COUNCIL OF
DIRECTORS OF STUDENT ACADEMIC SERVICES

MINUTES

February 21, 2018
126 ITLE
10:30 a.m. – 12:00 p.m.

Attendance: Ryan Chung, Amy Cole-Smith, Jovette Dew, Pam Ehlers, Leslie Evans, Kathryn Gage, Linda Good, Karen Hickman, Bobby Jenkins, James Knecht, Amy Martindale, Marissa McIntyre, Lance Millis, Robyn Moore, Beverly Morris, Rita Peaster, Libby Reigh, Kyndal Roark, Richard Shepard, and Pamela Fry, Chair.

1. **Academic Alert Email/Text – James Knecht**
    In 2016 OSU transitioned to STAR for student alert system. Most text used in the STAR alerts were generated from the previous alert system, SIS. Refer to the *OSU Course Progress Report Notice* document. The two areas that can be edited are the introductory paragraph and the special instructions. DSAS members expressed concern regarding the way the email is generated. It appears to come from the student's academic advisor, when in reality the academic alert is being generated by the student's instructor. This program was built by GradesFirst to display alert emails as coming from the advisor. GradesFirst has expressed interest in upgrading this piece of the program so that the message reflects the issuer. However, J. Knecht reported that the change has not been made, nor is it on their roadmap at this time. This program was built for schools who wanted advisors to be the primary source of contact. P. Fry recommended that the introductory paragraph explain in more clear detail that this notice is not being generated by the advisor but by the instructor of the course in question. Karen Hickman and Leslie Evans volunteered to draft revised text for the academic alert. The final draft will be brought to DSAS for endorsement.

    Each semester instructors receive an instructional email from the Provost's Office on how to submit academic alerts. The STAR website (http://star.okstate.edu/) has a link to a guide with pictures that display step-by-step instructions. P. Fry inquired if Institutional Research and Information Management (IRIM) could generate a report indicating the instructors who use academic alerts. Possibly P. Fry as Vice Provost can encourage associate deans who can in turn encourage department heads and faculty to submit the academic alerts. In the past the faculty from the 1000 and 2000 level courses reported at approximately 40 percent, while the remaining faculty reported at approximately 33 percent. J. Knecht and R. Peaster will focus on helping faculty receive the clear instructions.

    P. Fry encouraged members of DSAS to prioritize changes regarding the GradesFirst Academic Alert system and possibly involve the Provost to convey the information to the vendor. A. Martindale reported that the advisor view screen displaying all open cases is no longer working. J. Knecht specified that he would need to work with an advisor, because the advisor view screen is working correctly from his side. A. Martindale would like to see instructions sent to all advisors regarding the operations of the academic view screen. J. Knecht recommended that all advisors operate from the student profile because all messaging with notes is viewable, not just the open cases.

    P. Fry recommended that J. Knecht draft revised language with the possibility of demonstrating the program at the April DSAS meeting.

2. **Proposed changes to UAR 4.7 Graduate Credit Hours for a Senior – Richard Shepard, Jean Van Delinder and Rita Peaster**
    R. Shepard reported on the rational of the proposed policy changes to UAR 4.7 - undergraduate students taking graduate level courses. The rationale is as follows:
    "The Graduate College approved a new policy 11.14 *Accelerated Master's Degree* on December 1, 2017, which allows sharing a portion of the graduate credit hours from a master's degree with an undergraduate

degree and streamlines enrollment in graduate level coursework for students who are admitted to an approved accelerated master's degree program. Accelerated master's degree programs require approval from the Deans of the Graduate College and the relevant undergraduate College(s). "

"Because of this new policy, University Academic Regulation 4.7 *Graduate Credit Hours for a Senior* needs to be updated to recognize exceptions for undergraduates who have been admitted to an accelerated master's degree program versus seniors who wish to take courses for graduate credit but are not enrolled in an accelerated master's degree program. No changes are proposed for other undergraduate seniors seeking graduate credit. The proposed effective term for all policies is Fall 2018."

A Martindale expressed her excitement with this proposal in terms of allowing students to apply graduate hours to the undergraduate degree in whatever way it makes sense depending on that curriculum. The curriculum will be outlined in the accelerated agreement. The idea of allowing our students to move through bachelor's and master's degree in a shorter period of time is a positive change.

There was further discussion regarding the undergraduate student's primary matriculation status. As long as the student who is accepted into the accelerated master's degree program is considered an undergraduate, he/she will be assessed tuition at the undergraduate level. There will need to be further clarification regarding tuition of the graduate courses.

DSAS officially endorsed the proposed changes to UAR 4.7 Graduate Credit Hours.

