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COUNCIL OF
DIRECTORS OF STUDENT ACADEMIC SERVICES

MINUTES

June 15, 2022
Zoom - https://zoom.us/j/99545430954

10:30 a.m. – 12:00 p.m.

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In attendance: Laurie Beets, Leslie Evans, Kathryn Gage, Amy Gazaway, Karen Hickman, Ebonie Hill, Nick Holmes, Diane Jones, Kelly Kavalier, Cheryl Kleeman, James Knecht, Amy Martindale, Marissa McIntyre, Lance Millis, Linda Millis, Beverly Morris, Rita Pester, Rob Rabb, River Ruby, Kyndal Roark, Richard Shepard, Josh Taylor, Candace Thrasher, Sarah Vizza, and Chris Francisco, Chair.

1. **Women's Program Coordinator, Office of Multicultural Affairs – River Ruby**
   R. Ruby, the new Women's Program Coordinator for the Office of Multicultural Affairs is hopeful to get involved on campus, making sure that campus students get connected and have fun. R. Ruby offered assistance in all other areas represented at the DSAS meeting. C. Francisco welcomed R. Ruby to campus.

2. **Certificate in Ethical Leadership – Josh Taylor**
   J. Taylor is the director of Hargis Leadership Institute. In regards to the Certificate in Ethical Leadership, he would like to see more students involved. Several courses were launched last year, including Introduction to Leadership. This specific course will be offered the second 8 weeks of each semester. Students who are in Presidents Leadership Council or the McKnight Scholars Leadership Program are already taking a lot of the coursework that is already embedded within their program. We have a number of students that are doing the work and now we want to give credit for that work. It is important for these students to declare for the certificate. They will need to speak with their advisors to assist them in declaring the certificate. As far as the other courses / electives inside of the colleges, J. Taylor and C. Francisco are working on not only the preapproved electives but also the other courses in which students feel should count toward the certificate. There is a petition process for allowances. This certificate should prove extremely valuable for student with regards to education and leadership. C. Francisco added that they are continuing to develop the process, market the certificate, and make sure the process is smooth for students and advisors. The Leadership Institute will work with Registrar's Office (RO) regarding the clearance for the certificate process. Any suggestions are welcome.

3. **2022 Changes to Biology CLEP Exam Credit at OSU – James Knecht**
   BIOL 1114 changed to BIOL 1113 and BIOL 1111. The credit for the Biology CLEP exam will correspond with the BIOL 1113 (lecture) course, and 3 hours will be allowed for the CLEP. Students will be encouraged to take BIOL 1111 (lab). A. Martindale cautioned DSAS members that although the Integrative Biology department would like to see all students take BIOL 1113 and 1111, the course is not written that way nor can we enforce it. However, BIOL 1111 is a pre-requisite for many other courses, and students need to be aware of that should they choose specific fields that would require BIOL 1111.

4. **Displaying unique course drop/add deadlines in Self-Service – Rita Peaster**
   RO is working with IT to develop a way to display the deadlines for short courses within Self-Service. There is a spreadsheet on the Registrar's website that lists all the courses for the semester and their unique drop/add deadlines. Banner 9 Self-Service pages containing a CRN that is hyperlinked, will link you to the class details popups. Within the popups, RO has added the tab to display drop/add/refund deadlines. R. Peaster added that the reason this information was not displayed in the past is because RO had to hijack space in Banner to repurpose for this information. IT built a custom process to pull the data from where it is housed in Banner and populated into this area. DSAS members indicated their approval of these changes. R. Peaster will keep DSAS members informed of any changes.

5. **Adding select student attributes to Major Change System – Rita Peaster**
   As a follow up to a recent online major change system request from DSAS, RO worked with IT to provide a distance learning attribute in the same way student athletes are flagged. Other student attributes can also be added. If there are other student attributes that would be helpful to see on the online major change screen, please forward them to RO. This project is

expected to be underway by the end of the month.

6. **Reflecting matriculation requirements for specific degree plans in the Catalog – Rita Peaster**
RO is preparing the new 2022-2023 catalog and the online major system to enforce any requirements each college has for enrollment for specific degree programs. RO is seeing an increase in enrollment/transfer/matriculation requirements for specific undergraduate programs being reflected on the degree requirement pages in the catalog. Full transparency is very important regarding everything that is required for that degree. RO has worked with colleges to ensure consistency in formatting of degree requirements as well as clarity. With the addition of these enrollment / transfer requirements RO is seeing differences in terminology across the campus. R. Peaster would like to have some conversations about consistency prior to the 2023-2024 catalog preparation. R. Peaster will work with C. Francisco regarding a group of individuals who could collaborate on this effort.

7. **Degree Works update – Leslie Evans**
L. Evans has been working closely with IT to resolve some issues that came up after the latest Degree Works upgrade, specifically audit generation issues, formatting issues, and oversharing of courses that were populating too many times in a single block requirement. The upgraded version has been placed into our preproduction system, and we have confirmed that these issues are resolved. There are not a lot of changes to the upgrade. L. Evans would like to provide testing opportunities, with implementation by mid-July. There will be 2-3 days of down time. This is a new phase for us because we will now be on the latest version of Degree Works, which will allow us to have additional advanced conversation with Ellucian to start working on improvements to our audit performance.

    Improvements you will see:
    - Advisor contact information is now displayed in the email icon list, along with the student email information
    - PDF audit generation – choose the size you like – much more user friendly

8. **Quiet classrooms – Rita Peaster**
R. Peaster posed a question to DSAS members of the need to identify and publicize quiet classrooms for fall. They indicated that quiet classrooms were needed (specifically addressing the UNIV 2511 Health Careers – 400 student synchronous online class). R. Peaster will plan to identify and publicize in the same fashion as has been done the last several semesters. Quiet classrooms will be planed for Spring 2023 as well.

9. **Transfer Welcome Events – Cheryl Kleeman**
For any transfer events happening across campus, either C. Kleeman or one of the transfer student ambassadors will plan on attending.

10. **Other**
    - C. Francisco announcing that the draft report from the General Education Task Force is being reviewed this summer internally by administration and deans, with plans to circulate more widely. The report consists of the current state of general education at OSU, what the survey results look like and some ideas for moving forward. The Task Force was asked to focus on big picture ideas, not implementation. After the entire Strategy process is complete and we are able to align the reports from the varying Strategy groups, those will need to be aligned with the steering committee and administration will work on implementing a plan for moving forward. General education is something that touches every student on campus and change is not going to be made quickly.

Meeting was adjourned at 10:58am

Minutes were recorded by K. Roark