

**COUNCIL OF
DIRECTORS OF STUDENT ACADEMIC SERVICES**

MINUTES

August 8, 2018

460 Student Union (Regency Room)

10:30 a.m. – 12:00 p.m.

In attendance:

Palvih Bhana, Chad Blew, Chris Campbell, Pam Ehlers, Amy Gazaway, Kathryn Gage, Linda Good, Jeff Hartman, Ebonie Hill, Nick Holmes, Diane Jones, James Knecht, Marissa McIntyre, Marilyn Middlebrook, Lance Millis, Beverly Morris, Rita Peaster, Jessica Priddy Bullock, Kyndal Roark, Sky Rogers, Kristi Seuhs, Richard Shepard, Julie Swaringim-Griffin, Deb VanOverbeke and Amy Martindale, Chair.

1. New OSU English and Reading Placement Exams – James Knecht

Refer to the Next Generation Reading and Writing document. The adoption of ACCUPLACER's Next-Generation Writing and Next-Generation Reading exams for the OSU English and OSU Reading Placement Exams was approved at the 7-19-18 Instruction Council meeting. The current ACCUPLACER exams used by OSU University Assessment and Testing (UAT) will be retired at the end of August. The cut scores for both of the new exams will be 263. Institutional Research and Information Management (IRIM) is creating new codes in Banner to allow for the new exam scores to be loaded and the new cut scores to remove remediation holds. This new placement system will be rolled out in September. The vast majority of students taking the reading and English placement exams are international students who do not have reading and English placement scores.

2. NOC Summer Enrollment Update – Chris Campbell and Nick Holmes

C. Campbell reported that University College Advising (UCA) was able to work closely with Northern Oklahoma College (NOC) this summer regarding the alternate admission and holistic admission students. Enrollment in NOC means smaller class size for these students. This move could also potentially affect the freshmen cohort, considering that many of these students are part-time students at OSU. N. Holmes reported that there are 605 UCA students in the freshmen cohort. Of those, 420 students were removed from the full-time freshmen cohort based on NOC courses – approximately 61 percent of the UCA freshmen.

C. Campbell commended Sherryl Nelson, NOC assistant registrar, for her assistance with enrollment of the OSU students in NOC courses. She was instrumental in making the enrollment process significantly easier than the previous years.

3. NSO Wrap Up and Welcome Week Update – Palvih Bhana

P. Bhana thanked everyone for their assistance with the many successful summer new student enrollment/orientations. Students are continuing to enroll for fall 2018. There will be a make-up program on Friday, August 10. International student orientations will be held the week of August 13-17. New Student Orientation (NSO) office will be open on Saturday, August 18 from 11:30 – 3:00.

Refer to the following link for information on Welcome Week - https://newstudents.okstate.edu/site-files/docs/ww_booklet.pdf. Emphasis has been placed on academics for this year's Welcome Week.

Welcome Week events:

- i. Guide book – I Am Okstate – encourages students to follow the campaign
- ii. Academic Focus
 - Study Smarter Not Harder
 - Law School / Healthcare studies
 - Make Your Degree Work for You presented by the Registrar

- LASSO Tutoring
- iii. First Year Seminar (FYS) meet and greet
- iv. Convocation – faculty in full regalia, to integrate with students
 - Reception for faculty
- v. Encompass recruitment attendees who drop from the recruitment process

4. Degree Works Student Pilot Fall 2018 – Rita Peaster

Refer to the Degree Works Student Pilot Fall 2018 document. Degree Works has been available to advisors for the last year. This fall Degree Works will be available to students, starting with a phased approach so that Information Technology (IT) can monitor the system. The tentative timeframe of emailing the link to the students is as follows:

- Degree Works access to seniors – August 12-18
- Degree Works access to juniors – August 19-25
- Degree Works access to sophomores – August 26-September 1
- Degree Works access to freshmen – September 2-8

Blake Myers will be presenting Degree Works during Welcome Week. He has been coordinating with all colleges in terms of First Year Seminar courses to have some sort of information to freshmen about using Degree Works. A student advisory group was recently created to provide feedback on multiple campus projects, including Degree Works to help us identify the degree audit system before it is used by the Office of Scholarships and Financial Aid (OSFA) to certify that a student's current coursework is degree applicable for financial aid.

5. Degree Works / Course Program of Study Update – Chad Blew and Linda Good

C. Blew reminded DSAS that the implementation of Degree Works was also meant to assist OFSA with federal regulation compliance issues. Originally, implementation of the regulations was to begin during the summer 2018 semester, but has since moved to spring 2019, starting with a small group (possibly seniors).

6. New Advisor Prerequisite Override System – Rita Peaster

The Registrar's Office (RO) has been working with IT to provide a new advisor prerequisite override (APO) system. The system would automatically add the permit in Banner. Currently the SharePoint site that advisors use to add permits routes the information to the Registrar's Office, where the permits are entered manually into Banner. The new system could be available as early as fall 2018 semester.

Discussion revealed a plan of placing the new APO into production parallel with the current site. There is no pre-production environment to offer. Tentative plans are to introduce the system to DSAS first and then widen the circle slowly. DSAS members expressed their agreement for this approach. At some point all of the links will need to be replaced by the new system, but that can be determined at a later date. R. Peaster will notify DSAS when the system is ready to run parallel. For further discussion / feedback, please contact R. Peaster.

7. Term-Based Registration Holds – Rita Peaster

Refer to Term-Based Holds Overview document. Holds with the current system Banner are date-range based. This can pose a significant problem with registration for every semester that is active. Six week registration holds are placed until students meet with advisor regarding their future semester enrollment. This hold will prevent students from making any changes to their current schedule. In an effort to alleviate some of the confusion Registrar's Office has been working with IT to develop a custom process that uses a combination of holds and registration time tickets to mimic term-based holds. R. Peaster expressed her hope that this process will be perfected prior to placing the spring 2019 semester holds (6th week of the fall 2018 semester). Process is as follows:

- New spring and fall registration holds will be created that do not actually prevent registration (basically benign).
- An automated process will run on a regular basis throughout the day that looks for the new term-based holds. If one is present, it will remove the student's time ticket for that term, effectively preventing registration for that term and not others.

- If the process sees that a term-based hold has been lifted, it will replace the student's time ticket for that term.
- Adding/releasing term-based holds won't be instantaneous, but will only impact the intended term.

8. Other

- R. Peaster reported that IT is close to completion of the update for Online Program Declaration but not in testing phase yet.

Meeting was adjourned at 11:05 a.m.

Minutes were recorded by Kyndal Roark