

**COUNCIL OF  
DIRECTORS OF STUDENT ACADEMIC SERVICES**

**MINUTES**

*January 16, 2013*

*204 WH*

*10:30 – 12:00*

**Present:** Barbara Bremer, Lynn Brown, Celeste Campbell, Chris Campbell, Christy Crenshaw, Jovette Dew, Susan Johnson, James Knecht, Amy Martindale, Lance Millis, Rita Peaster, Jessica Roark, Craig Satterfield, Kristi Seuhs, Cathy Southwick, Ed Harris, Pamela Ehlers and Pamela Fry.

**1. Career Services (information) – Pam Ehlers**

Dr. Ehlers noted that her area has moved from Career Development to Career Services to allow the area to do “admission to position” career consultations and career development activities. The office has built a website with webpages that hopefully will be beneficial to individuals working with students as well as students themselves. Career Services has combined the college and Career Services resources and placed them on their website. Viewers can select a degree and information describing that degree becomes available including occupations related to that degree and related industry information which includes projected growth. Much of the information was pulled from the Federal & State government websites. Also available is information related to recent OSU GRADS information including job titles, salary ideas, and information on employers that have come to campus to interview the students. Please have your college review this information and let Career Service know if the information posted is incorrect or if information needs to be added. Barry Fuxa is over this area and will be the contact if there are needed changes to the information posted or if there are questions. If colleges change their career website let Barry know. This resource can be found at [hireosugrads.com](http://hireosugrads.com), career development, and undergraduate degree links. Major-to-career transition information is also available good for assessing skills. All of the career consultants now are certified, and all have the global career development facilitator credentials and able to give career assessments and interpret those assessments. It might be beneficial to have this information linked to the catalog. This information will need to be reviewed for changes annually. Dr. Fry commented that it would very beneficial to be send to all high school counselors and feels that OSU may miss a huge opportunity to connect with high school students. Admissions has the list of high school contacts and Dr. Crenshaw will work with Dr. Ehlers to get this out to the high schools. Missy noted that she has used this information and it is a great tool to use to explain to students that this isn't all you can with a certain degree. Members noted that this will answer questions in the recruitment process. Can some of the information be linked to the actual documents? Salary reports a voluntary response and may not get much feedback. The return is about 40% and it used to be 60%.

**2. STAR Update (information and discussion) – James Knecht**

James noted that the STAR process is proceeding fine. There are a number of new users up and running. James modified the main STAR system page and created college/center sections. If you want to tell your students something before they login there is a section where links or text can be entered. Dr. Satterfield noted that there are no disclaimers that this is for undergraduate students only. Graduate students cannot access at this time. Craig asked what would it take to add graduate information to the site? James noted that this will have to be looked into. James created fake student accounts for appointments being made by student not enrolled. If there are other features needed, let James know. James will send a list of who has and who has not had training. Please let James know if there are changes in your area, specifically with the advisors. SIS is set up to not load into the STAR System instructors of courses with zero percent assignments to those courses. A message through the system

now allows attachments. Talked to STAR representatives about text messaging, and if a student sends a reply text message it is captured in the system but does not forward to the advisor's phone. Dr. Martindale asked, when will students be able to cancel their appointments online? James could turn on the delete function immediately but will need to test it before he does so. If we give students the ability to delete their appointment, that will apply for everyone across the University system. How will the students know? Could DSAS have a fake student access so that members can look to see what students view? James said yes, anyone can request a service account. Also, when sending campaign and directing advisees to make an appointment in a specific timeframe and the advisees go onto the calendar and that week is busy, does it allow them to move forward on the calendar? James replied that it depends on how far into the future the campaign runs and on how they log in. If they used the campaign link it makes it easy to enter the system from the email, but they are limited to the time frame specified by the campaign. However, if they login on their own, they will have access to the advisor's full calendar availability. Please encourage students schedule their own appointments with advisors and ask advisors not schedule appointments for the students with other advisors. Members are pleased that they can now post notes in the STAR system.

### **3. Pre-Health (discussion) – Amy Martindale and Cathy Southwick**

Glad to bring Cathy Southwick, the new Pre-Health coordinator. Recruiting event will be held January 26<sup>th</sup> and have been working with Admissions to offer breakout sessions on pre-health professions, new student orientation, financial aid, etc. Cathy handed out what is referred to as the four year plan. The handout reflects a four year plan on how a student would make those steps to a professional level program and information listing the different degree programs, as pre-health is not major specific. If there are changes to the lists, let Cathy know. Cathy's role is to assist students with the pre-health requirements not to replace a student's advisor. Dr. Fry asked Cathy how many students are declaring pre-health and Cathy replied around 1350. Dr. Fry asked if the University offers an orientation course for these students. Dr. Martindale replied yes UNIV 2511, and next year UNIV 2611 will offer more in-depth pre-health information. Dr. Martindale noted that Cathy will be visiting with each college.

