

**COUNCIL OF
STUDENT ACADEMIC SERVICES DIRECTORS**

MINUTES

*March 24, 2010
204 Whitehurst
10:30 – 12:00 p.m.*

Present: Barbara Bremer, Celeste Campbell, Christy Crenshaw, Jovette Dew, Cheryl Devuyt, Jovette Dew, Precious Elmore Williams, Mary Kay Jennings, Susan Johnson, Amy Martindale, Martha McMillian, Marilyn Middlebrook, Lance Millis, Kevin Moore, Libby Reigh, Jessica Roark, Craig Satterfield, Kristi Seuhs, Bonnie Stone, Palvih Bhana, and Gail Gates.

1. Demo of Links to Textbook Information Within Student Registration System (Higher Education Opportunity Act, Section 133) – Celeste Campbell

The Higher Education Opportunity Act, Section 133 requires universities to provide textbook information for students at the time of enrollment. OSU is presently testing an online process for providing textbook information through SIS. OSU will implement the online textbook process July 1, 2010. Students can click on a link for each section and it takes them to the Stillwater or Tulsa bookstore (depending on the section) where they will find a list of books (new and used), pricing, and payment options. There is also an option to obtain detailed information on the books (e.g. ISBN) and if there are no books listed the link will advise students to contact the instructor. The University plans to be in compliance with the Higher Education Opportunity Act this summer. Members are asked to encourage faculty to get their book orders submitted as soon as possible. The University may implement an electronic book request process in the future.

2. Automated Seat Release Program – Amy Martindale

Amy noted that the seat release process for Summer was now automated. Sections in linked courses will not be included in the release. A “sooner list” will identify advisers who try to enroll students before the allowed start time. After one warning, an adviser who enrolls a new freshman before the allowed time will have the student enrollment removed from the class.

3. Changes to the General Education Requirement Individual Substitution Form – Gail Gates

Gail noted that the “General Education Requirement Individual Substitution” form has been revised and will be posted to the Registrar’s and Academic Affairs websites. Members approved the form.

4. Official/Unofficial Transcript Policy – Libby Reigh

The biggest transcript policy change has been that Undergraduate Admissions (UA) now accepts transcripts as official if the transcript contains an institutional seal OR arrives on official transcript paper AND has a print date within the last 3 months. Members asked about students who submit transcripts with older print dates, UA will work with those students. UA is sending students reminders about their missing document holds on the 1st and 15th of each month until the student submits the transcript or other documents.

3. Other

Fall Grades 2010 and 2011

Next Fall the Registrar's Office will be informing the university about the time change for final grade entry. Grades will be due at noon on Tuesday instead of midnight because the university will be closed on Friday. More detail will be discussed later. Members asked if the timeline could remain Tuesdays at noon and Celeste said that she has researched past years where adjustments were made due to similar timelines and obviously the university went back to the midnight timeline with no adverse affects. The university will go back to a deadline of Tuesday at midnight in 2012.

There have been minor revisions of the Academic Integrity forms and procedures. Members indicated it would be helpful for advisers to receive a copy of the resolution form.

There is a new Pell grant program which allows students to qualify for additional financial aid in the summer sessions. Presently 30% of our students are eligible for the Pell grant aid.

The proposal to allow SIS enforced lower division prerequisites to be waived was approved by Instruction Council and Academic Standards and Policies committee and will be presented to Faculty Council.

Christy noted that Noel Levitz has volunteered to come to OSU and give a presentation on April 1, 2010 and members are invited to attend. Topics will include national trends, student recruitment, marketing, etc. Please let Christy know if you plan on attending.

Adjourn: 12:00 p.m.