3. **Banner Update – Rita Peaster and Robyn Moore**
    R. Peaster introduced Robyn Moore, Coordinator for Student Information Systems for the Registrar's Office. R. Moore reported that SIS legacy system will be obsolete by June. In preparation for that, general access to SIS will be removed during Spring Break, 2018. Refer to *Banner Update for DSAS* document for a list of reports to be archived from SIS that will be available from the Banner ePrint system. If there are other reports that need to be maintained in Banner, please notify Registrar's Office.

    R. Moore announced that OSU will be upgrading to Banner 9. The new interface with Banner 9 will be much more intuitive than INB. A tentative schedule is located on the back of the document mentioned above regarding the upgrade. In the pre-production testing phase, assistance may be needed by DSAS. If a demonstration of Banner 9 is needed, please contact R. Moore at robyn.moore@okstate.edu.

4. **Short Course Drop/Add Deadlines – Rita Peaster**
    R. Peaster explained that information on all courses for term is displayed on the Registrar's website. Recently NOC Stillwater instituted an earlier deadline students have to enroll in the UNIV remedial courses. The last day to enroll is the **third** day of our semester, which is different than the information we published on the short course drop / add deadline page. For non-restrictive the deadline is the **sixth** day of the term. There has been some confusion about this information. Options for change are as follows:
    - Change spreadsheet and add new column – splitting the 100% refund nonrestrictive drop/add deadline
        o a)100% nonrestrictive add deadline;
        o b)100% nonrestrictive drop deadline or
    - Note at the top of the website to indicate the earlier deadline for the NOC classes. R. Peaster will draft something to be added to the top of the website and email to the group for review.

5. **Summer Financial Aid Awarding – Linda Good**
    Financial aid is given for fall and spring semesters at OSU. The OSU Office of Scholarship and Financial Aid (OSFA) does not award aid up front for the summer semester. OSFA presents a question to all students regarding their summer enrollment plans. Summer enrollment begins 3-26-18 (Monday after spring break). L. Good stated that she is aware that summer / fall '18 advising is currently in progress so the purpose of the email (sent by K. Roark earlier this morning) is to share specific directions for summer financial aid information with

students. (Students will need to log in to their portal in Banner and go to the financial aid tab). Financial aid will only apply for hours toward the student's degree. Summer Pell is available this year with less restrictions. Instructions will be submitted from Financial Aid office via email closer to 3-26-18.

A. Martindale reported that she and M. Wikle worked with IT to obtain a report of students who are enrolled in an NOC or TCC course that needs to be certified. Although not perfect, the report is better than waiting for the student to inform us. She will verify that the report can be duplicated for summer enrollment.

6. **Federal Course Compliance Update – Linda Good**
   L. Good announced that C. Blew recently created a federal course compliance working group with representatives from all colleges, along with IT and Registrar's Office. The working group met 1-30-18 where many ideas were discussed with lots of good feedback. Their progress will be relayed regularly.

   L. Good met with Spears School of Business (SSB) and the College of Education, Health and Aviation (CEHA) advisors to discuss federal aid requirements. If students are taking courses to meet the residency requirements but the hours they are taking are not required for their degree, financial aid will not cover those hours. There was discussion regarding interpretation. Every bachelor's degree at OSU requires the following: 1)30 hours - resident; 2)40 hours - upper division 3)60 hours - upper division from a 4-year institution. Further discussion is needed.

   There is still significant concern regarding the negative impact federal regulations will have on minor degrees since they are not covered by federal aid. A question was posed regarding financial aid eligibility if a new degree program with a specific emphasis could include enough hours for a minor in something else. If students will take at least 12 hours of their required courses, then any hours above the 12 could be dedicated to their minor. The students will still remain fully eligible for the federal aid.

   Course sequencing was discussed in detail. All prerequisite courses still need to be shown as required for the degree for federal aid purposes. Instruction Council may need to investigate the rigid sequencing rationale.

   Clarification for programs with many options is needed when considering how DegreeWorks distinguishes completed degree requirements. R. Peaster will need to research this matter and report back.

7. **Other**
   - P. Fry discussion the recent Kamm Lecture regarding engaging students and the importance of authentic connections. The most important key for student retention is to engage with others around them – peer to peer. Students working with faculty is also very helpful in making connections. She encouraged DSAS members to encourage FYS instructors in this student engagement effort. Discussion revealed that it is not necessarily the program we offer but the preparation, training, connectedness, dedication of the person offering the program. There should be a specific skillset and mindset of the person executing the program. The Kamm Lecture can be found on OState TV.
   - Credit by exam policy – P. Fry and C. Taber met with State Regents personnel to gain some clarification about how we count credit by exam here especially as it relates to the 60 hours at 4-year institution.
   - Reminder – the First Year Seminar workshop will be held Friday, March 2, 2018 is coming up - 3-2-18. Please encourage all FYS instructors to attend.