### **4. Academic Calendar Review with Faculty Council (information and discussion) – Celeste Campbell**

The handout is a response to a meeting between Dr. Campbell and Faculty Council Officers. One of the questions Faculty Council wanted to explore was starting the Fall semester later. The Registrar's Office studied the academic schedule to see if it would be possible to end the Fall semester and conduct commencement before the University closes for the holidays. The Registrar's Office examined the possible change through 2020 and could not see where it was feasible to start the Fall semester any later. Members agreed that we cannot start the Fall semester any later in the semester. Another topic being questioned is "Is it feasible to consistently build into the schedule a four-week break between the end of the fall semester and the beginning of the spring Semester". In the long-range academic calendar, the number of weeks between the end of the fall semester and the beginning of the spring semester varies. It is three weeks during academic years 2012-13, 2016-17, 2017-18, and 2018-19, and it is four weeks during 2013-14, 2014-15, 2015-16, and 2019-20. A consistent four-week between-term span could be accomplished by starting the spring terms and summer terms one week later (during 2017, 2018, and 2019). This adjustment would eliminate the open week during these years between the end of the summer term and the beginning of the August pre-session, but several of the academic years do not include this open week and no adverse effects have been detected. This change would cause the spring term to begin on Tuesday (because of MLK Day) during 2017 and 2018, but this could be accommodated. A four-week span between fall and spring would allow adequate time after the holidays to address academic status and eligibility appeals and work with students to accomplish related schedule changes. A minimum of five working days are required to effectively handle these processes. For spring 2013, only three working days were available prior to the beginning of the spring term. A four-week span would allow greater utilization of the winter intersession. Currently the winter intersession length varies from three weeks to four weeks. A winter intersession of consistent four-week length would give

departments a greater opportunity to offer three-credit-hour courses and would give students a greater opportunity to complete these courses during the break between semesters. A four-week span would also provide more opportunities for short-term study abroad. It is feasible and desirable to consistently build into the schedule a four-week break between the end of the fall semester and the beginning of the spring semester. This would require an adjustment of the spring term and summer term start dates (move them one week later) for 2017, 2018, and 2019. No adjustment of fall start dates would be necessary. Proposed calendars are in the handouts. Susan noted that she likes the idea of the four week break between sessions. Dr. Satterfield notes that this would be better for the International students in allowing more time to travel here, etc. There was some concern regarding shortening the enrollment time during the Summer.

Another topic of discussion was "How is Fall break determined". Prior to fall 2008, fall break occurred on a Monday and Tuesday in October, and the Wednesday before Thanksgiving was a class day. Beginning fall 2008, the Wednesday before Thanksgiving became a student holiday and fall break was moved to a Friday in October. Determination of the fall break depends on the football schedule. It is scheduled on a Friday that does not precede a home football game. It is questioned, why do we have a Fall break? DSAS members supported keeping the fall semester start date unchanged and supported building into the calendar a consistent 4-week span between fall and spring semesters.

#### **5. Zero Level Courses (review course descriptions) – Pamela Fry**

Background: In late Summer, early Fall of 2012 there was a request from Undergraduate Admissions to make the remedial courses listed in the catalog consistent in regards to referencing that these courses do not count towards degree credit at OSU. Some of the remedial course descriptions contain statements mentioning that the courses do not count toward OSU degree but some do not and the wording in the descriptions are not consistent. Course action modifications were created in an attempt to attain a common statement for these courses. This information was sent to several individuals to review and this prompted new conversations questioning if these courses should be listed in the catalog since they are Northern Oklahoma College (NOC) remedial courses. Rita commented that OSU students take these remedial courses including student athletes due to NCAA regulations. Some International students also take these courses. Members wanted to make certain that advisors would be able to enroll students in these courses regardless. Discussions to continue.

#### **6. Other**

Dr. Fry noted that OSU and Tulsa will be making an effort to work with TCC on articulation agreements. Currently there are 14 undergraduate program areas being considered.

It was questioned whether Correspondence Study will no longer exist. Members asked for confirmation.

Adjourn: 12:00 p.m.