

**COUNCIL OF
DIRECTORS OF STUDENT ACADEMIC SERVICES**

MINUTES

October 15, 2014

204 WH

10:30 – 12:00

Present: Christine Crenshaw, Jovette Dew, James Knecht, Amy Martindale, Marissa McIntyre, Lance Millis, Jessica Roark, Kristi Seuhs, Richard Shepard, Missy Wikle, Sarah Wilkey, Raman Singh, and Pamela Fry.

1. Proposed ACT/SAT Changes – Sarah Gordon and Christine Crenshaw

Institutional (On-Campus) SAT:

- We recommend that OSU (UAT) no longer offer this exam, as it is clear from the College Board guidelines that this test cannot be used for admissions purposes and is actually meant to be used as a placement test (<http://media.collegeboard.com/digitalServices/pdf/sat/sat-on-campus-brochure-2013-14.pdf>).
- We recommend this change, effective immediately, for the following reasons:
 - OSU already offers placement tests (ALEKS and COMPASS) at no cost to students. The Institutional SAT costs \$60.
 - Eliminating this exam makes it easier to ensure OSU is providing students with a clear message about which tests can be used for admissions purposes, and it ensures OSU staff are not erroneously using results incorrectly (i.e., for admissions or scholarship purposes).
 - The way the SAT test results are coded in SIS does not allow for a clear distinction between the national exam (which can be used for admissions and scholarships & financial aid) and the institutional exam (which cannot be used for admissions purposes). If we continue to offer this test, we will need to come up with a new coding procedure in SIS to identify the residual exam. Given the specific ways this test can and cannot be used, the need to identify a new coding procedure will have to be addressed now and cannot be put off until Banner is implemented.

Residual ACT:

- We recommend that OSU (UAT) require students taking the Residual ACT exam to have applied for admission to OSU-Stillwater, OSU-Tulsa or NOC-Stillwater before they are allowed to take the Residual ACT.
- We recommend this change, effective November 2014, for the following reasons:
 - Requiring a student to have applied to any OSU campus or NOC-Stillwater will ensure we are in compliance with ACT guidelines (<http://www.act.org/aap/infosys/residual.html>), which clearly state “*Residual Testing may be conducted on your campus for students who: 1) are enrolled, 2) have been admitted, or 3) are applying to your college. Students who do not intend to attend your college must not take the ACT Residual Testing on your campus.*”
 - The November 2014 effective date was set because, per ACT guidelines, the ACT Residual Exam is not offered in October of any year. This effective date will ensure that the new guidelines are in place when the test is offered again after the October break. It will also give us time to update our website and communicate with admissions counselors at area high schools about this change.
 - This requirement allows us to clearly articulate who can take this test (i.e., only students *intending to attend* our institution). This also allows us to more clearly enforce the OSRHE guidelines regarding the Residual ACT. Currently, many students use the residual exam as a practice test, which is not the intended purpose of the test per ACT and OSRHE guidelines.

- The UAT staff will be able to check whether or not a student has applied to OSU-Stillwater or OSU-Tulsa on the 206 or 266 screens in SIS. As long as the student has applied for admission, they can take the test.
- It will take up to 24 hours after a potential student submits an application to OSU-STW or OSU-TUL for it to appear in SIS. However, since the Residual ACT is offered twice per week at UAT, this should not be an issue.
- OSU Okmulgee and OSU-OKC both offer the Residual ACT exam at their respective campuses, and students for those campuses will be encouraged to take the residual at the institution where they are applying for admission. If a student wants to take the Residual ACT in Stillwater to be used at either Okmulgee or OKC, we (UAT) would need to verify their application/admission/enrollment to either of those institutions before allowing them to take the Residual ACT.
- We (OSU-STW) will need to make sure the appropriate officials at these campuses are aware of the new requirement to verify application/admission/enrollment. UAT at OSU-STW works with the testing centers at the other OSU campuses on a fairly regular basis, so communicating with these campuses should not be an issue.
- Sarah Gordon (Director of UAT at OSU-STW) spoke with Sherryl Nelson (Assistant Registrar at NOC-STW) in admissions at NOC-Stillwater, and Sherryl affirmed they will be happy to verify for us that a student has applied/enrolled there.

With regard to both the SAT and ACT, we (UAT, Admissions, and Scholarships & Financial Aid) will continue to encourage students to take the national exams whenever possible, as the national exam scores are required for consideration for *all* scholarships and financial aid awards at OSU.

The residual ACT is intended to be used under extreme situations for students who can't take the national exam. Students have used the residual test as a practice instrument and it was noted that this is not the intent of the exam. The test is only to be given once a year as a measurement tool. University Assessment and Testing (UAT) will only allow students to take the test once they have applied to the OSU system. Members asked about the concurrent application in cases where the residual is taken when the national testing is not available and it was noted that exceptions can be made for extenuating circumstances. Members asked how the change would be communicated and expressed that the change could prompt a negative reaction from high schools. Christine Crenshaw noted that Undergraduate Admissions will address the change in the Undergraduate Admissions Newsletter.

Members endorsed.

2. Discussion of DSAS Perspective of General Education Task Force Recommendations – Pamela Fry

Dr. Fry noted that the General Education Task Force Report consists of five recommendations.

Recommendation One: The 30-10 recommendation has been previously discussed and members endorsed the recommendation.

Missy Wikle expressed some concern in regards to the 30-10 model in relation to non-degree seeking students. Missy noted that these student could end up behind academically. Dr. Dew would like receive feedback from the diversity staff in relation to the recommendation in regards to the “D” designation.

Recommendation Two: Members endorsed the recommendation.

Recommendation Three: Dr. Fry asked members to share their feedback regarding the statement on prerequisites. Members endorsed the recommendation.

Recommendation Four: Suggests developing a systematic approach to equipping faculty to each general education courses in a way that will help students attain the desired learning

outcomes. Dr. Fry commented that it might be helpful create more general education professional development opportunities such as a summit for this initiative.

Recommendation Five: The General Education Report includes five essential learning outcome recommendations and asked members to think about ways to implement the desired outcomes throughout the curriculum. Dr. Fry would like to discuss the idea of every undergraduate student having an internship and/or research opportunity during their academic experience. Dr. Fry would like to see increased internship opportunities and more opportunities for students to be a part of an international experience through the curriculum in degree programs. Dr. Fry would like to have the career paths and key skills noted on the Finish in Four plans.

3. Other

Majors Fair 2015, October 30, 11 – 1:30.

October 2 is the deadline for reserving table space for departments, contact (lasso.okstate.edu).

This is an opportunity for individual departments to market their areas to “undecided” students across campus. Please market the event to your 1111 students.

Dr. Fry noted that the assessment report will be added to the next meeting agenda.

Adjourn: 12:00 p.m.