

**COUNCIL OF  
STUDENT ACADEMIC SERVICES DIRECTORS**

**MINUTES**

**Wednesday, September 19, 2007  
204 Whitehurst  
10:00 a.m. – 11:30 a.m.**

**Present: Celeste Campbell, Albert Colom, Mary Kay Jennings, Martha McMillian, Marilyn Middlebrook, Lance Millis, Jessica Roark, Craig Robison, Kristi Thrift, Susan Weir, Missy Wikle, Mary Ann Harris, Susan Phillips Dionne Boling, Katie Simmering, and Gail Gates**

**1. Native American Student Association**

Students did not attend the meeting.

**2. New Online Tools – Dionne Boling**

Dr. Campbell noted that Dionne Boling had been working on the electronic version of the catalog. The electronic version is more user friendly and efficient. Dionne will send the link of the electronic version of the catalog to colleges. Members asked if it would be possible to have a link to prerequisite courses, syllabi and faculty webpages. Members also asked if a link could be added to the SIS General Education listing and the list of non-western courses for Arts and Sciences. Registrar's Office hopes to implement the electronic catalog within the week. The electronic diploma application is still in progress and the Registrar's Office will discuss it at the next meeting.

**3. Types of Course Enrollment – Gail Gates and Rita Peaster**

Dr. Gates handed out a list of "Types of Course Sections" describing the types of courses, section numbers, enrollment procedure, type of tuition, resident credit, and type of funding for the section. She noted that she had received calls asking why students must take drop/add cards to outreach offices for certain outreach (900) course sections instead of allowing students to change the sections online during the first week of class. Course sections scheduled in the "special" session must have the drop-add periods individually checked by outreach since the courses do not meet during standard sessions. There are 37 standard sessions in SIS shown on screen 105 (in the "SS" column next to the section number). Dr. Gates will add the special session "S" on her list of "Type of Course Sections" and send an updated copy to members.

**4. Late Drop Policy Revisions – Rita Peaster**

Rita handed out a revised Late Drop Policy for members to review. Members asked that a statement be added that the forms can be found on the Academic Affairs website and in the offices of Academic Student Services for each college. Members also asked that the wording "students will be notified to pick up the petition" to 4.03B. Members noted under "Refunds of Tuition and Fees" to keep the same composition and include a statement "review monthly, ad hoc meets once a month and decisions are final and the deadline is the same as late drop". Members asked that the revisions be made and that it be discussed in the next meeting. Members also asked what constitutes a "catastrophic" appeal and what is the process for the appeal? Members asked for clarification on the process to know when to refer a student. Dr. Gates will talk to Dr. Strathe once the report is revised. Members also asked that the document include wording on catastrophic appeals.

## 5. Other

Reception for Advisers, October 5<sup>th</sup> from 2:30 – 3:30 in the Faculty Development Room of ITLE, 126 Telecommunications Bldg. Please encourage attendance.

Project Success will be held October 30<sup>th</sup>.

Members had concerns that there is not a way to post two degrees on a transcript and asked if there was any way to declare a second major. Rita will investigate and see if it would be problematic.

### Adviser Training Dates:

Turnitin plagiarism detection software training - ITLE

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

September 24 – 9:30 – 11:00 a.m.                      Helping Distressed Students, Student Disability Services

October 1 – 10:00 – 11:00 a.m.                      OSU's Online Degree Audit, Registrar's Office

October 2 – 1:30 – 2:30 p.m.

October 4 – 12:00 – 1:30 p.m.

October 5 – 1:00 – 2:30 p.m.                      Legal Issues in Academic Advising, NACADA Webinar

Adjourn: 11:35 a.m.