

**COUNCIL OF
DIRECTORS OF STUDENT ACADEMIC SERVICES**

MINUTES

*May 16, 2012
204 Whitehurst
10:30 – 12:00*

Present: Barbara Bremer, Celeste Campbell (chaired meeting), Chris Campbell, Christine Crenshaw, Steve Damron, Cheryl Devuyt, Jovette Dew, Virginia Leathers, Amy Martindale, Rita Peaster, Libby Reigh, Jessica Roark, Craig Satterfield, Kristi Seuhs, Missy Wikle, Robin Wilson, Susan Phillips, and Catherine Vijayakumar.

1. Students Transferring Colleges – Amy Martindale

Amy noted that colleges were to assess their process in place when handling student information when students transfer colleges. Members commented that they are happy with their processes in place but agreed that noting the student transfer in the system should and will be a priority. Chris noted that the Learning and Student Success Opportunity Center (LASSO) assigns a temporary advisor to a student until a permanent advisor can be identified. This will confirm the student's correct advising unit after transferring.

2. Non-Degree Seeking Students – Cheryl Devuyt/Chris Campbell

LASSO needs to know how colleges would like for LASSO to advise non-degree seeking students. Non-degree seeking students are defined as students taking a limited number of courses (not more than nine hours) not specific to a particular degree or students who have a degree returning to enroll in a few courses. Chris will try to figure out where to send the student on case-by-case bases. This is not always clear from the admission applications and it causing some confusion. Libby thought that the application was college specific but will check and let Diane know.

3. OSU In-State/Out-of-State Status for Tuition Purposes (Residency) – Celeste Campbell

Celeste noted that the purpose of establishing the OSU In-State/Out-of-State Status for Tuition Purposes (Residency) policy is to finalize the process. The Oklahoma State Regents for Higher Education (OSRHE) has a policy but OSU did not have a policy. Celeste noted that OSU needed stronger footing on the subject as it is a very high stake issue with numerous ramifications possible. The students are classified and informed of their status. Students can petition to change to In-State.

Members Approved.

4. Proposed Modifications to Academic Regulation 7.2: Residence Credit Requirements – Celeste Campbell

Celeste commented that the purpose of the modification to Regulation 7.2 Residence Credit Requirements was to delete the portion of Academic Regulation 7.2 that requires prior approval from the academic dean.

Residence Credit Requirements. Students must earn at least 30 semester credit hours at OSU. At least 15 of the final 30 hours applied toward the degree or at least fifty percent of the upper-division hours required by OSU in the major field must be satisfactorily completed at OSU. ~~Prior approval by the academic dean is required.~~ In the Spears School of Business, a minimum of 15 of the last 30 hours applied toward the degree and at least 50 percent of the upper-division hours required in the major field must be satisfactorily completed at OSU.

Related OSRHE Policy

Policy 3.14.5.C.2 Undergraduate Degree Requirements: Standards for Awarding Baccalaureate Degrees

The faculty of the awarding institution should have an opportunity to make a judgment as to the candidate's fitness for the degree. Therefore, a minimum of 30 hours of resident credit applied toward the baccalaureate degree shall be taken at the awarding institution, exclusive of correspondence work.

Policy 3.14.5.C.5 Undergraduate Degree Requirements: Standards for Awarding Baccalaureate Degrees

At least 15 of the final 30 hours applied toward the baccalaureate degree or at least 50 percent of the hours required by the institution in the major field must be satisfactorily completed at the awarding institution.

Members Approved

5. Proposed Modifications to Academic Regulation 4.2: Courses Offered Through Outreach and Correspondence – Celeste Campbell

The purpose of the proposed changes are to modify Academic Regulation 4.2 to delete the restriction that a maximum of eight semester credit hours earned through extension from another accredited institution may be applied toward an OSU degree. The Correspondence Education office name is also updated.

OSU Academic Regulation 4.2

Courses Offered Through Outreach and Correspondence. Academic credit is awarded for courses offered through the outreach offices of the six colleges, by ~~the Independent Study Center of OSU Correspondence Education~~, or by transfer of work certified as extension or correspondence credit by another fully accredited institution.

~~**Extension Credit.** OSU will accept, toward a degree, a maximum of eight semester credit hours earned through extension at another institution if that institution is fully accredited.~~

Correspondence Credit. OSU will accept, toward a degree, a maximum of eight semester credit hours earned through correspondence at another institution if that institution is fully accredited. Credits earned through correspondence cannot exceed one-fourth of the credits required for a baccalaureate degree. (See also Academic Regulation 2.2 Full-time Students.)

Background and Rationale

Transfer courses taken through extension cannot consistently be identified on transcripts received from other institutions, and there is nothing to distinguish extension courses from other coursework on the OSU transcript. Consequently, it is not possible to enforce a maximum of eight degree-applicable semester credit hours earned through extension. In addition, this restriction does not seem to be in keeping with Oklahoma State Regents for Higher Education (OSRHE) Policy 3.16.3 (provided below).

These updates to Academic Regulation 4.2 were recommended by the Undergraduate Degree Policies and Processes Working Group, which includes representatives from the six undergraduate colleges and the Office of the Registrar.

Members noted that it might be beneficial to include this information in the orientation classes.

Members Approved

6. Use of OSU Email Accounts by Currently Enrolled Students – Celeste Campbell

There was an interest in knowing how often, if any, students check/read their O-Key email as it is considered the primary source of communication with the university.

Excerpts from OSU Publications

Email as Official Correspondence

Oklahoma State University uses the institutional O-Key email address as an official means of communication from OSU faculty, staff, and administrators to students. All students have an official OSU email address that is activated when they set up their O-Key account. Students are expected to check their OSU email on a frequent and consistent basis to remain informed of their official university business and are expected to ensure that adequate email space is available to receive messages.

