

**COUNCIL OF  
DIRECTORS OF STUDENT ACADEMIC SERVICES**

**MINUTES**

**May 7, 2014**

**204 WH**

**10:30 – 12:00**

**Present:**

**1. Viewing Catalogs Developed from CourseLeaf – Sandra Mehan**

Sandra Mehan showed members a variety of websites from other universities using the CourseLeaf program to demonstrate how the catalog webpages appear and function.

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

The major points of revision are:

2.02—change in definition of discovery period

2.04a—previously 2.05a. Instructors will “recommend” a sanction rather than “award” a sanction

2.04c—previously 2.05c. Considerable changes in Level 3 sanctions for Graduate and Professional students. Vet Med removed from Level 3.

2.09—Not all second violations will require an AI hearing. Only second FIs

3.03—Instructors will consent to attend a hearing within 30 days after the student files an appeal

3.08—After the AI hearing, only students may file an appeal

4.01—Increase number of panel members

Minor points of revision:

Update titles

Change “mail” to “email”

Consistency with verb tense, capitalization, and deadlines

Clarify language

Dr. Kruse noted that in regards to the Academic Integrity Policy, Instruction Council seemed to be leaning toward making sure that student rights were preserved and that faculty should strive to make this process educational not punitive. It was noted that the recent changes are a result of discussions from Instruction Council. Dr. Martindale asked what prompted the question in regards to the relationship between the course syllabus and the Academic Integrity Policy. Instruction Council was very adamant that faculty should not be able to create their own Academic Integrity Policy for individual courses. Members asked if there were means where students could receive Academic Integrity education and Dr. Kruse noted that she has made herself available to any group that requests Academic Integrity training. Dr. Ownbey committed that there had been Academic Integrity campaigns in the past to bring awareness to students and faculty. Members noted that faculty are not clear as to what information should be included on their syllabi in regards to academic integrity and felt that there should be more guidance on how to address academic integrity on syllabi to not give the impression that their syllabi is policy. It was noted that the policy changes through this oversight and review have been very positive. Dr. Kruse asked if members if they wanted to vote on the changes and it was noted, not at this time as Instruction Council might have more changes.

### **3. Academic Retention Notification Letters – Rae Ann Kruse**

Dr. Kruse noted that at the end of each semester Academic Retention Notification letters are sent out. Approximately 4400 letters are sent out annually at an approximate cost of \$4000. The letters were in a variety of formats. Dr. Kruse rewrote the letters in an effort to cut down on the volume of correspondence to save time and expense. Dr. Kruse plans to send the letters out via email on May 16<sup>th</sup>. Members did not want this process to go to a 100% electronic notification and requested to keep a type of paper process, especially for the suspension notifications or anything that is time sensitive. The Graduate College sends out similar notifications and for the more urgent notifications needing action will send both paper and electronic correspondence. The Registrar's Office sends both forms of communication to students up for graduation that haven't been cleared or has SIS holds. It was noted that Student Conduct only notifies by email. Members noted that notification by letter and email for suspension cases are preferred. On the suspension letter, last sentence in the last paragraph change to Fall or Spring.

### **4. Proposed Revisions to Undergraduate Academic Forgiveness Policies: OSU Policy 2-0820 and UAR 6.13 – Rita Peaster**

Rita Peaster noted that the proposed revisions to OSU policy 2-0820 and UAR 6.13 are prompted by the need to match the less-restrictive governing OSRHE policy. OSU policy states: A minimum of 12 hours of coursework with minimum of 2.00 GPA and no grade lower than a "C" must be earned at OSU. The requirement of earning the credits at OSU is more restrictive than OSRHE intends. A vote on the revisions was tabled pending additional discussions.

### **5. Advisor Evaluation – Brenda Masters**

Students were surveyed across campus, with the exception of Agriculture and Human Sciences. The response rate in Arts and Sciences, Business, and Engineering was approaching 18%. The summarized results will be made available to the colleges.

### **6. Other**

Missy Wikle noted that freshman enrollment registration is in the 3300 range for the summer, in line from the past two years. Members asked what type of numbers to expect from the UAUN and it was noted that this was being worked on now. Last year, at this time, there were 114 students list as UAUN and this year there are 315.

Dr. Damron noted that Agriculture had a usually high number of nonresponses to their scholarship offers.

Dr. Martindale noted that she anticipates more difficulty in seating due to block tuition. If members notice a shortage of seating in a certain course, let Dr. Martindale know. Members asked Missy to comment on how block tuition is being explained to students and Missy noted that her office has created a publication to hand out to students, as well as post the publication on their website.

Adjourn: 11:46 a.m.