

**COUNCIL OF  
DIRECTORS OF STUDENT ACADEMIC SERVICES**

**MINUTES**

*August 18, 2010  
204 Whitehurst  
10:30 a.m. – 12:00 p.m.*

**Present: Barbara Bremer, Celeste Campbell, Christy Crenshaw, Amy Martindale, Martha McMillian, Marilyn Middlebrook, Lance Millis, Libby Reigh, Jessica Roark, Craig Satterfield, Kristi Seuhs, Missy Wikle, Charles Bruce, Jeff Hattey, and Gail Gates.**

**1. Professional Judgment Program – Charlie Bruce**

In a previous meeting there were discussions regarding the availability of additional financial aid resources for students whose parent lost a job. Charlie Bruce from Scholarships and Financial Aid office explained that counselors in his office can help students file or refile FAFSA for significant changes in the family's financial situation (e.g. significant medical expenses, job loss). Student/family must provide documentation to support their claims. Changes can occur throughout the year and retroactive financial assistance may be helpful (within the academic year).

**2. Seat Release Plan and Linked Courses – Amy Martindale**

Amy wanted an opportunity to touch base with members to find out how they felt the seat release and linked course processes went. Members noted that June 30<sup>th</sup> or July 1<sup>st</sup> were problem days and Amy asked members to let her know if they have suggestions. Member commented that more sections of Math and English need to be added for last minute enrollments and Amy said that she would check on this. Members agreed that the seat release process went well and thanked Arts & Sciences and Institutional Research and Information Management for the new process.

**3. Other**

**Incorrect Adviser Listed in D2L**

Information Technology (IT) is receiving calls saying that some of the advisers listed in D2L are incorrect. For undergraduates, the adviser name listed in D2L is determined by the adviser listed on the student's permit to enroll. The College has the authority to change the undergraduate adviser name and Rosslyn Orcutt in the Graduate College has the authority to change the adviser for graduate students. Colleges need to find a system to make sure the students' information/adviser is correct. Members are to share their process in the next meeting. Dr. Gates expressed that the process of periodically checking advisers should be more systematic. Craig Satterfield asked if graduate coordinators could be automatically added as graduate adviser in SIS. Arts and Sciences noted that the list of advisers can be viewed in ePrint ASMORPT.

The Oklahoma State Regents for Higher Education (OSRHE) has asked OSU to report the performance of students admitted through results of the Holistic Admission process. Provost Sternberg is supportive of the process but wants to reduce the number of questions on the application. The Provost has recommended including only the first three questions. Members should discuss this change with their Dean and college and provide feedback as soon as possible as the paper application is being printed. Gail will send the request to Instruction Council, Deans, and Student Affairs. Discussions to continue.

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