

**COUNCIL OF
DIRECTORS OF STUDENT ACADEMIC SERVICES**

MINUTES

August 15, 2012

204 Whitehurst

10:30 – 12:00

Present: Barbara Bremer, Celeste Campbell, Chris Campbell, Steve Damron, Keely James, Susan Johnson, James Knecht, Marilyn Middlebrook, Lance Millis, Rita Peaster, Libby Reigh, Jessica Roark, Kristi Seuchs, Missy Wikle, Ruth Davis, Kirsten Fullerton, Desmond Harvey, and Pamela Fry.

1. STAR System Update and Information Discussion – James Knecht

James noted that the STAR System will be on a new server but no one can access the program until later this week. James will send Diane the link to the STAR System. Training sessions will continue the second week of class for any interested advisors. The training sessions will last approximately two hours. The first advisor account activations will be with Human Sciences, Engineering and Business. Currently the system includes students after they are enrolled. Student information is not accessible if a student isn't currently enrolled and members had some concern about recording information on those students who have not yet enrolled (such as freshmen and transfer students). Where are the notes kept on these students? James will discuss this with Doug Reed and see if there is a way to pull the information without overloading SIS. It was suggested to form a small working group to discuss possible solutions.

2. Proposed Modifications to Academic Regulation 4.2: Courses Offered Through Outreach and Correspondence (Round 2) – Celeste Campbell

Dr. Campbell noted that this modification has been to DSAS previously but Instruction Council had additional modifications so the proposed modification to Academic Regulation 4.2 has returned to DSAS. There were concerns about the wording "extension" as opposed to the currently used term "outreach". Dr. Campbell created a small working group to review the document then asked International Studies and Outreach to review and suggest any revisions.

Modify Academic Regulation 4.2 to: (1) 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; (2) Update the wording to better clarify what constitutes "outreach credit"; and (3) Update the wording to better clarify what constitutes "correspondence credit."

Current Wording

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, 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.)

Proposed Wording

OSU Academic Regulation 4.2: Credit Earned Through Outreach and Correspondence

Outreach Credit. Outreach credit is earned by OSU-admitted students who complete credit courses offered during normal academic terms through OSU academic outreach programs. Outreach courses are also referred to as “electronically delivered” and “traditional off-campus courses and programs” in State Regents’ policy. OSU accepts transfer outreach credit from other accredited institutions. Outreach credit is fully applicable toward the satisfaction of requirements for academic degrees and certificates consistent with State Regents’ and institutional residence and degree requirements.

Correspondence Credit. Correspondence credit is earned by students who complete year-long correspondence study courses offered through OSU Correspondence Education. Admission to OSU is not required to earn correspondence credit unless the student intends to apply the credits toward an OSU degree. OSU will accept, toward a degree, a maximum of eight transfer semester credit hours earned through correspondence study from other accredited institutions. Credits earned through correspondence study cannot exceed one-fourth of the credits required for a baccalaureate degree. (See also Academic Regulations 2.2, 4.1, 5.5, and 6.11.)

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), in consultation with OSU Correspondence Education and OSU Outreach representatives.

Members Approved.

3. NOC Transfer Guide – Libby Reigh

Libby noted that she had been working with Ruth Davis, Kirsten Fullerton, and Institutional Research and Information Management (IRIM) in developing a more interactive online transfer guide. Undergraduate Admission is seeking to create an interactive transfer guide and once it is completed will send out the link. Libby also noted that Undergraduate Admissions is creating an information page that will be accessible to both students and advisors that will address questions such as elective credit, leisure and activity courses, etc. Doug Reed sent Undergraduate Admissions the test site to test and Libby will be sending out the test link and ask that members and advisors also test the site and provide feedback before the program goes live. The goal is to get this test site out prior to the upcoming Advisor’s Conference. It was noted that it would be advantageous to see notations on what will or will not transfer. Dr. Campbell asked, can there be access to the language when looking at the main page? Readers need to know that this is very basic information. It was noted that there is a “Principle of Excellence” Executive Order requiring evaluation of transfer credit of military students within 30 days of application. Libby will forward the link to members as soon as the draft page has been completed.

4. Other

The Advisors Conference will be held from 8:00 – 1:00 on September 14, 2012.

Dr. Fry noted “Thanks to All” for their work on the Math Placement Exam. A special “Thank You” to Missy who played a very important part in this. There have been no major complaints and the modules have been very beneficial to the students and have at times kept the students from having to take remedial courses. The contact for the Mathematics Learning Success Center (MLSC) is Elena Pavelescu, 744-5688. MLSC will be moving to a different location in October or November.

Dr. Fry noted that OSU has been approved for a Phi Beta Kappa Chapter. Dr. Fry will be the central administrative contact and there will be two faculty members coordinating the program this Fall. It would be good at some point for the representatives to visit a DSAS meeting to discuss what they will be doing. There will be a big induction in the Spring. Dr. Fry noted that we currently have a chapter of Phi Kappa Phi, coordinated by a group of volunteer officers.

Missy Wikle added that final freshman numbers by college will go out on Monday, do members want numbers or lists? Missy noted that Renee Rhodes will be leaving and if members know if someone interested in the position to let her know.

Dr. Middlebrook noted that campus maps on the university websites need to be updated and there needs to be consistency among the areas.

Dr. Damron noted that he has a map of all 67 educational institutions in Oklahoma and will share this information for those who request it.

Adjourn: 11:37 a.m.