

**COUNCIL OF
STUDENT ACADEMIC SERVICES DIRECTORS**

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

Present: Celeste Campbell, Albert Colom, Steve Damron, Bob Davis, Keely James, Susan Johnson, Karen Lucas, Martha McMillian, Lance Millis, Kevin Moore, Jessica Roark, Craig Robison, Craig Satterfield; Kristi Thrift, Pam Bowers, and Gail Gates.

1. CIRP Freshman Survey – Pam Bowers

Dr. Bowers commented that the CIRP Freshman survey will be conducted again in Fall 2008 and asked for the college contact for this effort. A&S – Arthur Webb, UAS – Kendra Stern, SSB – Craig Robison, CASNR – Ed Miller, CEAT – Kevin Moore, HES – Kristi Thrift, COE – Bob Davis. Dr. Bowers also handed out the 2006 survey results and noted that this year OSU has the option of administering the survey by paper or online. If we choose online Dr. Bowers will provide each unit with an information sheet to share in orientation classes. Members asked how the University uses the results of the survey because some students are reluctant to complete the survey. Members agreed to ask students to complete the online survey and asked University Assessment & Testing to provide the benefits of completing the survey on the back of the information sheet.

2. Enrollment Update – Albert Colom

VP Colom noted that there is a projected decline in enrollment of about 1% for Fall 2008. Albert noted that financial aid has been released to continuing students 2 ½ weeks early. Orientation numbers are looking better but housing contracts are running behind by about 380 for new students and contracts are also down for continuing students. Graduate student and transfer numbers have both increased from last year. Albert noted that he can share this information electronically at member's request. The President has asked what is being done to increase enrollment and Enrollment Management is working on several projects to increase admission and retention but noted that more funds would be needed this effort. VP Colom also comment that the University needs to increase funds for scholarships and noted that the President will be running a capitol campaign in the future to raise funds for scholarships. Members asked if OSU was doing enough to recruit middle income students and if marketing efforts are emphasizing employer's needs and career advantages of attending OSU. VP Colom will bring the Voluntary System of Accountability (VSA) College Portrait to the next meeting. Members also thought it would be advantageous to present prospective students with a combined list of scholarships offered by the University and colleges. Karen Lucas noted that Undergraduate Admission recruiters would be pleased to present all scholarships to prospective students at awards ceremonies if colleges will provide information.

3. Transfer Guides – Karen Lucas

Karen asked members if the transfer guides are being used. Undergraduate Admissions has updated the transfer guides for two year institutions in Oklahoma and top feeder institutions in surrounding states. Members asked if transfer guides could be created for the four year institutions. Karen commented that there is a searchable transfer matrix on the Oklahoma State Regents for Higher Education website <http://www.okhighered.org/student-center/transfer-stdnts/> (handout) so Undergraduate Admissions has no plans to develop additional transfer guides.

4. Review of Students Who Seek Readmission Who Were on Probation – Karen Lucas

In previous meetings there were discussions of where to place readmitted students who were on probation and it was suggested that the best fit would be University Academic Services (UAS). The student would later transfer to the college of their desired major. Undergraduate Admissions drafted some letters to send to students for members to review and members approved of the letters.

5. Incomplete Grade Implementation – Celeste Campbell

Dr. Campbell noted that Dr. Emslie, Dr. Payton, and individuals from Institutional Research and Information Management met to discuss process and implementation of the “Incomplete Grade Policy” and the policy should be implemented in Fall 2008. The Registrar’s Office plans to run a test of the process in August. Once an instructor enters an “I” grade in SIS a prompt will ask for a letter grade (the grade with missing work assigned as a “0”). After one year the letter grade becomes the permanent grade unless the instructor changes the grade. If a faculty member wants the timeline to be less than a year they will need to notify the student. If the grade is needed for graduation the grade must be changed to a letter grade prior to graduation. Incomplete grades assigned prior to Fall 2008 will remain an “I”.

6. Other

Karen noted that there had been some conflicts with campus tours and academic appointments during orientation/enrollment days and asked members to suggest a time that would not interfere with these appointments and member suggested 10:30-11:00 a.m.

Adjourn: **11:45 a.m.**

Adviser Training Dates:

Apr. 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**