

**COUNCIL OF
DIRECTORS OF STUDENT ACADEMIC SERVICES**

MINUTES

*March 6, 2013
204 WH
10:30 – 12:00*

Present: Barbara Bremer, Lynn Brown, Charles Bruce, Chris Campbell, Christine Crenshaw, Steve Damron, Jovette Dew, Jeff Hartman, Susan Johnson, James Knecht, Virginia Leathers, Amy Martindale, Lance Millis, Rita Peaster, Jessica Roark; Craig Satterfield, Kristi Seuhs, Missy Wikle, Robin Wilson, Ed Harris, Jamie Loomis, Monty Snellings, Pamela Fry.

1. 2013-14 Undergraduate Admissions Event Calendar – Ben Hagan and Jamie Loomis

Jamie provided two handouts detailing upcoming events, campus resources and event schedules. Also include in the handouts was a “Fall Event Comparison” which reflects a higher attendance rate from 2011. Undergraduate Admission’s goal is to provide “Saturday Campus Tours” every week, a weekend opportunity for students and families. Along with “Kick-Off Events” this event is intended to provide students and families in the OKC and Tulsa metro areas the opportunity to meet with campus representatives and hear about all the existing events happening on campus so that they will be encouraged to visit. The “OSU Experience” event is offered to provide prospective students and families the opportunity to experience OSU game day excitement. Undergraduate Admissions also sets up a booth at the “Principal Counselor Conference”. Dr. Fry asked if there has been effort to contact high school administrators through the through these types of conferences for information purposes and Jamie replied that they have. The “Scholars Day” event is held to provide academically-talented students the chance to explore the premier academic opportunities and challenges awaiting high-achieving students at OSU. It was asked if this event exceeded its limit and the answer was no. It was noted that members struggle a little with this event and asked when can this be discussed and the reply was soon. Undergraduate Admissions plan to have brief discussions about changing the design of this event. The College of Arts & Sciences has been doing separate invitations and asked if a pre-health session could be added and the reply was yes. The “OSU Up Close” event helps facilitate high school students into a college setting and elbow to elbow with faculty and current students. “OSU Up Close” is our premier weekday academic-focused event. Transportation is provided and this is the only event that registration is charged. The students also receive a dining card for their day at OSU. There are no events occurring in the month of December. “Senior Day” events are held in January and February to provide students with the information and tools necessary to complete the application process and to assist admitted students with next steps to becoming a student at Oklahoma State University. “Junior Day” is held in April to provide students with direction and general information about the college selection process and all that is offered at Oklahoma State University. “Ok Promise” event scheduled TBA is provided to give direction students and families enrolled in the Oklahoma Promise Program. May, June and July are Saturday tour events.

Dr. Crenshaw stated that they have been working on beefing up the events offered by Undergraduate Admissions and the early advanced notice is very beneficial. Dr. Crenshaw noted that they are reviewing the Scholars Day event and looking at ways to add to the event. The only

event that is capped is Scholars Day. It was asked if colleges get involved and the response was yes, in the browse sessions. Members asked if pre-browse sessions could be added to the event and it was noted that this could be considered. Dr. Fry asked where does Undergraduate Admissions acquire the names of these prospective students and it was said through high school communications.

2. Transfer Admission Policy – Virginia Leathers

Virginia noted that during our academic status meeting on January 22nd, Undergraduate Admissions concluded that OSU's 2007 Transfer Probation Policy, the Admissions Office Transfer Slick Sheet, and possibly the Board of Regents Transfer Policy might be in conflict with how the Admissions Office is currently evaluating and admitting transfer students. The possible conflict between the policy documents and the Admissions Office transfer process relates to the definition of "attempted" hours.

After carefully reviewing both the Oklahoma State Regents for Higher Education Policy and Procedure Manual- Chapter 3, and the Oklahoma State Regents Academic Affairs Procedures Handbook, it is our opinion that the Admissions Office is procedurally following Regents' policy regarding the admission of transfer students. However, clarification regarding "attempted" hours must be added to OSU's Transfer Probation Policy, the Admissions Slick Sheet and the OSU University Catalog for the purpose of fully notifying students of the meaning of attempted hours.

