

**COUNCIL OF
DIRECTORS OF STUDENT ACADEMIC SERVICES**

MINUTES

*July 21, 2010
204 Whitehurst
10:30 – 12:00 p.m.*

Present: Barbara Bremer, Celeste Campbell, Christy Crenshaw, Cheryl Devuyst, Precious Elmore, Mary Kay Jennings, Martha McMillian, Marilyn Middlebrook, Lance Millis, Rita Peaster, Libby Reigh, Kristi Seuhs, Missy Wikle, Kirsten Fullerton, Paula Barnes, Susan Phillips, and Gail Gates.

1. New Student Orientation Update – Missy Wikle

Missy noted that OSU has 430 more freshman and 26 more transfer students enrolled this year as compared to last year at this time. New Student Orientation evaluations will be coming out in the next week.

2. Declaring and Changing Majors – NCAA Changes – Marilyn Middlebrook

Marilyn noted that the NCAA has made some policy changes regarding student athletes declaring and changing majors. Students entering their fifth semester must have completed 40% of their course work toward their degree by the first day of the semester (formerly the deadline was the first day of competition). This applies to transfer and walk-on students as well. If a student athlete plans to change majors, Marilyn encourages members to post their major as undecided until Academic Services for Student Athletes (ASSA) can confirm they have met the percentage required. It was noted that students would need to give their approval if major changes are made. Members asked if this would be this could be done through the student's OSU email account. Marilyn noted that her office will help process the paperwork for these students and provide a list of these students to the colleges. Discussions to continue.

3. Demo of Revised O-Key Activation Screens – Rita Peaster

The final phase of changes to SIS and O-Key to ensure FERPA compliance are scheduled to go into production Sunday, July 25, 2010. These changes will only impact new students who have either (1) not applied to OSU prior to July 25th, or (2) not activated their O-Key account prior to July 25th.

Below is the summary of changes:

1. SIS PIN will default to a random 6-digit number (no longer defaults to 6-digit date of birth) for students who are newly entered into SIS.
2. SIS PIN will be sent from O-Key to student's alternate email address (provided on the admission application) when O-Key account is ready to activate. This will usually occur the day after a student's application information has been entered into SIS.
3. Students who don't receive/know their SIS PIN can request it from the Registrar's Office. (Photo ID required)
4. SIS PINs will not change for existing students.
5. PIN is required to activate a new O-Key account (in addition to other identifying information).

Similar changes will impact new employees. New HRS PINs will default to a random 6-digit number and will be sent to a new employee's alternate email address when O-Key is ready to activate.

Issues with PINs for employees will be handed by HR. There are always exceptions and exceptions can be referred to the Registrar's Office. PIN numbers cannot be released over the phone.

4. Admission Procedures for Undocumented Students – Libby Reigh and Kristen Fullerton

Undergraduate Admissions has received some inquiries regarding which office (Undergraduate Admissions or International Student Services) is responsible for clearing holds for undocumented students. Automatic holds are placed on the international students if they are undocumented (lacking appropriate visas or other required documentation). OSU presently has 7 undocumented students. Members are to contact Undergraduate Admissions, Kirsten Fullerton, if they have questions. Missy noted that there have been some issues in the past with students who were born while their parents served in the military overseas.

5. Other

Office Hours – August 21, 2010

Student Services Offices should be open on Saturday, August 21, 2010 from 10:00 a.m. to 3:00 p.m. to assist student.

Members noted that they expect lines at the Bookstore and wondered if bottled water will be provided for the students. Members also noted that faculty need to be reminded to be patient if students have difficulty picking up books.

Information Technology (IT) is looking at affiliating with an Etextbook provider called “CourseSmart”. The Etextbook will integrate with D2L. Discussions to follow.

Undergraduate Admissions plans to improve their communication with transfer students on what course work transfers and what courses apply better than others.

Don't forget about the Thursday, September 30th football game.

Adviser's training meetings – plan to have two Fall presentations and February 11, 2011 will be the Adviser's Conference at the Advanced Technology Research Center.

Adjourn: 11:55 a.m.