

**COUNCIL OF
DIRECTORS OF STUDENT ACADEMIC SERVICES**

MINUTES

September 21, 2011

204 Whitehurst

10:30 – 12:00 p.m.

Present: Barbara Bremer, Celeste Campbell, Chris Campbell, Christine Crenshaw, Cheryl Devuyst, Jovette Dew, Amy Martindale, Marilyn Middlebrook, Lance Millis, Kevin Moore, Shiretta Ownbey, Rita Peaster, Jessica Roark, Missy Wikle, Robin Wilson, Susan Mathews, James Knecht, and Pamela Fry.

1. GradesFirst – Marilyn Middlebrook and James Knecht

Dr. Middlebrook noted that her area needs to make a decision on advisor software for their unit. As discussed in previous meetings the program “GradesFirst” seemed to be the preferred choice due to its integration capabilities, functionality, and cost. Kevin noted that their area must make a decision on advising software as well, and commented that this program appears to be the most technically advance software on many fronts and the system is capable of collecting data. Members noted that controls are sometimes put on software programs at the university level and asked if certain limitations will be applied compromising some the functions. James Knecht noted that a group of individuals has consulted with the Information Technology (IT) group and IT was in favor of the program and didn’t express any concerns with data security. Members asked if the system was flexible enough to make changes if needed and James said that he can work with the company to secure a certain degree of customizing but would need a punch list of desired functions in order to make the request. Honors and the Center for Veterinary Sciences did have a chance to review the demo but were in favor of the program. Dr. Fry asked members to think about the funding. Members felt that the funding should come from or be shared at the University level through fees, donors, or maybe the retention efforts. A suggestion was made to create a funding proposal and make sure that fiscal officers were aware of the initiative. Members noted that this program is more than an advising tool; it also serves tutors, faculty, etc. All DSAS members present supported the purchase and use of GradesFirst software. It was suggested to take this item to Instruction Council.

2. Academic Alert – Amy Martindale

Dr. Martindale wanted to members to let her know if they were experiencing any issues in regard to the Academic Alert process. Members asked if advisors list could be left out and just send out the end of the week report. Doug can set up a reminder to members to review the accumulative GPA. It was noted that the daily reports are only beneficial to advisors as real time as the system does not keep the information days later. Dr. Martindale noted that a third report which tracks the follow-up information. Dr. Martindale also suggested leaving out the second major information and members were fine with that suggestion. It was asked if it would be beneficial to have an Academic Alert/SIS workshop. It was suggested that advisers contact students who have been reported as “never attending” and members commented that there are problems our contact information. Dr. Middlebrook asked members if they mind duplicate efforts by her staff and the college advisors in working with the students with academic difficulties and members noted that this was fine. Angel Ray from the Tulsa campus works with the Academic Alert program for Tulsa.

3. Pre-Health Recruiting – Amy Martindale

Dr. Martindale noted that last year Pre-Health recruiting materials were sent out by email. Jeff Hartman in Undergraduate Admissions plans to send out Pre-Health recruitment materials as soon as everyone agrees that the materials are ready. Last year materials were sent out in the Spring, but they would like to send materials out earlier making it more advantageous to prospective students. Last year materials were only sent to prospective students but there is a plan to send to prospective and suspected students within the next few weeks. (“Suspects” are students who have not initiated contact with OSU – but admissions has purchased their name. So, we got their name from ACT, but the student has not applied, sent us a postcard, come to a recruiting event, or in any way indicated an interest in OSU.)

4. New Faculty/Departments/Advisors Section of Registrar Website – Celeste Campbell

Dr. Campbell gave an overview of the changes to the Registrar’s website. They have created two new sections; a student section and a faculty, department, and advisor section and added sections for Academic Alert and advisor FAQs. Members noted that it would be beneficial for the Registrar’s Office to send out communications of the changes to the university advisors. They’ve also added a course management section with links to PowerPoint tutorials and training videos. Members were asked to contact Dr. Campbell or Rita Peaster if they have suggestions.

5. Other

September 30, 2011 is the Diversity Reception beginning at 10 a.m. in the Helmerich Room of the Library.

Adjourn: 12:00 p.m.