

**COUNCIL OF
DIRECTORS OF STUDENT ACADEMIC SERVICES**

MINUTES

**April 17, 2019
126 ITLE
10:30 a.m. – 12:00 p.m.**

In attendance: Laurie Beets, Chris Bingham, Leslie Evans, Amy Gazaway, Linda Good, Ebonie Hill, Nick Holmes, Cheryl Kleeman, James Knecht, Amy Martindale, Marissa McIntyre, Lance Millis, Todd Misener, Robyn Moore, Beverly Morris, Christine Ormsbee, Rita Peaster, Jessica Priddy Bullock, Kyndal Roark, Sky Rogers, Richard Shepard, Candace Thrasher, Deb VanOverbeke, Charles Verner and Bridget Miller, Chair.

1. Freshmen Retention and Engagement Data – Todd Misener

Refer to the Retention and Engagement Data spreadsheet prepared by T. Misener. He explained that he wanted to understand the pattern of engagement of students and how resilience plays a part. He worked with Institutional Research and Information Management (IRIM) to review the collected data. This data was derived from 188 separate events in which students accessed the event by using their campus-wide id cards. His findings:

Fall 2017 semester – by week 4:

- students who are high engagers start to separate themselves
- students who are high engagers are more likely to be successful
- students who are high engagers are more likely to stay involved
- students who are not high engagers stayed flat the entire semester

The importance of engagement has a definite impact on retention. The longer the student does nothing the lower the retention rate. Engagement in *something* is important, however at this point what they engage in is not the current focus.

A focus group of students not involved in any events was formed. They revealed three main reasons for lack of engagement:

- Unaware
- No one to go with them
- They were not invited

It is important for students to feel a part of a community. The dilemma is how to connect across campus to get our students to connect to something.

- IRIM is working to make engagement numbers available on a weekly basis to every advisor
- Work with people across campus to create ways to engage students
- Invite students to connect – the ones who need it
- First Year Success course – push engagement in first 4 weeks
- Provide 1111 instructors with report on students who have not engaged
- Create excitement thru social media – issue may be logistics
- Central administration would need to accumulate and share how all colleges track their engagement

T. Misener explained that he is eager to work with DSAS to create actionable solutions. For further information or for a separate college presentation of this information please email Todd.Misener@okstate.edu.

2. Academic Alerts – Bridget Miller

The decrease in academic alert caused by lack of participation by faculty in recent semesters has been noticed. Communications will be coming through Instruction Council and associate deans to work through deans to

encourage compliance in submitting the academic alerts in a timely manner. Advisors rely heavily on instructors for their information. The way the system functions can be challenging. The academic alert that originates from the instructor appears to the student via the advisor instead of instructor. The email does not contain the original comments from the instructor. The student is required to go into the system to search for information. It can appear to faculty that nothing was done if the advisor does not follow up with a response. Discussion was held regarding ways to guide faculty as to what is an appropriate use of academic alert.

R. Peaster suggested that it may be time to seek executive support for another system to manage these types of alerts. J. Priddy Bullock recommended interviewing other colleges who utilize the same systems to find out how they have addressed these issues. C. Ormsbee mentioned that the Canvas system can be utilized to assist with notices directly from faculty to students. Faculty can send emails to groups of students who fall into certain categories such as students who have not turned in an assignment. Focused communication from Institute for Teaching and Learning Excellence (ITLE) can be sent to faculty regarding extended use / purpose of Canvas.

3. DIST Attribute Overview/Information – Chris Ormsbee

Refer to the OSU Designation Appeal Request Form document. The DIST attribute refers to the students who are enrolled and admitted in an approved online certificate or degree. These students are limited to no more than 9 hours total of non- web based courses at the discretion of the college. Currently there are 26 online degrees and 10 graduate online certificates, with two additional undergraduate degrees in the approval process. R. Peaster clarified that when the DIST attribute was created it was to be maintained at the college outreach office. The purpose of the DIST attribute appeals form is to determine if a student can continue to have the DIST attribute. Usually the appeal is because they have more than 9 hours of traditional campus credit.

4. Seat Releases During NSO – Amy Martindale

Seat releases will continue to be performed manually once a week (on Thursdays) throughout the summer. Capacity has not been a problem so there should not be a need to perform seat releases more than once a week.

5. New Expedited Process to Award Degrees – Leslie Evans

The Registrar's Office (RO) and IT have been working with Degree Works program to roll out an expedited degree award process. Refer to New Expedited Degree Award Process document. RO would like to focus on clearing students earlier. RO has a 5-week window to award degrees; colleges have a 3-week window to get information to RO. Federal guidelines determine the timeline and RO must follow. OSU is increasing the number of degrees awarded each spring, and this puts pressure on colleges and RO. However, we have students who would benefit greatly if their degrees were conferred more quickly than 5 weeks. Some of the job opportunities that these students are competing for demand a faster turnaround time. If RO can confer these students earlier they can place those awards on the students' transcripts quicker. Functionally, RO pulls Degree Works and Banner data that shows everyone who has applied for graduation status and a 100 percent clear audit. RO will submit information to the colleges to validate the information and return to RO. Once the list is complete, RO will batch award instead of manually award.

6. Online Major/Curriculum Change System Update – Robyn Moore

All known issues have been addressed and all fixes should be completed by May 1st. The system should be available for campuswide use by May 6th. There will be instances with students who have majors and minors across multiple colleges. Any of the students' advisors can submit the change, and all colleges involved will be notified of any changes. Once people start to use the system and realize that functionality needs to change, RO will address it.

7. Other

- E. Hill announced that the Honors College will be sending their advisors to individual colleges for Honors advising during NSO. Communication is forthcoming.
- C. Kleeman announced that the Wall That Heals is on campus:
 - i. Opening ceremony 4-18-19 at 10:00am
 - ii. Recognition ceremony 4-20-19 at 2:00pm

- iii. Easter sunrise ceremony 4-21-19 at 8:30am
- C. Kleeman stated that she has been meeting with OSU's 2-year partners. Many of these 2-year institutions have not been receiving any communication from OSU regarding admissions / transfer brochures to distribute to their students.
- C. Kleeman also announced that the vice president of Carl Albert State College is interested in collaborating with OSU on emerging programs that make sense between colleges.
- Marissa McIntyre reminded DSAS that Hospitality and Tourism Management is making its move to Spears School of Business (SSB). All newly admitted students will be considered SSB students. Currently SSB is working with Human Sciences on current student transition, and this process should be completed this summer after degree sheets are approved.
- C. Kleeman asked DSAS members to be thinking about restructuring ideas for Transfer Camp.

Meeting was adjourned at 11:55 a.m.

Minutes were recorded by Kyndal Roark