

**COUNCIL OF
DIRECTORS OF STUDENT ACADEMIC SERVICES**

MINUTES

*November 16, 2011
105 Willard Hall
10:00 – 11:30 a.m.*

Present: Barbara Bremer, Celeste Campbell, Chris Campbell, Christy Crenshaw, Steve Damron, Jovette Dew, Amy Martindale, Marilyn Middlebrook, Lance Millis, Kevin Moore, Rita Peaster, Libby Reigh, Craig Satterfield, Kristi Thrift, Missy Wikle, Susan Willoughby, Robin Wilson, McKensie Mohler, Catherine Vijayakumar, Jeremy Penn, Julie Berg, Nathan Scoles, and Pamela Fry.

1. Electronically delivered transcripts – Rita Peaster, Associate Registrar and Celeste Campbell, Registrar

Celeste noted that in the last meeting there were brief discussions about the electronic delivery of transcripts. The Registrar's Office has served 120 students to date. Their office is excited about this option for students. The cost is \$10 but the process provides an immediate response and the application can be accessed on the weekends or when the university is closed. The fee will not be assessed until the transcript is available for download. Individuals will not be charged if there are issues with sending the transcripts such as holds. Individuals can't charge the fee to their Bursars account, only credit card payments are accepted. The transcripts are sent in a certified pdf form and individuals can download, save, and print them. Individuals requesting the transcripts will receive email confirmations throughout the process. Individuals have options to attach additional documents when forwarding their transcript such as resumes and cover letters. Members asked if Career Services knew about the process and Dr. Campbell replied that the Registrar's Office will notify them. It was noted that the Graduate College is pleased with the system and the Registrar's Office is working on phase II to include the student's transcripts between 1987 and 1999 (not in SIS).

2. Academic Advising and Advisor Workloads – Pamela Fry, Assoc. Provost and Assoc. Vice President for Undergraduate Education

Dr. Fry noted that she will be sending out a survey to DSAS to assemble general information about advising at OSU for a report to Provost Sternberg. Dr. Fry will be requesting a list of the university's advising loads. Lance will send the ACT to Amy. Dr. Fry will have to get a preliminary report ready in approximately a week and a half. Information gathered will include advisor roles as this varies from unit to unit. There are also different roles and practices between professional and faculty advisors. Areas will be asked to provide information on how units evaluate advising and what type of advisor's training is offered and utilized. Dr. Fry plans to create three student focus groups and share their feedback along with the advising units' responses with the provost. Positive outcomes could be a result of this endeavor, and it could reveal awareness for the need for more resources. Dr. Fry asked if areas are using peer mentoring and Human Sciences commented that the student ambassadors provide peer mentoring. The pilot of the Academic Alert results will help with this assessment. Dr. Fry noted that there will be college specific processes but the university needs to examine processes as well.

3. ALEKS – Jeremy Penn, Director, University Assessment and Testing

Dr. Fry noted that Dr. Penn and she presented the concept of ALEKS to the Oklahoma State Regents for Higher Education, and they were pleased but did have some questions. Jeremy is working on addressing those questions and will discuss this in the next DSAS meeting.

4. Short Course Listings – Kevin Moore, Director Student Academic Services

<http://registrar.okstate.edu/images/SIO/fall11shortcourses.pdf>

Kevin noted that it becomes difficult to identify which short courses are open/available from the pdf listing. Dr. Campbell noted Thad Clement in the Registrar's Office created an excel spreadsheet that can be sorted. The Registrar's Office is already working with Doug Reed and IT to provide more information on the short courses. A demo will be provided once a process is established. Members noted that the university needs to create a general advising website with helpful links for students and advisors. Members noted that Gary Shutt and Lynn Brown have knowledge of an advising website system used by the University of Florida.

5. Other

Missy noted that there will be a transfer student program at the Wes Watkins building.

Dr. Fry noted that she has been having some positive meetings with our constituent institutions about articulation and noted that the Bachelor of University Studies may hold promise as an addition option for many students. Dr. Fry is trying to work on increased communications and ideas with these campuses.

Adjourn: 11:15 a.m.