

**COUNCIL OF
DIRECTORS OF STUDENT ACADEMIC SERVICES**

MINUTES

*February 15, 2012
204 Whitehurst
10:30 – 12:00*

Present: Barbara Bremer, Celeste Campbell, Chris Campbell, Christine Crenshaw, Steve Damron, Amy Martindale, Lance Millis, Kevin Moore, Rita Peaster, Jeremy Penn, Kristi Seus, Missy Wikle, Robin Wilson, Catherine Vijayakumar, Ruth Davis, James Knecht, and Pamela Fry.

1. Demo of the New Course Search Options on SIS – Rita Peaster

Rita gave a demo of the new course search option in SIS and noted the updated SIS Web Course Section Search tool is designed to allow students and advisors greater granularity in search for available classes. Some of the benefits of the new course search engine include:

- An ability to search by general education code(s)
- An ability to search “all” classes by a given day/time combination
- An ability to search for short courses
- An ability to further restrict searches by course level

To access the tool, go to <http://prodosu.okstate.edu> and select “Search for Classes” and then “Course Search”. Members were pleased to learn of the updates.

2. Enrollment Dates for Continuing Students – Rita Peaster

Rita noted that currently priority enrollment begins in the ninth week of the semester and the Registrar’s Office would like to move it to begin week ten beginning with enrollment for 2013 semesters. Members thought it would be okay but would like to keep the transfer and concurrent enrollment dates separate. Rita and Missy will continue discussions and finalize.

3. OSU Academic Regulation 3.4: General Education Requirements – Celeste Campbell

Dr. Campbell proposes deleting the “lower–division restriction” portion of Academic Regulations 3.4. This restriction, which was added by OSU and is not part of the State Regents’ (OSRHE) policy, specifies that, for OSU undergraduate degrees, at least one course in each of four general education areas (A, H, N, S) must come from the approved general education *lower-division* course list. The restriction is not required by OSRHE policy and is not uniformly enforced by all Colleges during the graduation clearance process. Preliminary discussions with College representatives and the Office of the Registrar have failed to discover a current-day compelling purpose for this restriction.

2/13/12 - General Education Advisory Council Approved

2/15/12 – DSAS Approved

4. ALEKS and ALEKS Training – Jeremy Penn

Dr. Penn noted that ALEKS websites and login demonstrations have been created and the link is placement.okstate.edu. Mathematics has recorded an informational High School video and Missy Wikle will be creating a video as well. The videos are instructive tools to help students who

choose to take ALEKS. There are also Q & A resources for individuals. The New Student Orientation Office will be fielding most of the questions in regards to the ALEKS testing. Members asked who would be fielding questions and the response was everyone working with New Student Orientation including the facilitators. Members asked for a list of individuals who will be fielding the questions. Members will be kept informed on any questions received and those questions will be added to the website. Members asked if all students will have their placement scores prior to coming to the Colleges and it was noted that most should have already taken ALEKS unless they are retesting. Members noted that DSAS really needs to talk about how to handle those few students who haven't taken ALEKS because the MATH courses fill up so quickly. It was said that the Mathematics Department is requesting more resources in hopes to offer more MATH courses. Have communications happened with Northern Oklahoma College (NOC)? Dr. Fry noted that she will be scheduling a meeting with Mathematics and North Oklahoma College because if changes need to take place NOC needs to know by July. Dr. Penn noted that ALEKS presentations will be given to Colleges. Training sessions should begin the end of February. Members noted that there is frustration with the relationship between NOC and OSU. Faculty and advisors question whether the students are part of the Gateway Program and noted a lot of students are not. It was noted that there is a structure in place for the Gateway Program and Dr. Brenda Masters should be invited to a future meeting to discuss.

5. Policy on Repeated Courses – Amy Martindale

Dr. Martindale asked members if the university could consider excluding the “P” grade from the policy when processing AP credit as it can replace a “D” or an “F”. OSRHE policy indicates that transfer needs to be an easy transition and provides a uniform repeat policy that all State System institutions follow. It was asked if data had been pulled to analyze if OSU should consider a change. The Registrar’s Office does not support this request. AP credit is considered a course, and other courses are graded on pass/fail basis that are not excluded from the repeat policy. It was asked if this was clearly stated in the catalog and it was noted that it was added to the Advisor FAQ page on the Registrar’s website. It was noted that data needs to be compiled and discussions need to continue in a future meeting. Who’s compiling the data?

6. Individual General Education Substitution Forms – Pamela Fry

Dr. Fry noted that there has been some confusion about determining what should be submitted as a general education substitution. There are general education substitutions being submitted for courses that do not carry general education specifically because the student is lacking certain general education credit. Should this be allowed as a practice? There was a consensus of approving the “I” International designation for AP World History.

7. Revisions to OSU’s Attendance Policy Faculty Council Recommendation - Pamela Fry

Dr. Fry noted that Faculty Council has made a recommendation to revise the OSU Attendance Policy. The proposed revision clarifies that faculty member’s role in determining what accommodations are appropriate for planned as well as unplanned absences. The revision also clarifies the procedures students must use to access class recordings and any multimedia presentations used during missed lectures. The recommendation should be brought to this group then presented in Instruction Council and Dean’s Council. This is basically giving faculty the authority to decide or assess if students need to be in the classroom. Students might want to take courses by video. There is a tug-of-war between faculty ownership and the university ownership and an undercurrent of who owns copyright and who owns content.

8. LASSO Update – Cheryl Devuyst

Chris noted that the LASSO group is working with Dr. Jaco and the Mathematics Department on a tutoring program. Chemistry tutoring is going well and LASSO is working with Career Services with students who are undecided. Advisors are going through to get list ready for Colleges.

9. Other

GradesFirst Update – James Knecht

James noted that the requisition has gone out to bid and the bidding deadline is Feb. 23rd. Meetings are being set up with Human Sciences and Engineering to begin implementation discussions once the program is received.

Campus-wide New Student Orientation and Enrollment meeting: March 6, 2012 from 3-5 p.m. in the Sequoyah Room of the Student Union.

Dr. Crenshaw asked who should be contacted for inquires about High Schools wanting to work with OSU regarding class offerings off campus? It was also asked, what does concurrent mean? Admissions and OSRHE are discussing the meaning of concurrent. Discussion about dual credit vs concurrent credit should be addressed in future DSAS and Instruction Council meetings.

Adjourn: 12:00 p.m.