

**COUNCIL OF
DIRECTORS OF STUDENT ACADEMIC SERVICES**

MINUTES

**October 17, 2018
126 ITLE
10:30 a.m. – 12:00 p.m.**

In attendance: Jessica Bullock, Pam Ehlers, Leslie Evans, Amy Gazaway, Linda Good, Ebonie Hill, Bobby Jenkins, Diane Jones, James Knecht, Amy Martindale, Marissa McIntyre, Marilyn Middlebrook, Lance Millis, Beverly Morris, Rita Peaster, Libby Reigh, Kyndal Roark, Sky Rogers, Kristi Seuhs, Richard Shepard, Julie Swaringim-Griffin, Candace Thrasher, Deb VanOverbeke, Missy Wikle and Bridget Miller, Chair.

1. NOC Continuing Student Enrollment Process – Missy Wikle

A notice was sent to all DSAS members regarding OSU students enrolling in NOC courses. Unofficial OSU transcripts are now being accepted at NOC. There was discussion regarding the process for math course enrollment and prerequisites. If a student took his/her first math course at NOC and wanted to enroll in the second math course at OSU, a prerequisite override would be needed. The NOC math course has an NOC prefix that OSU management system does not recognize. DSAS members requested that the prerequisite override form be placed on the Registrar's website.

2. Transfer Probation Petition Follow-Up – Amy Martindale

Oklahoma State Regents for Higher Education policy states that if a student's GPA is below 2.25 said student must be admitted on probation and must maintain at 2.0 each semester while on probation. R. Peaster provided clarification regarding the policy. GPA at semester end must be above 2.0. If the transfer students are admitted with the academic probation status, they are evaluated at the end of the term just like any other continuing OSU student who happens to be on probation. Academic standing calculations are processed the same way as with any other student. If the transfer students have 2.0 to 2.25 when admitted, and at end of their first semester their cumulative GPA is above 2.0, they are in good standing. There was discussion regarding transfer students being required to report to University College Advising (UCA) even when the individual college indicated positively on the students' acceptance into their program. L. Reigh reported that Admissions is a manual process that includes a vote. DSAS members discussed possibly splitting the vote into two parts: 1) vote to accept; 2) vote to admit to specific college. L. Reigh would like to clarify the Admissions process regarding the attributes of a transfer student prior to making any decisions regarding process changes. B. Miller recommended revisiting this topic at a future DSAS meeting.

3. Policy & Declaration Forms Processing Follow-Up

There was continue discussion regarding students caught in limbo during the process of changing majors and colleges. M. McIntyre announced that Spears School of Business (SSB) has processed all of their new potential students. She expressed SSB's concern with lack of good customer service but understands the need for prompt turnaround.

B. Miller encouraged the new home colleges to be more accommodating to the students and processing their initial advisor visit more quickly. There may be a need to proceed with the limited information the student has given initially and then needing to repeat it after the face to face meeting with student. R. Peaster cautioned the adoption of a process that may require duplication of efforts.

M. Middlebrook reminded DSAS members to notify the athletic department when degree sheets are changed.

4. Advisor Holds Update – Rita Peaster

R. Peaster reported that term-based holds are now live. She wanted to address DSAS about any concerns prior to spring enrollment. R. Peaster recommended searching for holds if a time ticket is missing. Information Technology (IT) and Institutional Research and Information Management (IRIM) are working to ensure that existing reports that contain time ticket information are available to advisors for the upcoming spring enrollment. This matter is still a work in progress.

5. Update on New OSU English and Reading Placement Exams – James Knecht

IRIM has completed programming the scoring for the new English and Reading Placement Exams. The new scores are displayed on the ELPA worksheets and in Banner, with a minimum score of 263 required for the removal of remediation. K. Roark will distribute the email from J. Knecht regarding the new ELPA Guide. The University Assessment and Testing (UAT) Placement website is up to date if further information is needed.

6. UAT Looking to Create Paid Temporary Work for Advisors During Finals – James Knecht

UAT would like to increase the number of test appointments offered during finals week. However, UAT personnel is at capacity. They would like to offer temporary positions to academic advisors who are interested in making extra money during Finals and Pre-Finals Weeks. The temporary positions would allow UAT to be able to stay open later in the evenings to accommodate more students who need testing services during this time. Hours for this position would be M-Th 5pm to 8:30pm of Finals Week, plus 4 hours training during Pre-Finals Week. All interested full time, OSU-Stillwater staff advisors may apply. J. Knecht will route the online application to DSAS directors, who will route it to eligible individuals within their departments.

7. Other

- Last DSAS L. Millis approached the subject of changing probation policy to include only the institutional GPAs in an effort to put some teeth behind academic warning and alert students earlier. R. Peaster recently attended the Oklahoma Association of Collegiate Registrars & Admissions Officers (OACRAO) conference and questioned other schools about this topic. No one seemed to be doing anything different with their official policy.
- The College of Arts and Sciences (CAS) is working to create a reading / science supplement to go with the two- credit science course. Because this program is outside of strength of CAS faculty, implementation may not occur until Fall 2019. If English remediation is going as expected, CAS will be more likely to agree to the pairing with science for supplemental coursework.
- STAR has experienced operational speed issues recently. J. Knecht will reach out to the company to address our issue.
- B. Miller took a behind-the-scenes tour of UAT. During finals week UAT will not be proctoring any national tests in order to create more testing space for OSU students and better meet our capacity.
- M. Middlebrook expressed concern regarding UAR 3.10 – no allowance for a students to earn a BUS after earning a regular degree. Athletes earn BUS first but yet want to earn another degree after their BUS. UAR 3.10 – Bachelor of University Studies cannot be earned as a second or concurrent Baccalaureate degree. It does not say that a BUS cannot be declared concurrent with earning another degree. Registrar's office clarified that policy will not allow concurrent BUS with another degree so why would we allow declaration of that degree. Continued discussion is needed at a future DSAS meeting.

Meeting was adjourned at 12:03 p.m.

Minutes were recorded by Kyndal Roark