According to the definitions provided by the Oklahoma State Regents for Higher Education, under section 3.10.2 Definitions: <http://www.okhighered.org/state-system/policy-procedures/2012/Chapter%203-December%202012.pdf> on page 117

- *A "Transfer Student" is any undergraduate student with greater than six attempted credit hours, excluding remedial/developmental (zero-level courses) or pre-college work and excluding credit hours accumulated by concurrently enrolled high school students. The attempted hours total on SIS screen 136 includes all courses except withdrawals. It includes remedial/developmental and pre-college work and credit hours earned concurrently.*
- *"Retention/Graduation Grade Point Average (GPA)" (hereinafter referred to as GPA unless preceded by another descriptor such as 'high school') is the average of a student's earned grades calculated by point values assigned to letter grades that is used to determine a student's eligibility to remain enrolled or graduate from an institution. Activity courses and forgiven course work are not calculated in the GPA. (See the State Regents' Grading Policy.) This GPA may be used to determine financial aid eligibility, admission to graduate or professional programs, or for graduation honors.*

Again the attempted hours total on SIS screen 136 includes incomplete/passing grades, activity courses, and forgiven course work. Under the Oklahoma State Regents Academic Affairs Procedures Handbook: Section 3.10.3 subsection A1. Admission of Transfer within the System page 76: <http://www.okhighered.org/state-system/policy-procedures/2012/AA%20Procedures%20Handbook%20June%202012.pdf>

- *Students originally meeting both the high school curricular requirements and academic performance standards of the institution to which the student wishes to transfer must have a GPA high enough to meet the institution's retention standards as defined in the State Regents' Institutional Admission and Retention policy.*
- *Students originally meeting the high school curricular requirements but not the academic performance standards of the institution to which the student wishes to transfer must have a GPA high enough to meet the institution's retention standards based on at least 24 attempted semester credit hours of regularly graded (A, B, C, D, F) college work.*

The handbook also reiterates that the GPA to be used is the Retention GPA, which is to exclude activity courses and forgiven course work, and that must be regularly graded (A, B, C, D, F) college work. The Qualifying hours removes the incomplete/ passing grades, remedial/developmental, and corresponds with the Regents' definition of GPA.

It is the Admissions Office's opinion that when the policy refers to "attempted" hours, it is actually referring to "qualifying" hours. The graduate retention GPA is based on the number of hours and grades associated with "qualifying" hours. The Admissions office currently uses qualifying hours and graduate retention GPA in determining the admissibility of transfer students.

To better clarify the term "attempted", the Admissions Office proposes the addition of the following note to OSU's Transfer Probation Policy, Admissions Slick Sheet and OSU University Catalog:

**excluding incomplete, passing grades (ex: "P" or "S"), remedial/developmental, repeated/forgiven credit and activity courses.*

If everyone is in agreement, the Admission Office will work to have both the Admissions Slick Sheet and University Catalog updated with the above note as soon as possible. The Academic Affairs Office will work to update the Transfer Probation Policy. If additional discussion is needed regarding this topic, please let me know.

Virginia noted that Undergraduate Admissions simply wants to clarify the definition of "attempted hours". The intent is not to change admission of transfer students, just make the definition wording clearer. Undergraduate Admissions will be making the updates to their website.

Members suggested changing "passing" to "grades of P" wording. At some point Undergraduate Admissions will probably offer some suggested wording for OSRHE.

Members agreed on the recommended language.

3. Summer Orientation Course Management and Enrollment Times – Missy Wikle and Amy Martindale

Missy noted that there was a request years ago to allow enrollment at a set time for fairness purposes and last summer the enrollment timeline was set at 10:30 a.m. and 2:30 p.m. and asked is this okay, or does this need to be tweaked. Amy asked if there were any issues with the course management process and members noted that it worked extremely well due to effective communications with Arts & Sciences and New Student Orientation. It is projected that OSU will have 300 less freshman this year, 4000 new freshmen. Amy noted that they will stick with the basically the same amount of sections even though there will be a few less freshman.

Mathematics is doing away with computer-based college algebra.

4. Other

James noted that he is still waiting for the company to activate the online cancellation of appointments by students feature. For now, the only way for a student to cancel an appointment is by calling or emailing the advisor. GradesFirst has indicated the feature should be ready sometime in the next few weeks.

Susan will be joining Instruction Council on Friday to discuss organization of partnerships with Tulsa and TCC.

Correspondence education will continue through the college outreach offices. If further details are needed, contact Dr. Henneberry. A decision will be made on what is going to be continued to be offered. If members depend on a certain correspondence course, let the outreach offices know.

Monty Stallings took Josh Krawczyk's place in the LASSO tutoring lab.

Celeste referred to the CD copy of the catalog and noted that this was an inexpensive way to give parents a copy of the University Catalog but it is becoming outdated. Rita noted that there is the html version of the catalog and members were asked what their sense was of the value of the CDs. Engineering uses flash drives as it is more up to date. NSO is giving out flash drives as well.

Adjourn: **11:34**