

**COUNCIL OF
DIRECTORS OF STUDENT ACADEMIC SERVICES**

MINUTES

January 20, 2016

204 Whitehurst

10:30 – 12:00

Present: Steve Damron, Leslie Evans, Ebonie Hill-Williamson, Diane Jones, James Knecht, Amy Martindale, Marissa McIntyre, Marilyn Middlebrook, Shiretta Ownbey, Rita Peaster, Michelle Redmond, Richard Shepard, Celeste Taber, Candace Thrasher, Keila Whitaker, Missy Wikle, and Pamela Fry.

1. Banner Update – Rita Peaster

Rita Peaster distributed a Banner update handout. She noted that the SIS Web for Students is (prodosu.okstate.edu). Before the end of the week a link for Search for Classes will be added. Until everyone has their own login to Banner in March, the Search for Classes link can be used. Rita stated that they are building a new section of the Registrar's website that is dedicated to Fall 2016 information. The page will be updated as things change over time.

Rita discussed the timeline until academic history is converted from SIS to Banner Production by March 4 including training for advisors, department heads, and college administrators during the week of January 25 – 29. Beginning March 7, there will be a lot of activity to prepare for Fall 2016 Registration in Banner. Rita noted that Summer 2016 enrollment will take place in SIS and Fall 2016 enrollment will take place in Banner. Summer 2016 enrollment dates will remain as published but Fall 2016 enrollment dates are subject to change. It was stated that Degree Works is to kick off in May 2016.

Dr. Celeste Taber stated that 290 individuals have registered for Banner training next week. They have just confirmed more space in the same location using CLB 407/408. An email will be going out today to open up that additional registration for advisors, department heads, and their designees for the training.

Rita noted that for Fall 2016 all continuing students Spring 2016 enrollment will be in Banner. It will be able to be recognized as meeting prerequisites. However, for summer 2016 enrollment there is no way to get that in Banner. This will be a one-time inconvenience. If a student is taking a summer class that would meet a pre-requisite for a fall class there will have to be an override given. There will be an online form that advisors can use for prerequisite overrides. Summer freshman seat releases will be accommodated manually.

2. Spring Advisor Survey – James Knecht

James Knecht discussed dates for conducting the Spring Advisor Survey. They will be using the same questions that were used with the last advisor survey. James mentioned that using photos is not easy at this realm. Having the advisor photo on the page is extremely difficult. Primary advisor information will be pulled from Star. It will be important that advisor information is up to date before the launch. If individual photos are inserted, an individual survey will have to be created for each and every advisor rather than distributing the same survey. The reports can be generated much faster without the photos. Last year the survey ran from March 23 – April 1 with results around April 22nd. This year they could match it from around spring break from March 21 – April 1, which is a full two weeks. It was noted that they have to stop before dead week at the end of April so they can process SSIs. It was noted that the process could also be moved to the fall semester but that can be discussed once Banner is implemented. It was suggested that the dates for the advisor survey be March 28 – April 8, 2016 (over two weeks).

James stated that he would need updates before March 14, 2016. Dr. Fry requested that James attend the next Instruction Council meeting to explain who has the supervisory responsibility over advisement. It also was requested that James meet with each college's data point person to get organized. It was noted that a fall date recommendation is stated in the DSAS minutes for the advisor survey to be conducted. It was suggested to go through the process this spring and then decide if the advisor survey would be conducted in the spring again or in the fall.

3. 30-10 and Effect on Demand for General Education Courses – Amy Martindale

Dr. Fry stated that the 30-10 degree sheets should be voted on by the Board of Regents on Friday, January 22, 2016. Assuming the Board of Regents approve, the final approval step will be the State Regents. It was noted that there are 199 degree sheets. Dr. Amy Martindale requested that each member go back to their college and discuss and then let Amy know where demand is going to be different and to let her know an estimate of how many seats that will be. Amy would like the input by the end of February.

4. Highlighting College Service Courses – Amy Martindale

Dr. Martindale stated that this is about making sure that advisors are aware of course changes that are relevant to them and how to do that effectively. Diane Jones was asked to send the course action summary lists to the colleges, and the colleges will select what is relevant for their advisors and distribute it. Diane noted that the summaries are ready to be sent to each college.

5. Other

Dr. Marilyn Middlebrook stated that there have been numerous concerns about faculty requiring students to take part in social media, and they are requiring students to post items and make blogs. It is becoming a major issue because students are required to post things which are then extracted by other students and posted on other websites. There have been some issues due to this. Students in the class can extract other students' information and put it on another website. Dr. Fry stated that Instruction Council should address the issue. Marilyn also noted that if the students do not post on social media that they will fail the class. It was also noted that some students are being required to purchase apps for taking class roll. It was asked if there was some way to take roll across the university without requiring students to purchase various apps for different classes. It was suggested that this be included with a technology update from Dr. Chris Ormsbee in ITLE for both DSAS and Instruction Council.

Adjourned: 12:00 p.m.

The minutes were recorded by Dorlana Crowell.