

**COUNCIL OF
DIRECTORS OF STUDENT ACADEMIC SERVICES**

MINUTES

*July 20, 2011
204 Whitehurst
10:30 – 12:00 p.m.*

Present: Barbara Bremer, Celeste Campbell, Chris Campbell, Christine Crenshaw, Cheryl Devuyst, Precious Elmore, Susan Johnson, Amy Martindale, Marilyn Middlebrook, Lance Millis, Kevin Moore, Libby Reigh, Jessica Roark, Craig Satterfield, Missy Wikle, Jeremy Penn, Mark Nicholas, Bert Jacobson, and Pamela Fry.

1. University Academic Services Center Update and Discussion – Pamela Fry

Dr. Fry noted that she is presently the Interim Director for the Learning and Student Success Opportunity Center (LASSO) and Chris Campbell is the Assistant Director. The unit is moving ahead on the development of the Center, and Dr. Fry said the attitudes of all involved were great. There are Skype interviews scheduled with selected applicants for the Director position. Dr. Fry plans to schedule a meeting of the Directors of Student Academic Services to discuss the future plans for LASSO, the degree audit system, and adviser workloads and assessment of adviser efforts.

2. Adviser Software - James Knecht and Marilyn Middlebrook

- **GradesFirst**
- **Starfish Retention Solutions' Early Alert & Connect**
- **Engineerica Systems' AccuSQL (AccuTrack)**
- **Redrock Software's TutorTrac/AdvisorTrac**

Dr. Middlebrook noted that Academic Services for Student Athletes (ASSA) adviser scheduling, tutoring, etc. software was cancelled resulting in a need to investigate other programs. ASSA felt it would be good to share this information as other units might find it beneficial. James provided PowerPoint slides describing the programs available by four vendors. It was noted that the University needs to share the same program, not only for compatibility and integration but also for cost effectiveness. Members agreed that the GradesFirst program appears to be the best program and mentioned that Information Technology's (IT) security personnel Eric Maynard should take a look at the program along with Doug Reed and Rita Peaster to assure that the program is secure and complies with FERPA. Dr. Fry noted that once everyone agrees to proceed we would need to request demos of the product.

3. General Education Transfer Credit – Libby Reigh

Last month in the DSAS meeting Dr. Martindale emphasized the concerns in regard to the inconsistency with course recording of general education transfer credit. There have been some conversations with Doug Reed to go to an automated system but unfortunately this can't be done. Undergraduate Admissions manually processes the transfer general education credit but it's not always consistent and the process is labor intensive. Amy also noted that the diversity designation is always given to the course "Introduction to Literature" and explained that the course content varies from institutions and the diversity designation should not be automatically applied without evaluation of the course content. It was recommended to continue conversations in the next meeting. Members expressed that they would like to recommend that the University purchase a new student information

system.

4. OSRHE Policy Clarification – Concurrent Enrollment & Opportunity Admission – Jeremy Penn

Dr. Penn noted that current use of the ACT Residual is used for admission, scholarships, waiving out-of-state tuition, and class placement. A student must wait 60 calendar days before they can retest on the ACT Residual. The scores from the ACT Residual are only valid at the institution that gave the exam. Students can take the ACT Residual up to six times in a calendar year. Students planning to participate in sports for OSU cannot use the ACT Residual for admission. There is no wait period between the ACT Residual and ACT National exams. The ACT Residual is an old form of the ACT National exam. Exams are scored by OSU University Assessment and Testing (UAT) and the scores are sent to ACT and stored by ACT. Undergraduate Admissions has been marking a distinction between the ACT and ACT Residual since February 2011. Policy clarification from the Oklahoma State Regents for Higher Education (OSRHE) states that “allowing the use of the ACT Residual is against OSRHE policy as the ACT examination for concurrent or opportunity admission must be based on Oklahoma norms derived from national test data as opposed to residual test data.” “Students may only take the Act Residual test for admission once during the year in which the respective ACT Residual examination is valid (November 1 through October 31) and the test date shall not coincide with a national ACT test date.” UAT plans to implement OSRHE policy changes in regards to the ACT Residual and communicate the changes to potential students and their parents. UAT is still waiting for addition clarification on some of the policy changes from OSRHE and plans to implement the changes beginning November 1, 2011. Members asked if student could be switched to the SAT Residual and Dr. Penn noted that this is still being determined by OSRHE. Once this has been determined Dr. Penn will email DSAS and post to their website. Libby will forward Undergraduate Admission detail to DSAS.

5. Adviser Workloads (General Discussion) – Pamela Fry

A meeting will be scheduled to discuss this topic with the main directors.

6. Linked Courses and Living Learning Communities – Amy Martindale and Celeste Campbell

Dr. Campbell noted that she has not evaluated any of the linked course process in her retention report. There were many variants that were not included in the retention report. Members agreed that linked courses have been problematic and questioned whether the process should be continued. Members asked if the process was worth the efforts invested. It was agreed that the process should not be mandatory and that exceptions can be made for those successful, high quality linked course programs. Some of the Living/Learning Communities (LLCs) have been very successful and Dr. Martindale noted that the College of Arts and Sciences plans to continue their LLCs. Dr. Martindale noted to please send her a note if there are other college/units who want to continue with their LLCs.

Adjourn: 12:00 p.m.