

**COUNCIL OF  
STUDENT ACADEMIC SERVICES DIRECTORS**

**MINUTES**  
**September 17, 2008**  
**204 Whitehurst**  
**10:00 – 11:30 a.m.**

**Present: Campbell Celeste, Albert Colom, Bob Davis, Cheryl DeVuyst, Jovette Dew, Mary Ann Harris, Keely James, Susan Johnson, Karen Lucas, Martha McMillian, Marilyn Middlebrook, Lance Millis, Kevin Moore, Jessica Roark, Craig Robison, Kristi Thrift, Matt Beier, Lee Bird, Mike Hepler, Michelle Peterson, and Gail Gates.**

**1. OSU Experience Website – Matt Beier and Lee Bird**

“The university experience extends beyond the classroom and encompasses a broad range of opportunities, conceptualized as the Six Pillars of the OSU Experience. The ‘pillars’ are emblematic of the comprehensive education OSU offers and serve to distill the most important components of a well-rounded education and rich collegiate experience.” (copied from the OSU Experience website.)

Dr. Bird and Matt Beier noted that Student Affairs needs help in identifying an individual in the colleges/units who could assist in providing specific college/unit resources to add to the OSU Experience website. Please contact Matt Beier to provide a name of a contact individual for your area and any feedback on the website.

**2. Bachelor of University Studies – Gail Gates**

Dr. Gates noted that she has been asked to consider creating a Bachelor of University Studies (BUS) plan similar to the 2003-04 BUS plan. The 2003-04 plan will expire this summer. Dr. Gates commented that there have been some issues with the way the old plan is structured in regards to the faculty advisory committee and asked if the process should be centralized. Dr. Gates asked members to look at the degree sheet and consider desired changes and said that the new BUS plan will continue to be available. The BUS plan will be discussed in our next meeting.

**3. Academic Overload (Enrollment in Excessive Hours) – Celeste Campbell**

Dr. Campbell commented that Instruction Council suggested revising the Excessive Hours Petition to include more specifics about classes, course sections, hours, etc. The updates have been completed and Dr. Campbell requested members approval of the form. The form will be available on SharePoint and the Registrar’s Office will provide access to Eprint so that colleges/units can track those students. Members approved the revisions.

**4. Transient Letters – Celeste Campbell**

Dr. Campbell explained that students will often take courses off campus and some institutions require verification of good standing. In the past the colleges were providing this information and the Registrar’s Office offered to send out “Transient Letters” as proof of good standing for those students. Members asked if a student on probation is considered in good standing and Dr. Campbell said she believed OSRHE policy indicated students on probation were in good standing. Members felt it was more appropriate to indicate good standing for students who must meet retention criteria (<30 hours 1.7 GPA, >30 hours 2.0 GPA) Mike Helpler is to check on the definition of “Good Standing” for the Graduate College. Dr. Campbell noted that students can print proof of enrollment for insurance through SIS.

**5. Rounding of Transfer Credit Hours – Karen Lucas**

In the last meeting there was spirited conversations regarding rounding of transfer credit hours and members agreed that it would be better to more accurately reflect the number of credits earned instead of rounding. Karen will email members the list of quarter system schools and the conversion tables.

**6. Transfer Probation Petition Deadline – Karen Lucas**

Karen asked members if it would be okay to set a Transfer Probation Petition deadline to the Friday before classes start and members agreed it would be acceptable to set the deadline for noon on the Thursday before classes start.

**7. Permit Issue Workgroup – Karen Lucas**

Karen wanted to thank Missy Wikle, Lance Millis, Martha McMillian, and Karen Christian for their assistance in discussions regarding access to information that used to be provided on the Permit Issue forms. Missy Wikle noted that students who go through New Student Orientation (NSO) will be provided a label containing all of the information from the permit but a few students may not start with NSO. Karen asked if members could think of a better mechanism and noted that the group will have to continue to work on the issue and encouraged feedback.

**8. Undergraduate Admissions Events - Karen Lucas**

**a. OSU Experience Revised Agenda**

It was noted that prospective students went to the Spirit Walk instead of the college presentations and members didn't feel that other events should be scheduled at the same time as the college presentations. Members suggested making an announcement encouraging students to visit with the colleges and suggested separating the lunch and browsing sessions. Member also felt that the Bus Tours competed with lunch and asked for better communication regarding the pickup location and bus changes.

**b. Spring Open House Dates: Saturday, January 31, 2009 and April 25, 2009**

**9. Student's Residency Classification – Karen Lucas**

Next Agenda.

**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>)
- **Adviser Training Workshops:**  
**FERPA Training for Advisers – September 26<sup>th</sup>, 9:30 – 11:00 a.m., 415 Student Union**

Adjourn: 11:50 a.m.