

*COUNCIL OF
DIRECTORS OF STUDENT ACADEMIC SERVICES*

MINUTES

November 18, 2015

126 Institute for Teaching and Learning Excellence (ITLE)

10:30 – 12:00

Present: Chris Campbell, Karen Chen, Amy Cole, Christine Crenshaw, Steve Damron, Jovette Dew, Leslie Evans, Ebonie Hill-Williamson, James Knecht, Amy Martindale, Marissa McIntyre, Marilyn Middlebrook, Lance Millis, Kristi Seuhs, Richard Shepard, Susan Tolbart, Missy Wikle, and Pamela Fry.

1. Banner Student Update – Darlene Hightower and Celeste Campbell
Darlene Hightower and Celeste Taber discussed the Banner Student Update. Their handout explained the accomplishments and upcoming events related to Banner. It was noted that a lot of people have been working very hard on Banner implementation. Ms. Hightower stated that Admissions is live due to the assistance of the Slate program. It was mentioned that there have been issues, specifically regarding transfer students, and there may be admission problems and many complaints admitting transfer students. Dr. Taber stated that the course catalog information is being transitioned into Banner and they will be switching the website to Banner soon. The course catalog is different from the class schedule and was distributed yesterday. They have more capabilities in Banner than were available in SIS in the past. The fall 2016 class schedule is underway and is a work in progress at this time. It currently is a basic shell built from the fall 2015 schedule. It is visible but is not complete at this time.

Ms. Hightower stated that a workflow system, Banner Document Management (BDM), will enable sending documents electronically for approval in Banner. COGNOS is a third party reporting tool that is being used for reporting. Classes have been set up for using COGNOS and will be extended to campus later. Reports can be run against the Operational Data Store (ODS) which is a repository of all the data transactions.

Dr. Taber reminded the group that they will still be operating on SIS through spring and summer. Dr. Taber stated she could share information on accessing some of the reports needed in spring it that would be helpful, and members also asked for a sit down meeting later to discuss other issues. It was noted that if one is looking for current student information that you should be able to pull the info up on the Banner screens. It was asked if this would work on an iPad. Ms. Hightower said they are working on a web enabled system. It was noted that Financial Aid Scholarship Awards have gone live in awarding some of their scholarship awards.

Dr. Taber stated that Registration should be opened for use in March 2016. The system allows students to handle their own registrations through Banner self-service. It empowers students to handle this themselves.

Dr. Marilyn Middlebrook stated that she needs to know soon when students drop a class and asked if there is there a way to notify her office immediately. Ms. Hightower said that possibly some type of process could be set up for this type of notification.

Dr. Taber noted that January 25 – 29, 2016 will be important training dates for advisors and department and college administrative personnel for Banner. Registration training for faculty and students will be in early March 2016. Grade entry training for faculty will be in early September 2016. Online materials will also be available. Degree Works implementation will begin in May 2016.

Implementation of the Student Mobile has begun and should be ready sometime in fall 2016. This will give students the ability to use mobile devices for the system.

Ms. Hightower asked that members contact her if they hear of issues/concerns and to let her know what the issues are. It was asked if the training will be with the newer version of Banner and it was noted that was the expectation.

Dr. Pamela Fry stated that any time Ms. Hightower needs to come to the meetings for updates, to please let us know.

It was asked if there were going to be some type of call center area to ask questions and Ms. Hightower noted the IT helpdesk would be the current contact. This will be something that will need further discussion. The Registrar's Office will provide some cheat sheets and other resources to help individuals transition to Banner and the change from SIS.

It was asked if access to the Banner information will be public and it was noted only parts of it will be.

2. International Student Services Representative on DSAS – Pamela Fry

Dr. Fry stated that it has been brought to her attention to have an International Student Services rep on DSAS and members agreed.

3. Update from University College – Amy Cole

Ms. Cole introduced herself. She is from Maryland and worked for the State Regents there. She is working with the articulation agreements and towards getting them updated. She was able to get the top ten majors from the feeder schools and will begin with this information. Ms. Cole reported that Rick Hanson has been doing a wonderful job with the veterans and the next event will be a military women's event in March. There are plans to create a Veterans Center and plans to work towards becoming a noted veteran friendly ranked institution as designated by the Military Times.

4. Other

Dr. Fry noted that NSSE data results had a positive result from students about advisors and HLC also recognized the efforts made on advising.

Dr. Fry noted that the timeline for conducting the advisor's survey was discussed last year regarding when the optimal best time to conduct the survey would be. Members said there were past conversations of conducting the survey in the late fall. It was noted that it will need to stay the same for now then transition next year. This topic will be put on the DSAS agenda for discussion in a month or two to plan for 2016. Dr. Fry noted that James Knecht will give an update to DSAS on EAB and Grades First in a month or two.

Dr. Fry noted that they want to have an open house for the University College for faculty, staff, and students. The open house will probably be towards the end of January.

Dr. Fry stated that she is trying to get all on board with the messaging on undergraduate

education to develop as a person, scholar, and professional.

Dr. Jovette Dew noted that Duane Hunt, Institutional Diversity, represents OSU at different veteran career fairs and connects with a variety of veteran activities and he might be able to share helpful information.

Adjourned: 12:00 p.m.