

**COUNCIL OF
STUDENT ACADEMIC SERVICES DIRECTORS**

Minutes

*December 16, 2009
204 Whitehurst
10:30 – 12:00 p.m.*

Present: Kari Alldredge, Barbara Bremer, Celeste Campbell, Christy Crenshaw, Cheryl Devuyt, Jovette Dew, Mary Kay Jennings, Amy Martindale, Martha McMillian, Lance Millis, Kevin Moore, Rita Peaster, Jessica Roark, Craig Satterfield, Kristi Seuhs, Missy Wikle, Mackenzie Wilfong, Libby Reigh, and Gail Gates.

1. Readmission Criteria – Libby Reigh

Libby provided a Criteria Chart (attached) to members that included the following

- Attempted hours for readmission students referred to on the chart will now be pulled from screen 118 in SIS rather than 136.
- Undergraduate Admissions will no longer be responsible for collecting probation contracts or placing registration holds for probation contracts.

New Readmission Application can be found online at admissions.okstate.edu.

Members were pleased with the new readmission chart.

2. OSU FERPA Website and Training Requirement – Celeste Campbell

Celeste provided information about the FERPA website, the opening of the online tutorial, and the FERPA training requirement that must be met for new access to SIS or document imaging (beginning March 1) and maintaining access to SIS or document imaging (after May 15). The Registrar's Office will investigate offering training sessions for advisers on FERPA (scheduled February 3rd and 4th).

3. FERPA – New Identity Verification Requirements – Rita Peaster

Rita provided an overview of the new identity verification requirements contained in the updated FERPA regulations. The presentation included an overview of upcoming changes to initial access for SIS and O-Key to ensure FERPA compliance, as well as draft recommended procedures for student service offices to handle identity verification for in-person and telephone interactions with students.

4. OSU Adviser Conference – Gail Gates

Thursday, February 11, 2010, 9:00 am – noon

Confirmed sessions:

Northern Oklahoma College Enrollment Procedures – Debbie Quirey

Writing an Effective Reference Letter – Bob Graalman

Developing Bachelor of University Studies Plans – Martha McMillian

Advising Student-Athletes – Marilyn Middlebrook

Using Online Resources and Technology for Effective Advising – Keely James

Understanding Remediation Requirements – Gail Gates

Scholarship/Financial Aid Requirements for Student Eligibility – Julie Berg/Margaret Betts

Adviser's Role in Recruiting Prospective Students – Christy Crenshaw?

Members were asked to submit additional suggestions for additional sessions to share best practices, team building activities, etc.

Adjourn: 12:00 p.m.