

**COUNCIL OF
DIRECTORS OF STUDENT ACADEMIC SERVICES**

MINUTES

March 23, 2016

204 WH

10:30 – 12:00

Present: Barbara Bremer, Steve Damron, Jovette Dew, Pam Ehlers, Leslie Evans, Ebonie Hill-Williamson, Diane Jones, James Knecht, Amy Martindale, Marilyn Middlebrook, Lance Millis, Rita Peaster, Kristi Seuhs, Richard Shepard, Andrea Skimbo, Candace Thrasher, Susan Tolbart, Keila Whitaker, Missy Wikle, and Pamela Fry.

1. Office of Student Disability Services Statement Modified – Sheryl Tucker, McKenzie Wilfong, and Isabel Keiser

Dr. Pamela Fry stated that the Provost asked that Dr. Fry get input from DSAS and from Instruction Council on the Student Disability Services statement (handout). Dr. Sheryl Tucker has been working with McKenzie Wilfong and Isabel Keiser on modifying the statement for the University Syllabus Attachment. Dr. Fry requested input from DSAS and will be requesting input from Instruction Council. Dr. Sandefur will then meet with Faculty Council leaders to determine if everyone is in agreement to put the statement on the University Syllabus Attachment and it will need to be in place by April for summer. After discussion, Dr. Fry asked Dr. Steve Damron to submit his edits for the statement and she will incorporate revisions to the statement.

2. Banner Update – Rita Peaster

Rita Peaster distributed a handout and reported that Fall 2016 registration has been live in Banner since last Wednesday, March 16, 2016. She noted that there have been a few issues with prerequisites but most of the issues have been addressed. Rita asked the group to let the Registrar's office know if they come across something that is not working in Banner. Rita mentioned that at this time last year 1,636 students were enrolled and yesterday in Banner there were 1,710 enrolled. Rita expects the numbers to fluctuate some day by day.

Rita noted that getting everyone access to Banner has not gone as timely as they had hoped but that there is a new online Banner access request system available. Dr. Amy Martindale suggested that there be a small group meeting of DSAS members to discuss what they could find in SIS that they use all the time that they will need now and how to access it now. Rita stated that she would be happy to meet with the group. Marilyn Middlebrook stated that she would like to be included with the group when they meet. Rita reported there are Banner eprint reports that they can access now (via Employee tab of the portal).

Rita noted that Fall 2016 Student Services Information on the Registrar's website can be found at <http://registrar.okstate.edu/Fall-2016-Student-Services>. Rita stated that registration will open at 12:01 a.m. IT is addressing issues as they come up. Rita reported that there will be several open information sessions for students. An email went out Monday to all students regarding the information

sessions. Beginning in April there will be a Proxy Access tab in Self Service for Students. Students will be able to set up a third party who can be given access to view specific pieces of the student's records. Rita reported they are working with IT and Ellucian on an XE deployment plan. They will go live with XE one module at a time with the goal of full deployment by the end of 2016. They will be looking for pilot test team members.

3. General Education Substitutions – Lance Millis

Lance Millis asked if there could be a process to give international education credit to international students and possibly military students. Lance reported that it seems that if the advisor knows about a student's international experience or exposure and/or has time to process a waiver for international credit, the student can have it with very little restriction. If the advisor does not know, the student might not get an "I" and might have to take and pay for an extra class. Lance noted that it seems a better process would be to do something on the front end rather than requesting it with a form. Rita Peaster noted that it will be easier to identify an international student in Banner than it was in SIS. Dr. Fry suggested that the group think about this and find out about how Degree Works might work and have it on the May agenda.

4. Registration for Summer/Fall 2016 – Keila Whitaker

Keila Whitaker reported that the Registration Permission Memo has been revised and is out on SharePoint. For summer it includes everything it always did but some notes have been added to indicate what the changes for fall will be. The advisor prerequisite override form is also now on SharePoint. Advisor prerequisite overrides are now a high priority. The response time in working those and getting the confirmation to the student is about ten minutes or less.

Keila also asked for input and thoughts on how to approach the New Student Orientation for this summer. She noted that there will be some kinks that will need to be worked out. She has met with some NSO staff and University College advisors to talk about what they currently do and how that might look in Banner. Keila asked the group to let her know about issues as they think about them so they might start looking at solutions now in Banner.

5. Career Services Engagement Plan – Pam Ehlers and Andrea Skimbo

Dr. Pam Ehlers reported that a career development plan had been developed to go along with the four year plans that advisors use with students. Some of the colleges already had plans and some did not. A committee was formed of career consultants across the colleges and the Student Engagement Plan (handout) was developed that can be used across all colleges with the advisors.

The document can be found at hireosugrads.com under Faculty/Staff. The document is a recommendation of what students should be doing year by year towards setting academic and career goals. Dr. Steve Damron suggested that the document be included in the First Year Seminar curriculum. It was suggested that the word "Engagement" in the title of the document be changed. "Career Plan" was a suggested title. It was suggested that the topic be used as a session at the next on-campus advisor conference.

6. Saturday Office Hours: Fall 2016 – Missy Wikle

Missy Wikle reported that last fall the Saturday office hours were 12:00 – 3:00 p.m. for the academic advising office. Missy asked the group if they felt that time was sufficient and members agreed on the timeframe... Missy noted that other student support offices are open from 10:00 a.m. – 3:00 p.m. and

that the New Student Orientation office will be open from 10:00 a.m. – 3:00 p.m. OSU-Tulsa noted that they will be open from 10:00 a.m. – 2:00 p.m.

7. History CLEP, UAT Website, Placement Test Scores in Banner and STAR – James Knecht

James Knecht reported that the History Department is phasing out the use of CLEP for the four history courses that OSU currently accepts CLEP for (handout). Credit will no longer be accepted after the end of August. James also reported that UAT has a new website. James noted that all the placement info is up to date. They are in the process of updating the ELPA guide that is sent to advisors. He also mentioned that UAT now has online appointment scheduling for the testing center. James stated that new files have been created in Banner for test scores. Currently, for students, in Banner, the only test scores are the ones loaded from SIS. A test taken since February 20th will not yet be available in Banner. Those scores should be available in the next couple of days. James stated that advisor surveys will launch on Monday, March 28 – April 8. In STAR, they are practicing loading Banner data into their test site. They should know by the end of the week if they have good data extraction. They are loading spring and summer data from SIS and Banner data for fall into STAR.

Dr. Fry mentioned that the contract with GradesFirst will be renewed. A webinar will be scheduled for this group to see the integrated version of GradesFirst and the Student Success Collaborative.

8. Academic Integrity Policy – Candace Thrasher

Candace Thrasher explained that the biggest change to the Academic Integrity Policy is adding an admonition which is essentially a warning. An admonition is an internal record that will be kept in case the student has another violation. The admonition is designed for a very minor first offense. It gives the faculty member an option – a teaching process and not a punishing process. The sanction for an admonition would be grade reduction that does not exceed the value of the assignment. The grade reduction is up to the faculty member where as a level 1 is an automatic zero or “F” for the assignment. This gives the faculty member a little more leeway. Dr. Fry asked the members to look through the policy and send any changes to Candace Thrasher.

9. 2016-17 Degree Sheets Update – Pamela Fry

The degree sheets are at the State Regents office, and we are still waiting for an update.

10. Other

Dr. Fry invited everyone to the University College Open House this afternoon in 040 Student Union at 3:00 p.m.

Adjourned: 12:05 p.m.

The minutes were recorded by Dorlana Crowell.