

**COUNCIL OF
STUDENT ACADEMIC SERVICES DIRECTORS**

MINUTES
July 15, 2009
204 Whitehurst
10:00 – 11:30 p.m.

Present: Kari Alldredge, Celeste Campbell, Cheryl Devuyt, Mary Kay Jennings, Amy Martindale, Martha McMillian, Marilyn Middlebrook, Lance Millis, Jessica Roark, Kristi Seuhs, Marlene Strathe, Missy Wikle, Susan Phillips, Catherine Vijayakumar, Debbie Quirey, Jeremy Penn, Mark Weiser, Mike Heppler, and Gail Gates.

1. MATH 0023 vs. 0123 – Debbie Quirey

Dr. Gates noted members should have received a remediation report showing students in their college who require remediation. The report (ELPAREMD) reflects what remedial math classes students are enrolled in. Northern Oklahoma College (NOC) is unable to tell if students are enrolled in the proper remedial Math courses because they don't have access to ACT scores. NOC recommends enrolling students in MATH 0123 if the student scores 18, MATH 0023 Fast Track if the student scores 16-17 and students scoring 16 or below should be placed in MATH 0023. ELPA can be changed to identify students who need to take 0023. Should students who require more than two remediations be better served in University Academic Services (UAS)? Members also asked if NOC could open more seats in MATH 0123 and Debbie replied that they could. Members commented that the 591 and 592 sections are required for student-athletes on scholarships. It was noted that according to the Oklahoma State Regents for Higher Education (OSRHE) a college reading class cannot be used to satisfy remediation. Members also asked if more sections of the 'fast track' course could be opened and Debbie replied yes. There was some concern regarding students that need to remediate but aren't enrolling in remediation courses and members asked if adviser holds could be put on the students' enrollment.

Dr. Gates noted that the Oklahoma State Regents for Higher Education is proposing to increase the minimum ACT scores required to remediation to the ACT benchmarks and this would increase the number of OSU students requiring remediation from 500 to 3500. Members briefly discussed the data on the success rates by ACT subscores. It was noted that ELPA is successfully identifying students who are more likely to pass.

Debbie noted that NOC's summer hours are 7:00 a.m. to 5:30 p.m. Monday thru Thursday and NOC is closed on Fridays during June and July. Members asked if NOC would be open the Saturday before classes start and NOC will be open from 10 a.m. to 1 p.m. Members asked what the enrollment cut off date will be for NOC's Fall term and Debbie will find out; it is usually the first day of the class.

2. Probation and Suspension Re-Admission Process – Kari Alldredge

Kari asked members to review the probation and suspension readmission process handouts for accuracy and provide feedback.

Member's comments for the probation document are as follows:

- Remove "Leaves on" in the subtitles
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Member's comments for the suspension document are as follows:

- #1 should be changed to "GPA 2.0 and has 30 quality hours or less"
- #2 should be changed to "GPA less than 2.0 with one suspension"
- #3 should be changed to "GPA 2.0 or greater and more than one suspension"

Members suggested that the suspension document should reflect the same GPA and credit hour requirements as the probation document. Members also requested that the two documents be combined into one document. Kari asked members if they wanted students with probation status to automatically go to UAS and members commented that they would like to visit with the students first. Kari will combine the probation/suspension documents and send them out to the group to review. Kari also noted that if colleges/units learn of students experiencing problems or have concerns or know of students that need scholarships to please forward them to their office, they might be able to work with the students to prevent students from going to another institution.

3. NSO Update – Missy Wikle

Missy compiled the 2007, 2008, and 2009 New Student Orientation (NSO) data on incoming freshmen and transfer students for members to review. New Student Orientation will have a makeup session on August 7th and in 2007 makeup session attendance numbered 232 freshmen and 434 transfers. In the 2008 makeup session numbers were 153 freshmen and 281 transfers and based on this trend, NSO might have 120-170 freshmen and 250-300 transfers attend the makeup session. Members asked if colleges need to follow-up with students who enroll then decided to leave the university. It was noted that the student is required to contact the Registrar's Office give a reason in writing of why they are leaving the university. Undergraduate Admissions plans to contact those students and plans to send all enrolled students a postcard. NSO will compile the handwritten comments as well as the evaluations and will share with members the end of September or first of October. Missy noted the Spring 2010 NSO dates have not been decided yet.

4. Other

Dr. Strathe addressed members by saying that last year most Student Academic Services offices were open from 10 a.m. – 3 p.m. on the Saturday prior to classes beginning and this year all offices will be open. Typically we have a couple hundred late enrollments and with the concerns with retention dropping 10% over the past 10 years and we need to be sensitive to the situation.

Oklahoma State University is a founding member of the University Leadership Council of the Education Advisory Board located in Washington, D.C. This is a research group that conducts 'best practice research' in higher education institutions. This past year major studies examined global education and retention strategies that were found to be effective in enhancing retention and moving students to timely graduation. The University of Tulsa and OSU have invited Jessica Sweeney-Platt of the Education Advisory Board to present the retention study findings to key faculty, administrators and staff on September 1, 2009 from 9:30 a.m. to noon in the Holmes Board Room of Collins Hall at Tulsa University. The presentation on global education will be held on August 25, 2009 from 9:00 a.m. to 1:00 p.m. in the Holmes Board Room of Collins Hall at Tulsa University presented by David Attis of the Education Advisory Board. Dr. Strathe would like to have a representative from each area attend the retention presentation on September 1st and OSU will provide the transportation. For those of you that can't attend, we are planning to tape the presentation.

Dr. Gates noted that the Centers for Disease Control (CDC) believes that the H1N1 flu is worsening in the southern hemisphere and more cases of the virus are expected this year. Therefore, it has been decided to add a statement in the university syllabus attachment under 'class attendance is important' as follows:

CLASS ATTENDANCE IS IMPORTANT

Class attendance is a critical component of learning; therefore, you are expected to attend and participate fully in all scheduled class meetings. Many instructors consider attendance so essential that your grade may be affected by your absence. *SOME DEPARTMENTS AND PROFESSORS HAVE MANDATORY ATTENDANCE POLICIES.* If no written attendance policy is provided before the last day to add a class without instructor permission, no penalty may be assessed for class absences although you may not be permitted to make up certain in-class activities. If you are required to participate in official university sponsored activities or military training you should receive an excused absence unless the written course attendance policy indicates otherwise. If you will be absent from class for sponsored activities, you must provide prior notification of the planned absence to the instructor. You may be required to submit assignments or take examinations before the planned absence. **If you must be absent from classes due to illness or other extenuating circumstances, it is your responsibility to notify instructors at the earliest possible time and determine if missed assignments can be submitted.**

University Health Services plans to send out an email to students and Academic Affairs that a student has been diagnosed with the flu. Academic Affairs will send the notice to the appropriate member of Instruction Council and Directors of Student Academic Services.

Amy Martindale commented that Arts and Sciences has created an email address, ashelp@okstate.edu, where faculty and others can share student concerns. When Arts and Sciences reports about students who are enrolled in another college she will inform the Director of Student Academic Services (DSAS).

Dr. Strathe noted that the OSU-Colorado home football game has been moved from a Saturday game to a Thursday night game, November 19th beginning @ 6:45 p.m. and will be televised. This will conflict with 5 common exam schedules and there have been discussions as to whether schedules can be shifted or rescheduled to another day. A task force has been formed to discuss parking, security, etc. Dr. Strathe has contacted several other institutions that have had weekday games to get their input. Classes will not be cancelled and a letter has been sent to the faculty with classes on that day in an effort to give them an opportunity to change their syllabi. Parking around the stadium as well as other numbered lots will be closed beginning Wednesday night and Thursday. Commuter students will be encouraged park in designated areas and offices may have to adjust staff schedules. Let Provost Strathe know if areas have individuals who need handicap parking needs in those areas.

Adjourn: 11:45 a.m.