

**COUNCIL OF  
DIRECTORS OF STUDENT ACADEMIC SERVICES**

**MINUTES**

*October 19, 2016  
204 Whitehurst  
10:30 – 12:00*

**In attendance:**

**Jovette Dew, Leslie Evans, Karen Hickman, Ebonie Hill-Williamson, Diane Jones, James Knecht, Amy Martindale, Marissa McIntyre, Marilyn Middlebrook, Lance Millis, Kyndal Roark, Kristi Seuhs, Richard Shepard, Celeste Taber, Susan Tolbart, Keila Whitaker, Missy Wikle and Pamela Fry.**

- **Reverse Transfer Update – Celeste Taber**

Celeste Taber prepared a handout of a summary of year three results. This Reverse Transfer Initiative provides a benefit to transfer students who can earn an associate's degree while they are working on their bachelor's degree here by transferring their OSU coursework back to the community colleges and completing the associate's degree. There are 14 community colleges in Oklahoma and 13 of them are participating with Oklahoma State University. The Registrar's Office identified 1485 potential reverse transfer students and reached out to each of their community colleges. The requirements are as follows: at least 15 credit hours from the community college and at least 6 credit hours from OSU. The participating colleges reports that 170 associate degrees were awarded last year as a result of OSU Reverse Transfer Initiative, with a majority of those degrees going to students from our partner Northern Oklahoma College (NOC). Tulsa Community College (TCC) has the largest percentage of the 1485 students, and the Registrar's Office is working with TCC leadership to enhance the reverse transfer system.

Registrar's Office should have the potential 2016-17 reverse transfer students identified by the end of October. Tentatively, there are approximately 2000 students who meet the criteria this year. The process is to submit those students to the National Student Clearinghouse to verify whether or not they have received their associate's degree. Of the students who were listed in the National Student Clearinghouse as having received an associate's degree, the Registrar's office was able to confirm evidence of documentation on about half of them. The evidence was located in SIS only (not Banner). Admissions is now working with Doug Reed to get the documentation in Banner updated.

Beginning Fall, 2016 semester Undergraduate Admissions added a consent question to their re-admit and transfer applications, seeking consent for OSU to send the OSU transcript back to the community college in an effort to award an associate's degree. There are two components to the consent: 1) consent for the University to send the transcript to the community college; 2) consent for the community college to award the degree. OSU only collects the first type of consent. This consent will save a considerable amount of time for the community colleges, and there are future plans for automatic submission of the OSU transcript to the National Student Clearinghouse.

Dr. Fry commended Celeste for developing the process for reverse transfer for OSU within the FERPA guidelines. This program demonstrates OSU as a research university for contribution to Complete College America (2 year colleges). It also demonstrates a good faith effort on the part of a research university to contribute to that effort. We are optimistic about expanding with TCC, our biggest feeder school. It is anticipated that there will be advisor workshops with TCC advisors about transfer agreements in the near future.

- **Banner Update – Transitioning the Official Academic Transcript in Banner - Celeste Taber**

IT pulled the last load of academic history from SIS from Summer, 2016 (courses, grades and degrees awarded) into Banner. SIS is still the official academic transcript; however, Banner has the data. Some cleanup of the data is necessary. Repeated courses may not be present, earned hours may not be accurate and GPAs may not be correct. Next week the focus will be the Repeat program in which Ellucian has written for us. A mass comparison of all the SIS GPAs and Banner GPAs will be executed to define areas in need of addressing. Summer, 2016 courses should be listed in Banner; however, if advisors notice that those hours are not reflected please contact Rita Peaster to inform her of the issue. Known issues at this time are as follows: total hours are not calculating correctly, zero hour classes are being

counted in as total hours, incomplete grading defaults, good standing not being recognized, however recognizing probation and suspension. The Registrar's Office hopes to be able to report that by the first week in November Banner will be the official transcript site of OSU.

IT is working to update the Advising Student profile and the Student profile in Banner, while the Registration piece will not be updated until Spring, 2017.

Marilyn Middlebrook expressed concern with the number of "holds" placed on a sample of athletes – advisor holds and ACT holds. Out of the 60 students that were pulled for the report, 40 had holds. Celeste reminded the directors that these holds are date specific and that DSAS members should guide their advisors.

