

**COUNCIL OF  
DIRECTORS OF STUDENT ACADEMIC SERVICES**

**MINUTES**

*September 16, 2015*

**126 Institute for Teaching and Learning Excellence (ITLE)**

*10:30 – 12:00*

**Present:** Christine Crenshaw, Steve Damron, Jovette Dew, Leslie Evans, Sarah Gordon, Ebonie Hill-Williamson, Amy Martindale, Marissa McIntyre, Marilyn Middlebrook, Lance Millis, Rita Peaster, Jessica Roark, Kristi Seuhs, Richard Shepard, Celeste Taber, Susan Tolbart, Keila Whitaker, Missy Wikle, and Pamela Fry.

**1. Reverse Transfer Update (See REVTADV eprint report) – Celeste Taber**

Dr. Taber noted that 2014-15 was the second year for the Registrar's Office to work with Oklahoma two year institutions on the Reverse Transfer effort. This program allows students to use their OSU courses to complete associate's degrees at their previous colleges while continuing to complete their bachelor's degree at Oklahoma State University (OSU). In addition to the 104 associate's degrees earned as a result of reverse transfer, NOC reported 68 more degrees from the 2013-14 data. The 2015-16 project is underway with additional improvements. Members asked if this process has any effect on student's financial aid and if Tulsa Community College (TCC) is being proactive with this effort. It was noted that it was not evident that the student's financial aid is affected and that TCC is being proactive with this initiative. Lance asked if there could be a report created of students with associate degrees.

**2. Remedial Course Publications Updates – Celeste Taber**

Dr. Taber noted that OSU supports and adheres to the Principles of Excellence and OSRHE Policy in that "Institutions shall not make misleading, deceptive, and/or inaccurate statements in brochures, catalogs, web sites, or other publications." Because of OSU's commitment to accurate representation of the University and to correcting publications or practices that may be viewed as deceptive or misleading, the following modifications are underway regarding representation of remedial coursework.

The "Remedial Courses" section of the Academic Affairs website will be revised to include the following information.

Remedial coursework is offered in Stillwater by Northern Oklahoma College (NOC) according to the *Memorandum of Understanding between OSU and NOC*. OSU students who qualify may enroll in NOC remedial courses with their academic advisors using the OSU enrollment system. Although these courses appear on the OSU class schedule while the course is in session, they are taught by NOC and appear as transfer work from NOC on the OSU transcript after the term ends.

Remedial Course Descriptions:

Course action forms are underway to add the following statement to the course descriptions for remedial courses (UNIV 0023, 0113, 0123, 0143):

"Course offered and transcribed by Northern Oklahoma College."

It was asked if it would be better to have students enroll at NOC. Academic Affairs and the Registrar's Office will be working with NOC on these issues as well as the Banner related issues and the Memorandums of Understanding.

### 3. ELPA Guide – James Knecht

James noted that the changes to the ELPA Guide and helpful information about testing services are available on the UAT website. James also highlighted the sample ePrint report that is included in the ELPA Guide, which reflects what advisors might see when reviewing students' ELPA reports. He also noted that, when referring to math placement testing, it should be called the OSU Math Placement Exam and not ALEKS. Placement.okstate.edu is the address for the main webpage. Lance noted that at some point there were discussions about creating a foreign language placement and it was noted that the department would have to be contacted.

### 4. Institutional Applications for the Truman, Goldwater, and Udall Scholarships – Jessica Roark

Jessica noted that their office wants to increase knowledge regarding scholarships available through the Henry Bellmon Office of Scholar Development and Undergraduate Research. Their office mentors students in the application process for three prestigious scholarships: the Truman, Goldwater, and Udall Scholarships. Jessica noted that their office has opened the application process for the scholarships and will be needing members help in identifying students for these awards so that their office could begin working with these students. Members asked if their office ever used SIS to help identify some of the students who could be possible prospects for these awards. Dr. Fry noted that it would be beneficial to increase OSU's efforts with the Freshman Research Scholars program. Kristie Seus noted that it would be beneficial to increase these efforts through our alumni connections. Dr. Dew noted that their office might want reach out to Kay Porter and it was also suggested to contact Student Affairs.

#### Truman Scholarship:

Jessica noted that the Truman Scholarship seeks students with a strong community leadership background with public and community service. Applicants should be a junior eligible for graduate or professional school. The application for this scholarship requires an essay on public policy or problems in the applicants intended area of public service.

The OSU Truman Scholarship Committee selects up to *four* junior\* students to compete for the Harry S. Truman Scholarship, which has a value of up to \$30,000. This prestigious scholarship was created by Congress for **those who intend to pursue careers in public service**, defined by the Truman Scholarship Foundation as:

*Employment in government at any level, uniformed services, public-interest organizations, nongovernmental research and/or educational organizations, public and private schools, and public-service oriented non-profit organizations such as those whose primary purposes are to help needy or disadvantaged persons or to protect the environment.*

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#### Goldwater Scholarship:

Jessica noted that the Goldwater Scholarship is heavily research based requiring evidence of publication. This prestigious scholarship was created by Congress to honor Senator Barry M. Goldwater and to encourage excellence in the areas of **science, engineering, mathematics, and computer science**. OSU can nominate up to four applicants of sophomore or junior standing to compete at the national level. The award is up to \$7,500 for eligible expenses (tuition, fees, room/board, and books).

