

**COUNCIL OF
DIRECTORS OF STUDENT ACADEMIC SERVICES**

MINUTES

June 15, 2016

126 ITLE

10:30 – 12:00

Present: Christine Crenshaw, Steve Damron, Leslie Evans, Ebonie Hill-Williamson, Sarah Gordon, James Knecht, Amy Martindale, Marissa McIntyre, Marilyn Middlebrook, Lance Millis, Kristi Seuhs, Richard Shepard, Celeste Taber, Candace Thrasher, Susan Tobart, Keila Whitaker, Missy Wikle, Robin Wilson, Jesus Raygosa, Gary Sandefur, and Pamela Fry.

1. Implementation of New Degree Plans – Gary Sandefur

As a result of the recently streamlined general education requirements for undergraduate degree programs, conversations took place with key individuals, including the Council of Deans and the Oklahoma State Regents for Higher Education, to see if eligible students could move to the new 2016-2017 degree sheets to allow as many students as possible to benefit from these changes. Normally new degree sheets become effective beginning with the Fall term, but this early effective date allows Summer 2016 graduates to use the new degree sheets without waiting for a Fall 2016 graduation date. Communications will be going out this summer to these students and their degree progress could be reevaluated to see if they could graduate sooner. The College of Arts & Sciences asked to see the list, prior to being sent, to check for accuracy. Dr. Taber noted that if the student wants to move to a new plan, the student would need to complete a new program declaration form. Students will need to file a summer diploma application, then the Directors of Student Academic Services will receive a memo that the students will be able to use the fall plan. It was also noted that if a degree sheet was not approved, then it cannot be used for this purpose. Dr. Fry thanked everyone for their efforts in the process and noted that each college will need to review the list of students who may be eligible. Dr. Fry asked members to put a plan in place for contacting these students.

2. Academic Alert – James Knecht

As part of the transition to Banner, OSU's current Academic Alert system will be replaced with the STAR System's (EAB/GradesFirst) Progress Report and Case Management features. James provided members with a demonstration and noted that they will be testing the program. In the case of an academic alert, the system will create an email to the student and the advisor. Members suggested changing the labeling of the email from "your advisor" to "Sincerely" in the email to students, and James noted that area is restricted but perhaps he can revise the email content. Members also suggested using the email content from the old message to students. If there is an alert, the advisors will get a message noting that a case has been assigned to them, and links and instructions for logging in will be provided. James noted that the system can generate reports that include all the alerts and whether cases are open or closed. Cases and alerts also display in the students' electronic file. Candace was asked to setup a meeting with Chris Ormsbee and faculty fellows regarding training and assistance for each college. James noted that he plans to setup a "test" class in the program for testing purposes. It was noted that any reply emails made by students will be directed to the instructor. Dr. Damron felt that there should be some mandatory training for faculty.

3. Input for Advisor FAQs Related to Banner – Celeste Taber and Keila Whitaker

Keila noted that the Registrar's Office is updating their website and asked members for input. Keila noted that their office has recognized that there is a need for "FAQs for Advisors" in relation to Banner

and ask members to let the Registrar's Office know if it would be beneficial to add or modify any of the current information.

4. Faculty Council Recommendation: Undergraduate Research Transcript Designation – Pamela Fry

It was noted that there was a standing committee of faculty council and the committee received a recommendation from faculty council to amend the previous "Undergraduate Research Transcript Designation" requirements. Dr. Damron noted that these requirements were meant to be rigorous. Dr. Martindale noted that there needs to be a call for applications for these at least once a year. It was noted that the associate deans for research are charged with monitoring this process. Members endorsed the recommendation.

5. Timeline for Annual Curriculum and Publications Changes for Academic Year 2017-2018 – Pamela Fry

Dr. Fry asked members to review the "Timeline for Annual Curriculum and Publications Changes for Academic Year 2017-2018" document and to send any comments to Diane.