

**COUNCIL OF
DIRECTORS OF STUDENT ACADEMIC SERVICES**

MINUTES

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

Present: Barbara Bremer, Chris Campbell, Christine Crenshaw, Steve Damron, Cheryl DeVuyst (chair), Jovette Dew, James Knecht, Amy Martindale, Marilyn Middlebrook, Jessica Roark, Kristi Seuhs, Missy Wikle, Ruth Davis, Amy Gazaway, and Catherine Vijayakumar.

1. STAR System Update and Information Discussion – James Knecht

James met with Legal Counseling to work out the permissions for the program and has begun working on the live site. The real data is being loaded and will be tested next week. James stated that hopefully in August they can start working on training the first groups. The link is star.system@okstate.edu. James will try to set up a few more training sessions next week. The plan is to have the training sessions completed by next Fall. James hopes to resolve any problems while piloting the program. Doug Reed is developing a program in SIS that will track the training. James is considering incorporating an electronic pad with the STAR System for electronic signatures. It was noted that it was great that the paper trial study can be scanned; however, we need a more efficient process for forms. Maybe a group can be formed to look at the forms

2. Proposed changes to Academic Regulation 7.4: Minimum Hours for Graduation – Steve Damron

Dr. Damron noted that Dr. Campbell had a group looking at the Academic Regulations to make sure that the regulations were clear and up-to-date. The reason for the proposed changes to Academic Regulation 7.4 is to clarify that for OSU bachelor's degrees the minimum number of upper-division credit hours required in the major field is 15. This clarification is in keeping with minimum standards provided by the State Regents. The current wording of the policy has created some confusion related to whether (a) At least 15 hours in the major field must be upper division; or (b) At least 50% of the hours in the major field must be upper division. According to interpretation (a), a degree based on 36 hours in the major field must include at least 15 of those hours at the upper division level. According to interpretation (b), a degree based on 36 hours in the major field must include at least 18 of those hours at the upper division level. Most OSU degrees meet both conditions, but a few rely on interpretation (a). An example is the Bachelor of Arts in Art with option Studio Art, which requires 48 hours in the major field of which 19 are upper-division. The 15 hour minimum is in keeping with minimum standards provided by the State Regents. Changes to OSU Academic Regulation 7.4 are as follows:

Minimum Hours for Graduation. Each degree program requires a specific minimum number of semester credit hours for graduation, as indicated in the *Catalog*. No degree program shall require fewer than 120 semester credit hours for graduation. (By OSRHE policy, these 120 hours are exclusive of physical education activity courses.) No student shall be permitted to graduate having completed fewer total hours than the requirement specified for that degree. At least 40 hours of upper-division course work shall be required in every baccalaureate degree program. (By OSRHE policy, these 40 hours are exclusive of physical education activity courses.) A minimum of 30 hours is required in the major field. Of these 30 hours, ~~fifty percent~~ 15 must be upper division. Hours of "S" or "U" earned in remedial courses may not count toward total hours.

These updates 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.

Bob Davis recommended adding clarification that “physical education activity courses” are leisure activity courses.

Members Approved.

3. Add Cards for Full Classes During Restricted Add Period – Amy Martindale

Dr. Martindale noted that the Registrar’s Office takes registration permission memos by email to registrar@okstate.edu. During the restricted add period, if some students have dropped a course and have a W, they will still appear on the course roster and in the enrolled count on screen 105. Individuals can pull up the information on the 107 SIS screen to see if enough students have dropped to allow another student to add and still be within the maximum allowed by the department. If so, the advisor can write the add card (still needs instructor signature during the restricted add period) and write “see screen 107” on the card, to alert the Registrar’s Office to see if there is room in the course.

