

**COUNCIL OF
STUDENT ACADEMIC SERVICES DIRECTORS**

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

Present: Kari Alldredge, Celeste Campbell, Bob Davis, Cheryl Devuyt, Jovette Dew, Keely James, Mary Kay Jennings, Martha McMillian, Craig Robison, Craig Satterfield, Missy Wikle, Susan Phillips, Agatha Adams, Megan Mosses, Amanda Droste, and Gail Gates.

- 1. Proposed Revisions to Readmission Petition Process – Martha McMillian and Kari Alldredge**
The revisions to the proposed readmission petition process include changes suggested by college representatives. Jeff Hartman in admissions can be contacted if individuals have questions regarding the admissions process. He also coordinates the evaluation area which includes the readmission process. International Students and Scholars will be developing a separate application for international undergraduate students. Members are to let Kari know if there are questions or concerns. Admissions will be revising the readmission letter. (Diane sent out a copy of the letter). Final decisions will be communicated by phone. Members asked about concurrent and borderline applications, how will this be handled and Kari said that she would check. Celeste proposed reconsidering our practice of recording “In progress (IP)” for courses taken at other institutions. Celeste believes that OSU needs to cease this practice because students do not submit final transcripts or they drop courses and the “IP” remains on the OSU transcript. Mary Kay wanted to know how the Veterinary School could determine work in progress if we remove the “IP”. Members asked if the admissions code can be changed in records for students admitted to University Academic Services (UAS) who are not on academic probation to show that they are in good standing and Kari will explore the possibility of coding those students differently.
- 2. Admission Events: Proposed Fall 2009 Dates – Kari Alldredge**
Kari noted that the open houses will take place in Fall 2009 on one Monday and one Saturday and Undergraduate Admissions plans to host the OSU OSSM event this Fall but the date has not been set. The target audience for Academic Excellence Day will be public school systems, High Schools. They will not be hosting a separate Multicultural Day as they will be incorporating that with the bus tours as they serve the same population. There will be two bus tours, one will target Oklahoma City and the other will target Tulsa and will take place in September. The buses previously reserved for additional bus tours, will be to bus student from those areas to schedule large recruitment events such as Open Houses next Fall.
- 3. Campus Tour Program – Kari Alldredge**
Kari noted that the “kick off” for the new Campus Tour Program is Monday. Tour guides went through training and the new tour includes an interior look of several of the colleges. The focus of the tour will include more about each of the colleges. Kari noted that special tours can be scheduled through the admission office such as for summer camps and large groups.
- 4. Admissions and Scholarship Application – Kari Alldredge**
Kari asked members to look at the seven scholarship questions currently asked and wanted to know if they should add “Why is OSU the best fit for you?” Members agreed to add this question or

replace this question with an existing one. Kari asked if members were in favor of their office sending out a survey of the questions and asking colleges/units to comment. Kari does not want to use questions that are redundant or unnecessary. Members commented that the students need to be told how the questions are used in regards to admissions, scholarship, etc. Members also noted that the discrimination question is showing up on the printout of the online application. Engineering noted that the leadership activities and employment information was hard to read on the online form.

5. Academic Regulations 4.7 (Graduate Credit for Seniors) – Craig Satterfield

Craig noted that a few changes have been made to the Academic Regulations 4.7 (Graduate Credit for Seniors) for students within 12 hours of completion of an undergraduate degree. Students who desire to take graduate courses for graduate credit need to complete a form and obtain approval from the instructor and a dean (or designee). The signature of the Director of Student Academic Services is no longer required. Craig noted that the Graduate College used to let any undergraduate student participate in the “graduate credit for graduating senior” process regardless of their GPA but now they must have a 3.0 or better to enroll. The form is online and Craig will send the link to members. This has not been included in the 2009-2010 catalog.

There has been confusion in identifying/tracking 3000/4000 courses that carry both undergraduate and graduate credit. These courses are identified in the catalog by an asterisk by the course number. The Graduate College and the Registrar’s Office have attempted to resolve this confusion by adding the letter “G” to the section in SIS as an indicator that the course can be taken for graduate credit. The “G” section courses must be taught by graduate faculty members. Undergraduate students participating in the “graduate credit for graduating senior” process must enroll in the “G” section and they may be charged graduate tuition. The new section numbers will be added for Spring 2010.

6. NOC-Stillwater New Orientation – Missy Wikle

Missy noted that one of the issues her office has been working on is addressing needs of unique students and one of those was the Northern Oklahoma College (NOC) Gateway program because presently there is not a special orientation program for these students. The New Student Orientation (NSO) Office has been working with Rick Edgington to investigate procedures to help NOC student’s transition to OSU. A separate program specifically for these students will be piloted this Spring. Students would go to the second half of the transfer day programs or to a special program. NSO marketing techniques has changed to encourage students to take an OSU class or two even if the NOC student is not ready to transfer completely to OSU. A&S prefers incorporating the program with transfer days.

Missy asked members:

How do you want these students to come to your office?

At what point should students be able to enroll?

Please send comments to NSO by next Wednesday. Amanda Droste will call to make appointments to visit with individual colleges/units if they prefer.

7. Other

The Center for Veterinary Health Sciences will be having their Open House all day April 4th.

Adjourn: 11:29 a.m.