#### Morris and Stewart Udall Scholarship:

Jessica noted that the Morris and Stewart Udall Scholarship is interested in applicants who are committed to **careers related to environment, or Native American and Alaska Native undergraduate students who intend to pursue careers in native health care or tribal public policy**. The applicants must be of sophomore or junior standing and the award is up to \$5000 for one year towards tuition, fees,

books, room and board. The application is essay based and focuses on public speech, legislative act, or public policy statement by Congressman Morris or Stewart Udall.

The Udall Scholarship Foundation was authorized by the United States Congress in 1992 to honor Congressman Morris K. Udall and in 2009 to include his brother Stewart and their legacy of public service. The Foundation is authorized to award scholarships to undergraduate students who are committed to careers related to environment, or Native American and Alaska Native undergraduate students who intend to pursue careers in native health care or tribal public policy.

The due date for all the above scholarships is Oct. 30<sup>th</sup> and their website provides a link to refer students interested in applying for these scholarships.

#### **5. Bachelor of University Studies (BUS) – Pamela Fry (Plan of Study Form)**

Changes were made to the Bachelor of University Studies plan of study as a result of the 30-10 general education initiative.

#### **6. Banner Update – Rita Peaster**

Rita noted that their office is still working on validating the course history in Banner. They are test printing transcripts in Banner. Their office has been working with departments regarding the course inventory and that has just been moved into the production phase. Preparing for the first round of mock testing in regards to registration and general student information and the testing will be conducted by the Registrar staff. Rita went on to say that the Registrar's Office will be providing detailed information on Banner this Friday in the Advisors' Conference.

#### **7. First-Year Seminar Report – Pamela Fry**

Dr. Fry noted that the First-Year Working Group began with the title Orientation Classes Working Group which was changed to the First-Year Seminar Working Group. The working group discussed the orientation classes offered throughout the university and if those classes shared any commonalities. The question the group was asked was, why should students come to OSU? Some of the top Universities with high enrollment, retention, and graduation rates noted that there should be shared core concepts built around this question. The committee discussed core concepts for this initiative and established a framework for first-year seminars. Some of the recommendations included developing a website that includes modules related to the core concepts:

- Connect students to others, the institution, its diversity and its land-grant mission
- Provide student with academic success strategies
- Establish student responsibility for decision making and actions
- Help students explore pathways to well-being
- Establish that the college experience is the beginning of a career
- Inspire students to discover their purpose and mission in life.

The first paragraph of the report states: Developing as a person includes attention to "well-being" and it was suggested to use the wording "personal growth" instead. Members decided to leave the wording "well-being". In the third paragraph it was suggest to replace "laboratory experiences" with "research experiences" and members agreed that wording "creative activities" would be better as it is broader. Under the "Purpose of First-Year Seminar Courses", the first bullet states "Connect student to others, the institution, its diversity and its land-grant mission". It was noted that there needs to be a connection between faculty and students outside of the classroom and to make these suggestions/ideas part of the seminars. Dr. Gordon said that she will have some data that could help in these conversations and members noted that this would be helpful. It was suggested to look at some best practices and Dr. Ormsbee noted that ITLE could incorporate a package of modules to include some ideas and discussion points. Also, Dr. Ormsbee thought that it would be beneficial to provide some videos on the specific majors and possibly create a library of careers. Offer classes similar to the World of Work type classes and promote to concurrent students. Dr. Fry wanted to

encourage members to look at the orientation material related to NSO to assure that the information is accurate. Christine Crenshaw suggested having liberal arts professors or some of our best teachers more involved in this effort.  
Members endorsed.

8. **30-10 Degree Sheet Update – Pamela Fry**  
The 30-10 degree sheets are due on Oct. 9<sup>th</sup>.

9. **Other**

Brenda Masters – HLC Site Visit

**Members of DSAS and IC, please attend if schedules allow:**

**October 19<sup>th</sup>, 1:30 – 2:20 p.m., location TBA**

**Open Forum Discussion: HLC Criteria 3 & 4 Teaching and Learning**

Contributors to these criteria are especially encouraged to attend, but anyone from across campus is welcome to join this Open Forum.

Deans Council recently discussed pre-professional options to advising. Each dean provided a name for a working group on the topic.

Dr. Fry noted that when the online Student Survey of Instruction was accepted by Faculty Council, there was a motion from Faculty Council to review evaluation of teaching beyond the survey of instruction. Dr. Fry is working with Stephan Clark to form this group and Dr. Clary noted that she wants to be on this working group.

Dr. Fry noted that there has also been a suggestion to combine the OSU/NOC MOUs. Presently there are two MOUs, one for general education and one for remediation. Dr. Fry will put together a small working group for this effort as well. Dr. Taber noted that she would like to participate in this working group.

Dr. Fry also said that there are two remaining recommendations to initiate in relation to the recommendations from the General Education Task Force Report, and working groups soon will be formed to discuss these items.

**Adjourned: 12:00 p.m.**