

**COUNCIL OF  
DIRECTORS OF STUDENT ACADEMIC SERVICES**

**MINUTES**

**April 16, 2014**

**204 WH**

**10:30 – 12:00**

**Present:** Barbara Bremer, Lynn Brown, Celeste Campbell, Christine Crenshaw, Steve Damron, Cheryl Devuyst, Jeff Hartman, Keely James, Susan Johnson, James Knecht, Rae Ann Kruse, Amy Martindale, Brenda Masters, Rita Peaster, Libby Reigh, Jessica Roark, Kristi Seuhs, Richard Shepard, Missy Wikle, Sarah Gordon, Robin Wilson, Kevin Gerfen, Cathy Southwick, and Shiretta Ownbey.

**1. Student-Athlete Declaring or Changing a Major – James Knecht**

James wanted to remind members that Academic Services for Student-Athletes (ASSA) is more than happy to start/complete, for their student-athletes, any new “Undergraduate Academic Program Declaration Forms” when declaring or changing a major and will then forward it to the appropriate colleges with their signatures. If an advisor in another college does start one for a known student-athlete, they can check the “Check if OSU Varsity Athlete” box on the form and then forward it to ASSA, or just send the student over to ASSA, who will start the process. James also wanted members to share with their advisors that new transfer athletes need to talk to the ASSA office.

**2. Revision of Trial Study for Electronic Era – Amy Martindale**

Dr. Martindale noted that it might be time to transfer the Trial Study form to an electronic format, with an iPad application option. Dr. Ownbey asked if the title of the form could be changed, perhaps student educational plan. Dr. Campbell noted that when considering making changes to this form and others in the near future to keep the new SIS system in mind. It was noted that Darlene Hightower would be more knowledgeable about any future plans for the new SIS program, Banner. Amy will contact colleges for representatives to work on the new Trial Study form.

**3. Pre-Health Prerequisites – Cathy Southwick**

Dr. Martindale and Cathy Southwick have been looking at some updates to the process regarding the pre-health options at OSU. It was noted that an update to better align with MCAT would be beneficial. Dr. Damron noted that members might be interested in receiving a list of departments involved with pre-health programs be shared. Cathy asked members to look at your courses and give feedback to Cathy or Dr. Martindale on how your college views the sequencing and timing of these courses. Please direct students to the Pre-Health website, so that they can be aware of the upper-division science courses that are not required but are needed so that students can be competitive in the pre-health programs.

**4. Academic Integrity Policy – Rae Ann Kruse**

Dr. Kruse noted that after working with the Academic Integrity program in the past year, it was clear that some revisions/updates were necessary. Numerous changes were solely an effort to clean-up the document. Dr. Kruse wanted members to let her know if there were any particular

concerns about the policy. It was suggested that the level of sanction should be based on percentage of the total grade calculations. It was noted that in the past faculty have used their syllabi as basis for determining academic integrity violations, stating in the syllabus what constitutes an “F!”. Dr. Masters noted this was not following policy and decisions regarding a violation should not be based on faculty syllabi, but rather on the Academic Integrity Policy. In 2.05 the policy states that the faculty should recommend a sanction and this also does not seem appropriate. These issues were also a concern of Instruction Council. Dr. Ownbey noted that Dr. Crauder had asked if the Academic Integrity Program was still being marketed and stated that the original intent of the program was to be a learning experience for the students. There are more cases of academic integrity violations this year than in the history of the program and Dr. Kruse noted that an investigation as to what is driving the increased violations should occur. The policy revisions need to be finalized soon to incorporate into the faculty handbook during the summer.

#### **5. STAR Update – James Knecht**

Doug is going to start loading new freshman who have selected a New Student Orientation program date into the STAR system on Monday nights, so their accounts should be viewable on Tuesday mornings. Upgrades to STAR include a text messaging function. The plan is to have appointment reminders via text to be the default, as reminders will convert from text message to email when the student has not opted-in to receive text messages. The text messaging should be ready by Summer or Fall. Along with the 300,000 text messages, GradesFirst is also giving us 15 phone numbers that can be tied to an advisor’s account. Amy Martindale noted that there will have to be some rules on how to use the text messaging. James noted that he will discuss the new Analytics feature in more depth with advisors on the 29<sup>th</sup>. This feature includes monitoring peak advising times for better planning, tutoring activity tracking, and student reporting options as well. Members noted that this needs to be used in the same way throughout the colleges.

#### **6. Delayed Printing of the Degree Requirements Book – Celeste Campbell**

Dr. Campbell noted that the Undergraduate Programs and Requirements Book is published every year and this year due to some unusual circumstances, it was decided to delay printing of this book until May 23, 2014. It was also noted that the university has committed to a curricular software program called “CourseLeaf” and the curricular process will become electronic.

#### **7. Finish in Four Template – Cheryl Devuyst**

Dr. Devuyst reminded members that the “Finish In Four” templates on all of the majors are due May 16<sup>th</sup>. The templates do not need to be specific, unless the degree sheets require a specific course. It was suggested not to include that certain courses are only offered in a certain semester, as it can be confusing. It was asked if there will be different templates for the Stillwater and Tulsa campuses. It was noted that notations should be made on the templates to indicate which campus is offering the program. Dr. Devuyst noted that perhaps it would be best to meet with Tulsa to discuss.

#### **8. Other**

##### **New Student Orientation & Enrollment – Missy Wikle**

Missy Wikle wanted to make sure that members received a copy of the form that students receive and fill out before they come to campus in the summer as a part of New Student Orientation. Missy asked that members provide feedback, if any, regarding the form.

**Advisor Evaluation – Brenda Masters**

Dr. Masters noted that Academic Affairs has had a group work on an advisor evaluation that will be used campus-wide. Dr. Masters has been in contact with all advising units and asked whether or not they are already evaluating advisors. Human Sciences and Arts and Sciences currently have an advisor evaluation process in place and this year will continue to use the process already in place. Other units not presently surveying their advisors will be asked to participate this semester. OSU-Tulsa will also be participating. There will be more discussions on how the survey results will be used to evaluate professional and student advisors.

MATH 0023 will not be used by OSU as a remedial course and concerns regarding MATH 0123 will be addressed in the future.

Adjourn: 12:00