

**COUNCIL OF
STUDENT ACADEMIC SERVICES DIRECTORS**

MINUTES
May 20, 2009
204 Whitehurst
2:00 – 3:30 p.m.

Present: Kari Alldredge, Barbara Bremer, Celeste Campbell, Bob Davis, Cheryl Devuyt, Jovette Dew, Keely James, Mary Kay Jennings, Susan Johnson, Martha McMillian, Marilyn Middlebrook, Lance Millis, Jessica Roark, Craig Satterfield, Kristi Seuhs, Susan Phillips, Jeff Hartman, Rod Chapman, and Gail Gates.

1. Outreach Credit Course Website: <http://osuonline.okstate.edu> – Sharon Nivens

Sharon Nivens noted that students and advisers indicated they have a difficult time finding online courses so her office created a website. The OSU homepage has a link on the left hand of the page titled "Online/Outreach Programs" which will take you to "New Online Course Catalog". All the course information is pulled from the Outreach Continuity database so the course information is current. Members asked if all of the online courses offered by the university are on this website and Sharon responded that independent study courses and courses that are not offered as outreach sections were not listed. The courses can be filtered by type of course (online courses, travel courses, etc). Some of the information may be missing as this is still "a work in progress". Members asked if the database indicates if a class is full, it does not at this time. Members asked how often the online degree page is updated and Sharon said it is updated when the colleges inform their office of the change (after programs are approved by OSRHE for online delivery). Members find it difficult to know who to contact about enrollment in different types of courses. Students may not enroll in most online courses unless they download and submit an enrollment form, although one college (CEAT) offers online enrollment. Sharon noted that their office is continually working on ways to improve communication between SIS and Continuity. Please send your comments regarding the Outreach Credit Course website to Sharon.

2. Revisions to the Buckley Policy – Celeste Campbell

Celeste noted that there have been a few additional revisions made to OSU's FERPA policy and the complete revisions have been highlighted on the handout. In #2 Instruction Council had requested a revision in the definition "legitimate educational interest". #4 was revised to include the Office of Student Judicial Affairs. #6 added information regarding the release of student information in emergency situations and documentation of such releases. #7 adds information on authentication of identity of individuals to whom education record information is released. #8 specifies that the university must maintain a list of authorities reviewing student information. #9 specifies who is responsible for the official records and modifies the protocol of the appeal process (wording was added to include that the Vice President is responsible for maintaining the record, will appoint a hearing officer to arrange a hearing, oversee the process, and convey the decision of appeal).

3. Probation Process - Kari Alldredge and Jeff Hartman

Jeff Hartman is now in charge of the admissions evaluations and Kari noted that the group had discussed suspended students but not students who left on probation and what would be the best process for these students returning to OSU. Currently the students who left on probation are admitted into a college and Undergraduate Admissions proposes contacting the colleges before

admitting the student to find out if the colleges will accept the student or if the student should be referred to University Academic Services (UAS). Readmission for students who were suspended, on probation, and in good academic standing are all evaluated differently. Members commented that they need more information on the students when asked to accept/deny the applications. The requests need to be more standardized and should include the petition if it applies. Jeff plans to write up some guidelines and procedures for member to review and give feedback.

4. Transfer Admits and Enrollment – Kari Alldredge and Jeff Hartman

Jeff commented that he was concerned that he is asked to refer transfer applicants who meet OSU admission requirements to UAS. Some colleges and departments have higher admission requirements. Members asked if Undergraduate Admissions is notifying members if a student has been dismissed for judicial reasons and noted that this must be relayed. Jeff handed out a list of contacts for Undergraduate Admissions and members asked that the Tulsa information be added.

Members asked that these discussions continue in the next meeting.

5. Open House Recap – Kari Alldredge

Kari noted that some of the college sessions during Open House were not as well attended as hoped. In response, the college sessions at the 2009 fall open house will not have a scheduling conflict with campus tours. Kari reported that the survey results for the event overall were extremely positive adding that all survey results would be sent to the DSAS group and other event participants in the coming week.

Adjourn: 3:40 p.m.