

## Council of Directors of Student Academic Services

MINUTES | June 12, 2024 | 10:30 AM – 12:00 PM

Zoom Link: <https://okstate-edu.zoom.us/j/94177167318?pwd=8zxxogp05QcepeBUVhFnatJ51QuD5I.1>

Passcode: 405405

**In Attendance:** Shannon Baker, Audrey Pinion, Linda Millis, Tracy Emmons, Betsey Weaver, Laura Price, Jessica Priddy, Aimee, Elmquist, Larry Burns, Nick Holmes, Randy Kitchens, Amy Martindale, James Knecht, Beverly Morris, Libby Reigh, Jeremy Minyard, Rita Peaster, Candace Thrasher, Danielle Bellmer, Marrisa McIntyre, Lance Millis.

S. Baker welcomed and introduced Audrey Pinion, the new Administrative Associate for Student Success, then extended the invitation for each DSAS member on the call to introduce themselves.

### 1. Summer Orientation & Enrollment Update – Shannon Baker

L. Burns shared that the orientation numbers continue to rise. Last year this steady increase prompted the team to increase the projection of enrolled freshman from around 4,750 to 4,900. However, this year the data indicates that the number will be close to 5,000. If the decision is made to increase projection to 5,000, an official announcement will be made and shared with this group. Please note that the previous projection of 4,750 has officially risen to 4,900. If there are questions about how projections are made, please contact the IRA office.

L. Reigh shared that there are about 1,800 students enrolled, and from those 1,800, two hundred nineteen families and ninetythree students submitted a survey. Parent surveys are separate from student surveys. Many questions are asked in the surveys, and the team is working closely with N. Holmes and S. Baker to take in the feedback from the surveys and from the parent Facebook page. When a parent is willing to provide contact information, they are contacted, and help is provided where possible. One question on the surveys says, “After attending our programs, are you less confident in your enrollment to OSU, more confident, or the same level of confidence?”

- Out of 219 families that submitted a survey:
  - 8 shared that they were less confident (4%)
  - 152 said they were more confident (69%)
  - 59 said they had the same level of confidence (27%)
- Out of the 93 students who submitted a survey:

- 77% shared that they were more confident after coming to orientation and enrollment programs.

If you hear feedback from families at O&E programs, please get in touch with the Undergrad Office. Overall, the logistical side of it looks great.

N. Holmes added that he and his team have worked to make many needed changes based on the feedback. In addition, any students who communicate concerns or misunderstandings, are being contacted to ensure their experience is positive. Parents are enjoying being involved in the advising session that was started this year. Some parents would like to be more involved, and we have a lot of ideas for next year and ways to improve the process.

N. Holmes thanked Betsey Weaver, Amy Martindale, and the whole Slate team for creating a way for advisors to see notes on the new student advising form. If there are helpful notes you have about an upcoming student, please submit an advising note. It is especially helpful to have notes for freshman research scholars. There are some students who have made some schedule adjustments that aren't correct, in July, the team will reach out and make some adjustments to their schedules and get them back in the classes they need.

A. Martindale shared that her team is working on adjusting course capacities using the projections provided by L. Burns. She is monitoring daily. Course Dog is making the process more streamlined. She thanked R. Peaster for purchasing the program. If anyone has questions about course capacity, please let her know.

A. Martindale asked N. Holmes, “Are you seeing a challenge with students getting into humanities courses?” N. Holmes shared that he hasn’t noticed any challenges in this area.

S. Baker added that the advising team has been pushing more history courses to help level out the course capacities for humanities. She extended the invitation to let the team know if other areas surface where pressure is building, and we need to guide students in other course directions.

A. Martindale expressed that another course with potential capacity issues will be Intro to Psychology. They are working to get more sections added, but they need to find personnel to teach the course. She asked the advising team to urge students who do not need Intro to Psych to take a different course, potentially Intro to Sociology, to lighten the pressure for more sections.

A. Martindale asked the question, “Is the Teams chat meeting everyone’s needs in terms of asking questions and receiving answers in a timely manner?”

N. Holmes shared that the program has been working well, and he thanked CAS for such speedy response times and helpful feedback to questions the advising team is coming across during Orientation and Enrollment sessions.

## **2. UNIV 1111 Update – Tracy Emmons**

T. Emmons shared that she has met with each one of the directors for each college, and, through that discourse and collaboration, they have a revised, and possibly final, course outline for UNIV. The outline has been revised to avoid conflict with other university or college events. T. Emmons sent out the communications to the potential instructors the week of 6/10/24 to share the course outline and inquire of teaching time conflicts to ensure that the instructors would still be able to attend a professional development session this fall. There are currently 2 professional development sessions scheduled – July 23<sup>rd</sup> and August 6<sup>th</sup>. Approximately 56 OSU faculty and staff self-nominated to teach this fall. As it stands now, there may be a need to add 2-5 more instructors. T. Emmons opened the floor for questions about UNIV.

A. Martindale asked, “For students who need to retake the course, are those sections separate from incoming Freshmen?”

T. Emmons explained that yes, there are separate sections of UNIV 1111 for students who need to re-take the course or are transfer students. The CRNs for these separate courses have already been shared with the appropriate teams. In addition, the instructors for these separate courses are also different. T. Emmons and T. Kerstetter will possibly take 2 of the sections, and they will also recruit instructors from places like Trio and Student Services to better serve those students.

S. Baker thanked Tracy for her willingness to also step in and help with Group 2 Advising, because it was so short staffed, amid UNIV 1111 deadlines and pressure.

## **3. Proxy Access Changes – Rita Peaster**

R. Peaster explained her team’s findings regarding issues with the current version of Proxy access in the students’ self-service. Lucien, the current program, will not be fixing the bug causing the issues, so all schools in the OSU A&M system will need to move over to Banner 9 version of Proxy Access. A new feature in Banner 9 is that students can delete a proxy. Also, there are new financial aid pages that students can authorize. With Banner 9, the proxy authorizations are not 1:1 mapping. So, students will need to log in after the transition to banner 9 is complete and re-authorize. A communication plan is in development. The goal to be switched to Banner 9 version is July 1<sup>st</sup>. Communication will

be planned to go out to all active students with a proxy on July 1<sup>st</sup>, and again sometime in the early fall semester. There will be no change to how the staff access the proxies.

L. Burns requested to be looped into the conversations around communicating the proxy changes so that Slate can be updated too.

A. Martindale requested that the Proxies be added to the staff side of slate as well for a more streamlined process.

#### **4. Slate**

B. Weaver shared that the President's honor roll email message went out prematurely yesterday. It was meant to go out on the 13<sup>th</sup>. As a result, there were some negative comments on the Facebook parent page, but everything has since been resolved, and brand management is responding to parent comments. In addition, the slate team is redesigning the student dashboards in Slate. All information currently available on the dashboard will remain available after the redesign. This movement is solely to make the page more aesthetically pleasing and readable.

C. Thrasher thanked B. Weaver for adding Academic Integrity into Slate as well; instructors will now use a Slate form to notify students. Instructors can see, or the advisor can see, that the students have been notified, and what the resolution was. They'll still be copied on the official notifications from the Academic Integrity office.

Meeting was adjourned at 11:18 AM

Minutes were recorded by A. Pinion.