

**COUNCIL OF
DIRECTORS OF STUDENT ACADEMIC SERVICES**

MINUTES

June 17, 2015

204 WH

10:30 – 12:00

Present: Leslie Evans, Ebonie Hill-Williamson, Rae Ann Kruse, Amy Martindale, Marissa McIntyre, Marilyn Middlebrook, Lance Millis, Rita Peaster, Kristi Seuhs, Richard Shepard, Celeste Taber, Keila Whitaker, Missy Wikle, Sarah Gordon, Amy Gazaway, Shiretta Ownbey (chair).

1. Banner Update – Rita Peaster

Rita noted that there has been a significant conversion of information into Banner. It was noted that pre-production testing will occur next week. The current course inventory is being updated in banner and should be complete by July 17th. The departments will then be contacted and will be asked to review the course inventory for accuracy. The course inventory will go live on September 1, 2015. In the next few months staff in the Registrar's Office will be asked to evaluate their existing processes to determine if the processes will work or need to be changed in relation to Banner. Rita noted that in the last Dean's Council meeting members had questions in regards to how classroom scheduling configured the class schedule for sections with theory and a lab. Some of the concerns expressed were in relation to instructor evaluations and members asked if the theory and lab sections could be linked. Rita noted the linking method could have complications as well. Given the amount of changes with the Banner implementation, the plan for Fall 2016 was to leave the process as it is now and look at viable solutions in the future. Members ask if feedback was being solicited and Rita said it was. It was noted that some colleges separate the instructor of record for theory and labs for better distinction for evaluation purposes.

2. Banner Registration Functionality – Rita Peaster

Rita noted that based on the knowledge of Banner's functionality as it is currently, there are two interfaces in Banner. The Self-Service Banner (SSB), the primary online/web interface to Banner used by students, advisors, and faculty and the Internet Native Banner (INB), the administrative interface to Banner used by the Registrar's Office and other administrative offices. Limited access to INB will be needed by some departmental and college administrative employees. The Banner Registration release 9.3 should be available June 30th which would allow continuation of the current model of using advisor holds to control when students can first enroll for a semester. If it is not possible to go live with 9.3, then the alternative pin method will have to be used to control a student's initial enrollment for a semester. Rita noted that they would like to avoid the alternate pin method. Banner empowers students to be responsible for their registration via the SSB throughout the semester. Adding classes during the restrictive registration will still be manual since instructor and advisor permission is required. Rita noted that we have the following options for how we should handle students dropping classes after the non-restrictive drop/add deadline.

Option A: No changes to current process: require students to obtain signature from

advisor on drop/add card as we do today and submit manually to Registrar's Office, beginning with day 7 of a 16-week semester and extending through the 12th week.

Option B: Allow students to drop courses online via SSB through the end of the W drop/withdraw deadline (12th week of a 16-week semester). This method would not require permission from the advisor, unless the student attempts to drop all classes (full withdrawal).

Dr. Taber noted that University Academic Regulation 5.4 is general and states, "Courses may not be dropped without the approval of the student's academic adviser. Enrollment changes, such as dropping courses, are the responsibility of the student." Currently adviser approval during the nonrestrictive drop period is not required in SIS if the adviser has lifted the advising hold. Some members agreed with the "B" recommendation. It was noted that members will have some time to think about the two options presented and share with their colleges. Rita will have to have a solid decision by August.

Rita noted that there will be different options available in regard to Special permissions. Banner has the capability to give precise registration override permits. Instructors can give a registration permit to any student for the courses they teach through the SSB. Departments and their designees will be able to give registration overrides through the INB and advisors will be able to give prerequisite overrides but this will still be a paper process. Students will be able to view their self-service permission status.

Banner does have a wait list functionality for seat releases and Rita noted that it is very complicated. Rita noted that the intent is to implement this but it is preferred to pilot a few classes at a time then proceed. It was noted that Chemistry would be a good course to pilot.

3. Changes to COMPASS; Adoption of ACCUPLACER – Sarah Gordon and James Knecht

Dr. Gordon noted that there are two changes needing to be made in University Assessment and Testing. The COMPASS test will be phased out and SAT offers a program called ACCUPLACER. Missy noted that ACCUPLACER is in many institutions, including 2-year institutions, and asked if student information could be transferred to OSU. Dr. Gordon said that she would investigate and find out. James noted that the COMPASS can be used through August and that September will be the conversion month. Students will have to take ALEKS before this time.

4. Changes to ALEKS – Sarah Gordon and James Knecht

It was noted that the University Assessment and Testing will be switching to the new version of ALEKS. The scores are higher in the newer version of ALEKS and students will have to take ALEKS before September. Kristi asked if they should push students into taking their testing now if they know the students will need the test for Fall or Spring. Kristi also asked if the messaging of the changes need to come from the College or from central administration. Dr. Gordon noted that she needs to talk to Dr. Fry about the appropriate messaging for ALEKS and COMPASS. Members ask if there could be a function in ALEKS that could mandate the time of training and how often they can take the modules. Dr. Martindale noted that the Statistic Department is going to require ALEKS before students can enroll in their classes.

5. **Other**
Informational Item

Data on the 2014 Non-Returning Freshman will be collected and sent to members.

Kristi asked if the student services offices could agree on a time to be open on Saturday, August 15th and all members agreed to be open from 12:00 – 3:00. The New Student Orientation Office will open from 11:00 - 3:00.

Kristi also noted that some non-degree seeking students are receiving some incorrect information in regards to what college would best benefit them. It was suggested to perhaps check with other institutions to see how they handle these types of situations

Adjourn: 11:55