

**COUNCIL OF
STUDENT ACADEMIC SERVICES DIRECTORS**

MINUTES

Wednesday, October 17, 2007

204 Whitehurst

10:00 a.m. – 11:30 a.m.

Present: Bob Davis, Celeste Campbell, Albert Colom, Jovette Dew, Mary Kay Jennings, Linda Martin, Lance Millis, Kevin Moore, Jessica Roark, Craig Satterfield, Kristi Thrift, Susan Weir, Missy Wikle, Rita Peaster, Barbara Bremer, and Mary Ann Harris.

1. Demonstration of the On-Line Diploma Application – Rita Peaster

Rita noted that the Registrar's Office had been meeting with Colleges regarding the on-line diploma application. The diploma application will be available via SIS Web for Students under the 'Student Records' menu. Members asked if a question could be added at the bottom asking the student if they wanted to be on the program. Members also suggested adding Buckley Flag information and a section which reads "application on file" if a student already has an application on file on paper or electronically. Members asked that the diploma application submitted date be added to the tracking reports, and to include in the program the deadlines for applying for diploma applications. Rita noted that she plans for the program to be live in SIS for the Spring 2008 semester and commented that the program will be capable of producing a variety of eprint reports, including (1) GRADX which provides detail information on all expected graduates, (2) GRADXCNT which contains summarized counts of expected graduates by college, degree and major, and (3) DEFIC** which lists expected graduates and graduation requirement deficiencies for each college.

2. Late Drop Policy Revisions – Rita Peaster

Rita made the suggested changes to the form and members adopted the changes. The proposed policy will be review in the next Instruction Council meeting.

3. Procedures for Declaring Majors, Second Majors and Minors – Rita Peaster

Rita handed out a couple of forms: "Additional Undergraduate Major/Minor Form" and "Dual Enrollment – Second Degree" form and noted that she prefers for members to use the "Dual Enrollment – Second Degree" form if a student is declaring an additional degree and not use the "Additional Undergraduate Major/Minor Form". Students have to get approval from both colleges then the second degree will be posted at the bottom of the student's transcript. Members asked that "undergraduate" be added to the "Dual Enrollment – Second Degree" form.

4. Excessive Absence Reports – Celeste Campbell

Celeste noted that Faculty Council wanted to know what specific procedures colleges have been implemented for following up on students with excessive absences. Celeste commented that the reports are sent to the Directors of Student Academic Services.

5. Posting International Transfer Work – Karen Lucas

Karen noted that international credit is presently posted as a "P" for international students and Undergraduate Admissions would like to post the appropriate grade when available based on the grading scale used by each country. This application will be consistent with other institutions and would not become effective immediately if approved. Members approved changing of the

international equivalencies to reflect actual grades. However, it needed to be approved by the Faculty Council. Karen noted special requests can be made for instance for scholarship purposes to re-review. Members had some concern about the comparisons from International to US scale as it is understood in most cases that international grades are a reflection of a more rigorous education and the grades would most likely be higher if educated in the US.

6. Orientation Calendar – Missy Wikle

Missy noted that there were two different subjects to discuss from the New Faculty Orientation Evaluation Committee Meetings. She noted that the schedule had been moved up a week and students will have an option to select their own dates for orientation. Missy asked that members share the schedule with their colleges/units and provide input. Members had some concerns about the lack of personnel available to take care of the student load.

7. Other

Project Success will be held October 30th. Ms. Nixon will be sending out an email to members on Friday, October 19th with details.

Members asked that six week grades be reported for all undergraduate courses (1000 – 4000) and asked that the topic be added to the next Instruction Council meeting.

Scholars Day recruiting has changed and some colleges have too many students and there are concerns that the bar of a 24 ACT with a GPA of a 3.0 is too low and wanted possible change the name of the event. Also possibly move the bar/requirements up or change the event to 2 days.

Members also commented that in regards to the Bus Tour events the colleges received late notice of the event and little communication as to when and how many students to expect. Undergraduate Admissions will plan and communicate this event better in the future.

Undergraduate Admissions has hired a Transfer Coordinator and the person will start on October 22 and work closely with Missy Wikle and the Colleges.

Adviser Training Dates:

Turnitin plagiarism detection software training - ITLE

<http://fg.okstate.edu/fsc/turnitin/>

November 6, 2007

College Student Mental Health: Information and Suggestions for Academic Advising, NACADA Webinar, ITLE Faculty Development Room, 126 Telecommunications Bldg.

December 12, 2007

On the Horizon: The Future of Academic Advising and Technology”, NACADA Webinar, ITLE Faculty Development Room, 126 Telecommunications Bldg.

Adjourn: 12:00 p.m.