

**COUNCIL OF
DIRECTORS OF STUDENT ACADEMIC SERVICES**

MINUTES

April 17, 2013

204 WH

10:30 – 12:00

Present: Barbara Bremer, Lynn Brown, Chis Campbell, Christine Crenshaw, Steve Damron, Amanda Droste, James Knecht, Amy Martindale, Lance Millis, Jessica Roark, Kristi Seuhs, Missy Wikle, Robin Wilson, Christie Hawkins, Darlene Hightower, Angela Bartlett, Angela Vivar, Linda Good, Paula Barnes, and Pamela Fry.

1. ERP System Review – Darlene Hightower

Darlene noted that Information Technology (IT) has invited four vendors to campus to present information regarding a new administration and student information system. Three of the vendors plan to give presentations, Oracle will present on Monday and Tuesday, April 22nd and 23rd; Ellucian (Banner) software will present April 29th and 30th; and a presentation by SAP will be held on May 1st and 2nd. Darlene commented that the Ellucian's student application looked wonderful. After the presentations there will be online evaluations for attendees to fill out and then discussions will continue on those evaluation results. Darlene noted that they will be making reference calls and would like this group to help make reference calls if possible. Members asked if Associate Deans will be notified and Darlene responded that an email was sent out this morning to that group. Darlene went on to say that OSU has 2 ½ years remaining on our current program and will ask the new vendor how they will work with the initiation of a new system as well as helping to properly and securely phase out the current one. There will be a gap analysis as the transition is made. Christy Crenshaw asked if current positions will be backfilled in order to continue to fulfill the core functions of the office when current staff are required for implementation tasks, one example being extensive testing during implementation. Darlene said that all of these issues will be seriously considered and decisions will be made on the bottom costs. May have to start out with the basics but will have the choice to add to the existing program.

2. ELPA

Dr. Fry noted that this conversation is a follow-up to the email sent out regarding the list on students needing remediation within the first 24 hours. Christie Hawkins noted that she has been told that there were some questions regarding the ELPA report. One comment in regard to the "Guide to Entry-Level Placement Assessment" final draft, in reference to the section on PGI Coefficient on page 2, was to clarify that the PGI coefficient has not historically been used to clear curricular deficiencies, but their office would be happy to make changes within the programs in order to clear curricular deficiencies if Academic Affairs approves this change. Kristi Seuhs looked through her list and was wondering how students leave LASSO competing 60 hours and have not completed their remediation. Dr. Fry asked if a small working group could meet to discuss this and include representatives from units/colleges and Registrar's Office and Dr. Hawkins. Dr. Fry noted that this is a major issue with the State Regents so solutions need to happen. Missy Wikle noted that if high school transcripts are not received before the first day of classes there may be high school grades that negate the remedial requirements. New Student Orientation has a big push to make sure the high school transcripts are received before this time.

Diane is to set this working group meeting with Brenda Masters. Bring topic back in the May meeting. Dr. Fry would like feedback on the draft of the remediation guide. What are the estimates for freshman enrollment? **Based on current data**, it is varying between 3900 and 4300 freshmen.

3. Non-Degree Students Admitted to a College (Enrollment/Advising Procedure) – Chis Campbell

Chis Campbell noted that colleges continue to send non-degree students to LASSO. Some of these students have already graduated and are just taking a class or two, or students who just want to take Summer courses. Chris noted that there hasn't been that many but would like for members to let their offices know that LASSO doesn't necessarily have the expertise to properly advise these students. Members noted that it would be helpful to know who these students are and asked for a list of names of these students. It was noted that this is an issue for the graduate college as well. Dr. Martindale noted post-doctoral pre-health can be sent to A&S. It was noted that this could be a coding issue. Dr. Damron said that he wants to know about these students as so that they can assist those students. Dr. Fry noted that possibly there should be a clearinghouse approach for these students. Missy Wikle noted if these students go to LASSO it might be due to incorrect coding. Linda Good said that it could involve Undergraduate Admissions as well and to let them know what students are saying. Perhaps there should be discussions between LASSO and Graduate College.

4. STAR System Updates and Issues – James Knecht

Is there a week in May that would be best to meet with the STAR vendors? May 8 through May 16th would be the best time for the STAR vendor to make a follow-up discussion on the progression of the system. James said that they have started activating some of the tutoring centers. James noted that he has been working with IT and IRIM on an ID swipe function. LASSO is coding their students with "IN" plus major codes to indicate intended majors, and all should be entered by this week. If you see a major code within the STAR System that doesn't exist, let James know to have it removed. Also, tell James if you find a tag, category, or major that doesn't actually exist. It was noted that is great to see how some of the colleges are including the degree sheets into the system so that other units such as Academic Services for Student-Athletes can know the exact intent for that student. It was asked if there should be a demonstration on this. It was asked, what is the status of correcting the problems in the Outlook function as this is the reason why we proceeded with this program. James noted that the vendor added a new piece that he will be testing and he will bring it back to the group. James commented that we can now generate shortened advisor comment reports. A user group meeting is next week at 2 p.m. and this is at the same time as one of IT's demo meetings. James needs to reschedule his meeting to another date/time. Thanks to James for all of your efforts on this project.

5. Reprieve/Renewal Form – Amanda Droste

Amanda wanted to share the revised Reprieve/Renewal Form with members so that they could share feedback. Amanda noted that she wanted to "clean up" some of the documents and move them into a pdf form. Dr. Fry asked if anyone has problems with Academic Affairs calling members if there are questions during the hearings, as opposed to them having to be there in person. Email Amanda if there are more questions or desired changes to the form.

6. Using iPads for Advising – Pamela Fry

Dr. Fry noted that we had talked about having some iPad demos and asked members for a good time to have the training and it was noted between May 8th and 16th.

7. Set a Date for Appreciative Advising – Pamela Fry

Dr. Fry also noted that this group needs to find a date for the appreciative advising webinar.

8. Online Course Development Webinar - Save the Date – Pamela Fry

Wednesday, May 29, 2013 from 1:30 – 3:30, 143 ITLE Conference Room

Please RSVP to Diane Jones, diane.jones@okstate.edu

There will be a vendor presenting software on an online course action process on May 29 from 1:30 to 3:30 in 143 ITLE Conference Room.

9. Other

There should be a general session for STARS with DSAS and then have a separate meeting for items 6 and 7.

Dr. Fry asked if May 10th, 9-11:30 a.m. would be a good date for the training and members agreed that this would be fine. Amy could give an update on the Advising Task Force. Diane is to send out email.

Adjourn: 12:00