

**COUNCIL OF  
DIRECTORS OF STUDENT ACADEMIC SERVICES**

**MINUTES**

**December 7, 2016**

**126 ITLE**

**10:30 – 12:00**

**In attendance:**

Jovette Dew, Karen Hickman, Ebonie Hill-Williamson, Diane Jones, James Knecht, Amy Martindale, Marissa McIntyre, Marilyn Middlebrook, Lance Millis, Rita Peaster, Kyndal Roark, Kristi Seuhs, Richard Shepard, Todd Snethen, Celeste Taber, Candace Thrasher, Susan Tolbart, Deb Vanoverbeke, Keila Manos, Missy Wikle and Pamela Fry.

**1. Registration Holds (continued) – Rita Peaster**

Rita Peaster discussed issues with registration holds this fall semester leading into the withdraw-drop deadline. Holds are not term specific; they are effective as of the given date they are added. Many holds were added just before the w-drop deadline which took people by surprise. There was confusion about holds that were historically term-specific holds and whether students should be allowed to add fall classes if they had those holds. The Registrar's Office is seeking to improve this process. Refer to Registration Holds – Looking Forward handout.

**Feedback:**

- Is there a list of all holds? Can they be term specific, so advisors are not confused about the process with sending students over with drop / add card? (Dr. Celeste Taber stated that a list of all the holds and their purposes exists in Banner under the enrollment section under the student tab and faculty tab. It does not include the intent of future specificity.)
- Deadlines for routine holds (ex. standard Bursar holds, immunization holds, high school transcript holds) need to be placed well in advance of next semester enrollment, with immediate effective dates.
- Can advising holds be placed early but effective 1 week before the enrollment date? The downside is that students cannot see the hold in Banner, and the advisors will need to keep track of holds placed so that they can release the hold once it becomes effective. There is room for error.
- If the ability to set different hold dates for different students is not allowed, then the effective date for all advisor holds can be set the Saturday before enrollment opens. As advisors meet with students prior to enrollment, they place the end date of the advisor hold to be the Sunday before enrollment opens.
- Any holds that are term specific need to be placed one week prior to effective date, which will mean moving restriction on the students' dropping and adding dates as well. The hold owners are encouraged to use the reason field to specify the term.
- Communicate by email to all students specifying all holds on their accounts.
- Creation of report to advisors that would include students' end hold dates
- Important to limit as many barriers as possible to keep students from enrolling, especially first-time, full time freshmen.
- There was interest in term-specific holds being added a month before the next term enrollment.

**2. Summer and Fall 2017 Registration – Rita Peaster**

- General timeline for registration and planning – moving toward a more predictable plan for the future – refer to Summer / Fall 2017 Registration Planning handout (timeline in Spring 2017 for Summer, 2017 and Fall 2017 semesters)
  - Week 3 of the semester – Registrar's Office has published the enrollment guide
  - Week 5 – enrollment dates are viewable, advising holds are set
  - Week 6 – class schedules are viewable in Self Service; tentative time tickets set but the date can be set earlier if needed; add registration / advising holds at the same time
  - Week 10 – priority enrollment opens
  - Week 14 – enrollment opens for all continuing students

- Feedback:
  - There is a concern that if enrollment for the following semester is pushed back any there will not be enough time for all students to be advised, (i.e. 2000+ students in CEAT).
  - If advising was encouraged earlier in the semester, then enrollment could take place earlier as well. A possible positive side effect would be increased retention due to secured enrollment for the next semester.
  - The goal is to make it easier on the students, which may mean inconveniencing faculty / staff.
  - Honors college may have a difficult time advising their students if enrollment is moved earlier in the semester as they advise freshmen thru seniors.
  - Advisor holds will need to be placed earlier in the semester – more drop and add cards at Registrar's Office.
  - University College Advising will move the students' effective dates for the advising holds if the student needs to drop / add a class. The moving of the effective dates allows student to drop/add online.
  - Communication is an issue due to the fact that students receive an enormous amount of email from the university. It can be overwhelming, and many students simply do not read the vast amount of their emails.
  - Majority of directors were in agreement with the proposed timeline specified on the handout.

### 3. OSU Transcript: Overview and New Webb Resources – Celeste Taber

The official academic source of truth for OSU transcripts is Banner. All new information will be updating in Banner only. Refer to The Transcript in Banner handout. The Student Records menu in Self Service provides the following transcript-related links for students:

- Academic Transcript
- Request Official Transcript
- View Status of Transcript Request

Advisors may view individual student grades after they've been "rolled" at the end of the term through the following Self Service links:

- Academic Transcript
- Registration History

Fall semester anticipated dates are to roll grades as soon as possible after grading closes on Dec 14 and to put the term into history by Monday, Dec 19 . The grades may be visible before that date, but nothing is official until it's been put into history. The repeat program has to be run, GPAs have to be calculated, and other manual and automated processes must be completed.

The following links show grades as they are submitted by instructors (before final term grades are rolled):

Students	View Grades (XE)
Instructors	Faculty Grade Entry (XE); Summary Class List; Faculty Grade Summary
Advisors	Advisee Grade Summary; enter CRN directly for Summary Class List and Faculty Grade Summary

A request was made for the Advisee Grade Summary to be alphabetized. This topic will need to be addressed at a later date.

