

**COUNCIL OF  
DIRECTORS OF STUDENT ACADEMIC SERVICES**

**MINUTES**

*June 20, 2012  
204 Whitehurst  
10:30 – 12:00*

**Present: Barbara Bremer, Celeste Campbell, Chris Campbell, Christine Crenshaw, Steve Damron, Jovette Dew, James Knecht, Amy Martindale, Marilyn Middlebrook, Kevin Moore, Rita Peaster, Jeremy Penn, Libby Reigh, Jessica Roark, Craig Satterfield, Kristi Seuhs, Robin Wilson, Randy Kitchens, and Pamela Fry.**

**1. STAR System Update and Information Discussion – James Knecht**

Dr. Fry wanted to thank James for all of his work and efforts with the STAR system on behalf of OSU. James noted that before we can begin STAR live data testing, we need to decide what goes where. His recommendation was that the student information should be placed in one box; if multiple boxes are used, then not all of a particular student's information will be available to all of his/her advisors, including information that should be shared. Member asked if cumulative hours will be available, as well as information such as sports codes, which appear on screen 119. Dr. Middlebrook noted that having access to some of the additional non-directory information could be advantageous. James replied that not all information will move from SIS. James went on to say that colleges can create their own tags for their advising needs. Colleges want to make sure that the tags will be useful. Information will be pulled on currently enrolled undergraduate students only but plan to investigate how to pull information on other students (graduate/professional). Members asked what happens if a student withdraws from the University, and James noted that an advisor would be able to pull up students from past semesters who were enrolled then, but an advisor will have to identify the semester in which they were enrolled. There are a number of desired functions which can be looked at after the initial set up. Members asked if there were tracking features.

**2. ALEKS Update – Jeremy Penn**

The math placement testing has increased to 70 or 80 per day at the testing center. Approximately 76% cleared their remediation. Dr. Penn wanted to remind members to keep reminding students to take the proctored exams and if they didn't do well on the proctored exam to take it again. 18% of students have done something in the learning module. The LASSO Center currently has tutors available to assist with the topics covered on the ALEKS exam. The Math Learning Success Center will have training on the modules and wanted to develop a structure program but needed some data before they can determine what was needed and how many before finalizing. Amy will be sending out the MATH data.

**3. Chemistry AP Credit – Amy Martindale**

Since Chemistry began enforcing prerequisites it has been difficult to decide which course a student should go into if the student scored a 3 on the advanced placement testing. Dr. Martindale will be collecting data on the students that score a 3, 4, or 5 on the advanced placement testing to determine what course these students should take and get credit for. This information could be listed in the brochure. Kevin asked that this data be shared.

#### 4. Updates to Transfer and Readmission Petition Processes – Libby Reigh

Libby noted that the Transfer and Readmission Petitions are available for submitting online. Transfer students and readmitted students can complete and send the online petition themselves. Libby noted an issue of a student who applied for admission, was alternatively admitted as a freshman and decided to attend Butler Community College his first year instead of OSU. He earned a 3.0 GPA in 19 credit hours at Butler Community College and when he reapplied for admission at OSU as a transfer student, was denied admission due to not meeting the assured/published freshmen admission criteria that transfers under 24 credit hours are required to meet. Undergraduate Admissions would like to pilot a different process for transfer students under 24 hours who do not meet assured/published freshmen admission criteria, but who were admitted as freshmen through the alternative admission category in recent semesters. This process would eliminate the question/answer portion of the petition process for students who have already shown their ability to succeed through their past/present academic performance. Instead of denying students and sending them a petition, Undergraduate Admissions will send an overview of the student's record to the academic colleges and LASSO for a vote. If the academic college or LASSO would like the question/answer portion of the petition to accompany the record after review, Undergraduate Admissions will initiate that process. Libby will draft a process and present it in a future meeting for approval.

Members were in support of this.

#### 5. Proposed changes to Academic Regulation 3.6: Substitution of Required Courses – Celeste Campbell

The modifications to Academic Regulation 3.6 are as follows: (1) Add a definition of course substitution; (2) Clarify the authority to substitute courses in undergraduate degree plans; (3) Reference other regulations that govern substitutions; and (4) Remove the implication that colleges may allow a lower-division course to substitute for an upper-division course.