(Graduate College section of the 2012-13 OSU Catalog)

Communicating with Campus: Email

Your OSU email account is your primary source of communication with the university. You will receive information via email from Residential Life, New Student Orientation and Scholarships and Financial Aid. Once you begin classes, you will receive information from your professors and advisor through your OSU email.... It is very important that you check your OSU email regularly.

(*Freshman Orientation Program Confirmation* publication from New Student Orientation & Enrollment)

OSU Email

OSU uses your Oklahoma State email address as the primary form of communication. Once you have established your O-Key, check your Oklahoma State email regularly. You will receive emails from Scholarship & Financial Aid, New Student Orientation & Enrollment, Residential Life and other campus departments....

(*Freshman Essentials* publication from New Student Orientation & Enrollment)

The percent of undergraduate students who logged in at least once per week was 71%, graduate students 53% and professional students 72%. Student who logged in to their OSU email at least once a month were undergraduate 83%, Graduate 63%, and professional 82%. Members asked if the importance of reading the OSU email was address in New Student Orientation and Missy replied no, but there is an Information Technology (IT) session in New Student Orientation and colleges are encouraged to add this topic in their own orientation courses.

7. Update/Overview of the Admission Review Committee – Libby Reigh

About one year ago, as part of the Panorama Project (admissions criteria initiative that is more holistic than current test score/high school GPA criteria), Provost Sternberg and Vice-President Wray agreed that it was time to reconfigure that Alternative/Holistic Admit committee. This transition occurred for Fall 2012 admission decisions. The reasoning was premised on two circumstances:

- Admissions decisions are typically contained within a research university's admissions office. At small colleges or at highly selective colleges/universities, faculty members may be tapped, on a rotation and perhaps as part of the service component of tenure, to assist in holistic file review and decision making.
- A data driven program had been piloted and results indicated the program was sound.
 - Beginning in 2009 and effective for Fall 2010, analysis was conducted on the Fall 2009 admits and enrollees and the analysis led to establishing default criteria by which students could be admitted to holistic or alternative status without an individual review by committee members.
 - **Source for the following comments is page 78 of the OSU Student Profile, Fall 2011)**
 - Encouragingly, the first year retention of alternative admission students increased for Fall 2010 (67%) compared to Fall 2009 (62%). Naturally, this improvement cannot necessarily be correlated to improved alternative admission review because the effectiveness of LASSO support may have also improved. But, we can be hopeful that data-driven decisions made a positive impact.
 - Additionally, the holistic admit decisions (UAS-Review Committee) made for Fall 2010 show the same retention rate (78%) as the Core GPA criteria (Option 3).

The committee was configured earlier this year upon conclusion of the Spring 2013 decisions.

The following email from Virginia Leathers, Operations Coordinator, outlines the regular committee make-up and also a broader committee for the rare times that we need additional input from colleagues who work with enrolled alternative admits (LASSO), international GPA concordance (ISS) and registered for enrollment admits (NSO). At this time, we have admitted 407 to the alternative admit category out of 1,221 applications. Only one, so far, will require consideration by the broader committee.

We will review the success of the Fall 2012-Summer 2013 program and make appropriate adjustments. The

CARP committee has changed as of the Fall 2012 class. It is internal to Admissions with three external members to help decision more difficult students.

Admissions Staff:	External Members:
1 vote- Leadership member	1 vote- LASSO representative
1 vote- Operations coordinator	1 vote- ISS representative
1 vote- Recruitment coordinator (High Talent)	1 vote- NSO representative
1 vote- Evaluator	
1 vote- Transfer counselor	

Only recommendation letters that are academically tied, not personal letters, are used in the process. IRIM broke out all the scenarios of ways to admit and it turned out that the student's GPA was the best predictor. Questions concerning alternative admit can be referred to Libby Reigh or Virginia Leathers.

8. Math Placement – Amy Martindale

Amy noted that only 11 of the 185 students signed up for New Student Orientation have taken the Math Placement Test so efforts have been increase to contact the students to suggest they take the test by Thursday for Monday's program. Those who can't take the test on Thursday will have the opportunity to take the test Monday night from 7-9 p.m., fourth floor Classroom Bldg. Steve Damron's group has been approved for proctoring the test. Amy noted that she reviewed the students enrolled in MATH without the prerequisite and there were only 90 students, 16 students indicated that they took the prerequisite course but haven't receive a grade, and there were 15 bad memos written (no indication of prerequisite, inappropriate course previously, or ignoring the ALEKS requirement). Please fill out the entire enrollment permission memo, including the justification. Please note that the prerequisites must be met and if a student is enrolling in the required prerequisites, please note that. Members asked for a list of restriction and/or steps to follow, what worked and what didn't. Amy will send that list. Celeste thanked Amy for her work on this process. It was noted that incoming Freshman receive a packet on the Math Placement in a confirmation envelope.

9. Academic Alert – Amy Martindale

Amy noted that she was hopeful that OSU was going to integrate the Academic Alert process with the new STAR system but it won't be possible until the Fall semester. Disbursement of past results of the Academic Alert was sent to academic offices on a spreadsheet, did we want to ask Information Technology (IT) to send individual email per student to their assigned advisor. Member suggested keeping the spreadsheet for now until the information can be incorporated with the STAR system.

10. Seat Releases – Amy Martindale

Amy noted that her college is looking at funding to support opening additional class sections.

11. Other

Missy will be sending out an updated list of students. There have been 3962 registrations. Transfer day is on Friday and some colleges want to pick up their students early. Missy noted that this is fine but to let her know. The Guidebook on the Smartphone application has the NSO schedule and maps for students and parents and evolution too☺!

Adjourn: 12:00