

**COUNCIL OF
DIRECTORS OF STUDENT ACADEMIC SERVICES**

MINUTES

August 16, 2023

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

Passcode - 321037

10:30 a.m. – 12:00 p.m.

In attendance: John Andrews, Dani Bellmer, Larry Burns, Kyndal Roark Campbell, Aaron Christensen, Brenda Dawes, Chris Francisco, Amy Gazaway, Nick Holmes, Diane Jones, Kelly Kavalier, Randy Kitchens, James Knecht, Aleigha Mariott, Amy Martindale, Marissa McIntyre, Lance Millis, Linda Millis, Jeremy Minyard, Beverly Morris, Rita Peaster, Sky Rogers, Kristi Seuhs, Richard Shepard, Candace Thrasher, Betsey Weaver and Shannon Baker, DSAS Chair.

1. Honor roll eligibility for students with reduced-load accommodations – Chris Francisco and Rita Peaster
Draft Exception to Honor Rolls Criteria

“University Academic Regulation 6.11 describes eligibility for the honor rolls. In order to appear on either the President’s List of Distinguished Students or the Dean’s List of Distinguished Students, an undergraduate must be a full-time student who completed at least 12 earned OSU credit hours during a fall or spring semester with the required grade-point average. However, some undergraduate students have a disability that makes academic success not obtainable when they take 12 or more hours per semester. When Student Accessibility Services (SAS) verifies such a disability for a student and recommends full-time status for the student be under 12 hours per fall or spring semester, the student shall be eligible for the honor rolls if they enroll in at least as many hours as SAS recommends for full-time status, notwithstanding the usual 12-hour requirement of UAR 6.11”.

B. Morris suggested students considered part time also be included in eligibility for the honor roll. C. Francisco explained at this time there has been no discussion regarding part-time students being included in the honor roll listing.

Motion was made by K. Kavalier and seconded by A. Martindale to accept the Student Accessibility Services recommendation to allow students with reduced-load accommodations be eligible for the honor roll, and DSAS members approved.

2. Intervention for students who plan to withdraw before census day – Shannon Baker

To be addresses with the specific directors immediately following the DSAS large group meeting: D. Bellmer, N. Holmes, A. Martindale, M. McIntyre, L. Millis, B. Morris, K. Seuhs to participate.

3. Other

- S. Baker reminded DSAS members who are hosting student welcome week events to record students in attendance via QR code, swipe in, etc. Some type of registration helps with student engagement data, which can be utilize long term for analysis of student engagement for retention. In the short term, advisors will have the ability to see students’ general activity to determine which students need extra campus engagement attention. N. Holmes informed DSAS members that all of the University College Advising (UCA) activities are listed in Slate Events.

- Individual reports:
 - i. A. Mariott, Campus Life – recently distributed an email regarding online training FAQs on Campus Life website. For advisors who have been sending students to connection coaches there is still a spot on the advisor form in Slate referral for a campus life connection, and Campus Life has a plethora of staff that are helping students with engagement opportunities. S. Baker added that for those advisors who are instructing First Year Experience - encourage students to take the online training.
 - ii. R. Peaster, Registrar – to those who assist with schedule drafting Registrar’s Office is preparing to implement the new CourseDog class scheduling software, beginning with drafting Summer 2024 semester class schedule. She advised DSAS to watch for any messages pertaining to answering questions regarding onboarding, access set up, training, etc.
 - iii. B. Weaver, CRM – heads up - grad students have had difficulty accessing Slate for training. She would be glad to provide training to groups who wish to learn more about entering events in Slate.
 - iv. L. Burns, IRA – for faculty and staff using another system other than Slate or Campus Link, please send information to L. Burns and he and his staff will assist in switching you to Slate. Being on one system is critical for dependable data. No other office can tell you how many students are involved in your college or department other than Institutional Research and Analytics. L. Burns emphasized that *any other reports that are not coming from IRA are not considered accurate and / or official and should not be shared or used for decision making.*
 - v. C. Thrasher, Academic Integrity – reminded DSAS members that reinstatement petitions are due from students to you today 8/16 at noon and C. Thrasher will need them by tomorrow 8/17 for the committee meeting on Friday 8/18. Next Tuesday, the Office of Academic Affairs will email the academic alert memo to undergraduate instructors. As a reminder for all faculty and staff involved in curriculum processes - everything submitted from modifications to new programs must go through CIM Programs. C. Thrasher also added that she would be glad to provide training to any department in need.
 - vi. K. Kavalier, University College/Pre Professional Services – announced that the Intro to Health Careers class is completely online and asynchronous. This class is held only the first eight weeks of semester as pass / no pass. She also reminded DSAS members that the Pre Professional Services office is holding an open house the first T, W, and Th of the first week of school.
 - vii. R. Kitchens, IRA – reminded DSAS directors to continue to send lists of students for block rate exceptions. There is no need to enter the information into Slate manually.
 - viii. A. Martindale, CAS – clarification with incoming freshmen having honors advisors assigned – currently Honors College is assigning.
 - ix. B. Dawes, ITLE/OSU Online – online students will receive a welcome email video from Dr. Mendez. It is important to connect to online students to show them the support available to them. A zoom series will be offered, two per month – 30 minutes, 12:30pm. The list of topics will be distributed soon. These events will be placed into Slate as well. Registration will be set up through Slate. Perspective students may also participate in the zoom series, so they can learn about what OSU has to offer. Lisa Crane is directing this project and will connect with OSU-Tulsa for OSU Tulsa opportunities.
 - x. A. Gazaway, CEHS – EHS in coordination with partners across campus is bringing Tia Brown McNair author of Becoming a Student Ready College on September 28, from 9 to 10:30.
- Clarification for add/drops – during the restricted period the students are required to secure the signature of the instructor and the advisor. R. Peaster added that OSU does not have an official capacity override

system. The department head is required to increase the maximum enrollment, and students are then allowed to enroll on a first come first served basis.

Meeting was adjourned at 10:55am

Minutes were recorded by K. Campbell