**COUNCIL OF
STUDENT ACADEMIC SERVICES DIRECTORS**

**MINUTES**
*January 16, 2008
204 Whitehurst
10:00 – 11:30*

**Present:  Celeste Campbell, Albert Colom, Steve Damron, Mary Kay Jennings, Karen Lucas, Lance Millis, Kevin Moore, Jessica Roark, Craig Robison, Kristi Thrift, Susan Weir, Jeremy Waugh, Chris Campbell, Agatha Adams, Barbara Bremer, and Gail Gates.**

1.  **The Knowledge of a Freshman – Jeremy Waugh**
    Jeremy Waugh is a Hotel and Restaurant Administration sophomore and a member of the College of Human Environmental Sciences' (CHES) Scholar Leaders.  The CHES Scholar Leaders created a "Freshman Survivor Guide", based on personal experiences, to assist new CHES freshman in their transition to college life.  Jeremy had been asked if he could make the guide available to all new freshmen and transfer students.  Members asked if the information in the guide differed from the Student Academic Mentor guide and asked how the guide would be distributed and funded.  Jeremy asked members to suggest students who could help develop a university-wide guide for freshman and assist in distribution.  Funding would come from a variety of sources including the Student Government Association, Student Affairs, etc.  Members suggested that Jeremy contact the New Student Orientation Office and collaborate with that office as well as the area contacts.  Members also suggested marketing the guide and posting it online and encouraged Jeremy to continue with the project.  Jeremy will email Diane Jones and ask for unit contacts for the project.

2.  **Timeline for Graduation Clearance and Diploma Delivery (transfer transcript processing) – Celeste Campbell**
    Celeste wanted to follow up with members regarding the trial run of the timeline for graduation clearance and diploma delivery and noted that there were some situations that were brought to the Registrar's attention and those concerns have been addressed.  Members felt it was very helpful to have set timelines and asked if the timelines should be added to the diploma application along with the deadline for receipt of transfer credit.  The Registrar's Office will work with IT and make the additions.  Celeste noted that May 2008 graduation timeline will be final and asked members to think about how rigid the deadlines should be (will exceptions be granted).

3.  **Access to/Privacy of Student Records – Celeste Campbell**
    Celeste pointed out a resource on the Registrar's Webpage that addresses OSU Students' Right to Privacy publications, forms, and procedures.  This site provides information for advisers, students, and parents.  Screen 148 in SIS will display the parental access status in the event you need to contact a parent.  Members asked if the Registrar's Office could put together a FERPA Workshop for the University and she agreed to work on it.

4.  **Follow-up to Use of Full Legal Name on Diplomas – Celeste Campbell**
    The Registrar's Office is still discussing different options on how to record names on diplomas.  The American Association of Collegiate Registrars and Admission Officers (AACRAO) recommends using only the student's legal name on the diploma and that the transcripts should match all other student records (including diplomas).  Some members disagreed that the legal name should be

required and noted that long names of some international students don't fit in the system and some international students use American nicknames rather than their full legal name.

5. **Late Transcript Submission and Academic Probation – Karen Lucas**

   Some students who apply to OSU will be admitted pending submission of transcripts for courses taken at other institutions. If the student received low grades at the other institution it will place the student on probation, however; OSU doesn't have a way of knowing this because the transcripts have not been received from the other institutions. Once the transcripts are received and the grades recorded students are not being notified that they are now on probation. Karen Lucas asked members for input on a process for notifying these students. Members agreed that students on probation should be referred to University Academic Services (UAS) until they can raise their GPA. The Admission's Office will send members a list of students with transcript holds by February 1st so colleges can contract students to remind them to submit transcripts. Undergraduate Admissions will also contact students and notify students of their status and referral to UAS.

6. **Transfer Probation and Readmission Students – Karen Lucas**

   Karen noted that there are instances of students applying for readmission to OSU after having been suspended from OSU once and attending another school to increase their GPA to retention standards. Karen asked members if admissions should follow the same procedures presently being followed and have the student petition for readmission or should there be a more efficient process put into place. Members commented that the current process was inefficient and suggested readmitting the student to OSU and directing the student to UAS with an option to apply for readmission to the college. Chris Campbell will discuss the idea with Martha McMillian to see if this could be an option. Karen will draft a letter that will give the student a choice of petitioning for readmission to the college or be admitted to UAS.

7. **Other**

   Dr. Gates has asked NOC, TCC, and OSU-OKC for their processes for readmission of students who were suspended from OSU. Hopefully NOC will be able to talk about their process in the next meeting.

**Adviser Training Dates:**

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| 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: 11:40 a.m.