

**COUNCIL OF  
STUDENT ACADEMIC SERVICES DIRECTORS**

**MINUTES**

*Wednesday, December 13, 2006  
250 Student Union, Council Room  
10:00 a.m.*

**Present: Jovette Dew, Gail Gates, Bill Ivy, Mary Kay Jennings, Susan Johnson, Linda Martin, Martha McMillian, Marilyn Middlebrook, Lance Millis, Kevin Moore, Rita Peaster, Jessica Roark, Craig Satterfield, Kristi Thrift, Susan Weir, Missy Wikle, Barbara Bremer, Pam Bowers, Doug Reed, Christie Hawkins, and Marlene Strathe.**

**1. Retention Initiatives (bring Freshman, First Semester and Transfer Reports and table 2 from last meeting (programs that would have helped student stay at OSU)**

IRIM ran a report on new freshman and transfers who had not enrolled by the end of December and the report indicated that there were approximately 1000 freshman and transfer students not enrolled. Advisers were asked to contact the students and offer them assistance in getting enrolled. DSAS members indicated most students said they were not enrolled because of Bursar holds and Dr. Strathe asked if steps were being taken to help the students take care of their Bursar bills. Rita Peaster noted that this Friday the Registrar's Office will be dropping the Spring schedule for students with Bursar holds. It was noted that Bursar holds are placed on a student's account if their balance exceeds \$200. Some members noted that if the students contact the Bursar's Office and make arrangements the holds will be lifted. Laurie Beets will be invited to our next DSAS meeting to discuss this issue.

Dr. Strathe asked members if the linked courses associated with the living/learning and academic communities were successful and members noted that the courses had been successful but there have been some difficulties with the SIS system trying to enroll students in linked classes.

Dr. Strathe asked members how many colleges provide mentoring programs and HES, Vet. Med., Education, and University Academic Services provide mentoring services. Members noted that they were aware that there were tutoring service available throughout the university but the list is not easily accessible to students. Dr. Gates noted that that information can be found on [academic911@okstate.edu](mailto:academic911@okstate.edu) website and on the syllabus attachment. Members noted that a campus-wide poster for advisers and students would be beneficial.

Dr. Strathe noted that President Boren from the University of Oklahoma presented a four year plan for Oklahoma Higher Learning Access Program (OHLAP) students to help pay for books, etc. Dr. Strathe said that OSU also need to develop a similar plan and asked colleges to look at their scholarship funds to see if monies can be redirected to need-based scholarships.

**2. Remedial Policy Revisions – Doug Reed and Christie Hawkins (attachment)**

The OSRHE policy on remediation states “Students must successfully remediate basic skills requirements (by ACT, ELPA, or COMPASS) within the first 24 hours attempted or have all subsequent enrollments restricted to deficiency removal courses until the deficiencies are removed. The President or designee (Provost) may allow a deserving student who failed to remediate... in a single subject to continue to enroll collegiate level courses in addition to remedial course work beyond the 24-hour limit providing the student has demonstrated success in collegiate courses to date”. Gail Gates noted that OSRHE will no longer allow institutions to permit students to enroll in college-level courses until they pass remedial courses. Christie said that ELPA could be implemented in SIS and prerequisites could be set on courses to require a specific ACT subscore or ELPA score before enrollment. Institutional Research and Information Management (IRIM) is working to create a tool that would allow advisers to pull up the ELPA reports through the adviser’s website. IRIM plans to run a report halfway through the semester to identify students who need to enroll in remedial courses the next semester. If remedial courses are set up as prerequisites, who will clear the students for enrollment? Should the testing center have access to enter COMPASS scores on SIS or should advisers or the Student Orientation & Enrollment Office clear the students? Members agreed the Student Orientation & Enrollment Office would be the best place to manage holds. Members suggested encouraging students to complete remedial courses at Northern Oklahoma College (NOC) or other community colleges in the summer before starting at OSU. Members said that it would be beneficial to develop a flyer for students and parents that the Student Orientation and Enrollment Office could distribute. IRIM said that they can run ELPA in January or February and send to Missy Wikle for her office to clear eligible students. Members noted that it needs to be clear that this is an Oklahoma State Regents for Higher Education mandated policy.

**3. Advanced Standing Credit Posting – Bill Ivy**

Dr. Ivy handed out an example of how AP/CLEP standings will be posted to the transcript and on the 141 screen in SIS.

**4. End-of-Semester Grade Printouts – Bill Ivy**

Every semester the Registrar’s Office gets 23 boxes of grade report printouts. Please let Dr. Ivy know if you are not using or needing the printouts. The report is available on Eprint, please contact Doug Reed if you need assistance accessing the reports.

**5. SGA Recommendations for Freshman Orientation**

**a. 2 credit orientation to include wellness curriculum**

**b. Offer extra points for attending student organization meeting**

The Student Government Association (SGA) passed two recommendations that would require Freshman Orientation to increase to two credit hours (with one added hour to provide wellness curriculum). Faculty Council disagreed with the SGA recommendation and recommended keeping an elective. Members noted that wellness issues were already covered in most orientation classes.

SGA also recommended requiring extra credit in orientation courses for students who attend a student organization meeting. Members did not agree with the recommendation because

many orientation instructors already require or encourage participation in student organizations.

**6. Adviser Training Sessions:**

**January 24, 2007      “Technological Resources and Student Advising” and  
“FERPA in the Electronic Age”, 9:30 a.m. – 12:30 p.m.,  
Institute for Teaching and Learning Excellence,  
126 Telecommunications Building (lunch provided).**

Members recommended contacting the University of Louisville Transfer speaker rather than Noel-Levitz.

**7. Other**

DSAS Spring 2007 meeting dates are on Wednesdays from 10:30-12:00 on Jan. 17, Feb. 14, Mar. 14, Apr. 11, and May 9.

There will be a commencement run through tomorrow at 10 a.m.

Adjourn: 11:30 a.m.