4. Recommended Changes to the English CLEP Exam – Jeremy Penn

Several years ago CLEP created an additional option for the English CLEP exams. Institutions were required to select either the “College Composition” or the “College Composition Modular” exam. At that time OSU selected the College Composition Modular exam which was split into two parts: a multiple-choice section (from CLEP), and a written essay exam (e-write, scored on the computer by ACT). Students could earn credit for English 1113 and English 1213 (3 or 6 credits, depending on the student’s score on both parts of the exam). Since it had been several years since this policy had been set, a group of faculty members from the English Department were convened to re-examine the suitability of the selected CLEP exam for granting credit for English 1113 and 1213. The English Department, after consulting data from CLEP and with the composition directors at Kansas State University and the University of Oklahoma, has decided to recommend moving to the College Composition Exam, specifically the test which is described as in their brochure as follows:

"College Composition contains multiple-choice items and two mandatory, centrally scored essays. The essays are scored twice a month by college English faculty from throughout the country via an online scoring system. Each of the two essays is scored independently by two different readers, and the scores are then combined. This combined score is weighted approximately equally with the score from the multiple-choice section. These scores are then combined to yield the candidate’s score. The resulting combined score is reported as a single scaled score between 20 and 80. Separate scores are not reported for the multiple-choice and essay sections. College Composition contains approximately 50 multiple-choice items to be answered in 50 minutes and two essays to be written in 70 minutes, for a total of 120 minutes testing time."

The English Department is recommending a change to the CLEP policy for English. OSU would require the College Composition CLEP exam (instead of the College Composition Modular) and would award up to 3 credits for English 1113. CLEP credit would no longer be available for English 1213. The recommended change would:

- be implemented through the transition plan (below),
- increase the wait time for receiving scores (up to 4 weeks),
- allow the examination to be completed at a larger number of sites, and
- decrease the total number of CLEP credits available for English from 6 to 3.

As is the case with our peer institutions, we recommend that students be able to receive 3 credits for English 1113 with the score of 50, but due to the lack of a performative measure of library research skills that students not be able to receive credit for English 1213.

Cost

The cost for CLEP College Composition will remain unchanged (\$110: \$80 paid to CLEP and \$30 to OSU).

This recommendation will be reviewed by Instruction Council.

Implementation Plan

Date	Event
October 1, 2012	New English CLEP policy announced and communication to key stakeholders begins. College Composition Modular (current) exam still available to any OSU student.
October 1, 2013	College Composition Modular is ONLY available to students who matriculated at OSU before this date (College Composition available to everyone). Students who successfully completed the multiple-choice portion of the College Composition Module prior to this date will still be able to take the essay portion of the exam through September 30, 2014.
October 1, 2014	College Composition Modular no longer available to anyone.

Communication Plan:

- Inform advisors and Office of Admissions so they may begin messaging with stakeholders
- Update University Catalogue
- Update policy on website(s)

Members emphasized that this change must be communicated to high school counselors before classes start.

5. Other

Date for OSU Advisors' Conference

The date for the OSU Advisors' Conference is Friday, September 14, 2012 in the morning. Dr. Martindale's Advising Task Force will review the past agenda and give feedback on possible topics for the conference.

Dr. Campbell wanted to ask members if any of them would like to be part of the group that will examine enrollment holds as they relate to retention. This is part of the implementation phase of the Retention Task Force and Dr. Campbell, Dr. Penn, and Chad Blew are leading the group.

The LASSO Center has asked college representatives to visit their UNIV 1111 Freshman Orientation sections to share information about majors offered by each college as part of the course's "Choosing a Major" discussion. This year, LASSO has decided to host a major fair, in lieu of classroom visits. LASSO is currently working out how best to make this change and will be contacting prospective student coordinators late this week or early next week to lay some preliminary groundwork. Contact Kelly File for more information.

Missy Wikle noted that there are 4214 freshman enrolled and her office has 48 signed up for the make-up program. There are 1085 transfer students enrolled and 125 signed up for the make-up program. Members asked if they could receive the list of freshman per college.

Adjourn: 11:35 a.m.