There was confusion with the process of associates degrees in Banner. Currently, there is a belief that Admissions is honoring associates degrees based on the student's word. The way in which the information was converted over made it difficult to know where to look for verification of transcripts. Processes were run to change those self-reported associate's degrees to "no degree earned".

DegreeWorks is projected to be live after the summer information and the repeat process is in a workable place. Most of the degrees have not been programmed. The primary purpose of DegreeWorks for Fall, 2016 is to certify degrees in Education and Engineering and to start with five plans in all other areas.

Admissions questions: problems with re-admissions, especially athletes. They qualify to be re-admitted, but the delay is so long they miss registration for the semester. It was suggested by members of the council to speak with personnel from admissions - Libby Reigh, Jeff Hartman or Virginia Leathers.

#### Other

- Looking at the EAB contract – we will be going forth with only GradesFirst (STAR). We can add the predictive analytics later after the budget is revealed. Three software programs that may be considered in OSU's future are Courseleaf, MyMajors and a transfer student advisement program. It was indicated by the Directors that they would like to see presentations / webinars from Courseleaf, MyMajors and possibly MyVirtualAdvisor, or something similar for the transfer student advisement program. Admissions will need to be involved with the transfer student advisement program. Amy Martindale will be working closely with this mission along with Missy Wikle.
- Dr. Fry recognized Amy Martindale for presenting 30/10 to Northern Oklahoma College (NOC). Their advisors informed Amy that they preferred to advise from OSU's degree sheets. The NOC Gateway students (students who did not enroll at OSU but have the intention of attending OSU after their NOC course plan is complete) can benefit from a focused effort with OSU's degree sheets. A more formalized program for the Gateway students would be beneficial in order to connect them to OSU.
- Amy Martindale has plans to send to the Provost links directly to the Registrar's site of degree sheets which are handy advising guides for their people, finish in four plans for each of their degrees. Amy also requested that everyone email her their links of semester-by-semester plans.
- Update on a new concurrent funding model: Oklahoma high school seniors who qualify for admissions to OSU can take up to 18 hours of college classes (6 hrs in the summer, 6 hrs in the fall, and 6 hrs in the spring). Historically at OSU, these high school seniors do not pay tuition or fees for the first class they take, however the University receives reimbursement of 62% of the cost of tuition from the State Regents. After the students' first course, they are expected to pay fees at the same rate as any other student who attends OSU. In an effort to encourage these students to take more than one concurrent course, OSU has created a plan that "allows OSU to waive appropriate fees for on campus concurrent students and to charge a rate of approximately \$80.20 per credit hour which is almost identical to the proposed off-campus (online) charge of \$80.00" per credit hour. Along with this proposal, OSU would like to pilot an off-campus face to face program in which OSU faculty will teach college level courses at Stillwater High School, specifically History 1103. Also an issue is that concurrent students do not have access to financial aid. Dr. Fry will discuss this need with Stillwater Public Education Foundation.

- Missy Wikle reminded the Directors that University College Advising is sponsoring a Majors Fair on Tuesday, November 1<sup>st</sup> 11:00 am to 1:30 pm in the Student Union Ballroom for all of those students who are undecided about their majors. Monday, October 24<sup>th</sup> is the deadline for departments to RSVP for a presentation table at the majors fair. Missy will submit the flyer electronically to all directors to distribute
- Keila Whitaker from the Registrar's Office reminded the directors that this is the first semester that students are able to drop courses online thru the 12<sup>th</sup> week as long as they do not have any "holds" on their accounts. For students who have an alternate PIN (the fall hold) Registrar's Office will require the advisor's signature on the drop card, as always. For students whose only hold is for Spring '17 advising, Registrar's Office will drop them without advisor's signature. For students who have any other type of hold, we will allow them to drop the course, but not add a course.
- Missy Wikle reminded Directors that if the Bursar holds are placed this week and a student needs to drop a course but it puts the total number of credit hours less than 12 (for full-time status) and that student cannot add another course due to the hold, there will be ramifications such as financial aid. If the hold needs to be lifted from a student's account, the Bursar will need to address that account. Missy will speak with Laurie Beets from the Bursar's office to discuss the issues of these holds, possibly naming them "Spring 2017 Bursar Holds" and giving permission to the Registrar to lift that specific hold in order for the student to complete their fall semester with at least 12 hours if needed.

**Meeting was adjourned at 11:50 am**

**Meeting minutes were recorded by Kyndal Roark**