

**COUNCIL OF
DIRECTORS OF STUDENT ACADEMIC SERVICES**

MINUTES

January 27, 2021

Zoom - <https://zoom.us/j/99545430954>

10:30 a.m. – 12:00 p.m.

In attendance: Laurie Beets, Chris Bingham, Brenda Dawes, Kathy Essmiller, Leslie Evans, Kathryn Gage, Amy Gazaway, Nick Holmes, Diane Jones, Kelly Kavalier, Cheryl Kleeman, James Knecht, Rae Ann Kruse, Cindy Lane, Amy Martindale, Marissa McIntyre, Marilyn Middlebrook, Lance Millis, Linda Millis, Beverly Morris, Rita Peaster, Libby Reigh, Vincent Rivera, Kyndal Roark, Sky Rogers, Kristi Seuhs, Richard Shepard, Candace Thrasher, Matt Upson, Deb VanOverbeke, Denise Weaver and Jeanette Mendez, Chair.

1. New Athletic Eligibility Certification System – Leslie Evans

Background – OSU abides by NCAA regulations that requires OSU to monitor athletic academic achievement throughout the student's collegiate career. We are required to certify academic eligibility every semester for every competing student, many times certifying multiple times depending on the schedules, keeping track of the number of hours completed per term, number of hours completed per year and the overall percentage of degree completion. We are bound by NCAA regulations to certify eligibility every term and if we report falsely that could result in a fining and violation that could affect not only the student but the sport and our ability to compete as an institution. Accurate monitoring is critical. Current process is to distribute manual paper forms to the each of our academic colleges every semester. We request that they provide current enrollment, degree applicable and total hours complete to date for every student athlete. This process is continued throughout the semester, as well as the monitoring of major / minor changes and added or dropped courses. From the college perspective this is an intense process. Manual calculations is time consuming and close attention to details and strong accuracy is imperative.

Registrar's Office (RO) discovered that raw data from Degreeworks can provide the information needed to automate the NCAA regulation calculation process. If we could get down to a block level for a student we could determine what courses were complete, what courses had grades, what courses were currently enrolled, and requirement totals could be pulled. RO worked with Information Technology (IT) to develop a program to provide us everything needed for certifying our student athletes thru a new Athletic Application. We are now able to look up students by their student ID, their name, query by date range, and query by sport. L. Evans demonstrated the application for DSAS members. A significant benefit is that this application allows the Academic Services for Student Athletes staff to view the information throughout the entire semester. There will be no waiting for RO to disseminate and retrieve information. Everything will be current in the athletic app. Currently RO is piloting with Spears School of Business and College of Education and Human Sciences to make sure that our data is validated. This app will remove a significant amount of intense manual calculations from the colleges, and we have plans to extend this same process to veterans for veteran benefit confirmation. The initial interface is present, but there is more work to be done between RO and IT.

Q&A:

- The app will capture substitutions
- The app will capture minors and second majors on the student record
- RO will reach out to all colleges for training

2. OER Working Group – Matt Upson and Kathy Essmiller

Important links: open.library.okstate.edu and info.library.okstate.edu/open

Open Education Resources (OER) are textbooks that are freely accessible to students at no cost and are typically digital materials. They can be used and adapted and repurposed in a number of ways. Over the past couple of years, the Library has promoted existing OER by making faculty aware of the high quality of information that can be accessed and pulled in directly to their coursework. Library faculty encourage and incentivize original authoring of materials. There are professorship funds to encourage this process. Library has a resource called Pressbooks which can be used for our faculty to author or adapt the OER books.

This initiative to move forward with an OER working group has been discussed with Faculty Council. M. Upson and K. Essmiller have been working with this group and would appreciate participation from DSAS members. Working group meets the first Tuesday of the month. If anyone is interested in this group, please contact Matt Upson.

Currently there is no way to distinguish courses using OER. Indicating an OER course in the course catalog has been discussed. Further communication with the Registrar's Office (RO) is needed.

