

**COUNCIL OF
DIRECTORS OF STUDENT ACADEMIC SERVICES**

MINUTES

July 15, 2015

204 WH

10:30 – 12:00

Present: Julie Burg, Steve Damron, Jovette Dew, Leslie Evans, Chris Francisco, Jeff Hartman, Ebonie Hill-Williamson, Keely James, James Knecht, Brenda Masters, Marissa McIntyre, Lance Millis, Rita Peaster, Kristi Seuhs, Richard Shepard, Keila Whitaker, Judy Nalon, Robin Wilson, and Pamela Fry.

1. Higher Learning Commission (HLC) Assurance Report – Brenda Masters and Judy Nalon

Dr. Masters noted that Judy Nalon has put together an excellent document for the HLC Accreditation. Drs. Masters and Nalon need members to review the information on the report in relation to their college and communicate back to Dr. Masters any inaccuracies. One area to review carefully is the section which refers to the general education of the 30-10 process. Drs. Masters and Nalon are interested in specific bragging points. Dr. Nalon noted that the information sent by individuals has been very helpful and noted that she may ask for some additional clarification at some point. Dr. Nolan commented that this accreditation encompasses OSU-Stillwater, OSU-Tulsa, and OSU Center for Health Sciences. Dr. Fry noted that one thing to emphasize is that OSU is thorough in relation to university processes. Major initiatives are reviewed extensively by numerous university groups. Dr. Masters noted that members may have noticed some repetitive information in the HLC document and explained that each component may have subcomponents and this resulted in some duplication of information. Members of the HLC review committee maybe assigned specific components or subcomponents to review as opposed to the entire document. Dr. Masters asked members to send her any comments or changes and added that it is likely that the HLC will want to meet with some of the university councils. Dr. Taber sent Dr. Masters some background information on the general education 30-10 initiative and it was noted that the main objective is to have the document speak for all the University.

2. Banner Student Course Drop Options – Celeste Taber and Rita Peaster

Dr. Taber noted that in the last DSAS meeting, there were conversations regarding Banner configuration options concerning students' ability to drop courses. Results of the conversations prompted the Registrar's Office to research the subject further in relation Banner functionality. It was noted that the Registrar's Office would like to endorse the choices that will be best for the University and this change would become effective Fall 2016 and Spring 2017.

Proposed options:

Option A: No changes to current process: to drop courses, require students to obtain signature from adviser 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 and proportional periods for short courses.

Option B: Allow students to drop courses online via Self-Service Banner through the end of the W drop/withdraw deadline (12th week of a 16-week semester and proportional dates for short courses).

This method would not require permission from the adviser, unless the student attempts to drop all classes (full withdrawal).

Limiting Drop Ability for Specific Student Groups

The June 17 and 18 discussions included ideas for requiring certain groups of students (such as first semester freshmen and international students) to obtain adviser permission before dropping courses after the nonrestrictive drop period and preventing students from dropping below full-time status. Because we do not yet have access to the newest version of Banner that we will use, we have been unable to verify whether manageable processes are available to block dropping ability for specific student groups. We will continue to explore such options, but the Banner configuration decision for Fall 2016 – Spring 2017 will need to be made without guarantees that specific groups of students will be treated differently than the general student population.

Dr. Taber noted that the following options could be considered:

A, B, and B w/restrictions.

A majority of the college representatives present agreed that “B w/restrictions” would be the best option.

3. Recent Changes in In-State Status for Specific Veterans and ROTC Participants – Keila Whitaker

Keila noted that there are a few changes to legislation in regards to in-state status for specific veterans and ROTC participants. Information will be sent out to students who qualify for this and it will become effective October 2015.

The changes are listed below:

- Two new pieces of legislation became effective July 1, 2015:
 - Veterans Access, Choice & Accountability Act of 2014 (HR 3230 § 702)
 - Oklahoma Senate Bill 138
- State system institutions will classify in-state status to “covered individuals” under VACAA and SB 138. “Covered individuals” include the following:
 - A **veteran eligible for Ch. 30 or Ch. 33 VA educational benefits** who enrolls in the school within 5 years of discharge from a period of active duty service of 90 days or more.
 - A **spouse or child using transferred Ch. 33 VA educational benefits** who enrolls in the school within 5 years of the transferor’s discharge from a period of active duty service of 90 days or more.
 - A **spouse or child using benefits under the John David Fry Scholarship** who enrolls in the school within 5 years of discharge from the service member’s death in the line of duty following a period of active duty service of 90 days or more.
 - **Person who is participating in an Air Force ROTC, Army ROTC, or the Navy/Marines ROTC program.**
- Eligible veteran or dependent must currently live in the state in which the institution of higher learning is located (regardless of his/her formal state of residence).
- Individuals who initially meet the requirements as a “covered individual” will retain the status as long as they remain continuously enrolled at any state system institution (satisfying

OSRHE admission and retention standards), even if they move outside the 5-year window or enroll in multiple programs.

