

**COUNCIL OF  
STUDENT ACADEMIC SERVICES DIRECTORS**

**MINUTES**  
*June 18, 2008*  
*204 Whitehurst*  
*10:00 – 11:30 a.m.*

**Present: Celeste Campbell, Albert Colom, Bob Davis, Jovette Dew, Gail Gates, Keely James, Mary Kay Jennings, Karen Lucas, Marilyn Middlebrook, Ed Miller, Kevin Moore, Jessica Roark, Craig Robison, Craig Satterfield, Marlene Strathe, Kristi Thrift, Dionne Boling, Chris Campbell, Ben Hagan, and Charles Bruce.**

Provost Strathe wanted to thank members for their enrollment efforts. Dr. Strathe commented that the enrollment numbers are declining not only at OSU but at other institutions in the state. Both Oklahoma City Community College and Tulsa Community College are offering free tuition which is affecting our enrollment. It is critical to increase admission applications and yield by various efforts but is also important to treat the students well when they arrive on campus. Retention efforts are important and have been positive and it is much more efficient to retain new students than to recruit students. Provost Strathe wanted to commend Karen Lucas and her staff for their impressive recruitment efforts and noted that the university has invested \$500,000 towards the recruitment and retention effort. Provost Strathe reported some rumors about enrollment management activities and asked that if members hear of possible rumors circulating to contact her to clarify so that the rumors can be stopped.

**1. Dates for Undergraduate Admission's Fall Events – Karen Lucas**

Karen handed out a schedule of recruiting events planned for next year. The events that require college/unit participation have been noted on the handout. Some of the events have been moved earlier in the semester and more open houses have been added. Karen encourages participation in the Principals and Counselors Luncheon. Karen introduced Ben Hagan the new Assistant Director of Outreach and Recruitment. Karen also noted that her office will be sending out a recruiting piece that includes combining some of the upcoming events to make it more versatile. Karen will continue discussion in the next meeting.

**2. Excessive Hours Petitions – Celeste Campbell**

Dr. Campbell commented that enforcement of the excessive hours requests changed in the last year. Academic overload is currently defined by the Oklahoma State Regents for Higher Education (OSRHE) as the number of credit hours 25% or more than the number of weeks in the academic term. If enrollment is equal to or greater than academic overload, Dean's permission is required. Maximum overload is the number of credit hours 50% greater than the number of weeks in the academic term. This year, permission from Dean and Academic Affairs was required for any hours beyond the maximum overload. SIS prevents students from enrolling in more than 19 credit hours during the fall and spring semesters and 12 hours during all summer sessions combined but it cannot monitor summer sessions individually. Each session was manually monitored in the Registrar's Office for any enrollment that met or exceeded academic overload (25% overload or greater). As of April 23<sup>rd</sup>, more than 430 email messages were sent to students, and 70 non-responding students were dropped from classes by the Registrar's Office. As of May 6<sup>th</sup>, a total of 153 excessive hours petitions had been filed. Of these 153, 10 exceeded the maximum overload (50%). The problems with the enforcement are that it takes place after the student has enrolled and requires individual communication attempts with each student and if the student does not respond, they are administratively withdrawn from one or more courses without consent. It requires additional resources from the Registrar's Office and creates additional work for the departments/colleges. Dr. Campbell proposes that the Registrar's Office continue to monitor excessive hours but return to the model that was used prior to 2008. Under this model, [for the individual summer terms](#), only students who exceeded the maximum overload (50% over) required a form. Another option would be to transfer excessive hours enforcement from the Registrar's Office to the college which would be better equipped to

perform the advising function of determining which courses to administratively drop. Members noted that it would be best if the Registrar's Office enforced maximum overload, monitored the excessive hours and provided the list of students with excessive hours to the colleges for determining if classes should be dropped. ~~Members suggested discussing this issue with DSAS and bringing it back to IC for the final decision.~~

### **3. Academic Program Declaration Process - Celeste Campbell**

Dr. Campbell noted that some members of DSAS have been involved with a group working on the revised academic program declaration form and Dr. Campbell expresses her gratitude for their help and involvement. The purpose of this effort was to condense, clarify and simplify the process. The forms are available on SharePoint in a PDF format. The Registrar's Office is willing to accept suggestion and improve the form as needed. The Registrar's Office will send out an email with the link to members.

### **4. Results of OSU Publications Survey - Celeste Campbell**

The Registrar's Office conducted a publications survey that included the OSU catalog, Undergraduate Programs and Requirements (UPR) book and the Enrollment Guide. The survey yielded a response rate of 10.7% and it revealed that the use of the printed catalog exceeds use of the online catalog. Use of the printed UPR book exceeds use of the online version, but by a smaller margin than the catalog. Use of the online enrollment guide exceeds the use of the printed version. Advisers used both versions equally, but directed students to the online version more than distributing the printed version. It should be noted that the primary audience for the enrollment guide is the student body, and students were not surveyed. The survey respondents felt more strongly about the importance of access to the online versions of the publications than they did the printed versions. Dr. Campbell noted that if the Registrar's Office has to cut printing of the publications they would start with the UPR and the catalog would continue to be available in the Student Union Bookstore for \$5.00 each. Members asked that Dr. Campbell keep them posted on any changes. Please email any suggestions to the Registrar's Office.

### **5. Follow Up on Freshman Who Required Remediation in Fall 2007 – Gail Gates**

Dr. Gates asked Institutional Research and Information Management (IRIM) to send a list of students required to remediate and will compile the information and send out to members. Dr. Gates thought these students were being tracked by a code change but that has not been occurring. Dr. Gates will ask Undergraduate Admissions if the process can be changed for better tracking. Dr. Gates noted that advisers need to let her know if students remediate, if not enrollment will be cancelled for Fall. This topic needs to be discussed again in the next meeting and make sure Missy Wikle can attend.

### **6. Follow up on Outreach Courses International Students and Scholars**

An international student can enroll in outreach courses (600 sections) but only one course or three hours can count toward a full course of study – 12 hours. However, if the student was enrolled in 12 hours (full time) in classroom courses then the student could take as many hours of outreach courses (600) as they wish.

#### **Financial Aid**

MAY FULLY COVER COST IF AWARD AMOUNT IS SUFFICIENT:

|       |  |
|-------|--|
| Pell  | Perkins Loan                               |
| SEOG  | Direct Subsidized Loan                     |
| ACG   | HPL & HPSL Loan                            |
| SMART | Direct PLUS                                |
| OTAG  | Non Waiver Scholarships/Fellowships/Grants |

CAN COVER UP TO THE RESIDENT RATE:

OKPromise (OHLAP)  
National Guard Tuition Waivers  
Concurrent waivers

CAN NOT BE APPLIED:  
Institutional Tuition Waivers

In the last meeting questions arose regarding outreach courses (600 sections) and how they affect international students and financial aid. Regina Henry, International Student Services and Charles Bruce, Financial Aid made the comments listed above. Members asked how students are being protected and informed of any consequences of enrolling in outreach courses and it was noted that statements are included on the enrollment forms if the student reads them. Members asked if a comment could be added in SIS encouraging the student to contact Financial Aid and/or International Student Services when enrolling in outreach courses.

## **7. Other**

VP Colom noted that OSU is hopeful for a stable enrollment this fall. It was also noted that if OSU goes to a 4 day week next summer the orientation sessions might have to go through July. The Comprehensive Admission process (holistic review) is progressing; 88 students have been reviewed by the committee since April and 38 were regularly admitted, 50 denied, and 30 are waiting review.

Adjourn: 11:35 a.m.