

**COUNCIL OF
DIRECTORS OF STUDENT ACADEMIC SERVICES**

MINUTES

*December 15, 2010
204 Whitehurst
10:30 – 12:00 p.m.*

Present: Barbara Bremer, Christy Crenshaw, Cheryl Devuyst, Precious Elmore, Mary Kay Jennings, Amy Martindale, Martha McMillian, Marilyn Middlebrook, Lance Millis, Kevin Moore, Rita Peaster, Libby Reigh, Jessica Roark; Kristi Thrift, Missy Wikle, and Gail Gates.

1. Guidelines for Distance Students Enrolling in Online Classes – Rita Peaster

Beginning with the Fall 2010 semester, many outreach courses that were previously using section numbers in the 600-range were moved to the 500-range to implement IEO Task Force recommendations announced in Provost Strathe's memo dated February 25, 2010. This implementation brought several changes, including the ability for distance students to use SIS to directly conduct enrollment actions and the application of university policies and procedures to the outreach credit courses in the 500-section range, similar to all other credit courses. The role of the academic advisor for distance students has also become more prominent. Prior to Fall 2010, all enrollment activities for online outreach classes were generally handled directly between the student and the outreach office personnel (then forwarded to the Registrar's outreach specialist for final processing). While enrollment and refund deadlines were observed, university policy related to advising and enrollment particulars were not observed in a widespread manner. For example, if a student wanted to drop an outreach class after the nonrestrictive drop/add deadline (but within the W drop deadline), no advisor approval was required. Similarly, distance students could enroll in a class without meeting prerequisites that are enforced in non-outreach sections of the same course. Acknowledging that distance students need a different type of assistance with advising and enrollment activities than on-campus students, the Office of the Registrar plans to post information for distance students on the registration section of their website that will help them navigate the enrollment process. This information will be directed toward students who are physically removed from OSU—those who are enrolled in only distance courses.

Members asked if this had gone to the Outreach Council, and Rita indicated that it had been forwarded to the Outreach Credit Course Committee and this draft incorporates their feedback. Members also noted that there needed to be better clarification in regards to the 500 and 600 sections. Rita noted that the outreach drop/add cards should not be used for 500 sections. It was asked if an adviser should be assigned to students taking outreach courses and it was noted that it makes sense to select an adviser for outreach students and would those advisers need training? Each college will decide if they want to add outreach specialists as academic advisors. It was noted that the Registrar's Office can provide a snapshot of distance-only students and for Fall 2010 and Gail will contact Bonnie Stone in IRIM to inquire as to what colleges need to provide her to become the outreach student adviser in the system.

2. Science ComPASS Test – Gail Gates

Gail noted that thanks to Martha's alertness discovering that Northern Oklahoma College was testing students on science-reading. Therefore, University Assessment and Testing put together a test that included questions from the science test. The suggestion was to continue with our current reading and math test and students needing only science remediation can take the reading/science test. Gail noted that there are plans to increase the cut off scores so we may need to look at how we process remedial students.

3. Other

It was suggested to switch to using the Registration Permission form. Remind your advisers to fill out the form and don't send them to admission because they don't work with it. The English and Math courses are the only ones that prohibit enrollment. Members asked if an adviser is taking with a student and their parents, should they have the student sign the FERPA authorization form or ask the student verbally it is okay to discuss issues in the presences of their parents. It is better to have the student sign the authorization form.

It was noted that there have been issues with the entering of students majors and if changed, causes problems to the admitted status. Rita will investigate the process and report back to members.

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