

**COUNCIL OF
DIRECTORS OF STUDENT ACADEMIC SERVICES**

MINUTES

December 16, 2015

126 Institute for Teaching and Learning Excellence (ITLE)

10:30 – 12:00

Present: Chris Campbell, Steve Damron, Leslie Evans, Sarah Gordon, Diane Jones, James Knecht, Amy Martindale, Marissa McIntyre, Marilyn Middlebrook, Lance Millis, Rita Peaster, Kristi Seuhs, Richard Shepard, Celeste Taber, Candace Thrasher, Susan Tolbart, Angela Vivar, Keila Whitaker, Missy Wikle, and Pamela Fry.

1. Expansion of the University Syllabus Attachment Draft for DSAS Input – Pamela Fry

Dr. Lee Bird had requested input from Dr. Pamela Fry, Dr. Stephen Clarke, and Dr. Jennifer Borland on how to get faculty to be more knowledgeable about resources available for students. Kathryn Gage in Student Affairs has put together the draft document of the syllabus attachment. Dr. Fry asked the group to send their suggestions for revisions to Dr. Fry or Dorlana Crowell by Monday, December 21, and a new draft will be put together. It was stated that the University Syllabus Attachment also will need to go to Faculty Council. It was also stated that the Graduate College needs to weigh in on the document as well. It was suggested that a web version would be a great idea. The goal is to have the document available for summer. Candace Thrasher was introduced and it was noted that Candace is the person who updates the syllabus attachment.

2. Non-Degree Seeking Students – Missy Wikle

Missy Wikle stated that they want to do some clarifying on how to direct Non-Degree Seeking Students to prevent them from being bounced from place to place to get their enrollment processed. Currently, the letter received from the Admissions Office asks the students to contact the New Student Orientation Office so they can triage and get the students to where they need to be; however, not every student reads the letter and calls the Admission Office, so there is currently no central coordination for the Non-Degree Seeking Students. Students also sometimes come to campus before they receive the Admissions letter. Chris Campbell offered to chair a working group to look at the Non-Degree Seeking Student issues.

A thank you was expressed to Doug Reed for working long hours on grade submission and to Bonnie Stone for her efforts in past years.

3. Grades First/EAB Update and Early Alert Demo – James Knecht

James Knecht gave a Grades First/EAB update and Early Alert demonstration and noted that faculty and advisors will have a link in a portal to STAR in the spring, and early alerts will be through STAR rather than Banner. There will be email options for notifying students with generic or customized messages.

4. University Assessment and Testing Fees – James Knecht

James Knecht gave an overview of the requested UAT fee increases and stated that there is no record of the testing fee ever being raised. They hope to start the fee increases in the fall. Dr. Sarah Gordon stated that there will also be a blanket increase in fees for the Wes Watkins Center as well. It was noted that the requested fee increases will go to the A&M Board in January and to the State Regents in February. James also mentioned that they are in the process of changing the UAT website.

5. **Other**

No additional items were discussed.

Adjourned: 12:00 p.m.

The minutes were recorded by Dorlana Crowell.