

**COUNCIL OF
STUDENT ACADEMIC SERVICES DIRECTORS**

MINUTES

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

Present: Kari Alldredge, Barbara Bremer, Celeste Campbell, Cheryl Devuyt, Jovette Dew, Precious Elmore Williams, Mary Kay Jennings, Amy Martindale, Marilyn Middlebrook, Lance Millis, Rita Peaster, Jessica Roark, Craig Satterfield, Kristi Seuhs, Missy Wikle, Ruth Davis, Jeff Hartman, Bonnie Stone, Susan Phillips, and Gail Gates.

1. How Courses are Evaluated for Transfer Credit - Regionally Accredited vs Nationally Accredited vs Unaccredited Schools – Kari Alldredge/Admissions Staff

Jeff Hartman, Assistant Director of Operations in University Admissions explained the differences between review of credits based on Oklahoma State Regents for Higher Education (OSRHE) policy for the Regionally and Nationally Accredited and Unaccredited Schools:

Regionally Accredited – accredited by the Higher Learning Commission or similar agencies and OSU accepts all college level course work.

Nationally Accredited – smaller schools with a less rigorous accreditation and OSU accepts some of the transfer work. Course work must be part of an Associate or higher program. No certificate program courses will be accepted unless they are part of an associate or higher program and said student is also enrolled in the associate or higher program.

Unaccredited – OSU does not accept the transfer work unless the course work has been accepted at another “state system institution” in Oklahoma and validated by an associate or bachelor’s degree at said “state system institution”.

Members expressed some concerns about freshman transcripts being evaluated before transfer prospects. Due to receiving an increased number of applications, transcripts and test scores submissions (more than 1000), Undergraduate Admissions has prioritized the processing of documents to process all applicants (transfer and freshman) before handling prospective student documents. They will continue to meet and counsel transfer students as well as encourage them to utilize transfer student resources, such as the transfer guides located online.

2. Online Admission/Enrollment Cancellation Feature Demo – Rita Peaster

Rita noted that in the past the admission/enrollment cancellation process has not been available online. The Registrar’s Office is developing a process for students to cancel their admission/enrollment online so that it can be tracked. Once a student cancels their admission/enrollment an automated confirmation email will be sent to them. An email will also be sent to Undergraduate Admissions and the Registrar’s Office. Rita asked the colleges to let her know if they wanted to be notified of the cancellations. Rita noted that the report will also be available in ePrint. Please encourage students to enter the information, not the adviser.

3. Pre-Health Advising – Amy Martindale

Amy noted that the College of Arts and Science (A&S) is revamping the pre-health professions advising process. Jim Hull will now be coordinating the pre-health advising. A&S wants to make the pre-health option more structured and plans to offer workshops for pre-health students at different levels of their education. Amy commented that she plans to meet with all of the directors to solicit ideas. They are revising UNIV 2511, Introduction to Health Professions, in order to expose students to a variety of health professions. UNIV 2511 is not designed to educate students on how to apply and meet qualifications in order to be accepted into a health profession. UNIV 3511 will still exist and A&S is considering creating a third, middle level course. Members asked if Amy could send them information regarding UNIV 2511. A&S also plans to work with alumni in the health profession fields to create a network that would help students find alumni to shadow. Students would still have their main advisers and Jim Hull would be the student secondary, pre-health adviser.

4. Seat Release Program – Amy Martindale

Amy noted that 20% of the seats will be released next week. After three days 5% of the available seats will be released for awhile then increased to 8%. All remaining seats will be released for the last three days. A&S will be checking with the units to see how seat release is going for them. Linked courses are the exception to this process and screen 105 in SIS does indicate if a course is linked with an “L” listed in the GRP column.

5. Draft Minor Policies and Procedures – Gail Gates

Dr. Gates and Mark Payton drafted Minors Policies and Procedures for members to review. Dr. Gates will send members the draft for discussions at the next meeting.

6. Other

Reminder: FERPA training requirement

Must be met by May 15 to maintain access to SIS and the AppXtender imaging system. In response to requests from DSAS members, the amount of time before users are automatically logged off on AppXtender was increased in February to 40 minutes.

Celeste noted that progress is being made campus-wide in regards to the FERPA training requirement. Members asked about instructors who retire but come back to the University for a few months. Will they lose their SIS access and will they be kicked out of D2L if they don't complete the FERPA training?

Missy noted that there were no changes to ELPA. Missy keeps a spreadsheet on the number of students that are cleared by ELPA but not ACT scores. Members asked for the spreadsheet to be sent to them electronically. New Student Orientation will be giving students ELPA sheets but if the student is missing ELPA scores, there is online access. If there are issues with the ELPA form, let Missy know. Gail will be working on a list of continuing students that require remediation.

Adjourn: 12:00 p.m.