The legend on the back of the transcript explains the grades and symbols used on the transcript. Refer to the handout for more detailed information. This information is also located on the Registrar's website.

Repeated courses are marked differently. With transition from SIS to Banner some of the courses in the category "I" repeat included in the earned hours in the GPA may not be indicated. Going forward with the repeated courses, the "I" will be indicated but with the transition, some of them are not indicated. "E" and "A" courses are indicated. The header on the transcript is R for repeated courses.

Students may view and print their unofficial transcript from the Academic Transcript link in the Student Records section of Self Service. Some of the differences from the SIS system to the Banner are as follows:

- In progress coursework at the bottom will not be printed on the transcript
- Different levels of the transcripts

- Undergraduate
- Graduate
- Professional – vet med
- Non-credit – the courses that do not belong anywhere else
- If the grade for the class is A,B,C,D,F, or F! it will be included in the GPA. If the grade for the class is PA-A, PA-B, etc. then it is considered performance activity and will be excluded from the GPA and from the earned hours.
- There will be a period of a few days after grading is closed that Registrar's office will not be able to issue transcripts – anticipated December 14-19, 2016.
- For students who are not your assigned advisees to view their grades before they are rolled into history, go to SFASTCA. Email from the Registrar's Office will follow with details.

**4. Faculty Council Recommendation - Exempting Eight-Week Courses from Six-Week Grade Submission – Deb Vanoverbeke and Pamela Fry**

Academic Standards and Policies brought to Faculty Council in November the recommendation exempting eight-week courses from calculating six-week grades. The goal would be that faculty enter those grades as soon as they can once grading opens. In the past, the students could not view those eight-week grades until the end of the semester. The ability for students to view the final grades which were submitted after the eight weeks will not be possible until the transition to Banner XE. Directors expressed concern that there is no feedback/ communication with these eight-week classes until the class is completed. Expectation should be addressed. Can individual colleges require faculty grade entry even if the university does not? This recommendation will be discussed in Instruction Council on December 15, 2016

**5. Academic Integrity Advisory Group Representative – Candace Thrasher**

An advisory committee is being formed (will meet once a year, early spring semester) to review the policies and procedures and make any necessary policy revisions. A volunteer from DSAS is needed to serve on the advisory committee. Lance Millis volunteered.

Admonitions have been well received. Faculty is appreciative that there is an option to bring a matter to the student's attention in an official capacity but not have something on their permanent record for the next ten years for a minor violation. The modules for international students have been well-received and adhered to, with the exception of one class. The long-term goal is for **all** students to review the academic integrity modules. Directors would like to have access to the modules. Ms. Thrasher will investigate this process.

**6. Other**

- There was an article in the O'Colly regarding issues with Banner Software, more specifically medical insurance for graduate assistants. The graduate college took specific measures to correct the problem earlier in the semester. Dr. Fry encouraged directors to read the article for more information.
- Ebonie Hill-Williamson informed the directors that the Honors College will be relocating to 101 Classroom North for 2 weeks while the floors in 104 Old Central are refinished. Her office phone will be forwarded to her cell phone.
- Dr. Fry informed the directors that the associate deans from Instruction Council will be meeting on December 16<sup>th</sup> for a special retention retreat. She encouraged the directors to speak with their Instruction Council associate deans regarding retention issues that should be discussed at the meeting. The purpose of the special meeting is to organize our efforts to increase retention / student success.
- James Knecht with University Assessment and Testing announced that the OSU Testing Center would be closed from Tuesday, December 13<sup>th</sup> through the third of January in order to install the new camera system.
- Mr. Knecht announced that when faculty submits a final grade in Banner, the grade is visible in STAR the following day.
- Mr. Knecht announced that the creation of an advisor "add and delete" report is close to completion. The report will indicate who is added to or removed from an advisor in STAR on a daily basis.

- Mr. Knecht announced that GradesFirst has informed us that we will need to update the data we load because we are currently using Version 3, while GradesFirst has updated to version 6. He will be forming a group in early Spring to discuss possible changes to the data that is loaded into STAR that are now possible with this updated version.
- Mr. Knecht announced four surveys coming up in the spring 2017 semester:
  - Advisor survey – Dates TBD
  - Campus Climate Survey (sexual harassment) - February
  - Diversity Climate Survey (HLC recommendation) – late March/early April
  - Student Survey of Instruction (course evaluations) late April/early May
- Dr. Fry announced that the Oklahoma State Regents for Higher Education will be exploring the issue with HLC / Career Tech courses that may be able to be offered for college credit.
- An SGA resolution calling for more OSU courses to be on the Course Equivalency Chart will be distributed to members of DSAS. There are programs that need to be evaluated to make sure that contemporary decisions are being made.
- Dr. Fry thanked all the directors for their service this year. She encouraged them to think about the advisement process tied to the Bursar holds and asked if there was anything she needed to take back to Provost Dr. Gary Sandefur or Joe Weaver's office, as this issue will be consistently and constantly assessed.

Meeting adjourned at 12:05 pm  
Minutes were recorded by Kyndal Roark