

**COUNCIL OF
STUDENT ACADEMIC SERVICES DIRECTORS
MINUTES**

Wednesday, May 9, 2007

Present: Bob Davis, Albert Colom, Jovette Dew, Bill Ivy, Mary Kay Jennings, Karen Lucas, Linda Martin, Martha McMillian, Marilyn Middlebrook, Lance Millis, Rita Peaster, Jessica Roark, Craig Robison, Kristi Thrift, Missy Wikle, Keely James, Cathy Southwick, and Gail Gates.

1. Orientation Update – Missy Wikle

Missy noted that their office has a spreadsheet of admitted students that shows if the student has enrolled for orientation and said that she would send the spreadsheet to members. Members asked if phone numbers could be added so they can contact students who haven't enrolled. The New Orientation Office sent out letters to 1500 registered students confirming dates of orientation and declared college and asked the student to update the information. Orientation leaders will begin training Monday, May 21, 2007 and their office will be scheduling meetings with the academic areas. Missy noted that they are in need of faculty involvement and asked that areas be thinking of what to include in their sessions with students such as: Dean's introduction, discussions on the Living/Learning Communities, advising, and pre-enrollment advice. The parents will have two different sessions available to them and Fran Greg and Jenny Craig will be assisting the parents. Remediation letters will be sent to students with a flyer informing students of what steps to take and who to contact. A list of students needing remediation will be sent to University Academic Services and colleges.

2. Guide to Student Assessment Reports

Gail distributed updated Guides. The main change to the guide is the addition of page 4 which quotes OSRHE policy on remediation and the procedures for exceptions. After discussion, the following revisions and additions were made under procedures for exception:

During New Student Orientation and Enrollment:

If a student supplies official documentation (e.g., official transcript showing successful completion of remedial or college-level courses at another institution, proof of current enrollment in remedial or college-level courses at another college or university, official copy of a higher ACT/SAT score, copy of COMPASS report, etc.) to support a request to waive a remedial hold, the student must provide a copy of the documentation at orientation check-in.

If a student supplies proof of current enrollment in remedial or college-level courses at another college or university, or if the student takes and passes a COMPASS exam during the enrollment process, the adviser will complete the attached Remedial Course Exception Form. The student must submit the form and a copy of the enrollment verification to Registration Services, 324 Student Union, 405-744-6876 for enrollment in the next level course.

For Continuing Students:

If a student supplies official documentation (e.g., official transcript showing successful completion of remedial or college-level courses at another institution, proof of current enrollment in remedial or college-level courses at another college or university, official copy of a higher ACT/SAT score, copy of COMPASS report, etc.) to their adviser to support a request to waive a remedial hold, the adviser will complete the attached Remedial Course Exception Form. The student must submit the form and the supporting documentation to the Office of the Registrar, 322 Student Union, 405-744-6876.

In relation to the remedial holds it was noted that an override form is being created and will be available in registration services in the Registrar's Office. The override form will be collected at registration for

orientation and Undergraduate Admissions or Missy will run new ELPA sheet for students to take with them to the colleges.

Members asked that a statement reminding advisers to place holds on students requiring remediation in science and reading be added to the Guide. NOC will offer college level reading courses in the summer and fall. Dr. Gates noted that advisers will need to send her a request for continued enrollment in the event that students need to enroll in remedial courses after completing more than 24 hours of college-level courses. A report that identifies these students will be sent to colleges each semester.

3. Remedial Course Holds – Rita Peaster

Rita asked members to let her know if problems with the system are experienced so that she can resolve those issues. SIS screen 220 only displays holds in Math and Composition. Dr. Gates notified the Math and English departments so that the departments know to send questions about holds to New Student Orientation.

4. Undergraduate Admissions Application – Karen Lucas

Karen handed out a draft of an Undergraduate Admissions Application and noted that the format on the paper application is different than the on-line application. Karen met with the scholarship committee and they recommended keeping the scholarship application with the admission application.

5. Dropping to Zero Hours During the 100% Refund Period – Bill Ivy

Dr. Ivy noted that withdrawal forms will no longer be required for students dropping all their classes during the no transcript record/100% refund period at the beginning of each semester. An audit report is generated and available through the Registrar's Office for colleges that wish to identify their students for follow up.

6. New Freshman & Transfers Not Enrolled for Fall – Gail Gates

Dr. Gates commented that she had distributed a list of new freshman and transfers who had not enrolled for Fall by the end of Dead Week and about a third had Bursar holds. Members asked if the list included students who were studying abroad. It was noted that enrollment for fall is down by 5.7%, summer down 5.5% for continuing students; however, outreach enrollment is up 3%. Rita said that there was an eprint report named "enrep" which shows current enrollment and it might be beneficial to members.

7. Other

Webinar – "Expanding Your Comfort Zone: Strategies for Developing and Demonstrating Cultural Competence in Academic Advising", June 12, 2007; 1 – 2:30 p.m., at the Institute for Teaching and Learning Excellence.

Possible Summer Meeting Date (time 10-11:30 a.m.): TH 6/21

Members approved the summer meeting date of 6/21/07 from 10-11:30 a.m. in 204 WH.

Possible Fall Meeting Dates (third Wednesdays): 8/15 10-11:30 a.m., 9/19 10-11:30 a.m., 10/17 10-11:30 a.m., 11/21 10:15 – 11:45 a.m., and 12/19 10-11:30 a.m.

Dr. Gates is working on revisions to the Academic Integrity Policy/Procedures in respect to degree revocation and asked members for any thoughts or concerns.

Turnitin.com will be installed for faculty and students to use and training will begin soon. Dr. Gates noted that it might be good to incorporate information on Turnitin.com in orientation for the students and members requested training on the software.

Adjourn: 11:50 a.m.