

**COUNCIL OF
STUDENT ACADEMIC SERVICES DIRECTORS**

MINUTES
December 17, 2008
106B Whitehurst
10:00 – 11:30 a.m.

Present: Celeste Campbell, Cheryl DeVuyst, Jovette Dew, Keely James, Martha McMillian, Lance Millis, Kevin Moore, Jessica Roark, Craig Robison, Kristi Seuhs, Missy Wikle, Kari Alldredge, Chris Campbell, and Gail Gates.

1. Enrollment Management Update – Kari Alldredge

Kari handed out suggested dates for next fall's recruiting events sponsored by the Undergraduate Admissions Office. Kari noted that their office has tried to schedule the high school recruiting events on Saturdays when students are out of school and members noted that it might be wise to schedule some events on Fridays as students like to get out of school and the attendance might be better. Members commented that the last Academic Excellence Day had low attendance. Members also wanted to know the difference between the Open House and OSU Experience events and indicated there might be duplication in the events. Kari said that the Open House is geared toward academics and the OSU Experience event is geared toward athletics and the university experience and the target audience is high school juniors, seniors, and transfer students for both events. Kari said that they will only have two buses for bus tour next fall, one from Tulsa and one from Oklahoma City. Undergraduate Admissions is moving the National Merit, Hispanic, and Achievement Luncheon back to November 19th or December 3rd and members noted that the December date is too late and said they received late notification of the students attending. Members suggested having an event for students interested in a medical career. Members commented that they can prepare for the events if they are notified of the events well in advance and suggested that Undergraduate Admissions provide a list of the scheduled events with a description of the focus of the event, targeted audience and expected participation with the survey results from last year to determine if all the events are effective. Dr. Gates asked college representatives and Undergraduate Admissions to schedule a meeting to discuss the details.

2. Approved Program Tracking Summary – Celeste Campbell

Dr. Campbell noted that SIS needs to be accurate in reflecting degree names so Registrar's Office is making a few changes. Celeste noted that for the most part the diplomas have been correct due to staff corrections. Celeste noted that the update to the student matriculation records to reflect approved program names will occur March 1-31, 2009 and the new degree codes cannot be used until February 23, 2009. Celeste will discuss the implementation more in the future.

3. Matriculation: Definition and How It Applies to Degree Catalog Year Options – Celeste Campbell

Dr. Campbell asked members to share their understanding of matriculation. The current catalog describes matriculation date as "when a student first enrolls in an accredited institution of higher education". Celeste noted that colleges interpret matriculation differently. The Oklahoma State Regents for Higher Education (OSRHE) defines matriculation as "first fulltime enrollment at a university", concurrent enrollment does not count. The Registrar's Office is trying to clarify the definition for next year by revising the statement in Academic Regulation 3.1 to read "A student's

matriculation date is associated with his or her first term after high school graduation as an admitted, degree-seeking student in an accredited institution of higher education. That date will be used in calculating the time limit for the use of a given plan of study". Members asked if the Registrar's Office would be open to exceptions for students who graduate from high school with many college credits, could there be a mechanism for these exceptions and it was agreed that something could be worked out. Celeste asked if there should be a time limit for use of courses and members replied that they weren't in favor of a limit. Members agreed that a degree sheet should expire after six years (not course work). Celeste will work on revising the wording for the catalog.

4. Fall 2009 Enrollment Dates – Missy Wikle

Missy noted that the calendar handout was the same one sent out in November and said that the first date of concern was April 10th. April 10th transfer day will be deleted. There was also some concern regarding the April 18th transfer day due to a conflict with an HES event but Missy decided to keep that event in place. There were some suggestions to delete the June 13th transfer day but Missy noted that half of the transfers don't apply until then. Members suggested moving the event to June 12th. Missy commented that there will be no make-up enrollment days on August 3rd through the 6th this year. Missy will make the changes to the calendar and email members the updated version. Members asked once freshman enrollment begins how classes are opened up and it was noted not all at once, classes are released throughout the summer. Missy wanted to thank members for their help and flexibility with the NSO calendar.

5. Other

Dr. Gates asked if members felt it would be helpful to have DSAS offices open on January 10th and members responded that they didn't feel the necessity to be open.

Dr. Gates also noted that the Bachelor of University degree was approved by Instruction Council and the only changes suggested were to add the Advisement Services at OSU-Tulsa to procedure #1 and to clarify procedure #6 that the dean's office will review the application.

Jennifer Bloom, Clinical Associate Professor and Higher Education and Student Affairs Program Director from the University of South Carolina will be giving a presentation to advisers titled "The Appreciate Advising Revolution" on February 2, 2009, from 9:00 – 12:00, in 412 SU.

Dr. Gates is working on scheduling a session in January for advisers that will include a demonstration of the computer-assisted instruction for the college algebra classes.

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>)**
- **Oklahoma State University's Professional Development Workshop; "The Appreciative Advising Revolution" by Dr. Jennifer Bloom, University of South Carolina, February 2nd, 9-12 a.m., 412 SU.**
- **Oklahoma State University's Professional Development Workshop; "Outreach Courses: Adviser's Seminar", February 16th, 1:30-3:00, 108 Wes Watkins Center.**

Adjourn: 11:45 a.m.