

**COUNCIL OF  
STUDENT ACADEMIC SERVICES DIRECTORS**

**MINUTES**  
*February 20, 2008*  
*204 Whitehurst*  
*10:00 – 11:30*

**Present:: Celeste Campbell, Steve Damron, Jovette Dew, Alan Good, Susan Johnson, Martha McMillian, Lance Millis, Kevin Moore, Jessica Roark, Craig Robison, Craig Satterfield, Kristi Thrift, Susan Weir, Missy Wikle, Debbie Quirey, Rick Edgington, and Gail Gates.**

**1. Northern Oklahoma College (NOC) Process of Readmitting Suspended Students – Debbie Quirey and Rick Edgington**

NOC noted that students who are suspended from OSU must sign a contract to enter NOC. In the past students had to be enrolled two weeks prior to the beginning of classes, but Dr. Rick Edgington recently changed the requirement to the first day of class. Students must follow these guidelines:

- Enroll in and successfully complete Academic Success Strategies course
- Attend class
- Complete the semester after suspension with no grade below a C
- Maintain a 2.0 term GPA each semester for continued enrollment
- Automatic suspension from future enrollment if student is dropped for non-attendance, received a final grade of D or F, or failed to complete Academic Success Strategies course.
- Enroll in no more than 6 to 9 credit hours. A 12 credit hour exemption may be granted under dire circumstances and the student must provide accompanying documentation. International students are allowed to enroll in 12 hours to fulfill Federal immigration policy
- Enroll in classes in which they received grades of D or F so as to take advantage of the OSRHE repeat policy.
- Enroll in classes to complete the General Education requirements for the intended major.

Other institutions:

TCC – requires that students provide a transcript and maintain a 2 GPA

OCCC – requires students to sign a contract, in no more than 9 hours, maintain a 2 GPA, and attend brown bag lunches on “How to Improve”

OSU-OKC – students are not allowed to take over 6 hours

Rose State – students are not allowed to take over 6 hours

Members asked Rick if the contract was on their webpage and Rick said no but he will add the contract.

**2. Recruiting Events Summit – Missy Wikle**

Missy thanked those who participated in the Recruiting Event Summit and noted that Enrollment Management was pleased with the representation from many units. The purpose of the summit was to find different approaches to recruiting without duplication. Undergraduate Admissions will put together a calendar and will send it to key college representatives. Members asked if there would be collaboration with the Alumni Association and if there would be an OSU brand or marketing message. Missy noted that they will ask individuals from all areas to suggest an all inclusive brand and informed members to let Albert, Missy, or Karen know if they have suggestions or concerns.

**3. Procedures for Declaring Additional Majors/Minors – Celeste Campbell**

Dr. Campbell noted that the Registrar's Office is getting close to finalizing the procedures for Declaring Additional Majors/Minors. Members asked if an example of an unofficial transcript showing multiple degrees could be sent to them to review. An additional page will be added to the catalog and undergraduate degree requirement book listing minors and certificate programs. The student must declare all majors and minors before the degree is certified. Dr. Campbell will be setting up a meeting with college contacts to discuss problematic issues.

**4. Use of Printed Enrollment Management Publications: OSU Catalog, Undergraduate Programs and Requirements, and Enrollment Guides – Celeste Campbell**

Presently the Registrar's Office is looking at all publications and assessing what the needs are and how many publications are used. They have also created an online survey to send to faculty, staff, and students to assess need. The Registrar's Office is considering printing the catalog earlier (before tuition/fees have been finalized) so that it is ready prior to freshman enrollment.

**5. Other**

Put Karen Lucas on the next agenda to discuss "Transfer Guides".

Dr. Campbell noted that the ADF screens in SIS are being tested and will allow students to be placed into Living Learning and Learning Communities. It should be implemented by March 1, 2008.

In addition the Registrar's Office has made a few changes to the 105 screen in SIS by adding Registrar's Controls located on the far right and more detailed information on the holds can be found on screen 131. She commented that the Registrar's Office will be scheduling demos and training session with areas the 1<sup>st</sup> of March to familiarize individuals on how to access the information.

Dr. Gates noted that there has been an extension to the deadline for six week grades by one day due to technical problems. Currently 66% of six week grades have been received.

Dr. Strathe and Dr. Gates will be scheduling a meeting with the International Advisory Committee as there have been concerns about the policy now being implemented in regards to new international freshman. The Oklahoma State Regents for Higher Education will vote on OSU's proposed new admission requirements in March.

College Algebra at OSU has been approved for redesign through participation in a Fund for Improvement of Post Secondary Education (FIPSE) Grant.

Members asked that the Registrar's Office, Rita, provide information on the linked courses and asked that she provide a list of the linked courses in the next meeting. Karen Smith is to provide an analysis of the impact of linked courses on availability of general education courses at the First Year Experience Meeting.

Dr. Gates will send a list of courses with the "D" designations that will become effective for the 2008 plans of study.

**Adviser Training Dates:**

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: 11:45 a.m.