

**COUNCIL OF
STUDENT ACADEMIC SERVICES DIRECTORS**

AGENDA
March 26, 2008
204 Whitehurst
10:00 – 11:30

Present:: Albert Colom, Steve Damron, Bob Davis, Jovette Dew, Gail Gates, Mary Kay Jennings, Susan Johnson, Martha McMillian, Marilyn Middlebrook, Lance Millis, Kevin Moore, Rita Peaster, Jessica Roark, Craig Robison, Craig Satterfield, Marlene Strathe, Kristi Thrift, and Susan Weir.

1. “Shots Fired” – Video and Discussion on Campus Safety – Marlene Strathe

Provost Strathe noted that OSU is developing plans to promote safety on campus in the event of a life threatening situation. “Reverse 911” was created and tested last semester and there are plans to test the system every semester. Dr. Strathe encourages members to make sure that all students, faculty, and staff are registered. Members asked if students are required to register and it was noted that they are not required but encouraged to register. Members commented that the delivery time in the last Reverse “911” test was up to an hour and a half which is far too long. Dr. Strathe agreed and noted that the university is working to improve that issue. Members noted that some faculty do not allow cell phone use in the classroom and perhaps the instructor should be responsible for taking their own cell phone to class for monitoring emergency messages. Members asked if there could be an investigation of options to add technical equipment to the classroom to alert the entire class of a threatening situation and it was noted that this is being discussed. OSU has also been working with Civil Defense which maintains the tornado warning system for the area. OSU’s alarm system will designate one of the 14 different codes to the OSU Stillwater campus to be used in the event of a threatening situation.

Dr. Strathe commented that Mike Bale of Risk and Property Management identified the video “Shots Fired”. The video illustrates what ONE should do if there is An active shooter present in an office setting. Please encourage your college, departments, and units to check out the video from Dr. Bosserman’s office.

2. Degree Certification Timeline and Process for Degrees Posted Late – Rita Peaster

Members asked if the timeline only applied to undergraduate students and Rita replied that it applied to all students, however, they would be willing to modify the timeline for graduate students if necessary. Members asked for Rita to send the timelines electronically. Rita also noted that the Registrar’s Office had been receiving some late degree posting requests and commented that handout lists some considerations and reminded individuals that degree completion letters can be sent out as needed.

3. Preliminary Version of 2008-09 Catalog Available for Freshman Enrollment – Rita Peaster

A preliminary version of the 2008-09 Catalog on CD will be available for New Student Orientation. The preliminary catalog will include last year’s tuition costs but it will be made clear that the figures will not apply to 2008-2009. The final version of the catalog will be printed in the Fall and distributed to departments, faculty, and advisers and the online version will be updated. Veterinary Health Sciences asked to receive the CDs this summer. Dr. Campbell will be sending out a survey to assess the use of certain publications.

4. FERPA Session for Advisers – Rita Peaster

Rita commented that the Registrar’s Office is planning to offer FERPA training and asked that members suggest a time period to offer the training and desired topics. Members replied that the best time to have the training would be 2 to 3 weeks into the semester. Rita noted that the Registrar’s Office is willing to have several training session if necessary. It was noted that FERPA regulations have recently been updated.

5. Process for Student Name Change and Diplomas – Rita Peaster

Dr. Campbell investigated the possibility of being able to put a name different from the legal name on diplomas. The Registrar's Office will allow students to replace the first or middle name with an initial, use a different (e.g. maiden) legal name or use contractions or capitalizations not available in SIS as long as the request is backed with official documentation (such as birth certificate or passport).

6. Academic Integrity Materials for Orientation – Gail Gates

Academic Affairs began a new advertising campaign for Academic Integrity (AI) with ads in the O'Colly. Dr. Gates noted that posters will be made featuring five different pictures representing the five different values. The posters will be available in 11" X 14" or 22" X 28". Dr. Gates asked members to communicate their needs for this year's AI presentations. Members asked if the video would be available and Dr. Gates replied that the video is available and to contact Academic Affairs to request the video. The video is also accessible online (academicintegrity.okstate.edu). Dr. Gates asked if members could suggest any other type of useful promotional materials and member suggested having a postcard sized picture with the "Top Ten Ways" on the reverse side that they could distribute to students and parents and asked if promotion materials would be available for New Student Orientation.

