

**COUNCIL OF
DIRECTORS OF STUDENT ACADEMIC SERVICES**

MINUTES

February 17, 2016

126 ITLE

10:30 – 12:00

Present: Larry Burns, Chris Campbell, Steve Damron, Jovette Dew, Leslie Evans, Chris Francisco, Kathryn Gage, Sarah Gordon, Ebonie Hill-Williamson, Amy Martindale, Marissa McIntyre, Marilyn Middlebrook, Lance Millis, Shiretta Ownbey, Rita Peaster, Richard Shepard, Celeste Taber, Candace Thrasher, Susan Tolbart, Keila Whitaker, Missy Wikle, Robin Wilson, and Pamela Fry.

1. University Syllabus – Kathryn Gage

Kathryn Gage from Student Affairs reported that one of the ideas that has come forth from the Big Ideas Group meeting is how to get the right information to the right students at the right time. Getting information in students' hands regarding tutoring or personal resources when needed is the goal. The idea of doing more with the syllabus attachment was considered. Kathryn distributed a draft handout of the syllabus attachment. They hope to finalize the syllabus attachment for fall of 2016. They want this to be a concise format containing essential things for students to know. It is still a work in progress. Kathryn asked the group to review and let her know within the next week or so if there are essential items that should be added or items that need to be left off. They will pull it together in sections. Kathryn suggested the members send her an email with their comments. February 29 was the requested date for the input to be received. Dr. Pamela Fry and Kathryn will meet to review categories, etc., before sending out again for a final review.

2. Banner Update – Rita Peaster

Rita Peaster distributed and reviewed a "Banner Student Update for DSAS" handout. Rita reported that the academic history is currently being converted to Banner. She stated that Doug Reed and his staff have developed a report that will pull the list of students who have had their summer advising holds cleared in SIS so it will now not be a manual process. She reported that the Registrar's Office will submit access requests on behalf of academic advisors who are assigned as an advisor to a student in SIS for Spring 2016 and the current list of department heads and their designees. Access should be in place by March 7. Instructional faculty for Fall 2016 should automatically have access. Other access requests will have to be made manually. Rita noted that associate deans and their designees will be included in the department head access list.

Rita stated that a Banner training video has been uploaded to the Registrar's SharePoint site and has been added to the new Fall 2016 section of the Registrar's website. She noted there will be a soft go live with registration with students in the Honors College the week of spring break. On March 21 priority registration is scheduled to begin. It was noted that linked courses are blocked courses in Banner and that for initial go live, block enrollment will need to be coordinated with the Registrar's Office.

3. Enrollment Permits – Amy Martindale and Celeste Taber

Dr. Celeste Taber stated that registration overrides require special permission in order to enroll students into classes. The old term was enrollment permit. She noted that advisors are permitted one registration override which is the pre-requisite override. Instructors can give overrides and permit students to enroll for their own classes. There was discussion about the process for advisors to give an override for courses out of their department. Dr. Amy Martindale noted there is an electronic version of

the current permission memo on the Registrar's SharePoint site which the Registrar's office has to process. It can sometimes take 48 hours to process. Amy requested a university-wide stance on advisors' being able to override prerequisites in courses that are not taught within their own college rather than each department having the ability to override prerequisites. A straw poll was taken to determine members' thoughts on allowing departmental designees permission to override course prerequisites for courses outside of their department and college. There were 5 yes votes, 2 no votes, and 2 undecided votes. It was decided to discuss this topic again at a later time.

4. Printed Undergraduate Programs and Requirements Book – Celeste Campbell

Dr. Taber stated that due to budget considerations, decrease in use over the years, etc., she felt strongly about not printing the "Undergraduate Program and Requirement Book" in April. It is available online. She recommends that the 2016-2017 individual degree plans be captured in August. Dr. Taber recommends not printing the entire book this time. A pdf of the entire book will be available. Members endorsed.

5. Seat Releases – Amy Martindale

Dr. Martindale stated that seat releases will need to be done manually until a process can be worked out in Banner. Due to staff time required, etc., Dr. Martindale suggested opening seats once per week rather than daily during the enrollment time. Dr. Martindale distributed a handout, "Fall 2016 Seat Release Plan." Dr. Martindale asked if the members are okay with opening seats once per week rather than daily and with removing some of the classes from the fall list ("Fall 2016 Proposed Managed Courses").

Members endorsed.

6. Other

Interim approval for the 30/10 proposal was in the process of being requested but it was determined the next A&M meeting is in two weeks, on March 4. It will then move on to the State Regents.

General Education Substitutions – Lance Millis was moved to the next meeting.

Adjourned: 12:05 p.m.

The minutes were recorded by Dorlana Crowell.