

**COUNCIL OF
DIRECTORS OF STUDENT ACADEMIC SERVICES**

MINUTES

**January 19, 2011
204 Whitehurst
10:30 – 12:00**

Present: Kari Alldredge, Barbara Bremer, Celeste Campbell, Christy Crenshaw, Cheryl Devuyst, Jovette Dew, Amy Martindale, Martha McMillian, Marilyn Middlebrook, Lance Millis, Kevin Moore, Libby Reigh, Jessica Roark, Craig Satterfield, Kristi Seuhs, Missy Wikle, and Pamela Fry.

1. Introduction – Pamela Fry

Introduction of members.

Martha referred to the article in the Stillwater NewsPress by Provost Sternberg noting comparisons between OSU and the University of Oklahoma of retention efforts. The article referred to OSU's efforts to help student succeed and talked off plans for new retention efforts. Pam intends for this group to develop vision and action plans to assist in retention efforts.

2. Last-Minute Admits and Enrollments – Amy Martindale

Amy noted that there was an influx of last-minute enrollment request from students not regularly eligible to enroll and needs to petition. Amy asked if this was working in other areas or do we need to rethink the process. Are the students enrolling in New Student Orientation the day before the last date to enroll? Everyone has been working hard to get these students enrolled. The University needs to look at how to get those students in classes. Last-minute enrollees are more subject to errors due to the timing and rush to get them enrolled. Members noted that Northern Oklahoma College (NOC) has a deadline for enrolling student on probation/suspension. Should OSU have an earlier deadline for enrolling readmits? It was asked how many students are we dealing with and are they successful? We need to look at the published language in the catalog. Members noted that some of the reasons for the last-minute enrollments are due to Bursar holds. It was asked what is the number of students who enrolled the week before classes begin; how many were on probation; did they drop out the 2nd week of school; and what was their GPA? Also what are the differences in regards to academic success for students enrolling a week before classes begin opposed to the week school is in session. Members felt it would be good to have a two or three year assessment of this information. Members also noted that it would be beneficial to look at how we offer class sections, offering more section and more general education offerings specifically "D and I". Pam asked if this should be address in our next meeting.

3. Printed Grade Reports Each Semester – Amy Martindale

Amy noted that her area receives reports with current and past grade information and they have a great deal of faculty just shredding these reports. Amy asked if they could have access to this information electronically on the department level. Members said for the most part they do not use these reports. Celeste noted that will talk to Information Technology (IT) and let them know which reports are not used. Please let Celeste know what reports are used. Members asked if the reports could be available by departments in eprint. Perhaps make available a college copy (alpha) and an adviser's copy. Members asked if there could be something done to be able to see the unofficial transcripts on one page.

4. Early Alert – Amy Martindale

It was suggested we need a more formal proposal for detecting students experiencing academic difficulties and a process for alerting those students to resources to help them. Amy noted how do advisers know when a student misses 50% of class? Advisers are sent reports if faculty report. Kevin said that there are programs available for this. Is there a good program, at a reasonable cost instead of reinventing the wheel? Celeste doesn't want this to diminish all the current processes including six week grades and excessive absence reporting. It was noted that advisers are overwhelmed with A&S Help issues and if advisers don't have time to address these issues as it is now how can we fit in another program. Kevin noted that it would be advantageous to use a system that filters out urgent and non-urgent concerns. Cheryl referred to the OSU-Tulsa adviser's conference which addressed sending notifications to students and copying the advisers. Can something be developed where instructors alert advisers and students? Members noted that there were facilitator programs that Academic Services for Student Athletes (ASSA) uses. ASSA is still responsible but the facilitators contact students, works with them, and provide reports when they meet with the students.

5. Other

It was noted that this group will need to talk about the report that Martha and Marilyn is developing. Members noted that this initiative would be attractive to donors and it was noted that the university needs to be systematic when it comes to these endeavors.

Kevin would like a DSAS meeting regarding with each unit to discuss process.

Celeste said Colleges might want to consider storing their student records as imaged documents using AppExtender. There would be an expense, an annual fee, and a staff member would have to be trained to work with the program but areas would have electronic access to student documents if needed.

Adjourn: 12:00 p.m.