

**COUNCIL OF
DIRECTORS OF STUDENT ACADEMIC SERVICES**

MINUTES

July 20, 2016

204 Whitehurst

10:30 – 12:00

Present: Julie Berg, Christine Crenshaw, Leslie, Evans, Karen Hickman, Ebonie Hill-Williamson, Keely James, Diane Jones, Kelly Kavalier, James Knecht, Marissa McIntyre, Marilyn Middlebrook, Bhana Palvih, Rita Peaster, Michelle Redman, Doug Reed, Libby Reigh, Kyndal Roark, Kristi Seuhs, Richard Shepard, Olivia Stankey, Celeste Taber, Candace Thrasher, Susan Tolbart, Deb Vanoverbeke, Keila Whitaker, and Pam Fry.

1. NOC TEMP Course Enrollment– Rita Peaster

Rita Peaster distributed a Banner update handout. She asked Julie Berg and Doug Reed to attend the Director of Student Academic Services (DSAS) meeting to assist with any questions. Effective this fall, students enrolled at Northern Oklahoma College (NOC) and Tulsa Community College (TCC) will have enrollment hours reflected on their Banner OSU class schedule via TEMP courses:

- TEMP 1999 at NOC required for degree and approved for financial aid and billable by OSU;
- TEMP 1998 at NOC required for degree but not approved for financial aid but billable by OSU;
- TEMP 1997 at NOC required for degree and approved for financial but not billable by OSU;
- TEMP 1888 at TCC required for degree an approved for financial aid but not billed by OSU;
- TEMP 1887 at TCC required for degree but not approved for financial aid and not billable by OSU.

The TEMP courses reflect a summary of the total credit hour enrollment for the specific campus but will not reflect the individual course titles. Students will need to provide their advisors with a copy of their NOC or TCC class schedule for advisors to have access to class schedule details.

The new online application for advisors to use for approving NOC/TCC classes for financial aid on student-by-student basis (on the Advisor tab of the portal) – deadline is the 6th class day of the semester – August 22nd.

IT is working on an automated process to take data from NOC TCC TEMP classes to load into Banner. If the auto process is not functioning by the first week in August, then they will look at ways to enter manually. In order for Financial Aid to be disbursed, the TEMP classes must be loaded into Banner. Drop dead date is 8-22-16.

NOC students who are not admitted to OSU will not be reflected as students in Banner. Those students will have an identifier to facilitate provisioning of OSU ID cards and other student services.

Julie Berg with Financial Aid stated that if there is an Institutional error there would be an exception. Financial aid will be flexible regarding exceptions. She also mentioned that there will be delayed disbursement of financial aid this fall – after first week of classes. Hopefully, this will be a one-time event. She reminded the members that financial aid is only available for those classes that are applicable for the degree.

2. Banner Update – Rita Peaster

SIS is still the authoritative source for official transcripts, and we anticipate for Banner to be the authoritative source by November, 2016.

XE implementation update for Banner – testing is underway, and it is expected that XE faculty grade entry will be complete by 8-12-16. XE Registration and Advising Student Profile should be live by 9-12-16.

Rita requested a dedicated meeting between Director of Student Academic Services Directors and Associate Deans from Instruction Council to review decisions that need to be made regarding XE implementation and Spring enrollment. The first week in August would be ideal. Dr. Fry suggested that the Associate Deans be included for the next DSAS meeting 8/3/16, possibly extending the meeting by starting at 9:30 instead of 10:30 am, but a definite meeting date and time were not confirmed.

Keila Whitaker, Associate Registrar explained that the Graduation Application (formerly known as Diploma Application) is live in Banner. A paper application for certificate completion is no longer necessary. Students can submit multiple Graduation Applications for multiple degrees. With the Banner system Diploma Application Extension forms have been replaced with Graduation Application Cancellation forms. After the Registrar's Office processes the grad app cancellation form, they will notify the student of the need to resubmit a new Graduation Application for their new expected graduation term.

Keila also presented Proxy Access update information. Proxy Access is live, and it replaces the FERPA parental access form though both will be honored for the Fall semester. There are instructions on how to verify FERPA/Proxy Access for faculty/staff on the website (Understanding Proxy Access).

Rita noted that the 7/26 and 8/8 Banner training has openings, and the sign up can be made through Human Resources. The training will be focused on registration, advising, and faculty resources.

3. Grade Submission in Banner – Dr. Celeste Taber

Dr. Celeste Taber discussed grade submission plan in Banner. They plan to have the XE version of Banner working by August. XE is the version where faculty can upload grades. The system will be available for uploading grades 8 weeks into the Fall semester, and then all Fall semester grades are due Wednesday, December 14, 2016, at 10:00 am. Official transcripts are available only at the end of the term – Spring, Summer and Fall. GPAs are not recalculated until they've gone into history which is at the end of the term.

4. Academic Alert Update - James Knecht

The student letter is working, and all text from the previous alerts is working as well. Faculty directions should be completed soon. If there is an alert, advisors should be able to go into the student's file, review the case, document their resolution, then close the case. Honors college and athletics need to meet with UAT to discuss how advisors are assigned. The system will update the students' advisor information once the student is enrolled for the fall semester.

5. Endorse The Use of Seven Academic Integrity Modules Geared Toward International Students – Candace Thrasher

Candace discussed the series of academic integrity videos (modules) geared toward international students and the tests associated with each module. The Graduate College is very interested in putting this series in place as soon as it is approved. Orientation for international students will be held August 9th and 10th – feedback by 5th would be helpful to give Candace time to alter the presentation.

FAQs and terms will be listed on OSU's Academic Integrity website.

At Dr. Fry request, Candace is working to create a website to include First Year Seminar instructor resources. Any feedback would be helpful. If there are resources within each separate department that would be advantageous for the instructors and first year students, please contact Candace with that information. It was reported that LASSO has information that would be helpful. A task force reviewing First Year Seminar was created last year for this purpose. Dr. Fry also has a goal for an Internal Conference for First Year Seminar instructors to be held later this academic year.

Dr. Fry thanked everyone who has worked on the Banner implementation and everyone who has worked on the Degree Sheets.

Dr. Fry suggested the creation of a planning committee for the Advisor's Conference held Sept 16th tentatively from 9-3, 4th floor Student Union (volunteers – Ebonie Hill-Williamson, Missy Wikle, Michelle Redmond, Diane Jones, Kyndal Roark and Dr. Pamela Fry)

Christie Crenshaw had questions regarding the Nursing Program. Undergraduate Admissions Office will be working with the College of Education to iron out the specifics of the admission requirements for the Nursing, BSN degree.

Adjourned: 11:45 p.m.

The minutes were recorded by Kyndal Roark.