

**COUNCIL OF
DIRECTORS OF STUDENT ACADEMIC SERVICES**

MINUTES

*April 18, 2012
204 Whitehurst
10:30 – 12:00*

Present: Barbara Bremer, Celeste Campbell, Chris Campbell, Steve Damron, Amy Martindale, Marilyn Middlebrook, Lance Millis, Rita Peaster, Jeremy Penn, Libby Reigh, Jessica Roark, Craig Satterfield, Kristi Seuchs, Missy Wickle, Susan Willoughby, Robin Wilson, Jesus Raygosa, Jamie Loomis, Ben Hagan, James Knecht, Kari Alldredge, Catherine Vijayakumar, and Pamela Fry.

1. Star System (formerly referred to as GradesFirst) – James Knecht

James noted that the purchase of the Star system has been completed. Doug Reed is loading the information and the first training will begin in mid-May. Human Sciences, Engineering, and Academic Services for Student Athletes will pilot the program and the hope is for the University to implement the program by Fall 2011. Members noted that they need access to the demo as soon as possible for faculty and advisors. James suggested that members take a look at the information about the program online to get a sense of what will be involved so that units can begin planning. The Institute for teaching and Learning Excellence (ITLE) will have “Star” system trainers and there will be a hotline number to call for trouble shooting. James needs each unit to identify an advisor communicator/contact person. This person would have to be most knowledgeable about the program. There will be a pre-meeting with these individuals chosen as the communicators. The college of Business asked to be trained after the three pilots take place and LASSO would like to follow. James commented that in a week or so the online training site should be available and training will take 45 minutes to two hours to complete. Dr. Fry said that she had a donor approach her at the Athletic Banquet and the donor commented on how wonderful pleased they were to hear of all the efforts taking place to improve retention and assist advisors in reaching student suffering with academic difficulties. Member noted that the OSU logo for the Stars system could be a sheriff’s badge.

2. Undergraduate Admissions: 2012-2013 On-Campus Recruitment Event Schedule – Ben Hagan & Jamie Loomis

Ben Hagan noted that Undergraduate Admission (UG) On-Campus Recruitment Events have been successful even though there have been fewer events. Undergraduate Admission strives to provide the highest level of guest experience while balancing campus resources and schedules. Jamie Loomis, the event coordinator commented that any alterations to their recruitment event schedule has been under detailed consideration. Undergraduate Admissions has been working closely with the colleges to create and schedule the events. Please let Undergraduate Admission know if units have planned any events to avoid conflict and the information would be useful to Undergraduate Admissions. The Game Day tailgate and OSU Experience events provide an atmospheric experience and UG works with Athletics to get discounted game tickets for this event. Another event sponsored by UG is the OSU Closeup event which is more academic. There have been problems in the past with over attendance

causing the colleges problems in trying to accommodate everyone. Since then there has been a small fee applied to the event to better anticipate the actual attendance. Registration fee for OSU Up Close is also an effort to bring a more serious student to campus. There is also a fee-waiver option for students who qualify. The fee also helps to cover the costs of the bus expenses to Wichita and other places across Oklahoma. Our counselors work very closely with high school guidance counselors to identify these students and direct them through the proper channels for registration. Other events to note include, Scholars Day – an event for students who meet certain academic criteria highlighting The Honors College & Freshmen Research & Scholar Development Opportunities at OSU. We also offer two very important events in the spring. Senior Day focuses on the application process & important dates that students need to be mindful of and Junior Day which focuses on students beginning the college selection process. This event highlights the many opportunities and resources available at Oklahoma State University. Members wanted to express to make sure that there is ample communication and notice of the details of the events. Member expressed no concerns about the event line-up or schedule.

3. Lab Science High School Curricular Requirements and ELPA – Libby Reigh

Libby stated that in the last meeting she talked about the lab science requirements increasing from 2 to 3 units and this was not reflected in ELPA. 2010-11 students were affected by this change so she has been working with Doug Reed to identify students who were affected. There was only two students affected and they are no longer at OSU and if those students return to OSU they will be reevaluated. Libby noted that she is still not satisfied with the initial review. Libby will be working with Doug Reed to identify other students who might be affected by this change and will notify the individual units if students are identified. ELPA has been updated to reflect the increase requirement. Libby and Missy will be working to create effective communication to advisors regarding deficiency completion in the first 24 hours whether it be through a revised ELPA sheet or an additional informational sheet that will accompany the ELPA sheet.

4. Accommodating ALEKS Scores in SIS – Libby Reigh

ALEK scores are being fed into SIS in addition to the AP scores, etc. Due to the lack of space in SIS to hold all of the AP scores, it was decided to stop feeding AP scores of 1 or 2 into SIS to allow for the ALEK scores. Libby noted that they have created an eprint report, “**APLOSCRS**” listing the 1 and 2 AP scores. Please contact Doug Reed or Bonnie Stone to gain access to the report. Jeremy asked that everyone refer to ALEKS as the Math Placement for clarity and consistency.

Dr. Penn noted that there was good news in regarding to the Math Placement program, the scores average 43 and the median is 38. The only negative to the process is the proctoring information, an email is sent to the tester. Members noted that not all students check their email. It was noted that communications will continue in regards to the proctoring process so that the students can be counted. Freshman will be informed about the Math Placement process in New Student Orientation.

5. Transferring Colleges and Updating SIS – Amy Martindale

Dr. Martindale noted that there are some logistical issues with students transferring colleges and academic areas were supposed to evaluate their processes to make sure that the changes are updated in SIS promptly as this will negatively affect the “STAR” process. The advisor

needs to be changed immediately. It would be advantageous to have a standard practice for students transferring colleges. If an advisor has not been assigned to the student, perhaps it would be beneficial to assign a standard temporary advisor so that the student can be linked to the college. **Discussions to continue in the June meeting.**

6. Math Placement and Summer/Fall Enrollments – Amy Martindale

Dr. Martindale noted that the enrollments for MATH 1483 and 1513 are up for summer and A&S plans to meet the student demand. But, 1483, 1493 and 1513 enrollments are down for fall. Dr. Martindale encourages students to use the system to review before testing. Be sensitive to how you talk about it so that it doesn't seem terrifying to the students. Dr. Martindale pulled list of Summer/Fall enrollments and 883 students have no credit or current/future MATH enrollment and will need to take the Math Placement testing. Math is sending out communications to these students and Dr. Martindale will send out that list of students, once the email from Math is sent. An analysis of the Math Placement, DWF rates, and progress in courses will be made, as well as how course attendance affects grades.

7. Updates – Pamela Fry

Dr. Fry noted that she had recently attended the Athletics Banquet and the Honor's College Hooding; both events were very nice. Missy Wikle has agreed to be the chair of the new Transfer Task Force and OSU-OKC and OSUIT will have representation. Dr. Fry meets every other week with Bill Pink (OSU-OKC), if individuals have any issues needing to be discussed, please let her know.

Missy Wikle is working on the New Student Orientation data and so far there are 500 more registered than last year. Her office will send out emails beginning in the next two weeks before each program.

Kari Alldredge noted that the financial aid letters have gone out which will give us a better idea of the number of new students in what areas.

Arts and Sciences planned for 4100 freshman attendance in general education courses.

8. Other

The General Education Advisory Council asked that a three week deadline prior to each meeting be imposed for general education designation requests. The Council also stressed that this deadline should be strictly enforced.

Adjourn: 12:00