

**COUNCIL OF  
DIRECTORS OF STUDENT ACADEMIC SERVICES**

**MINUTES**

*May 20, 2015*

204 WH

10:30 – 12:00

Present: Celeste Taber, Jovette Dew, Leslie Evans, Rae Ann Kruse, James Knecht, Amy Martindale, Marissa McIntyre, Marilyn Middlebrook, Rita Peaster, Kristi, Seuhs, Richard Shepard, Susan Tolbart, Missy Wikle, Robin Wilson, Amy Gazaway, Laura Emerson, Ebony Williamson, and Pamela Fry.

**1. Banner Update – Rita Peaster**

Rita noted that there is a lot of data conversion occurring. A review and validation of the general person data and student overall data is also occurring. This week is the first round of the academic history conversion. Undergraduate Admissions has completed the mock two testing last week and will be completing the mock testing three testing the week of June 23<sup>rd</sup>. The curriculum has been setup in Banner as well as the initial grades. The current catalog and inventory of courses are currently being converted into Banner and goal is to have that complete by early July. Training sessions regarding the course action forms and curricular processes will be provided on May 29<sup>th</sup>, and June 1<sup>st</sup> and 2<sup>nd</sup>. The "Go Live" date for the online course inventory will occur in September. In the coming months the Registrar's Office will be working on designing, configuring, and testing many different processes in Banner. This will include how to identify employees in Banner in regards to assigning advisors to students, managing major changes, registration, grading, applying for graduation, awarding degrees, etc. As these activities are decided, members will be included. Members asked if there will be training for advisors and individual needing to work with the system and it was noted that this should occur in late Fall early Spring. The first mock testing will begin in October followed by subsequent testing.

**2. Compass Placement – Test for Science Remediation – James Knecht**

James noted that ACT Compass is replacing the current compass exam system with version 5.0. With the new system, ACT is also stipulating how to deliver its Compass exams. One of the changes that affect OSU is in the area of science remediation. The new version of Compass cannot create a science reading exam, only a reading exam that covers content in five different areas. The current Science Reading Compass exam that OSU uses as a means to remove science remediation can be used through the summer until the beginning of September, after which the previous version of Compass will no longer be available. After the beginning of September, science remediation can only be removed by having students earn a Science Reasoning subscore of 19 or better on the National ACT exam or the ACT Residual exam, or students can take the basic science remedial class though Northern Oklahoma College. Dr. Martindale noted to keep in mind that some science courses like BIOL 1114 enforce science remediation, but not all science courses have such an enrollment hold, so students with a science remediation do have some course enrollment options. Dr. Fry noted that it would be good idea to run a supplemental instruction course pilot with courses that do enforce science remediation holds to assist in this process. The Supplemental course pilot will be addressed on a future agenda.

### 3. **Grade Appeal Process – Rae Ann Kruse**

Dr. Kruse noted that the grade appeal process is not very logical. The grade appeal forms notes that the only way to file a grade appeal is through Dr. Kruse. It was noted that it seems more logical to refer the student to their advisor for this process. Some members noted that it would be best for the process to remain with Academic Affairs and part of the issue is the order of the process. Member's noted that if they could have access to the forms, they could possibly have the chance to resolve the situation without it having to go to Academic Affairs. Members suggested putting the forms on the Academic Affairs website. Dr. Fry noted that the discussion should be heard in Instruction Council. It was noted to make sure the forms are available along with the instructions and consequences. Streamline the forms and bring this topic back to DSAS. Members noted to include in the instructions that students will need to make appointments to get signatures for the forms. Dr. Kruse noted that the process would remain the same until a new process can be developed to compliment all areas involved.

### 4. **Other**

Kristi Seuhs asked if the ELPA Guidelines have been updated and it was noted that the science remediation updates need to be added and this will be sent to members once finalized.

Dr. Martindale noted that seat releases are being projected. Testing has been conducted and went well.

The Honors College will be managing some of the more popular honor's classes throughout the Summer. The Honors College will also be providing outreach advising to Arts and Sciences and the College of Engineering. Members

In regard to non-returning freshman, Dr. Fry asked members when would be a good time to contact these students. Members noted three weeks into the New Student Orientation to allow sufficient time to work with students during the event.

Dr. Fry noted that James Knecht and Shawn Rose have been working with LaToya White on the EAB/Grades First merger.

Missy Wikle said that she will need to know what colleges are doing in regards to New Student Orientation in order to compliment these efforts and avoid duplicate. Currently Missy anticipates 4,150 new Freshmen.

**Adjourn:**