IMPLEMENTATION:

- Updated In-State/Out-of-State Residency website (within the next few days): <http://registrar.okstate.edu/In-State-vs-Out-of-State>
- Student veterans who may qualify for a residency change will be contacted this week by the Veteran Benefit Services office. ROTC participants are currently being notified by the ROTC offices.

4. New ALEKS – James Knecht and Chris Francisco

James noted that the old ALEKS system will be turned off in September and scores are being converted. Dr. Francisco noted that he took the test and the functionality seemed to work well. Students will have to take the new exam before they can get to the modules even if they have previously completed the old exam. A benefit of this new version is that the learning modules available are more in sync with addressing where the students are struggling. The term for scores used in SIS is currently labeled “goal,” but members prefer the wording used in the student reports of “mastery,” and James will work with IRIM to hopefully make the labelling more clear in Banner. James also noted that University Assessment and Testing hope to have the transition completed by the first week in September so that the system will not have to be down the entire month.

5. English CLEP – James Knecht

The English Department submitted changes to the OSU English CLEP exam and Instruction Council endorsed the changes. OSU has made revisions to the CLEP credit by exam that it will accept for English courses. Effective August 1, 2015, OSU will switch from using the CLEP College Composition Modular exam and the computer-based OSU COMPASS eWrite essays component to using the CLEP College Composition exam to award CLEP credit. The change will still allow students to earn OSU credit for ENGL 1113, however credit by CLEP exam for ENGL 1213 will no longer be available after this date. The chart below indicates the changes that will occur and the Summer 2015 transition period:

Through July 31, 2015, Students May Register for the Following CLEP Exam:			
CLEP Subject Exam	Min. Score	OSU Equivalent Course(s)	Hours
College Composition Modular &	50		
---OSU COMPASS eWrite essays	13	ENGL 1113	3
---OSU COMPASS eWrite essays	14	ENGL 1113 and ENGL 1213	6

Any student may register to take the above exam at the OSU Testing Center until July 31, 2015 to attempt to earn OSU credit. Students who have matriculated at OSU before August 1, 2015 will be allowed to register in July 2015 for an appointment in August 2015. After July 31, 2015 no more registrations will be accepted for this exam, and any OSU credit granted through this exam must have been earned by August 31, 2015.

Starting August 1, 2015, Students May Register for the Following CLEP Exam:			
CLEP Subject Exam	Min. Score	OSU Equivalent Course	Hours

OSU will start accepting scores on the CLEP College Composition exam in August. Students who score a 54 or better on the exam can earn 3 hours of OSU credit equivalent to the ENGL 1113 course. This exam has a multiple choice section and two mandatory, centrally-scored essays. Since the essays are human-graded, scores for this exam can take a few weeks to be returned. This CLEP exam is available at testing centers across the country, and students can then have transcripts sent from CLEP to OSU to earn credit at OSU.

It was noted that there will not be a science placement exam option anymore since ACT is retiring the COMPASS program. Undergraduate Admissions will work on changing their information, and UAT has drafted a memo explaining the placement and CLEP changes that will be sent out. It was also noted that OSU will be the first school currently using COMPASS to make the change to ACCUPLACER exams in Oklahoma.

Members endorsed the changes and timelines.

6. STAR Update – James Knecht

James noted that GradesFirst/EAB are getting closer to the merge, and on July 26th a change will occur in the home page display of users, moving many of the buttons along the top to the left side.. Student photos will eventually be added in the new GradesFirst/EAB program that will debut next spring. The analytics (EAB) portion will be merged into the GradesFirst system and will not require a separate login, and OSU hopes to also include the login as part of the new Banner portal.

7. Other

Dr. Fry noted that she had been waiting to send out the non-returning student data to members until after New Student Orientation and will be sending this information to the college associate deans. Debbie Quirey, Vice President of the NOC Stillwater campus retired this Summer and Dr. Shannon Cunningham has been hired for the position. Dr. Cunningham will be invited to DSAS and IC at some point.

The Advising working group and the Orientation group will need to pull together the final documents to share with members. One of the suggestions of the Orientation Classes Working Group was to change the name of the course from orientation class to orientation seminar. In the Advising Working Group there was general agreement on a framework on evaluating advisors in a unique form separate from the HR form and format.

Dr. Fry noted that if members are interested in viewing the space for the new University College, it will be located in the student union basement.

The Director of Transfer Student Services, Coordinator of Student Veteran Academic Service, and the Coordinator, Concurrent Enrollment has been hired and the position for Director for PK – 12 is still pending.

Jovette noted that she has some good news in that their office received notification that their Trio grant was renewed for another five years.

Adjourn: 11:45 a.m.