

**COUNCIL OF
DIRECTORS OF STUDENT ACADEMIC SERVICES**

MINUTES

*May 18, 2016
204 WH
10:30 – 12:00*

Present: Chad Blew, Barbara Bremer, Steve Damron, Jovette Dew, Leslie Evans, Sarah Gordon, Ben Hagan, James Knecht, Virginia Leathers, Amy Martindale, Marilyn Middlebrook, Lance Millis, Rita Peaster, Shawn Rose, Kristi Seuchs, Richard Shepard, Celeste Taber, Keila Whitaker, Missy Wikle, and Pamela Fry.

1. Federal Aid Application (FAFSA) for 2017-2018 Academic Year – Chad Blew, Julie Berg, Margaret Betts

Chad Blew distributed a handout, "College Students and Parents: What You Need to Know About the 2017-18 FAFSA." Mr. Blew stated that next year the calendar for aid will change fairly drastically driven primarily by the change in FAFSA. Typically FAFSA documents have been due on January 1 for the next academic year. The deadlines are being moved up to October 1 and your "prior prior year" tax information can be used. Mr. Blew indicated that it is too early to tell the students now but that they will be sending mass emails and will speak to student groups in the fall regarding the change. Due to the federal changes, now November 1 will be the early opportunity scholarship deadline. There will still be a February 1 priority deadline for scholarships. July 1 will be the final scholarship deadline. Mr. Blew and Kyle Wray will be meeting with the Deans and Scholarship Coordinators within a month to go over the new calendar and to see what the new challenges are. Mr. Blew was asked to attend Instruction Council and Deans Council to present this information as well.

2. Undergraduate Degree Sheets, Advising Guides, and Link to 2016-17 Degree Sheets – Pamela Fry

Dr. Pamela Fry asked if there were any questions about the advising guides and the link that the Registrar's Office will keep updated. She noted that 43 degree sheets were available. Dr. Fry expects one group of degree sheets to be approved in May and another group in June. As they are approved they will be placed on the link.

3. Advisor Override of Course Prerequisites Follow-up – Celeste Taber

Dr. Celeste Taber reported that the need had been expressed for advisors to provide overrides for lower and upper division courses. Dr. Taber wanted to discuss preparing a revision for the policy with Instruction Council before proceeding. Dr. Taber provided three options to Instruction Council: 1) modify processes to fit the policy; 2) work to change the policy now; or 3) to temporarily allow the current practice to continue for another year during the Banner transition. Instruction Council approved the third option, to continue to allow advisors to override prerequisites for any level course as is being done now on the prerequisite override forms. In a year, it will be looked at again. During the Banner transition was not a good time for revisions. Amy Martindale has volunteered to look at policy changes if needed. Keila Whitaker reported that they have updated the APO form to include

some additional information for guidance for appropriately using the form. She also noted that students will now receive an automated email letting them know that the override has been placed.

4. Advising/Enrollment Procedures Discussion Regarding Students with Special Needs – Missy Wikle

Missy Wikle stated that the handout, "Fall 2016 Enrollment – Procedures for Students with Special Circumstances," was used at the May 11, 2016 advisor meeting. There are no changes to the document. Missy just wanted to be sure that DSAS members had seen it. There was some discussion regarding schedule changes. Missy stated that five areas are listed that may warrant an advisor making a change to a student's schedule before everything reopens at 9:00 a.m. on July 18. It was noted that the reason should be somewhat urgent and extraordinary to warrant a change.

5. Advising Guide for Summer Enrollment – James Knecht and Missy Wikle

James Knecht directed members to his handout, "Guide to Entry Level Placement Assessment (ELPA)." James noted that MATH now has all the STAT numbers. Chemistry is in the Science section as well. The very last page is what the ELPA reports look like now coming out of Banner. The red is solely highlighting where the placement exam scores show up. A big part of the report is already available on eprints. James noted that the student's copy of the report will not have red on it. James will send a final version of the guide with today's date on it and without the letters at the top of the page. James stated that placement scores are being entered each night. He reminded members to be sure that certification of the scores are being done on math placement so the scores will be entered overnight.

6. Advisors' Survey – James Knecht

James Knecht stated that the advisors should have their reports. Overall results were given to the college Instruction Council representative. James noted that there were not high response rates but great numbers. James asked if another survey is wanted in the fall. Amy Martindale indicated that the College of Arts and Sciences would like an advisor survey in the fall. James stated that they would need to decide when they want the survey in the fall. Most indicated they would like it super late to include most of the freshmen. It was suggested that the fall dates could start when open enrollment begins. When those open enrollment dates are available the dates can be chosen for the fall survey.

7. Educational Advisory Board – Shawn Rose

Dr. Fry noted that they are moving into the decision-making mode regarding keeping the contract with the Education Advisory Board (EAB) Student Success Collaborative. She also mentioned that the contract is in its final third year and expires in December. Due to Banner implementation the work with the predictive analytic part had to be suspended. Dr. Fry also noted that EAB has bought GradesFirst. She noted that a decision does not have to be made immediately but that Shawn Rose is requesting feedback especially from those who participated in LaToya White's visit recently. Shawn noted the results he received back from his survey indicated that almost everyone liked that the Student Success Collaborative integrates well with GradesFirst. One criticism early on was that it would be a new system to learn. Another is that it doesn't look at non-cognitive predictors of success.

Shawn asked if anyone else who attended the demo had any other thoughts on what they saw in the demo. Shawn said most responses were positive towards renewing the contract but with caveats/concerns about if it will be worth the additional investment. Dr. Fry mentioned that they will run the Academic Alert off of GradesFirst. It was noted that SSC has a lot of good retention features.

It was decided that Shawn will talk with the college representatives regarding success markers and will come back to Instruction Council in June to discuss.

9. General Education Substitution Requests – Pamela Fry

Dr. Pamela Fry reminded the members that when they sign the General Education Substitution form that means that they support that action. She asked that they please carefully screen the requests.

10. Other

Updated Contact Cards – Celeste Taber

Dr. Taber distributed updated Office of the Registrar contact cards.

Adjourned: 11:56 a.m.

The minutes were recorded by Dorlana Crowell.