

**COUNCIL OF
DIRECTORS OF STUDENT ACADEMIC SERVICES**

MINUTES

September 15, 2021

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

10:30 a.m. – 12:00 p.m.

In attendance: Laurie Beets, Chris Bingham, Larry Burns, Aaron Christensen, Kathy Essmiller, Kathryn Gage, Amy Gazaway, Ebonie Hill, Nick Holmes, Diane Jones, Kelly Kavalier, Cheryl Kleeman, James Knecht, Rae Ann Kruse, Amy Martindale, Marissa McIntyre, Marilyn Middlebrook, Kim Miller, Lance Millis, Linda Millis, Beverly Morris, Rita Peaster, Carisa Ramming, Kyndal Roark, Sky Rogers, Kristi Seuhs, Richard Shepard, Candace Thrasher, Matt Upson, Deb VanOverbeke, Denise Weaver, Robin Wilson and Chris Francisco, Chair.

1. Identifying Classes using Open Educational Resources in the Class Schedule – Rita Peaster, Matt Upson and Kathy Essmiller

R. Peaster announced that her team has created a process to allow a search for classes that use Open Educational Resources (OER) in the Class Schedule. The pilot will be ready for testing Spring 2022 semester. K. Essmiller will take lead on working with departments to identify which classes will be using OER and providing that data to Registrar's Office. RO has created a new course attribute – OER – that will be added to all those sections. RO will also adjust the Class Schedule results to show the course attributes, OER included. Examples were shared. R. Peaster added that Banner does not currently allow the addition of a column in the Class Schedule search results that shows the instructional method. However, that option will be added soon.

K. Essmiller explained that OER consists of teaching, learning and research materials that are openly licensed for downstream modification with no additional purchase required for students. The Library is supporting faculty who are engaging in these endeavors.

2. Encouraging second-year students to enroll for spring – Kathryn Gage

Last spring Student Affairs (SA) worked with Institutional Research Analytics (IRA) to review data to see what students need in terms of support from some of our programs and interventions that are offered in SA. Data showed that second year students were dealing with the same challenges and obstacles as first year students. This information will be shared with the engagement committee who plans assessments and interventions and builds more infrastructures to support students who might be our focus group for this academic year. SA desires to support students but does not want to duplicate efforts. Currently SA is contacting students who are employed in the larger umbrella of the Division of Student Affairs who have not enrolled by a certain date. They have had good success with encouraging enrollment of subsequent semesters. Other specific colleges shared their steps for encouraging subsequent semester enrollment:

- Spears School of Business (SSB) – follow up is based on the eprint Not Enrolled report; email outreach and phone calls are made to every student on the list
- Ferguson College of Ag (FCA) – follow up is based on the eprint Not Enrolled report; email outreach and phone calls are made to every student on the list
- College of Education and Human Sciences (EHS) – follow up is based on the eprint Not Enrolled report; email outreach and phone calls are made to every student on the list
- College of Engineering, Architecture and Technology (CEAT) – follow up is based on the eprint Not Enrolled report; email outreach and phone calls are made to every student on the list
- College of Arts and Sciences (CAS) – report does not distinguish their matriculation year so that report is compared with students who have a graduation application to remove those students from the list. The Not Enrolled report also details the type of holds the students have, so CAS uses targeted messages. Bursar balance is also listed to explore that angle as well. Emergency scholarships are available for second year students within CAS.
- First Year Success (FYS) – reaches out to those students between spring and fall semesters as well to ensure retention

- Athletics – freshmen students may come to campus with scholarships, however many of those funds drop off the sophomore year. The majority of student athletes do not receive full scholarships. A critical component of advising should include scholarship guidance and budget counseling.
- C. Francisco informed DSAS that Academic Affairs and Leadership and Campus Life have initiated a sophomore mentoring program to see how that might help as well. This program, although not as broad as freshmen mentoring program, may prove very beneficial.

3. National First Generation Day Celebration – Rae Ann Kruse

R. Kruse announced that November 8th is National First Generation Day. FYS and Institutional Diversity are partnering to roll out some fun events for the students this year. There will be a survey of faculty and staff to find out who is first generation to promote the first generation journey. There will be an essay contest for our undergraduate and graduate students with prizes in the form of scholarships. A virtual presentation will be offered by Marisel Herrera, founder of Arizona State University's First Gen Zone. Social media campaigns will be created to promote first generation campus leaders such as Jeanette Mendez, Mike Boynton, multiple deans and Rosa Gorham, our First Generation Organization president.

4. Registration holds for students missing transcripts - Libby Reigh

- Students enrolled for Fall 2021
- 233 high school transcripts (as of 9/15/21)
- 872 college transcripts (as of (9/15/21)
- Communication sent 8/26/21 and 9/10/21, sending text end of week 9/13/21
 - Email from Slate includes the transfer institution
- Active Start Term Holds will be placed in Banner at end of September 2021
 - Prevents Spring 2022 registration
- Send list of holds with institutions to DSAS reps and Cheryl Kleeman
- OSFA teams with Admissions – students will not be eligible to receive federal financial aid until transcript is received

5. 2022-2023 FAFSA Application – Linda Millis

On October 1st the Office of Scholarships and Financial Aid (OSFA) will begin encouraging our students to complete the FAFSA for the upcoming school year – 2022-2023. Posters can be requested for your area, as well as information for social media and kiosks.

6. OSU CHS Representatives in Stillwater – Aaron Christensen

All DSAS members should have received an email from K. Roark earlier in the week regarding an announcement from OSU Center for Health Sciences regarding any prospective students or undergraduate advisors who may be interested in meeting with a representative from OSU CHS. We now have office hours at OSU Stillwater to address any questions for post bachelorette programs (including several graduate programs and Doctor of Osteopathic Medicine.) Locations are as follows:

CHS Graduate Programs
 Stillwater Office Hours
 1-4pm
 Tuesdays, August 17-December 7
 101C GAB

College of Osteopathic Medicine
 Stillwater Office Hours
 9am-2pm
 Sept 7 & 28, Oct 5 & 26, Nov 2 & 15
 205 Student Union (Campus Life East office)

7. Spring 2022 planning update – Chris Francisco

- Spring 2022 semester continues to present with a significant amount of uncertainty. According to sources, COVID cases are decreasing.
- A Task Force has been created by President Shrum, chaired by Stephen Clarke and Mindy McCann, with the intent of brainstorming ideas for what we can do for Spring 2022 (and long term) as the COVID-19 virus becomes endemic.
 - Cannot be a major overhaul

- Accommodate as many people as we can for the Spring 2022 semester
- Delay enrollment for Spring 2022
- Develop a proactive plan for the long term, not reactive
- Examine experiences where we can be more flexible and creative
- Task force will give recommendations to Departments, Deans, Provost and President. This approval process requires time, which means enrollment by Oct 18 is not likely
- In response to the Task Force's potential recommendations, R. Peaster informed DSAS members that RO will not plan to add time tickets or publish the Spring Class Schedule this weekend. RO could however add the spring advising holds if that would be helpful. DSAS members indicated that adding the advising holds would be beneficial. Holds will be placed by Friday afternoon, September 17.
 - Honors will begin advising for Spring 2022 semester next week
 - All colleges expressed their desire to have Honors advise their students prior to the specific college advisor

8. Other

N/A

Meeting adjourned at 11:12am

Minutes recorded by K. Roark