

**COUNCIL OF
DIRECTORS OF STUDENT ACADEMIC SERVICES**

MINUTES

February 20, 2013

204 WH

10:30 – 12:00

Present: Barbara Bremer, Lynn Brown, Celeste Campbell, Chris Campbell, Jovette Dew, Chris Francisco, Jeff Hartman, Susan Johnson, Virginia Leathers, Amy Martindale, Lance Millis, Rita Peaster, Jeremy Penn, Libby Reigh, Jessica Roark, Craig Satterfield, Kristi Seuhs, Missy Wikle, Amanda Droste, Linda Good, Brandon Sours, Kelsey Lee, and Pamela Fry.

1. ALEKS – Chris Francisco

Dr. Francisco noted he wanted to discuss some changes in regards to Mathematics enrollment in upcoming semesters:

- The prerequisite for MATH 2103 changed to “C” or better in 1483 or 1513 or 1715, or a qualifying ALEKS score of 50 (effective Fall 2012). This action made MATH 1483 and 1715 allowable.
- Reduced qualifying ALIKS score for MATH 1493 to 20, effective Summer 2013.
- Allow greater movement among Math 1483/1493/1513, effective Summer 213.
 - MATH 1483: May enroll with 25 on ALEKS or “C” or better in 1513.
 - MATH 1493: May enroll with 20 on ALEKS or “C” or better in 1483 and 1513.
 - MATH 1513: May enroll with 30 on ALEKS or “C” or better in 1483.
- Added new course, MATH 1583 (Applied Geometry and Trigonometry), with a prerequisite of “C” or better in 1483 or 1513, or a qualifying ALEKS score of 40 (effective Fall 2013). This course is designed for students who need to learn some geometry and/or trigonometry but do not intend to take calculus. It is approved for (A) area General Education credit. Members noted that this is a very positive change.
- Students with an ACT MATH score of at least 19 (or equivalent SAT MATH score) do not need proctoring for their first ALEKS attempt, but they do need proctoring for any subsequent attempt. Students with an ACT MATH score of below a19 (or equivalent SAT MATH score, or no ACT or SAT MATH score in SIS) still need all attempts proctored. What has prompted this change is suspicious ALEKS score profiles. This is the result of an attempted to step up the proctoring of the ALEKS testing if needed. The module will ask for a proctoring code provided to students. Dr. Fry wanted input from members regarding this change. Dr. Fry also noted that there is a desire to put a stronger, clearer message on the ALEKS computer screen in regards to the consequences to violating this testing process. Members asked if a message regarding cheating on the ALEKS could be incorporated on the screen noting that violating this process could be an Academic Integrity violation. Another point was made that the second ALEKS attempt must be proctored after the end of the semester.
- Students may no longer repeat a course without having a valid prerequisite. Will become effective this Fall.

Dr. Penn noted that in the past there have been unit meetings explaining the changes to ALEKS etc. and asked if this would be helpful again and members noted that it would.

The new Mathematics Learning Success Center on the fifth floor of the Library should be getting close to completion. The center will have a large computer lab and will have the capabilities to facilitate student proctoring. The center is expected to be open Summer 2013.

Dr. Fry noted thanks to all for their work on this process.

2. Non-Degree Petition Process to Exceed the 9 Hour Limit – Libby Reigh and Virginia Leathers

Libby noted that some of the personnel roles in Undergraduate Admissions have shifted. Libby is now working closely with Kari Alldredge on the Panorama project and initiatives, transfer and academic talent recruitment, as well as overseeing the Undergraduate Admissions front office. Jeff Hartman and Virginia Leathers are the point people for Undergraduate Admissions operations, and policies and procedures.

The non-degree petition process is a lingering issue and there hasn't been a set process on approving these exceptions.

The Oklahoma State Regents for Higher Education (OSRHE) require that a special non-degree seeking student who wishes to enroll without intending to pursue a degree may be permitted to enroll in no more than nine credit hours without submitting academic credentials or meeting the academic curricular or performance requirements of the institution of desired entry. Once the student has completed the designated number of hours, the student is required to meet the formal admission or transfer for the institution of desired entry in order to enroll in additional course work. The president or president's designee may allow non-degree seeking students to exceed this initial nine credit-hour limit on an individual student basis. Such exceptions may be made for non-degree seeking students only who meet the retention standards and must be appropriately documented and reported to the State Regents annually.

