***COUNCIL OF***

***DIRECTORS OF STUDENT ACADEMIC SERVICES***

**AGENDA**

**August 12, 2020**

**Zoom**

**10:30 a.m. – 12:00 p.m.**

**Attendance:** Laurie Beets, Aaron Christensen, Jovette Dew, Jeff Hartman, Ebonie Hill, Nick Holmes, Diane Jones, Cheryl Kleeman, James Knecht, Rae Ann Kruse, Amy Martindale, Marissa McIntyre, Marilyn Middlebrook, Lance Millis, Linda Millis, Beverly Morris, Rita Peaster, Kyndal Roark, Sky Rogers, Kristi Seuhs, Richard Shepard, Candace Thrasher, Deb VanOverbeke, Denise Weaver, Robin Wilson and Jeanette Mendez, Chair**.**

1. **Fall 2020 Update – General Discussion**

R. Peaster thanked DSAS members for their work in adjusting schedules for the Fall 2020 semester. This has been a tremendous effort. The auxiliary spaces are developing nicely. Students entering the Colvin Recreation Center to attend an auxiliary classroom should not be required to swipe in – as if they were attending the gym.

J. Mendez informed DSAS members that she will be meeting with the academic case managers (ACM) regarding the handling of the quarantined students. Currently, the flow of information is as follows:

* + Quarantined student information from University Health Services and Payne County Health Department are reported to Debbie Stump, Student Affairs. She will add students to the master quarantine list. She will also assist students with basic necessities if needed.
  + Debbie Stump will pass quarantine list along to Kyndal Roark, Academic Affairs, who will divide the names by college and submit to individual college ACMs.
  + ACMs will contact students and faculty of quarantined students regarding the quarantine status. The ACM will assist the students with their academic concerns.
  + More details will be relayed at the ACM meeting later today.
  + Brand Management is developing positive communication for distribution.

Students can visit the following link for class schedule details: <https://registrar.okstate.edu/banner_students/view_class_schedule_details.html>

1. **Spring 2021 Enrollment – Rita Peaster**

Academic Affairs will be working with leadership to make some decisions regarding Spring 2021. The proposed spring semester timeline is as follows:

* + Spring courses available for viewing by colleges the week of September 7, which will allow 4 weeks of class changes before making the schedule viewable to advisors and students on October 4. Open enrollment will begin November 9th.
    1. November 9th – priority enrollment (honors, seniors)
    2. November 16th – juniors, sophomores and freshmen
    3. November 23rd – new students and transfer students (DSAS members specified that current students should have priority over transfer students)
  + New class schedule spreadsheets will be available in e-print.
  + For those departments offering blended hybrid courses there will be a column to indicate if enrollment would not fit into the room if the enrollment was divided by # of days class meets per week. Adjustments should be made by September 14.
  + Class usage e-print report is currently available.
  + Dean notification is required regarding course instructor change, but formal approval is no longer required.

Priority strategies for Spring 2021 are still being identified. Central messaging will be needed to communicate which classes are able to go online. J. Mendez reminded DSAS that President Hargis will want a strong face to face presence. R. Peaster stressed the importance of specifying type of class offering prior to enrollment rather than implementing a change during the enrollment process.

1. **Mentor Collective Update – Rae Ann Kruse**

The Mentor Collective initiative is looking quite promising. 1759 freshmen students have registered for an upper classmen mentor and 1600 upper classmen have registered as mentors. For more information please visit the link below.

<https://firstyearsuccess.okstate.edu/mentor-collective.html>

1. **Other**
   * Rick Hansen will be retiring at the end of August, 2020.

Meeting was adjourned at 11:18am

Minutes were recorded by K. Roark