

**COUNCIL OF  
STUDENT ACADEMIC SERVICES DIRECTORS**

**MINUTES**  
*January 21, 2009*  
*204 Whitehurst*  
*10:00 – 11:30 a.m.*

**Present: Celeste Campbell, bob Davis, Cheryl Devuyst, Jovette Dew, Keely James, Mary Kay Jennings, Susan Johnson, Martha McMillian, Marilyn Middlebrook, Lance Millis, Kevin Moore, Rita Peaster, Jessica Roark, Craig Robison, Kristi Seuhs, Missy Wikle, Kyle Wray, Kari Alldredge, Chis Campbell, Craig Satterfield, and Gail Gates**

**1. Enrollment Management Update – Kyle Wray**

Kyle Wray thanked members for their efforts in improving enrollment and retention. Kyle commented that his office is looking at scholarships and other means to increase enrollment and noted that the rise in tuition over the past few years has not aided this effort. He distributed proposed events for Fall and Spring and last year's status reports including program focus, target, and attendance, and college participation. The goal of the events is to bring prospective students to campus to relay the benefits of attending OSU. Undergraduate Admissions staff are working with High School Guidance Counselors. Cheryl DeVuyst noted that an event was scheduled for the same day as the annual FFA event and Kari commented that they could make sure that next year's event would not conflict with the FFA event. Members asked how transfer students were being recruited. OSU is working on some scholarship proposals for students who are transferring from TCC and OCCC's programs with free tuition for county residents.. Kyle said that OSU is not getting are those whose parents don't make enough money to pay for their child's education but make too much money to qualify for assistance and students who score between 24-26 on the University of Arkansas is offering scholarships to eastern Oklahoma high school students. Target areas are Tulsa, Oklahoma City, Dallas, and Houston with the help of the Alumni Association. Enrollment Management and the Alumni Association have discussed asking prominent alums to call or visit prospective students. Members asked about the Legacy Scholarship and Kyle noted that they are working on increasing the scholarship. Members asked if there had been an analysis of the number of students attending a certain event and the number who apply or enroll at OSU and Kari said that she would look into it. Members also noted that in the past OSU had recruiters who regularly visit community colleges and asked if their office intended to make this type of recruiting effort. Kyle commented that Undergraduate Admissions would like to plan a Texas Day event at OSU.

**2. Online Diploma Application Updates – Rita Peaster**

Rita noted that the Registrar's office had made a few updates to the Online Diploma Application, one being capturing graduate project type for master's degree candidates. This information is stored in SIS and can be viewed on 117 screen. Also it was determined that students completing a certificate will not fill out the diploma application online as it is too confusing and will continue to fill out the paper "Application for Certificate Program Completion". The Registrar's Office has added a confirmation code to the return email to students once they have completed the diploma application. Members asked if the Registrar's Office completed the graduation clearance for students with the Bachelor of University Studies degree. The Registrar's Office checks general education requirements, total number of hours completed, etc. and any deficiencies are noted on 148 screen ; however, colleges are expected to complete the normal degree check for these students.

**3. Matriculation Date and Degree Time Limits (Proposed Catalog Wording) – Celeste Campbell**

Celeste noted that a student's matriculation date is not determined by the date the student first enrolls, it is determined by the student's first term after high school graduation as an admitted student in an accredited institution of higher education. Members suggested revision of the section Academic Regulations 3.2 first sentence to read "A student generally follows the degree requirements associated with his or her matriculation year". The revisions will go into effect Fall 2009. . Celeste asked member to review the document and provide feedback.

Members approved the revisions.

**4. Registration Permission Memos – Celeste Campbell**

Item will be discussed in the next meeting.

**5. Improving the Readmission Process – Martha McMillian**

Martha noted that a few years ago students who left on probation or suspension but attended another institution and now met the Regents retention standards could not be readmitted to OSU unless they were accepted by the college or University Academic Services (UAS). The process was changed to allow the students to be readmitted by Undergraduate Admissions and advised by UAS. However, some colleges wanted the opportunity to look at these students and UAS was contacting the colleges about possible readmission. Students were getting confused as to where they were supposed to go for enrollment and sometimes students were enrolled by advisers in the colleges even though they had not been readmitted by the college. Martha suggested returning to the procedure of directing the students to the colleges first. She will bring recommendations for possible changes in procedure to the next meeting.

**6. Other**

Members noted that they did not know which staff person in Undergraduate Admissions handles what duties and asked that a contact list be created listing the staffing in Undergraduate Admissions and individuals job duties. OSU-Tulsa staff mentioned that about 3 years ago there was an initiative to create a dual degree program with TCC, what is the status?

**Information of Interest:**

**Oklahoma State University's Professional Development Workshops:**

- **MATH 1513 Computer-Assisted Instruction Workshop by Dr. Dale Alspach and Cynthia Francisco, January 27, 2009, 9:30 – 10:20 a.m. in 203 MSCS.**
- **The Appreciative Advising Revolution by Dr. Jennifer Bloom, University of South Carolina, February 2<sup>nd</sup>, 9-12 a.m., 412 SU.**
- **Outreach Courses: Adviser's Seminar by OSU Outreach Representatives, February 16<sup>th</sup>, 1:30-3:00, 108 Wes Watkins Center.**

Adjourn: 11:50 a.m.