of students changing majors and the process of assigning a new advisor.
- A business photo of an advisor can be displayed – suggestions were made to also display the department and title of the advisor. There were also suggestions to assign advisors for orientation sessions (after pre-registration schedules have been posted).
- The Banner feature will be presented to the Deans Council for consideration.

#### **4. Emailing Students/Parents when grades are posted in Banner.**

Tommy Parker demonstrated a Banner feature when posting final grades (the feature will eventually include progress grades).

- The feature has been added to the Banner screen for posting/submitting grades with an option to send an email to selected students (and their parents) stating that grades have been posted.

#### **5. Announcements.**

- Sandy Maynard distributed invitations to the Annual College of Education Faculty & Student Research Forum to be held on April 20 – 21, 2017 at the Mill Conference Center.
- Lynda Moore announced that the Academic Advising Center will be set up in the Student Union next week for students to get advising information.
- Greg Hall announced the design camp for members of the Boys and Girls Club to be held in Jackson this summer. He asked that anyone interested to contact him for more information.
- Susan Seal announced the Center for Distance Education’s Lunch-n-Learn to be held on April 12, 2017 and the Workday for UCCC submission assistance to be held on April 18, 2017 from 1—5p.m. Jenny Turner will be present to give a quick overview and answer any questions.
- Ian Munn announced that the College of Forest Resources would host a benefit Golf Tournament on Friday, April 7, 2017 at Old Waverly Golf Course.
- Mike Rackley asked that everyone notice the room schedule signs outside the conference room.

#### **6. AOPs – None**

**The meeting adjourned at 4:36 p.m.**