

**COUNCIL OF
STUDENT ACADEMIC SERVICES DIRECTORS**

MINUTES
October 15, 2008
204 Whitehurst
10:00 – 11:30 a.m.

Present: Celeste Campbell, Cheryl DeVuyst, Keely James, Mary Kay Jennings, Susan Johnson, Martha McMillian, Marilyn Middlebrook, Lance Millis, Kevin Moore, Jessica Roark, Kristi Thrift, Dale Alspach, Barbara Bremer, Craig Satterfield, and Gail Gates.

1. College Algebra Redesign – Dale Alspach

The Department of Mathematics is making changes to MATH 1715 (College Algebra and Trigonometry), and MATH 1513 (College Algebra), offering a test of readiness for MATH 2144 (Calculus I), and experimenting with a new online homework system in MATH 1715, 2144 and 2153. Dr. Alspach noted that colleges should have received a memo last Spring regarding the changes to the Math courses. Last Spring the Math Department ran a pre-pilot test of MATH 1513 using a new software system (MyMathLab) that provides video tutorials, online homework, and quizzes and began implementing the full pilot test this Fall. Eight sections of MATH 1513 are split into two focus groups of 25 and meet one hour per week in a traditional classroom setting. The students are required to spend an additional three hours per week in a supervised computer lab working with the software program. Testing is done in two parts with one part online and a shorter written part given in the focus group. In the Spring there will be four traditional sections of MATH 1513 and 16 computer sections. Students will have points deducted for lack of attendance. Members asked if exceptions could be made for certain circumstances such as for student athletes and Dr. Alspach said that the system was not flexible and there would be no exceptions. Members also asked if Dr. Alspach would suggest advising students to drop a course if they have not been able to attend regularly or received an “F” with six week grades and Dr. Alspach felt it was probably best to encourage the student to withdraw. The following link provides the syllabus for the program.

<http://www.math.okstate.edu/~cynthia/1513withMML/>. The Math department plans to have all sections converted to this system by the year 2010. Dr. Alspach noted that LSU was one of the first institutions to pilot this system and as a result the D, F, W rate dropped to 30% and C or better rate was 65-70%.

Dr. Alspach also noted that the title of MATH 1715, College Algebra and Trigonometry will be changing to Pre-calculus subjected to approval. For the past two years the Math department has offered a “Calculus Readiness Exam” and Dr. Alspach encourages student participation as it can be an aid to student placement. Students who passed the readiness exam scored 10% better than nonparticipating students.

2. Bachelor of University Studies – Gail Gates

Dr. Gates asked members to give input regarding revisions to the 2003-2004 Bachelor of University Studies (BUS) degree sheet. Members suggested removing all but the first sentence to #1 under purpose. Members also agreed to change #4 under procedure from “two faculty members” to something similar to “no fewer than two department representatives (faculty or advisers)” who would be selected at the discretion of the college. Dr. Gates will work on draft wording for the revision and share with the committee. Members wanted to confirm that if this degree sheet is approved there will be two plans and Dr. Gates confirmed that the multidisciplinary studies option will remain active.

3. Certification Letters to Indicate Good Academic Standing – Celeste Campbell

Dr. Campbell noted that there had been previous discussions on what constitutes “Good Academic Standing” for students needing a letter of good academic standing. The handout provides revised wording and members approved the revisions. Students on academic probation or suspension are not considered to be in good academic standing.

4. Students Pursuing a Second Degree in the Same Major with Different Options (Academic Regulations 3.10) – Celeste Campbell

Dr. Campbell asked members to review the revised wording to Academic Regulation 3.10, Second Baccalaureate Degree, for the catalog. Members approved the revised wording. Members wanted to see some draft wording for their communication to advisers and affected students and a list of the students involved.

5. Advising Holds and Drop/Add Cards Signed by Advisers – Celeste Campbell

Dr. Campbell noted that the Registrar's Office staff are reluctant to remove adviser holds if they receive a signed drop/add card and asked members if they wanted the holds removed if the Registrar's Office receives the drop/add card. Members agreed to leave the hold and asked that they be contacted if there are questions.

6. Excessive Hours Petitions – Gail Gates

Dr. Gates noted that Instruction Council agreed that excessive hours petitions could list options (e.g. 3 hour humanities course). If petitions require only college approval, the college may specify the amount of detail required but petitions must include the maximum number of credits per session. If excessive hours exceed the 50% level, the form must include specific courses.

7. Other

Dr. Gates noted that 25% of regularly admitted freshman had 6 week grades of less than a 2.0, 35% of Comprehensive Admissions Review Program (CARP) students had a 2.0 or less and 40% of alternative admission students had less than a 2.0. All but one of the CARP students who were advised by University Academic Services (UAS) had 6 week grades above 2.0. Members agreed it may be advisable for CARP students to be advised by UAS for at least one semester.

Members asked about faculty participation in submitting six week grades and Dr. Gates noted that there was an 88% response rate this semester. Members asked Dr. Gates to move the asterisk used to represent a D or F to a separate column.

The Center for Veterinary Medicine distributed their latest brochure to members and some members asked for more copies.

Information of Interest:

- **Spring 2009 Enrollment Guide now available on the Registrar website (<http://www.okstate.edu/registrar/EnrollmentGuides/Registration.html>)**
- **FAQ's are available on the Registrar website that explain the grading changes that are effective Fall 2008: (1) Incomplete Grade with default grade assigned and (2) SR/UR Grade for thesis and dissertation courses (<http://www.okstate.edu/registrar/FAQs/FAQ.html>)**

Adjourn: 11:50