

**COUNCIL OF
STUDENT ACADEMIC SERVICES DIRECTORS**

MINUTES

October 21, 2009

204 Whitehurst

10:30 – 12:00 p.m.

Present: Kari Alldredge, Barbara Bremer, Celeste Campbell, Christine Crenshaw, Bob Davis, Jovette Dew, Mary Kay Jennings, Susan Johnson, Amy Martindale, Martha McMillian, Ed Miller, Lance Millis, Kevin Moore, Jessica Roark, Craig Satterfield, Kristi Seuhs, Missy Wikle, Tina Meier, Amanda Droste, and Gail Gates

1. Scheduling Software – Starfish – Kevin Moore and Amy Martindale

Starfish doesn't have the capabilities to interface with Outlook or D2L. Tina Meier commented that students can schedule appointments with advisers using Outlook. Tina will send out the instructions to Kevin and Kevin will have student workers investigate the program. Tina also mentioned that she could set up a "course" in D2L called "adviser".

2. Data Reports for Academic Advisers – Amy Martindale

Amy sent Doug Reed a list of desired ePrint reports that would be beneficial in tracking students having academic difficulties. One of the requested reports would include students with greater than 99 hours who dropped a course and it will include the date the course was dropped. Members asked that Amy forward to them the spreadsheet which summarizes the requested ePrint reports. Members asked for a list of the students with enrollment holds and asked that the list note which students had filed diploma applications.

3. Early Alert System in Web for Faculty – Amy Martindale

Amy referred to the handout which shows the Pathfinders alert submission form at Mississippi State and some suggested wording for an OSU early alert system in Web for Faculty. Doug Reed wants members to decide on what to include and how it should look. IT needs to know what type of filtering functions should be available and what type of reports will need to be generated. This needs to be discussed in Instruction Council and Council of Deans. Faculty would need to be encouraged to report periodically. Members suggested changing the wording on "Cannot Pass Course" to "Cannot Pass Course with Remaining Course Work".

4. Graduation Check Enforcement of Course Sequencing Requirements – Celeste Campbell

Celeste noted that discussion took place in our last meeting in regards to concerns and questions in regards to enforcement of course sequencing requirements (examples CHEM, MATH, and HIST). There are well defined requirements in the course descriptions in the catalog and this is the only enforcement being used. It is possible to request exception to the requirements.

5. Communication with Undergraduate Students Enrolled in Graduate Courses – Celeste Campbell

Celeste noted that she had been working with the Graduate College on better communications with undergraduate students who take courses for graduate credit. Each semester 300-400 students enroll in graduate courses. If the intention is to apply these courses toward a future OSU graduate degree, the student must file an "Application for Graduate Credit for Graduating Seniors" with the Graduate College within in the first two weeks of the semester. Students who do not complete the paperwork are disappointed to learn that the graduate course credit may not be requested later. Undergraduate students who are enrolled in graduate courses will be identified during the first week of the semester and sent an email message to describe the actions that may be required to point the graduate course toward the appropriate transcript (undergraduate or graduate). The purpose of this communication is to ensure that the graduate courses that are taken by undergraduates apply toward their intended degrees.

6. Spring NSO&E Programs, Including NOC – Missy Wikle

Missy noted that their office has added a sheet to their packet that includes NOC information. There will be two showcases in December and if they don't have 20 freshmen, they will delete the showcases and move to the regular schedule. November 9th and 13th the showcases are broken up in the a.m. for academic units. 1– 2 evaluators will be available to write notes on the students transcripts.

7. Other

Undergraduate Admissions has created a secure "fax" site where transcripts can be received. This was put in effect yesterday. Presently they are working on a policy and will share with members after it is completed.

Adjourn: