

**COUNCIL OF
STUDENT ACADEMIC SERVICES DIRECTORS**

MINUTES

September 16, 2009

204 Whitehurst

10:30 – 12:00 p.m.

Present: Kari Alldredge, Barbara Bremer, Christine Crenshaw, Bob Davis, Cheryl Devuyt, Jovette Dew, Mary Kay Jennings, Susan Johnson, Amy Martindale, Martha McMillian, Marilyn Middlebrook Lance Millis, Kevin Moore, Rita Peaster, Jessica Roark, Craig Satterfield, Kristi Seuhs, Missy Wikle, Tina Meier, Amanda Droste, Tina Meier, Marlene Strathe and Gail Gates

1. Introduction

Christy Crenshaw, new Director of Undergraduate Admissions, introduced herself to members.

2. Scheduling Software – Starfish – Amy Martindale

The Starfish software costs \$2.00 per student FTE per year plus setup costs. OSU would not be able to host this program on our servers and Starfish hasn't been integrated into D2L yet. .

Members asked if SIS had a function that would be comparable. Tina will investigate other options for students to be able to schedule appointments with advisers using Outlook.

3. SIS Statement Regarding Prerequisites – Amy Martindale/ Celeste Campbell

Advisers had suggested adding a statement to SIS that notifies students that not all prerequisite are enforced within SIS. The Registrar's Office proposed putting this statement in the course section page and members didn't feel that location would be visible enough. Lance Millis will suggest language for Dr. Campbell to insert in SIS.

4. Letter from Provost's Office Regarding Remediation – Amy Martindale

Arts and Sciences advisers asked if the Provost's Office would send out a letter informing students that they are required to complete their remediation requirements, however, Dr. Strathe indicated that advisers should be informing students of policy requirements. Dr. Gates handed out the list of students needing remediation and noted that it didn't reflect completion of remedial or college-level courses at other institutions. Dr. Gates commented that the red indicates that the student needs remediation but are not enrolled in the classes. She will send the names of students with passing COMPASS scores to the Registrar's Office so SIS screen 221 can be corrected.

5. Recommend Reinstating the General Upper-Division Pre-requisite of 60 Hours Completed or 45 Hours With a 3.25 GPA – Amy Martindale

Advisers in Arts and Sciences wanted to reinstate the general upper-division prerequisite of 60 hours completed or 45 hours with a 3.25 GPA. Members noted that some degrees require students to complete upper division courses earlier in their curriculum and the policy wasn't enforced when it was in existence. It was noted that a solution to this would be for departments to add these prerequisites in their course description.

6. Re-Admission Process – Kari Alldredge

Kari noted that she met with Christy and Jeff about the readmission process and discussed the possibilities of emailing readmission petitions and supporting information to the colleges.. However, because of concerns with information security, Admissions plans to put the petition and transcript in Appxtender as soon as it is received. Kari noted that there have been issues with the “timeout” function in Appxtender and Undergraduate Admissions (UA) is seeing if the “timeout” period could be extended. Members asked if the three day timeline could be extended to give departmental advisers more time to receive and review the information, however, many of the petitions are received just before classes start so a longer timeline wouldn’t be practical. . Departmental advisers should have access to Appxtender so they can view the petitions.

7. Maximum Credit Hour Load Website for Students – Celeste Campbell

Celeste will send by email.

8. Other

Members discussed the enforcement of policies regarding not receiving credit for courses (for example, the course description for Math 1715 states that students may not receive credit for *{can you fill this in??}*). Celeste will investigate the issue.

Adjourn: **12:00 p.m.**