

**COUNCIL OF  
STUDENT ACADEMIC SERVICES DIRECTORS  
MINUTES**

**Wednesday, March 14, 2007  
204 Whitehurst  
10:30 a.m.**

**Present: Bob Davis, Jovette Dew, Bill Ivy, Mary Kay Jennings, Susan Johnson, Karen Lucas, Martha McMillian, Martha Middlebrook, Lance Millis, Kevin Moore, Rita Peaster, Jessica Roark, Craig Robison, Craig Satterfield, Susan Weir, Missy Wikle, Barbara Bremer, and Gail Gates**

**1. Undergraduate Admission Application – Karen Lucas**

Karen thanked those who participated in and provided assistance with the “Sealed Deal” event. 1100 attended the event and 78 housing contracts were completed and Financial Aid helped over 200 students complete the FAFSA form. Karen noted that the current application process is inefficient and some information from the current application is not entered into SIS. Undergraduate Admissions is reexamining the application form to consolidate information. There will no longer be separate applications for domestic and international students. Undergraduate Admissions also intends to increase recruitment efforts. Karen indicated that the scholarship application will no longer be included as part of the application for admission. The scholarship form will be sent to a select group of students (using selection criteria provided by the colleges) Once finalized the scholarship application form will also be available on the Undergraduate Admission’s website. Members agreed that it would be beneficial to schedule a separate meeting to discuss the application form with members of the university scholarship committee. Karen will schedule a meeting inviting all college scholarship contacts and Chad Blew.

**2. Official vs. Unofficial Transcripts for Admission – Karen Lucas**

Karen said that both the official and unofficial transcripts will be scanned into students’ records, but only official transcripts will be entered into SIS.

**3. Campus/College Photography – Karen Lucas**

Undergraduate Admissions is changing their recruitment efforts and wants to highlight academic successes at OSU. On April 18<sup>th</sup> and 19<sup>th</sup> a photographer will be on campus to take photos and Karen asked members to work with her to set up photo shoots. Email Karen desired dates, times, and locations for these photo shoots.

**4. First Semester Retention Report – March 2007**

The Provost had commissioned the First Semester Retention report from the Bureau for Social Research. Dr. Gates summarized the results for the 4 retention studies. Students indicate they believe linked courses would be helpful. Dr. Gates and Provost Strathe will begin discussions with the First Year Experience group to set a goal of providing linked courses for at least half the new freshman who start Fall 2008.

Diane needs to send out an email prior to 1<sup>st</sup> Year Experience group reminding the group to be thinking about which courses to link.

**5. Declaration of Major/Minor Form – Rita Peaster**

Rita handed out a draft of the new Declaration of second Major/Minor form and noted that individuals would continue to use the half sheet form for changing majors and the new form would be for adding minors and additional majors and adding minors. Majors/Minors can be review on SIS screens 136, 110 and 111. Members commented that wording explaining the difference between dual degrees and second majors

should be added and “additional” should be removed from the “Additional Minor” heading. Rita will make changes to the form and PDF to members for review. Rita also commented that their office discovered a diploma application function in SIS and plans to activate it.

**6. Remedial Course Holds**

Dr. Gates noted that we are waiting on information from Testing on the remedial course hold implementation and asked how setting up the adding of the prerequisites is progressing. Rita will check on the progress.

Dr. Gates also noted that the Adviser’s Guide is being revised and efforts are being made to initiate the hold flag on student’s records. Please look at the Directors of Student Academic Services minutes from February 28<sup>th</sup> and give Dr. Gates any comments.

**7. Other**

Dr. Gates noted that the Tulsa World indicated today that beginning next fall all Tulsa County residents will be eligible to receive free tuition to Tulsa Community College which will impact first year enrollment.

Adjourn: 11:55 a.m.