

**COUNCIL OF
DIRECTORS OF STUDENT ACADEMIC SERVICES**

MINUTES

July 16, 2014

204 WH

10:30 – 12:00

Present: Barbara Bremer, Celeste Campbell, Chris Campbell, Christine Crenshaw, Steve Damron, Cheryl Devuyst, Karen High, Amy Martindale, Lance Millis, Jessica Roark, Kristi Seuhs, Richard Shepard, Susan Tolbart, Julie Berg, Jesus Raygosa, Susan Diel, and Pamela Fry.

1. Update – Pamela Fry

Dr. Fry noted that the focus for the next few weeks is to fully develop the student success model. Dr. Fry will be updating documents and plans to bring more specific information to the group. Dr. Fry noted that she was able to obtain additional funds for the advising effort. Dr. Fry commented that student evaluation of advisors is necessary and asked if advisors are appropriately using materials and applications available to them to assist in advising. Dr. Fry would like to elevate the prominence of advising on campus and advising role in regards to student success in undergraduate education. To better student success, there needs to be increased responsibility and coordination as an institution to include common expectations. It was asked if the freshman orientation courses would be a part of this review and Dr. Fry noted that it would. The LASSO Center would become more focused on improving students academically while a separate unit will be created to deal with transfer and veteran students. Dr. Fry noted that funds have also been secured for another unit which would work with P-12 academic partnerships in relation to concurrent students. It was noted that there will be an Advisors' Conference on September 12th. Dr. Fry noted that the Honor's College has a new dean, Dr. Keith Garbutt. Chad Blew is the new Director of Scholarships and Financial Aid. The College of Agricultural Sciences and Natural Resources has a new dean, Dr. Thomas Coon. Dr. Ken Eastman is the Spears School of Business new dean and Dr. Karen Flaherty is now the new Associate Dean.

2. BUS Major Declaration Form – Lance Millis

The declaration of a major for Bachelor of University Studies (BUS) plan has a different process than the regular program declaration form. This can, at times, negatively affect athletes or students changing majors to the BUS plan late in the semester and can cause issues with graduation certification. There was a motion to ask the Registrar's office to change the practice to allow changing of majors for students on a BUS plan by use of the Undergraduate Academic Program Declaration form instead of the BUS form.

Members approved.

Instruction Council should endorse.

3. OSU Reverse Transfer Pilot Report – Celeste Campbell

Dr. Campbell noted that 12 of the 14 institutions in Oklahoma participated in the reverse transfer initiative. Community Colleges reported that over 175 associate degrees were awarded and Northern Oklahoma College (NOC) is working on awarding another 50 associates degrees. Member asked when the list of eligible students would circulate and it was noted in September. Dr. Campbell asked members if another copy of the list of eligible students would be helpful and

members noted that it would. It was noted that this program only applies to enrolled students. Dr. Fry noted that this is a good partnership with the two year institutions. Reverse Transfer is a component of Complete College America and the Federal Government is looking at requiring four year institutions to participate. OSU is at the forefront of this endeavor. Dr. Fry's hope is to have the new transfer unit act as the contact for transfer students and possibly lay the ground work for this process.

4. Military Leave of Absence – Celeste Campbell

[Military Leave of Absence](#) (link for review)

Dr. Campbell noted that a state law passed this Spring called the Oklahoma Student Veteran Leave of Absence Act of 2014. This law was passed to assure that individuals in the military are not penalized for being required to serve active military duty. The Registrar's Office is working with Undergraduate Admissions on a "Notice of Intent" form to reenroll these students when they return from active duty. This would affect 20-30 students each year.

5. Block Rate and Enrollment Refund Periods – Celeste Campbell

Dr. Campbell wanted to inform members that the Registrar's Office removed from their publications the language "50% refund" and changed it to "partial refund" in regards to course withdrawals. The table in the handout represents an idea of how this would affect the drop and add processes and reimbursements. Members asked if the tuition calculator had been adjusted and it was noted yes. Dr. Fry noted that in regards to block rate student will be able to bank credit hours to be use in Summer 2015 and encourages members to talk to their deans to prepare for this. It was noted that Arts and Sciences came up with an online general education model which will be very beneficial in this process.

6. Proposed Revisions to Undergraduate Academic Forgiveness Policies: OSU Policy 2-0820 and UAR 6.13 – Celeste Campbell

Dr. Campbell noted that she is returning to a policy that DSAS looked at in May. The Academic Forgiveness, Renewal, and Reprieve Policy and the UAR are not consistent. Previously members asked "what does a regularly graded course mean" and OSRHE policy reflects that it means grades of A, B, C, D, or F, (a letter grade). This was changed in the policy. Members also noted previously that there was some concern about different wording in regards to whether the students should already be enrolled or be admitted to qualify for this process. Members need to decide on whether this should apply to only to currently enrolled OSU student or incoming students. Members are to decide which process would be best to be discussed in the next meeting.

7. Other

Invite Dr. Hawkins to discuss Block Rate in a future meeting.