

**COUNCIL OF
DIRECTORS OF STUDENT ACADEMIC SERVICES**

MINUTES

*June 15, 2011
204 Whitehurst
10:30 – 12:00 p.m.*

Present: Barbara Bremer, Celeste Campbell, Chris Campbell, Cheryl Devuyst, Jovette Dew, Amy Martindale, Marilyn Middlebrook, Lance Millis, Kevin Moore, Rita Peaster, Libby Reigh, Kristi Seuhs, Missy Wikle, Doug Reed, Ebonie Hill, and Pamela Fry.

1. University Academic Services (UAS) Update and Discussion – Pamela Fry

UAS will be renamed the Learning and Student Success Opportunities Center (LASSO). The Center is experiencing space issues and having to enroll students in the Sequoyah Room in the Student Union although these space issues are being addressed. Dr. Fry noted that the staff in UAS/LASSO has been doing a fantastic job dealing with the increased responsibilities. Dr. Devuyst, the search committee chair, noted that the position announcement for the new director has been posted. The director's position responsibilities have been expanded and the application review process should begin on June 24, 2011. Dr. Fry noted that Provost considers this search as one of the most critical searches the University has conducted since his employment. There is a great deal of pressure in assuring that the search committee seeks out the appropriate person for the position. If members know of anyone who would be interested, internal or external, please let Dr. Fry know.

2. Undergraduate Academic Alert Update – Celeste Campbell, Amy Martindale, and Doug Reed

Dr. Fry noted that a small working group met to develop a proposal to be presented to Faculty Council. Dr. Ed Harris presented the Undergraduate Academic Alert proposal to Faculty Council yesterday, and members of Faculty Council were receptive and felt that the initiative was positive. Dr. Campbell commented that six week grades will still be submitted separately, but the excessive absences process will now be replaced by this system. The system will have more reporting options. Dr. Martindale noted that each college will be sent a prompt to review the report automatically in eprint. The report will be a running total of the current activity being reported and will be sorted by date. Advisers in each college will have to determine how they want to distribute this information to their college advisers, faculty, etc. Then another report is generated which asks for attempts to contact the student(s). Kevin Moore asked what happens if advisers don't follow-up by using the system, what are repercussions. It was noted that it might be beneficial to create a separate eprint report that would track the follow-up attempts. It was asked if other actions need to be added. Should texting options be added? The system allows for only one field per student per course so if an instructor adds comments one day and adds more comments another day the new comment will override the old comment in SIS but all comments will remain in the eprint reports. Training on the academic alert system will be available on September 16th as a part of the Adviser's Conference. Dr. Fry will update Raj Basu and Susan Johnson about the alert system. Members asked if the advisers load will be considered with increased adviser expectations. It was noted to add "Adviser Workload" as a topic for the next DSAS meeting.

3. General Education Transfer Credit – Pamela Fry and Amy Martindale

Some concerns regarding general education transfer credit came up in the last General Education Advisory Council meeting. Members commented that the transfer credit is not consistently applied. Dr. Martindale noted that the issue is that the Gen Ed designation is not always shown on transfer courses in SIS. So, sometimes it shows (S) GEOG 2253, and sometimes the (S) is left out. That means the adviser must recognize a course number as having general education, even if it is not displayed on the student's record. We'd like Gen Ed for transfer courses to be consistently displayed on the student's record in SIS. Another issue is that some courses are taught in a specific way at OSU, in order to meet the Diversity designation. ENGL 2413 (Intro to Literature) is one example. It is a D here at OSU, because our faculty teach the course so that 50% of the content focuses on socially constructed groups in the U.S. But, there is nothing innate about Intro to Literature that makes it a Diversity course. So, do we automatically grant the D to any student who has taken Intro to Literature at any institution? Most likely other institutions do not have the diversity focus in that course, even if the literature content is deemed equivalent.

It was suggested to revisit the topic at our next meeting.

4. Update on Solution to be Sure Re-Admitted Students Get Advising Holds Placed – Amy Martindale and Rita Peaster

It was noted that there needs to be a mechanism in place to assure that re-admitted students are issued an enrollment hold on their records so that the student is not allow to enroll themselves. There is now a mechanism to automatically place the holds on the student records.

5. Other

OSU Tutoring Fair – Kevin Moore

Kevin noted that he will be sending out information regarding a tutoring fair on campus. The timeline for the fair is September 29, 2011 on the Library Lawn. The fair will expose students to valuable tutoring resources on campus. Member asked if there could be a central number affiliation to the tutoring resources so that students/advisers could find out about specific tutoring services. Members asked if it would be possible to create a resource document to include all tutoring information.

Linked courses and Living Learning Communities – next agenda.

Adjourn: 11:55 a.m.