3. Assured Admits with Low HS GPA – Nick Holmes and Libby Reigh

L. Reigh presented a request from Undergraduate Admissions to see how communication to UAAC students being moved from specific major to University College Advising could be improved. Students are admitted via assured criteria, but as additional information from high school transcripts become available students that fall below the GPA criteria of specific majors are no longer considered a part of that college and ultimately moved to UCA. Initial admissions criteria is being met, but when additional information is received from the high school and other criteria is not being met the student is moved from the specific academic college to UCA. (Students are admitted with a 24 or above on ACT but less than 2.7 high school GPA.) Timely communication with students being moved from specific college to UCA is needed, detailing the reason why they have been relocated – low high school GPA. Possibly this would be an incentive for them to improve their last semester in high school to boost that GPA to major specific requirements. N. Holmes discussed the possibility of the academic college or Academic Affairs communicating to the students in this category.

UCA will work on the initial letter that notifies the students of their switch to UCA. They would like to have IRA perform a study on this group of students to see if this is a major concern. This data has not been analyzed in several years.

Discussion on this matter will be continued.

4. NOC Fall 2020 Grades/Updates – Libby Reigh

NOC implemented Jenzabar this semester and many procedures were set in place to ensure that the file upgrades being implemented by NOC were set to transition to Banner correctly. There were a few errors but much less than anticipated. NOC students quickly reported the issues and the information was updated immediately. NOC provided printed transcripts for us to use as supplemental information and 800 transcripts were reviewed by Admissions manually. Undergraduate Admissions will email all students who received changes on their records. Information will be copied to advisor, OSFA, Registrar, DSAS rep and Candace Thrasher. Information will include the name of student CWID and what was changed. R. Peaster verified that NOC will be notified so that they can make any grade changes on their side as well. L. Reigh will verify the process with NOC.

5. Scholarships for Military Affiliated and Veteran Students – Vincent Rivera

Three scholarships to offer:

Two \$2000 – Veteran Appreciation Scholarship – open to all military veterans, guard, reserve, active duty or military family members.

Two \$1500 - Student Veteran Scholarship – open to military veterans, guard, reserve or active duty

One \$2500 - Kellie Payne and Dave Newcomb Annual Scholarship – grad student military veteran, guard, reserve or active duty

Deadline is February 21st. If you have contact with a student affiliated with military in any manner, please direct them to the website - [Veteran & Military Affiliated Scholarships | Oklahoma State University \(okstate.edu\)](https://okstate.edu/veteran-military-affiliated-scholarships)

Members are still needed to join the committee tasked with selecting the recipients for the scholarships. Volunteers from this group are needed to serve. If there are questions or if you would like to volunteer to serve on the committee, please contact Vincent Rivera.

6. Student Veteran Dashboard for Tracking and Reporting – Cheryl Kleeman

Military and veteran tracking and reporting is available, and searches can be filtered by specific college. Please visit Cowboy Data Roundup website - [Cowboy Data Round-Up | Institutional Research AND ANALYTICS | Oklahoma State University \(okstate.edu\)](#) for further information.

7. Working with Transfer Students – Cheryl Kleeman

OSU was chosen to receive the Equity Transfer Initiative Grant (up to \$27,500) working with NOC to create pathways to create high demand careers – identified thru a labor market study. This group will develop a workable plan to track these students because we have enrollment goals – 100 students after the first year and 300 after the third year. Hopefully this effort will strengthen the partnership with NOC. Tentative deadline for a completed working plan is in February.

8. Scholarship Deadline for Fall 2021 Entering Students – Linda Millis (time permitting)

Final scholarship deadline for Fall 2021 students is August 13, 2021, allowing for June and July ACT and SAT test scores. These final scholarships are basically the tuition waivers for specific ACT or SAT scores. It was suggested that if these are automatic waivers we should consider removing the deadline. OSFA and Admissions will continue discussions.

9. Other

- L. Reigh – The University has calculated an ACT superscore in Slate, and we are using that score to award scholarships. The official Superscore from ACT was to be supplied to colleges by September, yet ACT has failed to provide the superscore. We are not accepting self reported superscores per policy from the state regents, but with the ACT scores we are receiving we can calculate our own superscore.
- February 3, 2021 is a Student Wellness Day for ALL students (undergrad, grad, concurrent, online, etc.) any modality, any course. No assignments / exams are to be posted on that day or the day after – mental health day. If questions arise, direct students to department head and then dean's office. Please visit [Wellness Day Activities | Oklahoma State University \(okstate.edu\)](#) for further information on Student Wellness Days. Other scheduled wellness days are March 4 and April 13.

Meeting adjourned 11:59am

Minutes recorded by K. Roark