7. Other

"The Campus as Hometown" – Gail Gates

Dr. Strathe referred to the handout of the article in The Chronicle of Higher Education titled "The Campus as Hometown" by David Boren. The article emphasizes the importance of creating a campus environment that embraces a hometown sense. Dr. Strathe asked members to begin thinking of ways to foster this type of environment.

Members asked if there was going to be priority enrollment on April 21st and discussed if the priority enrollment would be for concurrent students or other "high talent" students. Missy Wikle was not at the meeting but heard of the discussions and replied by email as follows:

Good morning.

I heard discussion regarding the April 21 New Student Orientation date during the DSAS meeting needed clarification from NSO. I extend my apologies for any confusion and wish I had been there to provide the following information for a more conclusive discussion. Here is where things stand with the extra date of April 21:

In planning stages for 2008 NSO&E, one of the advisory small groups discussed moving orientation and enrollment dates earlier in the hopes of capturing enrollments sooner to improve yield and assist with course section sizes and planning (and, as a perk to the campus, to keep July free). To this end, we moved our orientation start date to May 12, two weeks earlier than usual. In addition, we discussed establishing an even earlier enrollment date on April 21st to accommodate students who had been concurrently enrolled at OSU who were continuing on as full time freshmen in the fall and decided to include high talent honors students as a recruiting tool. It all sounded great, offices accepted the calendar and Trinity and I began planning and development. Here is what happened from there:

- We met with The Honors College and learned that to maintain their standards of advisement; they were limited to no more than 35-40 students on a given day. Knowing that opening a special day for high talent students would overwhelm The Honors College, we realized we needed to consider other populations that could create a full program while still maintaining the goal of the early date.
- We considered which groups to include and came up with quite a list – from high talent to special populations (priority enroll groups, inclusion groups, etc) to regional groups. The issue then became who

deserved to be included and who we could eliminate without alienating them and doing more harm than good for long term yield if a particular group was slighted.

- The next issue we visited was the program itself. Since the needs of the concurrent group are different from those of students who have never taken a class at OSU, we planned to run parallel sessions at points in the day for the different populations.
- We looked at facilities and found too many conflicts to allow for parallel sessions at any point of the day. April is a VERY full month on this campus.
- Then we considered staffing. Unfortunately, due to payroll budget constraints and current Orientation Leaders (OL) job/class schedules, we realized we cannot train OLs adequately by April 21 and also discovered we would only have 2-3 who could attend the April 21 session due to schedules. We considered using other staff (admissions, student affairs, advising, etc) and felt that the orientation program just wouldn't be the same program without enough Orientation Leaders as peer mentors and guides.
- Most importantly, we discussed our original goal for the April 21 program – to provide an early date designed to yield a higher percentage of our high level students – in light of these facts.

To be successful with any population, we need to provide the absolute best orientation and enrollment experience. In January, we were still hopeful we could work something out, but since then, given the issues we would face listed above and the fact that the next available date was only 3 weeks later, we concluded that attempting to create a session without the right number of orientation leaders, the best facilities, and the knowledge that we weren't alienating any other students was not in the best interest of customer service, recruitment and/or overall yield for OSU and the students. So, in late February/early March, we decided to stick with a program for concurrent to full time freshman that we could effectively execute with available orientation leaders and facilities.

That explains where we are today. We currently have 27 concurrent to full time students who have reserved the April 21 date and are calling the other 60 or so on the list to assess their plans for NSO or if they are heading somewhere else. If you would like to schedule a meeting to discuss solutions to the issues laid out above, we can meet tomorrow in 321 SU sometime between 11 and 1 or we could schedule something for next week. Please let me know if you have concerns, questions, suggestions, or need further clarification.

Missy

Enrollment Management is working on strategies to recruit students and promote OSU. Enrollment Management will be coordinating a marketing summit to determine how to best promote the university. Members asked why concurrently enrolled students were not being recruited to attend OSU. Albert replied that Undergraduate Admissions is looking into this issue and it appears that SIS is recognizing these students as continuing students.

Adjourn: 11:30 a.m.

Adviser Training Dates:

April 17, 2008

**“Ensuring Adviser Success: Mastering the Art of Advising through the First Year of Advising and Beyond”
NACADA Webinar: Pat Folsom and Jennifer Joslin, University of Iowa
1:00 – 2:30 p.m., Faculty Develop. Room, ITLE**

May 13, 2008

**“Making Career Advising Integral to Academic Advising”
NACADA Webinar: Ken Hughey, Kansas State University and Joanne Damminger, Rowan Univ.
1:00 – 2:30 p.m., 143 Conference Room, ITLE**