

**COUNCIL OF  
DIRECTORS OF STUDENT ACADEMIC SERVICES**

**MINUTES**

*September 5, 2012*

*204 Whitehurst*

*10:30 – 12:00 p.m.*

**Present:** Barbara Bremer, Celeste Campbell, Chris Campbell, Steve Damron, Susan Johnson, James Knecht, Amy Martindale, Marilyn Middlebrook, Kevin Moore, Rita Peaster, Jeremy Penn, Jessica Roark, Craig Satterfield, Kristi Seuhs, Missy Wikle, Robin Wilson, Kevin Kraft, Desmond Harvey and Pam Fry.

**1. Exceptions to the Six-Year Time Limit on Undergraduate Degree Plans – Pamela Fry**

During a recent meeting of the working group that is examining undergraduate degree verification processes and policies, the six-year time limit on degree plans was discussed (Academic Regulation 3.2). The group, which includes representatives from all six undergraduate Colleges, requested a discussion during DSAS and Instruction Council regarding the process for requesting exceptions to allow more than six years for individual students and an understanding of the type of criteria that would likely be approved. Members noted some of the reasonable exceptions below:

1. Advisor Error
2. Personal Crisis
3. Wrong Matriculation Plans – stopped out and started back
4. Switching Degree Plans

It was noted that the College of Agricultural Sciences and Natural Resources has 20% of the University's transfers which are typically switching plans and feels that an extension of timeline for these students is crucial. Putting these students on a new plan proves to be more efficient as they will use the plan that accepts more of the students hours already taken. Dr. Campbell noted that there is a great deal of accountability on the University level such as VA issues, etc. It was noted that any requested exception needs to be supported by the College. Diane is to collect data during the year to be analyzed.

**2. Student Assessment Report – Pamela Fry and Jeremy Penn**

The Student Assessment Report, a document produced by Academic Affairs, is intended to be an advising tool that summarizes information needed for removal of remediation and for course placement. Advisers also will need other information to properly advise most students, including the student's complete high school transcript (and college transcript, if applicable), personal considerations, and career plans.

A working group is needed to update the guide, and the following individuals have agreed to be on this group: Chris Campbell, Missy Wikle, Jeremy Penn, Rita Peaster, Christie Hawkins, and Steve Damron.

### **3. Bachelor of University Studies – Celeste Campbell and Amy Martindale**

Members are asked to provide names of individuals from each college to serve on a committee that will review the current Bachelor of University Studies (BUS) declaration plan and form.

Members asked that the statement/requirement “half of the major course requirement” be defined for clarity. Members also expressed a need for a checklist which would serve as a double check for any plan. Members wanted the student’s signature added to the BUS substitution form and suggested an overhaul of the substitution form, and Dr. Martindale will draft the form.

### **4. New Screen on SIS Denoting Banned Student Status – Kevin Kraft and Rita Peaster**

It was noted that there are approximately 25-30 students banned from campus each year and there have been inquiries on how to know about these situations and what actions to take if a banned student is on campus or in an office. Rita is working with the Student Conduct Office and IRIM to develop a process to display the status of these students via a new pop-up screen in SIS (which will behave similar to deceased students’ pop-up screen). Kevin provided a handout with a mock-up of the new screen and asked for feedback on the wording to be displayed. The wording on the pop-up screen directs you to review the ban information on the comment screen (148, 248, etc.) to determine if the ban is still in effect and to call OSU police. It is important to remember that students are typically banned for a certain period of time and, once that period of time has passed, are allowed back on campus. A popup screen in SIS will appear anytime the student’s information is accessed. Staff will then have to look at screen 148 (or any screen they have access to ending in -48) for details before taking action. The details will be listed in the comment section of a registration hold from Student Conduct. It would be very beneficial for advisors, faculty, and staff to know this information as it could potentially be very sensitive. Members noted that it would be beneficial to have a training session on how to handle a situation where a banned student is in your office before this goes live. Kevin indicated that Student Conduct can draft something to distribute for training before the new screen goes live. His office will control flagging students for whom the banned student screen appears. Rita mentioned that the Registrar’s Office will modify their existing emergency action plan to address banned students. It was asked if this information will be made available in Web for Faculty. (We later asked Doug and he said it will not work via Web for Faculty). Members also asked if there was a marker for felons and it was noted, not at this time. Members noted again that there needs to be some type of training for employees on the frontline and the display screen in SIS should include the number of the police and list the SIS screens to be accessed to capture additional information. Kevin noted that if members need more information on these students to let him know. Kevin will put together some instruction on suggested processes and share with DSAS.

### **5. Other**

Advisor Reception Hosted by Institutional Diversity, September 6, 2012 10:00 a.m. – 11a.m., 280 Student Union.

Dr. Martindale said that Dr. Bird would appreciate input from the Colleges on Welcome Week. Also a panel will be formed to discuss outcomes of the Academic Alert process.

Dr. Damron noted that Susan Willoughby will be leaving Agriculture and asked members to let him know if anyone was interested in the position.

Adjourn: 12:00 p.m.