

**COUNCIL OF
STUDENT ACADEMIC SERVICES DIRECTORS**

MINUTES
February 18, 2009
204 Whitehurst
10:00 – 11:30 a.m.

Present: Celeste Campbell, Chris Campbell, Cheryl Devuyst, Jovette Dew, Keely James, Mary Kay Jennings, Martha McMillian, Marilyn Middlebrook, Lance Millis, Kevin Moore, Rita Peaster, Jessica Roark, Kristi Seuchs, Kyle Wray, Debbie Quirey, Kari Alldredge, Laurie Beets, Kim Miller, Chris Ray and Gail Gates.

1. Bursar Enrollment Holds – Laurie Beets and Kim Miller

The Bursar's Office placed Bursar holds in February so students have time to clear holds before enrollment begins. Students with Bursar balances over \$100 will have an enrollment hold placed. Laurie noted that payment option plans don't incur finance charges. Students cannot use financial aid carryforward from one semester to pay for expenses in another semester. SIS screen 408 shows the balance due. Members asked if a student's ability to charge could be limited and Laurie commented that Mike Holder and David Bosserman are having discussions on the issue in regards to student athletes. Contact Tracy Brown for issues regarding charges to the meal plan. Once the meal plan is exhausted additional charges will be billed to the student's Bursar account. Laurie suggested members contact David or Tonya in her office if a student needs financial counseling.

2. UNIV 0111 – 0113 – Gail Gates and Debbie Quirey

Dr. Quirey noted faculty at Northern Oklahoma College (NOC) don't feel that students are getting enough critical thinking and science reasoning skills in the one credit hour course UNIV 0111 and proposed increasing the credit hours to three. Assessment reports will be adjusted. A course action form will be submitted. Dr. Gates also noted that Career Technical Centers had expressed an interest in our remediation program. Dr. Quirey noted that open enrollment for NOC students begins March 24th, enrollment for OSU students begins later in April, and the Fall schedules will be printed next week.

3. OSU Buckley Amendment Policy Revisions – Celeste Campbell

Revisions to the Buckley Amendment were released in December so the Registrar's Office has been working to revise OSU's policy. Proposed changes include:

- specifying that "school officials" may include the National Student Clearinghouse, contractors, consultants, volunteers, or other non-employees who perform institutional services and functions as school officials with legitimate educational interests.
- honoring any valid request to opt out of the disclosure of directory information made while a student was enrolled at OSU unless the student rescinds the opt out request (request continues to apply to former students who opted out).
- directing requests for directory information from off-campus parties to OSU Communication Services.

Members approved.

4. Registration Permission Memos – Rita Peaster

Rita noted that there has been some confusion regarding the Registration Permission Memos so the Registrar's Office prepared a draft memo that could be adopted by the colleges. Members asked that the form require the signature of the Director of Student Academic Services. Rita asked for input from members and then their office will educate Department Heads. Rita is to send the memo by email to members and members are to reply with suggestions.

5. New F08 Freshman Identified As Being At Risk for Dropping Out – Gail Gates

Kevin Moore asked what process was being used by colleges to contact "At Risk" students noting that his advisers feel awkward about contacting a student who is not presently experiencing academic difficulties but might in the future. Arts and Sciences sends out a generic email by bcc to the students and advisers containing encouraging verbiage including information on advisers and services available to them and invites the student to make an appointment to visit with an advisers to let them know how their semester is going.

6. Readmission Process – Martha McMillian

Item will be placed on the next agenda. Diane is to set a meeting with undergraduate representatives to discuss improvements to the readmission process.

7. Other

Kirsten Fullerton has left the Undergraduate Admissions Office and they are doing some reorganization.

The North Classroom Building (CLBN) will have an Open House soon and all are invited. The Student Success Center in the CLBN is located in the northwest of the building and provides tutoring services and anyone is welcome to hold tutoring sessions with students in the center, contact Karen Clements. Soon the Student Success Center will have laptop checkout.

Chris Ray from University Assessment and Testing noted that in Fall 2008 OSU freshman completed the CIRP survey online for the first time and the response rate dropped from 69% to 30%. Chris asked members which delivery method they prefer for the next time. The Assessment Council wanted to know if and how the results from the survey are used. University Academic Services uses the information in their orientation textbooks. The university needs to decide if it is necessary to use this survey instrument and who will pay for it.

Adjourn: 12:00 p.m.