

**COUNCIL OF
DIRECTORS OF STUDENT ACADEMIC SERVICES**

MINUTES

*April 6, 2011
204 Whitehurst
10:30 – 12:00 p.m.*

Present: Kari Alldredge, Barbara Bremer, Celeste Campbell, Cheryl Devuyt, Mary Kay Jennings, Susan Johnson, Amy Martindale, Martha McMillian, Marilyn Middlebrook, Lance Millis, Kevin Moore, Rita Peaster, Jessica Roark, Kristi Seuhs, Missy Wikle, Charles Bruce, Christie Hawkins, Marcia Dudley, Charles McCann, Jeff Hartman, and Pamela Fry.

1. Consortium Advising – Charlie Bruce

Charles noted that institutional consortium agreements permit students to take courses at other institutions from which they are enrolled and the credit hours count at Oklahoma State.

Approximately 500 students participate in the consortium agreements primarily with Tulsa Community College (TCC) and Northern Oklahoma College (NOC) and evidence of student enrollment is key before financial aid can apply. Charles noted that consistency with the processes is lacking and is vital. Charles met with Information Technology (IT) individuals from OSU-Tulsa, TCC, and Stillwater in hopes to simplify the process and avoid duplication and discussions were positive. Charles noted that the office of Scholarships and Financial Aid are dealing with several different processes between the campuses and there is a need to automate the process which would only require the advisers to make an entry into the system. Tulsa has numerous consortium classes, and Susan Johnson doesn't know how realistic it would be to maintain entry of these students. Members asked if this could be available through the faculty webpage as well for advisers. Members also noted that there needs to be one format for all institutions. Charlie will bring back to the group the specifics, data, costs, and a sample of a screen but his office still needs to work with Information Technology first.

2. "Email for Life" Migration – Charles McCann

Charles is in the process of outsourcing student email and will send an email out today or tomorrow to let everyone know what's going out to students. By the end of the semester IT will be trying to get students to convert from the current outlook system to the Cowboy or Orange mail, and eventually it will become mandatory. Members asked if the students would still be able to access their okey accounts and Charles noted yes. What happens if students are accused of disciplinary violations and IT is requested to lock their email; it's not part of the email for life. What about students who sign up for email but never attend? Charles noted that the admin application has term limits.

3. Removing Academic Deficiencies – Christie Hawkins (see attached ppt.)

Christie noted that there needs to be a cumulative understanding about the process for science testing. ELPA testing determines if students need to remediate. In the past OSU has not had a sciences COMPASS test. Currently, if a student is not deficient in Math or Reading on their ACT, the student can take UNIV 0113 or retake the ACT and try to improve their score to 19 or above. If a student is not deficient in math and reading, science deficiencies can't be satisfied by taking the math or reading compass tests; therefore, a science/reading test has been developed which is a subtest of the reading test. This is only for student with the science deficiency, and the plan was to implement

the science test this year. Members agreed that more discussions on the subject need to occur and to leave the current testing process as it is presently. Pam will assemble a group to discuss academic deficiencies over the summer.

4. University Academic Services Center – Pamela Fry

Pam commented that she had the first meeting with the UAS Center Steering Committee and is glad to work with the individuals on this initiative. The steering committee must produce results and freshman retention, goal 80%, is a priority. The national average of freshmen retention to graduation with a degree is 33% and OSU's is 25%. There has been concern that sophomore, junior, and senior retention as well as graduate student retention is also important but the priority is currently on freshmen. It is expected that the center will open in the fall. A draft of the operations, processes, and key concepts for the UAS Center has been distributed and Pam asked that members review the draft and think about what the partnerships should look like. The steering committee will work more on concept not details. Missy asked for the goals and expectations. Diane is to set a meeting for the directors only for April 18th or 20th.

5. Math Enrollments – Amy Martindale

Amy noted that she is working with several individuals in trying to get enough seats for math classes. The Math Department noted if a student has credit or is currently enrolled in a prerequisite course at another institution, it is perfectly appropriate for the adviser to sign the permission memo, rather than send the student to the Math Department for the signature. The Math Department also notes that they will open all available seats in SIS and will stop granting over-enrollment memos to individual students. This will be a more fair distribution of available math seats and will eliminate the extra step of visiting the Math Department to try to get in a full class. Missy is working on making the calculus readiness test and compass testing available during New Student Orientation.

Adjourn: 10:20 a.m.