

**COUNCIL OF
DIRECTORS OF STUDENT ACADEMIC SERVICES**

MINUTES

June 19, 2013

204 WH

10:30 – 12:00

Present: Barbara Bremer, Lynn Brown, Celeste Campbell (chairing), Christine Crenshaw, Steve Damron, Cheryl Devuyt, Jovette Dew, James Knecht, Amy Martindale, Lance Millis, Jeremy Penn, Jessica Roark, Kristi Seuhs, Richard Shepard, and Robin Wilson.

1. Bachelor of University Studies (BUS) Signature Requirements – Celeste Campbell

It was agreed that the minor box for the college signature needs to be placed back on the BUS form. Dr. Campbell asked if the other sections should be altered, members said no. Dr. Martindale will draft some wording; Dr. Campbell will review with her staff; and bring back to DSAS.

2. STARS Update – James Knecht

James noted that the meeting cancelation function of the STARS system is up and running; system testing verifies that this function is working correctly. The system does require a reason if advisors or students are cancelling. James noted that he had been updating the “Free/Busy” function of the STARS system and individuals using the system must function from Outlook 2010. James asked members if there had been any issues with the summer student prospects coming early; members noted no. There have been a few new categories added and James has been working updating the pages on some of the degree sheets. If members have anything to add, let James know. Apologies from IT and Tina Meiers for the issues in logging onto the STARS system on Monday.

3. Advisor’s Working Group Update – Amy Martindale

Dr. Martindale noted that the Advisor Working Group conducted a pilot survey. The responses were positive, but the group would like to find another mechanism other than SharePoint for the survey as there were a few problems. Jeremy noted that Faltrix is a useful survey tool and our Information Technology (IT) was looking into this program. Dr. Martindale will continue to meet with the full group from all the colleges next spring. It was noted that timing is an issue and the group will need to figure out the ideal time to retrieve a maximum response rate.

4. Modification of Arts & Sciences Undergraduate Minors Requirements – Amy Martindale

From: “Half of minor and half of upper-division courses required for the minor must be complete in residence at OSU” To: “6 hours of the minor must be completed in residency at OSU”

Dr. Martindale noted that A&S had an internal policy for their minors that half of the upper-division courses required for the minor must be completed in residence at OSU. There were issues with this requirement and the A&S curricular committee suggested new wording, but didn’t realize that OSU had a conflicting policy. It was asked if there were other areas experiencing these issues. Dr. Campbell noted that in the policy provided, 2.02 notes “No more than one-half of the credit for the minor may be earned through transfer credit of courses taken at other institutions.” This was discussed in Instruction Council and it was questioned if the policy was too restrictive. Dr. Campbell noted that she researched the subject and it appears that the policy is a bit out of proportion

compared to other OSU requirements. Some colleges wouldn't have issues with this policy as most of their requirements are upper division. Dr. Campbell asked members if policy 2.02 should be adjusted to be more compensative and revised to make the minimum six hours. A written rationale and proposal for this change will need to be drafted for the approval process and it is suggested to include an institutional comparisons.

5. Guide to Entry Level Placement Assessment (ELPA) – Pamela Fry

Dr. Penn noted that the title of the guide has been changed to better fit the purpose and content of the guide and there were numerous updates. These changes were a result of a better understanding of the ELPA and the idea was that the guide matches the lay out of the ELPA. Some heading and labels were added for better identification. Another change was the science text in regards to the four categories with descriptions on how to complete the remediation requirements. Christie noted that there have been discussions about the teeth of the document, specifically the first 24 hour rule. It was asked if students faced consequences from a not meeting there remediation requirements? How do we know when the students have met their remediation? This doesn't show up in SIS and transfer credit towards the remediation requirement doesn't show in SIS. Is there a way to add this as a category in STARS? James noted that it could be added but would have to be updated. It was suggested to form a small working group to check with other institutions to learn of their processes, to develop checks and balances, and plan a monitoring process. Dr. Fry anticipates an audit from the state at some point concerning this issue, therefore, comparisons are needed. Dr. Penn heard from Dr. Stewart at the state regents that they are looking at revisiting the remediation issues at the state level and the working group could keep apprised of those outcomes. Dr. DeVuyst, Dr. Damron, Dr. Penn's replacement, Dr. Martindale will find a representative from A&S. Dr. Fry thanked members for their efforts on this committee and on issues related to student advisement. Dr. Fry noted that she has always been impressed to learn of the vast knowledge of this group and relays this to other groups.

6. Other

Replacement Diplomas for Individuals Who Lost Them in the Recent Tornadoes

If someone contacts your office regarding this, you may refer them to the Registrar's Office or instruct them to complete the Diploma Reorder Request

(<http://registrar.okstate.edu/images/FORMS/diplomareorder.pdf>) in the Forms section of the Registrar website and indicate on the form that their diplomas were lost in the recent tornadoes. Members asked if this could be advertised and the reply was yes.

Dr. Fry noted that Academic Affairs has hired Rae Ann Kruse to take Amanda Droste's replacement. Dr. Fry intends to send out an Academic Affairs update. Dr. Joshua Ward was hired for the Director of Scholar Development and Recognition position and has officially started. Gail Gillilan is also retiring. It was noted that Dr. Spurrier will be retiring next year. Dr. Fry went on to say that the Agriculture Dean search continues and there will be a new Spears School Business dean search and Provost search.

Dr. Campbell noted that they have a new Assistant Registrar, Amber Todd.

Members asked about freshman numbers and Christine noted that they are estimating around 3950 to 4100 new freshmen.

Dr. Martindale noted that their college added more section of Physics 2014.

There will be a follow-up to the CourseLeaf program. Dr. Fry would like to pursue a method of getting our course proposal process online and will be sharing this with Dr. Masters.

Dr Thompson's replacement as the Associate Dean of Instruction will be Dr. Raman Singh.

Adjourn: 12:00 p.m.