

**COUNCIL OF
STUDENT ACADEMIC SERVICES DIRECTORS**

MINUTES

*Wednesday, January 17, 2007
250 Student Union, Council Room
10:30 a.m.*

Present: Bob Davis, Bill Ivy, Linda Martin, Kevin Moore, Martha McMillian, Jessica Roark, Craig Robison, Marlene Strathe, Kristi Thrift, Susan Weir, Missy Wikle, Barbara Bremer, Karen Lucas, Laurie Beets, and Kathy Elliott.

1. Bursar Holds – Laurie Beets and Kathy Elliott

In our last meeting it was noted that a large number of students said they did not enroll because they had with Bursar holds. Members wanted to find out from the Bursar's Office what the process was for notifying students and what is done to help the students resolve their debt. Laurie Beets noted that bursar billings for the fall semester are sent out on September 1 with a due date of September 15th, on October 1st a list is compiled of students with a bursar balance of \$100 or more. Students who have not contacted the Bursar's Office to set up monthly payment plans or have not paid their bill will be emailed and sent a letter in October and November and cancellation of Spring enrollment occurs in December if the account has not been reconciled. Members noted that some freshman were under the impression that the bursar hold meant they could not enroll for spring and they don't understand that they can arrange payment of the bursar bill and still enroll. Members asked if a statement can be added to the letter to suggest that the student make contact with their adviser to find out about arrangements remove the hold. Laurie asked members if it would be beneficial for DSAS to receive a copy of the Bursar hold list and members agreed that it would be very useful. Members asked if a limit could be placed on the student's bursar account to prevent them from over charging and Laurie said a charging hold is available. Members suggested going back to the "Buck Badge" system. Members asked that the list of students who have not enrolled for the semester include an indication of holds.

2. Transfer Course Equivalency Evaluation and Prospective Students – Bill Ivy

The Admissions-Registrar's Office has been receiving inquiries from transfer students with high numbers of 150 hours on how these hours will apply toward an OSU degree ~~what options are available for them~~ and Dr. Ivy asked members if the Admissions-Registrar's Office could refer the student to the colleges for unofficial evaluation and advice before they have applied to OSU ~~are admitted~~. Members agreed to provide unofficial advice. Dr. Ivy said that Ruth Davis evaluates the course equivalency for transfer courses and her email address is ruth.l.davis@okstate.edu.

3. Transcribing AP, CLEP, etc. for Transfer Students – Bill Ivy

Dr. Ivy noted that the Admissions Registrar's Office has in the past posted credit for AP, CLEP, etc. from a transfer student's transcript rather than requiring an official report from the testing agency. Henceforth, official documents will be required from such agencies

~~before advanced standing credit is posted for students. had been made aware that course work from other institutions such as career technical centers or vocational schools (some non-accredited) are posted to community college transcripts and courses may not be equivalent to OSU's course work. Registrar's Office would like to hear your suggestions.~~

4. OSU-TCC Meeting in Tulsa – Bill Ivy

Brett Campbell from TCC and Raja Basu from OSU-Tulsa would like to set up another meeting between OSU and TCC advisers. February 7th is a possible date for the meeting beginning at noon in Tulsa. Dr. Ivy asked that members check with their staff and let Bill know if that would be a workable date/time and asked that member suggest topics for the meeting. The meeting will primarily be for individuals in advising offices, financial aid, etc.

5. Community College Symposium – Karen Lucas

Karen Lucas noted that the Admission's Office is planning another symposium for community college representatives and representatives from Kansas and Texas schools will be attending. The Admission's Office would like to extend an invitation to TCC and NOC and other large feeder schools. The tentative date is March 6th and the Admission's Office is asking for member input on topics to be discussed. One of the topics discussed was the transfer guide and members expressed a need for additional discussions on the topic. Members suggested discussing "new degrees". As soon as details are finalized, the Admission's Office will send out the specifics. The meeting will include round table discussions setup by college. Also, on the subject of recruitment, the Admission's Office is working on scheduling times when OSU advisers can visit feeder schools to recruit students. Members need to let Dr. Ivy and Karen know which schools to recruit from.

6. Summer School

Dr. Strathe noted that the Bureau for Social Research conducted a study to identify how summer school could be improved for students. Please share the handout with your deans and ask them to think about summer school offerings and the best delivery systems for those offerings. Dr. Strathe asked members to find out the course needs of students, consider on-line delivery and confirm that advisers are aware of the on-line options and are communicating those to the students.

7. 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).

February 12, 2007 "Transferland – A Whole New Set of Rules for the Transfer Game", 9:00 a.m. – 12:00 p.m., presented by Kathleen Mandlehr, Ed.D., Director of ULTra, University of Louisville Transfer Program, 412 SU, Case Study II (continental breakfast provided).

Members asked for a biographical information on Kathleen Mandlehr.

8. Other

A retention report run by Christie Hawkins, Institutional Research and Information Management indicated an overall new freshman first semester retention rate of 92%. Percentages by colleges were: Agriculture, 93.9%; Arts and Sciences, 92.4%; Education, 90.4%; Engineering, 93.4%; Human Environmental Sciences, 90.5%; and Spears School of Business, 94.5%. All colleges experienced retention rates of over 90%. Dr. Strathe also commended the University of Academic Services for having an 87% retention rate from the fall to spring semester; a tremendous credit to the unit. Dr. Strathe thanked the colleges for their efforts and asked members what can be done to continue to improve the retention rates.

Registrar's Office has extended the drop deadline to Friday and noted that the requests can be completed on-line. Members noted that the processing of the change of major forms is behind which is causing delays.

The Graduate College Symposium flyers are being circulated and registration deadline is the end of January. Craig has emailed members and asked that they forward to their graduate students.

Members noted that the scanned TCC transcripts can't be read unless you zoom in.

Adjourn: 10:30 a.m.