##### OSU Academic Regulation 3.6

Substitution of Required Courses. A course substitution is a specific course that takes the place of a required course on a degree plan because it meets the content and/or spirit of the requirement. Individual colleges have the authority to approve substitutions for required courses on degree plans with two exceptions: (1) Substitutions related to university general education requirements require approval from Academic Affairs (see Academic Regulation 3.4), with the exception of the English composition substitutions described in Academic Regulation 3.5; (2) ~~In meeting degree requirements~~ A lower-division course may not be substituted for an upper-division course to meet degree requirements. ~~Substitution policy is governed by the individual colleges.~~

The term *course substitution* was defined to distinguish between substitutions and waivers. (A *course waiver* is defined in simultaneous proposed changes to Academic Regulation 3.7). The final sentence was moved toward the beginning of the regulation because the current placement implies that colleges may allow a lower-division course to substitute for an upper-division course in a degree plan. None of the six undergraduate colleges allow such substitutions. References to other regulations that govern substitutions were added, and a section was added to clarify the appropriate levels of approval for substitutions related to general education requirements.

These updates to Academic Regulation 3.6 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 Approved.

## 6. Proposed changes to Academic Regulation 3.7: Waiving of Required Courses – Celeste Campbell

Modify Academic Regulation 3.7 to: (1) Add a definition of course waiver; (2) Provide clarification that credit hours are not earned through a waiver; (3) Remove the reference to “waive cards” that are not the only mechanism used to document waivers; and (4) Clarify that Academic Affairs approval is necessary for waivers that involve general education requirements.

OSU Academic Regulation 3.7

Waiving of Required Courses. A course waiver excuses a student from taking a required course on a degree plan because the student has fulfilled the content requirement of the course by completing other courses or academic experiences. A course waiver does not result in awarding credit hours and consequently does not reduce the number of semester credit hours required for the degree or for any other degree-related requirements. A maximum of six semester credit hours may be waived, and waiver approval is granted only in special circumstances. Required courses in English, American history and American government cannot be waived, and ~~the total number of semester credit hours required for the degree cannot be reduced.~~ Waivers ~~Waive cards~~ must be approved ~~signed~~ by the student's adviser, the head of the student's major department, and the dean of the college. Waivers involving university general education requirements must in addition be approved by Academic Affairs.

The term course waiver was defined to distinguish between substitutions and waivers. (A course substitution is defined in simultaneous proposed changes to Academic Regulation 3.6.) The phrase indicating that the total number of credit hours required for a degree cannot be reduced was expanded to clarify that other degree-related credit hour requirements are not reduced by a waiver. The final sentence was added to clarify the current practice of requiring the additional level of approval from Academic Affairs for waivers that involve general education requirements. A similar approval process for general education substitutions is described in Academic Regulation 3.4. The reference to “waive cards” is replaced with more general language, because such cards are not the only mechanism used to document waivers.

The updates to Academic Regulation 3.7 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 Approved.

## 7. Report of Academic Alert Student Survey Results – Celeste Campbell

92% remembered getting the survey and there was a 6.8% response rate. Respondents indicated the actions they took after receiving the alert, whether they found the alert helpful, whether their advisors contacted them regarding the alert and provided comments and suggestions for improvement. In the open-ended comment section, 20% of the comments were positive. Emerging themes: The alerts were perceived by some students as reports that they were “in trouble” with the university and that their instructors had “turned them in; They did not think that their class attendance should be monitored; They would prefer direct contact with the instructor; They thought their instructors submitted alerts for reasons that were not important enough to warrant an alert. The understanding that we need to emphasize that this process is aim to help student’s succeed. Members asked if there was an acknowledgement option as advisors receive so many emails that it would be helpful to have an automated acknowledgement letting faculty know that the advisor received the communications. Dr. Fry wanted to thank everyone involved in making this process be successful. This topic will be discussed in future meetings.

**8. Completion of Associate of Arts or Associate of Science after transfer to OSU – Celeste Campbell**

- a. Information item: AA or AS may be earned at the community college after transfer to OSU or simultaneously with the OSU degree; complications may arise with timely receipt of transfer transcripts for students in the simultaneous situation and for students receiving VA benefits or other students whose enrollment must be applicable to their degrees.
- b. Reference policy is OSRHE Policy 3.10.4.D: The baccalaureate degree in all Oklahoma senior-level institutions shall be awarded in recognition of lower-division (freshman and sophomore) combined with upper-division (junior and senior) work. If a student has completed an AA or AS degree, the lower-division general education requirement of the baccalaureate degree shall be the responsibility of the institution awarding the associate degree, providing the general education requirements specified herein are met. If, for any reason, a student has not completed an associate degree program prior to his or her transfer to another institution, the general education requirements shall become the responsibility of the receiving institutions. However, the receiving institution will recognize general education credit for all transfer courses in which a reasonable equivalency of discipline or course content exists with courses specified as part of general education at the receiving institution, provided that there is an appropriate correspondence between the associate degree and the baccalaureate degree being sought.

**9. Other**

**Date for OSU Advisors' Conference – Pamela Fry**

Last year's date: September 16, 2011

Diane will send out an email asking for date preferences for the Advisors' Conference.

Adjourn: 12:00