

**COUNCIL OF
STUDENT ACADEMIC SERVICES DIRECTORS**

MINUTES
December 19, 2007
204 Whitehurst
10:00 – 11:30

Present:: Bob Davis, Albert Colom, Celeste Campbell, Steve Damron, Mary Kay Jennings, Karen Lucas, Martha McMillian, Lance Millis, Kevin Moore, Jessica Roark, Craig Robison, Susan Weir, Linda Good, Charles Bruce, Jeremy Waugh, and Gail Gates.

1. Timeline for Graduation Clearance and Diploma Delivery – Celeste Campbell

Celeste commented that OSU didn't have set timelines for graduation clearance and diploma delivery and handed out proposed deadlines. Celeste checked with other Big XII institutions and they have similar, or shorter, timelines. In the future students who wait until after finals to file a diploma application will not be able to graduate until the following semester. Celeste will send a final draft of the proposal to members and noted that full implementation will be in Spring 2008. Members approved the proposal.

2. On-Line Diploma Application – Celeste Campbell

Celeste noted that the new On-Line Diploma Application will be available on January 7, 2008, for students graduating in Spring/Summer 2008. Students with dual degrees or double majors must file for one degree/major at a time. Rita Peaster is working on ways to allow students to apply for dual degrees/majors and Celeste will contact members once the program is set up to allow these applications. Center for Veterinary Health Sciences noted that they would like to send in paper copies of the diploma application and asked if that was acceptable and Celeste noted that she would investigate but thought it would be okay. Members noted that they had concerns in the fact that the system would only print the diploma with the student's full name as it appears in SIS. Celeste will investigate to see if there are other options such as entering initials instead of the full name. Celeste noted that eprint reports are now available to notify colleges which students filed diploma applications.

3. Documentation Required for Degrees, etc. – Celeste Campbell

Tabled.

4. Late Transcript Submission and Academic Probation – Martha McMillian

Martha noted that Faculty Council's Student Affairs & Learning Resources Committee recently reviewed probationary status of concurrent students because they had noticed a number of reinstatement requests from students who were suspended. Since 1993, 178 students were put on probation because of concurrent work they completed in high school. Each semester a few students turn in transcripts late in the first semester that change their status to probation but they are not informed of the probationary status. It was suggested that the instructors and colleges should be informed of the enrollment holds for missing transcripts 2 to 3 weeks ahead of enrollment so they can remind the students of the holds. The Registrar's Office will notify students when transcripts received after the start of the semester change the student's status to probation. The Registrar will draft wording for the notification and bring it to the next meeting and will send a list of the students on

probation to Academic Affairs, the students on probation, and the Directors of Student Academic Services. Celeste asked if we should consider letting the students who are placed on probation late in the semester take another semester of classes. However, members felt this would encourage students to delay requesting transcripts.

5. Recruitment Calendar – Karen Lucas

Dr. Strathe asked Enrollment Management to schedule a meeting with colleges to coordinate recruiting events. Karen handed out a schedule of Enrollment Management recruitment events and asked for members to let her know if colleges wanted to be involved. Members asked Karen to send them a tentative agenda for events that Undergraduate Admissions would like college participation.

6. Premed Event with Colleges – Albert Colom

Albert noted that the Center for Prehealth Professions and the Center for Veterinary Health Sciences had concerns that high school students are not aware of their options for premed/prevet programs. Enrollment Management would like to schedule a premed/prevet showcase in the Spring and invite all of the colleges to participate. The event will target high school juniors and seniors. Dr. Gates noted that the Center for Health Sciences is very interested in being a part of the event. Albert asked that members give input in the next meeting.

7. Admission Process Update – Albert Colom

Albert handed out the latest version of the “Enrollment Management Report” and noted that there was a newsletter in the packet for their information. Albert noted that their office is in the process of drafting a letter from President Strathe to the Chancellor requesting that the proposed Admission Process be put on the OSRHE agenda.

8. SMART Grant Revisions and Updates – Charlie Bruce (7440)

Charles Bruce noted that the National Science and Math Access to Retain Talent (SMART) Grant program was implemented a couple of years ago by the Federal Government. 4 academic units at OSU have students participating: Agriculture, Arts and Sciences, Engineering, and University Academic Services. Students have to be Pell eligible and must be enrolled in at least one course in their major (a course listed in the major box on the right hand side of the degree sheet) each semester. Financial aid will send a list of SMART students to college contacts and will develop a certification form that will be available on their website. Students will have to take the form to their advisers for verification (signature) before January 14th.

Adviser Training Dates:

January 15, 2008

Academic Advising & Support in Residential Learning Communities, NACADA Webinar, ITLE Faculty Development Room, 126 Telecommunications Bldg.

February 7, 2008

Shared Responsibilities: What Advisers & Administrators Need to Know Better Assist GLBRQA Students, NACADA Webinar, ITLE Faculty Development Room, 126 Telecommunications Bldg.

Feb. 21, 2008

“Oklahoma State Regents for Higher Education (OSRHE)

Academic Policies”, Debbie Blanke, Assoc. Vice Chancellor for Academic Affairs, OSRHE, 201 Food and Agricultural Processing Center (FAPC)

Feb. 29, 2008

“Advisers Help Students SOAR to Academic Success: Selection, Organization, Association, and Regulation Learning Strategies are the Keys”, NACADA Webinar, ITLE Faculty Development Room, 126 Telecommunications Bldg.

Adjourn: **12:00 p.m.**