

**COUNCIL OF
DIRECTORS OF STUDENT ACADEMIC SERVICES**

MINUTES

December 4, 2013

126 Institute for Teaching and Learning Excellence (ITLE)

10:30 – 12:00

Present: Barbara Bremer, Lynn Brown, Charles Bruce, Chris Campbell, Steve Damron, Jovette Dew, Jeff Hartman, Susan Johnson, James Knecht, Amy Martindale, Marilyn Middlebrook, Lance Millis, Mckenzie Mohler, Rita Peaster, Kristi Seuhs, Richard Shepard, Missy Wikle, Jean Sander, and Shiretta Ownbey.

1. Expansion of AP Credit as Prerequisite Pilot Project – Amy Martindale

The expansion of AP credit as a prerequisite is a pilot project that Rita and Amy worked on and it seems to have gone well. A psychology course and one course in computer science need to be added but other courses have not been identified at this time. This pilot encompasses courses with AP credit but the AP credit is recorded as an “N” until the student has completed 12 hours. Amy noted that they will work with more courses in the future and if members have comments to let her know.

2. Non-Degree Seeking Students – Jeff Hartman and Missy Wikle

This topic is a continuation of previous discussions. Jeff has been working with Missy on processes to assist non-degree seeking students in finding the correct college, advisors, etc. On the Undergraduate Admissions application being used now for non-degree seeking students, student can choose any college they currently believe is appropriate. There is not a random or default selection for this. Currently letters sent to students following the application process states for students to contact the college that they choose but now students will be told to go to New Student Orientation (NSO) but will not have to go through orientation. NSO will then work with the student to determine which college is appropriate. Members asked where the nine hour requirement came from and it was believed that this requirement was mandated by the Oklahoma State Regents Higher Education (OSRHE). Members asked how this affects retention numbers. Are these students included in the retention numbers? It was noted that these students are coded differently and numbers can be pulled. Amy noted that she believes that these students are not included in the retention figures. Charles Bruce noted that there has been issues with these type of students applying as degree seeking when they may not be degree seeking and it is much more likely for them to default resulting in negative consequences not only to the individual but to the university. Is there anything that can be done as an institution to address this? Is there a way to find out how many students this affects? Jeff noted that for the students who want to take over nine hours there is a petition process. It is suspected that most of these students declare degree seeking and are not degree seeking. Jeff said that Undergraduate Admission will change their admission letter immediately and members approved. Missy noted that this is a temporary solution to the problem and will be sending information to members. Shiretta Ownbey noted that this subject needs to be explored and commented that perhaps the nine hour requirement could be investigated further.

3. Proposed changes to OSU Policy 2-0216 Final Exam Overload Policy and OSU Policy 2-0207, University Academic Format and Final Examination Policy (requesting approval) – Celeste Campbell

Celeste noted that she would like to return to discussions on the two policies regarding the Final Exam Overload Policy and common exam conflicts. Thanks to Brenda, Steve, and Rita for working on the wording. Do members have any further need to discuss? Members did not comment.

Members approved.

4. Academic Program Declarations for Student Athletes – Celeste Campbell and Marilyn Middlebrook

Celeste noted that there is a need to modify the undergraduate academic program declaration (major change) process for student athletes to include an approval signature from Academic Services for Student Athletes (ASSA). The purpose for this additional approval is to allow ASSA staff members to review students' intended majors prior to the official matriculation change in the Office of the Registrar.

One component of eligibility for student athletes is progress toward the declared degree program. This is particularly crucial for students at the beginning their fifth semesters. OSU recently submitted a waiver request to the NCAA to explain a major that was declared in error for a student athlete. The "institutional recovery plan" that was submitted to the NCAA along with the waiver request indicated that OSU would explore adding ASSA approval to the Undergraduate Academic Program Declaration Form (major change form) for student athletes.

Additional Planned Actions

- ASSA will work to ensure returning students who are approaching their fifth semester declare their majors during their fourth semester or early in the summer preceding the fifth semester. This will allow ASSA to verify majors in enough time to detect problems or errors.
- ASSA will work with coaches to convey to new students they need to meet with ASSA advisors prior to their first meeting with their academic advisors.
- Make similar changes to the NSO *New Student Permit* that is used to change majors during new student orientation.

Marilyn noted that over the years the undergraduate academic program declaration for student athletes past process this has been problematic causing issues with NCAA. ASSA can check to see if a students will be eligible on a certain program. The proposal is to add ASSA to the undergraduate graduate program declaration form. It was noted that the advisors don't always have the student in their office to fill out the form. It was suggested to look into some type of alert in SIS with a popup or flag. The registrar will look into a possible indicator in SIS and wording on the form. The form will be considered unofficial until ASSA approves. **Bring topic back.**

5. Reverse Transfer Update – Celeste Campbell

Celeste wanted to give an update on the reverse transfer process. OSU identified those students eligible for this initiative. The Registrar's Office sent the name of eprint report to members which lists students who are eligible for this program. All 14 community colleges in Oklahoma have indicated an interest in participating. Northern Oklahoma College noted that they had 30 applications and the Registrar's Office is waiting on some other schools to communicate

requested transfer information needed to finalize others. 2300 students are included in the list. This is OSU's effort to assist with the Complete College America initiative.

6. Proposed Changes to Regulation 7.3 is the 3 + JD Degree - Amy Martindale

OSU received approval from the Oklahoma State Regents for Higher Education (OSRHE) to allow students early admittance to a doctoral health program and transfer the credit hours from their first year of the doctoral health program back to OSU and those credits would be included in the 30 hour requirement. This is now becoming a trend in law schools as well and OSU is hoping to be able to initiate this with the pre-law majors. Keely James is also working with law schools in Oklahoma and OSU is seeking approval from OSRHE. It was noted not to create a new policy but to revise the existing policy. Dr. Campbell encouraged using track changes and to present a written rationale before proceeding with future approvals. Dr. Campbell also suggest deleting the wording in parentheses which states "modifications approved by Provost, etc."

Fully discussed and Council will support.

7. Academic Regulation 3.4 is the 30+10 General Education Document – Steve Damron

Steve Damron noted that this item is for discussion. The thought behind the 30-10 is to allow students more flexibility when changing majors. One piece of the comprehensive recommendation is a change in the credits and the way they are counted from college to college. The requirement that general education courses carry no prerequisites or have no more than one prerequisite will be removed. The recommendation gives more flexibility in transferring credits from college to college. The document is being reviewed by Faculty Council now. This process is intended to have ongoing assessment. Please read the entire proposal in detail, check your option sheets, and provide any feedback.

Adjourn: **12:00 p.m.**