The Office of Undergraduate Admissions (Libby Reigh, Virginia Leathers and Jeff Hartman) reviewed the proposed exception/petition process for waiving exception requests to OSRHE Policy 3.9.6 Special Admission, section A. Special Non-Degree Seeking Student. We have a handful of students who fall in this category from the various admissions offices annually. At the undergraduate level, the Career and Technical Education non-degree group and the ROTC students are the only preapproved groups to exceed the nine hours (CTED = 15, ROTC = 21) and will not be required to submit a petition, but will be reported annually to the state regents. However, any other student group who wishes to exceed the nine hour non-degree limit must request such an exception to the appropriate admissions office. The purpose of this petition process is not to circumvent admission criteria. Undergraduate Admissions has partnered with the Registrar's Office in addressing this process. In the handout information is the petition for the "Non-Degree 9 Hour Limit Exception". There was some concern about the 10 business day requirement deadline to submit the petition. Libby noted that they will look at that and possibly take that wording out. Dr. Fry asked why there are signature lines for the International Offices and Libby noted that those can be removed. Dr. Fry also noted that the petition process needs to be treated as an exception not a rule. Dr. Johnson asked Dr. Satterfield if he thought this would affect the process for the CDIS Leveling students. Dr. Satterfield replied that a lot of the students choose to be undergraduate students in CDIS for financial purposes and others are Special Students. Dr. Satterfield doesn't anticipate any changes at this time. A graduate coordinator needs to be included in any conversations on the matter. Libby will investigate the suggested changes with all the affected admissions offices; ISS, Graduate and OSU-Tulsa Admissions for final updates to this proposed process. Libby will update the documents and send them to Dr. Fry

for approval and DSAS for review.

3. Revised Bachelor of University Studies Declaration Forms – Celeste Campbell

Dr. Campbell noted that there was a working group formed last Fall to examine the form and processes for the Bachelor of University Studies (BUS) plans. The working group has already approved the forms you were sent. It was of the opinion that it would be beneficial to include on the forms some of the OSRHE and OSU requirements. Also it was recognized that the language in the directions on the forms implied that a student could “either” do a minor “or” complete the required credit hours and some of the minors offered do not require the appropriate number of credit hours so this was addressed. Some of the individuals in the working group have already begun to use the new forms. Dr. Campbell noted for informational purposes that last year 119 BUS degrees were awarded and of those 50 were from the Education, 34 in Arts and Sciences, 18 in Human Sciences, 8 in Business, 5 in Agriculture, and 4 in Engineering. Dr. Fry noted that the BUS signature process seems to have greatly improved.

4. New Enrollment Holds Website and Information on Student SIS – Celeste Campbell and Rita Peaster

Dr. Campbell noted that they were pleased with the efforts of the Enrollment Holds Working Group which is a spinoff of the Retention Task Force initiatives. The group consists of representation from areas of advising, Bursar, University Health Services, etc., some key areas that deal with SIS holds. The group was charged with looking at the various aspects of enrollment holds including the types of holds, how students receive the communications about their holds, what are they seeing, and what to do about their holds. Wanted to share two aspects of the process, the communication efforts and related information reflected in SIS. Previously the SIS screens did not clearly reflect information about the SIS holds, therefore the group implemented changes to provide more information regarding the holds as well as clearer direction for the student. The group was also interested in learning about the types of communication methods used by our advising areas and Kristi Seuhs noted that as a part of their orientation classes they spend a week with the students in the classroom building computer lab. The students are asked to pull up their holds on the computer and have the opportunity to receive direction on how to remove the hold. This is done early in the semester. Members asked if the information on the holds in SIS could detail the type of information needed. In regards to missing admissions documentation, Jeff noted that students are sent an email informing students that there is documentation missing on the 1st and the 15th of every month until the first of the next semester or until the needed documentation is received. Members asked if the email explain what specific information is needed and Jeff replied that there is not a way to identify that information with the current process. Students can use the login using a provided link or call to identify the missing documents. Dr. Johnson noted that communications refer to only the Stillwater campus and Tulsa information needs to be included. Rita commented on how and where to find detail descriptions of the student holds on the Registrar’s website. Members asked for a screen shot and Rita will send once sent an email.

A report will be created later this semester for the Retention Task Force.

5. Withdrawal Supplement Replaced by New Final Grade Submission Feature – Celeste Campbell

Student who withdrawal from the University after the “W” deadline, the twelfth week but before pre-finals week (weeks 13 and 14) of the Spring and Fall semester, students are allowed to withdrawal but must take a “W” if passing or “F” if failing. Registrar’s Office has a new process and student no longer have to turn in a withdrawal supplement. Now have a mechanism for students to use a withdrawal form for this process. Information on the withdrawals will be sent to the instructors detailing information about the withdrawal, including timelines. This affects about 20 students each Fall and Spring. The Registrar’s Office will send an email to all advisors informing them that they will not long need to worry about the supplemental form.

6. Zero Level Courses (review course descriptions) – Pamela Fry

Dr. Fry noted that members need to take a final look at the zero ending courses. Is everyone agreeable that the descriptions are satisfactory? On UNIV 0123 the statement should read “May be used to fulfill the Math remediation (not science) and UNIV 0133 should state English and UNIV 0143 should state Reading. Dr. Fry questioned whether these statements needed to be in the descriptions. A statement should be added to the description to UNIV 0023, “This course alone will not satisfy remediation requirements”. It was asked if NOC offered college level reading courses. Dr. Fry noted that there will be upcoming communications with NOC in regards to the courses offered and the approval process.

7. Other

Dr. Dew noted that she will be teaching a diversity course next Fall, Minorities in Science and Technology: Contributions Past, Present and Future.

Missy noted that NOC won’t be open on Friday’s this Summer and in the Fall NOC won’t offer 12:30 classes.

Adjourn: 11:50 a.m.