

**COUNCIL OF
DIRECTORS OF STUDENT ACADEMIC SERVICES**

MINUTES

August 3, 2016

204 Whitehurst

10:30 – 12:00

Present: Jovette Dew, Leslie Evans, Karen Hickman, Ebonie Hill-Williamson, Diane Jones, James Knecht, Marissa McIntyre, Marilyn Middlebrook, Lance Millis, Rita Peaster, Michelle Redman, Kyndal Roark, Shawn Rose, Richard Shepard, Celeste Taber, Candace Thrasher, Deb Vanoverbeke, Keila Whitaker, Missy Wikle, and Pam Fry.

1. Topics and Other Information for Advisor Conference in September – Missy Wikle, Director, First Year Experience Advisor

Missy reported that a small committee of DSAS members met to discuss the upcoming Advisors' Conference. In attendance were Pamela Fry, Missy Wikle, Michelle Redman, Ebonie Hill-Williamson, Diane Jones and Kyndal Roark. The summary of evaluation comments from last year's conference was reviewed. Because there are multiple conflicts with the tentative date of September 16, 2016, it was decided by the DSAS members to move the conference to September 23, 2016. The Student Union Ballroom is NOT available on that day, but the O'Club at Gallagher Iba is available. With the venue being the O'Club, the presentation of information may need to be different. All participants would meet together for a general presentation for the morning session (possibly XE update, academic alert systems, Banner tips/tricks), topic tables at lunch, followed by round table rotating presentations for the afternoon. Missy will submit the numerous topics to advisors through Survey Monkey to choose which topics will be presented.

Northern Oklahoma College advisors will be invited to attend, however the information presented may not pertain to them.

Announcement of opening of Student Veterans Center in North Classroom Building will be made at this conference.

Any additional ideas about the Advisors Conference should be addressed to Missy Wikle.

2. A Heads Up About Activating Areas of STAR – Missy Wikle

When students are enrolling for classes in GradesFirst, there is an area associated with each class that indicates tutoring options. The option is class specific, however there is only one tutoring center with very specific classes using this appointment system. For all other classes, the system will state "Tutoring is not available for this class". LASSO has considered using STAR to schedule tutoring, but there would need to be more flexibility in the scheduling system. Currently, the scheduling is too restrictive. Marilyn Middlebrook approached DSAS members with a concern that students are not able to find tutors from the home page of the Oklahoma State University website. Missy clarified that if a student were to search "tutoring" from OSU's homepage the LASSO link would be the option, and from there the student could determine the specific type of tutoring needed. Tutoring is also mentioned in all New Student Orientation presentations and in the New Student Orientation publications.

Missy will work with James Knecht and Monty Stallings about the potential new flexibility in the STAR system scheduler which James says will allow 10-minute increments.

Missy and James will work together with scheduling tutor sessions online.

3. **Banner Update – Rita Peaster, Associate Registrar**

Rita detailed the many different versions of a class schedule that can be viewed, and recommended that advisors familiarize themselves with these options. (Note that an update was sent via email on 8-5-2016 with details on what is included in the different class schedule views in Self Service – please refer to the [Viewing Student Class Schedules in Self Service](#) website for the latest information).

Rita reminded the Directors that IC and DSAS made the decision that since students were going to be able to drop classes after that non restricted period without advisors' signatures, on 7th class day there was a small population of students that we felt were at a higher risk of making changes to their class schedule and that we are going to add alternate pins (holds) to that population. Populations at higher risk are new freshmen and transfer students that are in their first semester (undergraduate only), all international students (undergraduate and graduate) and all concurrently enrolled high school students (August 23rd).

There will be no other automated time to place alternate PINs back onto a student's account by the Registrar for the term. Students who have registration holds will not be able to drop or add courses using Self Service. Students with a hold may Drop by completing an Add/Drop card and submitting to the Registrar's office. Advisor signatures will be required on the Add/Drop card if the student's Alternate PIN has been placed back on the student's account. In Banner students cannot drop their last class online – it would be considered a withdrawal - and the student would need to meet with their advisor in order to fully withdraw from OSU.

On the add/drop class page during the 100% refund period the students will see the option "web drop/delete". During the period past the nonrestrictive period but still within the deadline to withdraw from a class with an automatic W, the students will see the option "web drop with automatic W". Students will not see an option to drop a class after the automatic W drop/withdraw deadline.

NOC TEMP courses should be added to Banner by next week. Daily updates of NOC TEMP classes in Banner may be delayed by a few days after the initial TEMP courses are loaded.

BrightSpace is OSU's new online classroom. There have been some issues with information being updated into Banner but not transferring into BrightSpace, and IT/ITLE is working on resolving the issues.

4. **Academic Alert (STAR SYSTEM)– James Knecht, Interim Director University Assessment and Testing**

Only undergraduate students are listed in the STAR System and can have academic alerts submitted on them (graduate students are advised differently and so are not loaded into STAR).

James has been working with GradesFirst to adjust the Progress Report form to submit alerts. The biggest problem with the form has been the grade entry field, which could confuse faculty who might think it is a location to enter official grades. The programmers at GradesFirst thought the grade entry field could be turned off, and then realized the field initially could not. James completed detailed directions warning students and instructors that the grade field was unofficial and did not transfer grades to Banner when he was notified that an update coming out on Friday would allow the grade entry field to be turned completely off. He was cautiously optimistic, and the good news is that the update worked and removed the grade field. He prepared two handouts, "Submitting a Progress Report / Academic Alert – OSU Instructor Guide" and a "Progress Report / Academic Alert – OSU Advisor Quick Guide" for the DSAS members documenting how to submit and manage academic alerts through the STAR System. He noted that there are "Advisor Home" and an "Instructor Home" screens in STAR, and academic alerts and

progress reports are submitted from within the "Instructor Home." James walked the group through the process of submitting a progress report/academic alert in the system and how it opens "Cases" for advisors to manage. There are a couple of places where advisors can see their cases, including a link in the email advisors receive that takes them to a "Cases" page as well as from the student's profile page under the Reports/Notes" sub-tab.

James has updated the STAR website to include a new Instructor manual and updated FAQs for instructors, students, and advisors. James also hopes to update the student and advisor manuals and prepare a video on academic alerts for instructors. Dr. Fry encouraged the members to speak with their instructors at department faculty meetings about these changes and how to implement them – making it as easy as possible to distribute this information in the most concise format possible. Dr. Fry also requested that James contact Dr. Chris Ormsbee to present on the academic alert at the GTA orientation (which he did).

5. Other

- Jovette Dew announced several position changes in the Division of Institutional Diversity. Kay Porter, coordinator for the OK-LSAMP Program has retired, and Brenda Morales will be the new coordinator for the OK-LSAMP Program. Angela Vivar will be the new coordinator for Hispanic Affairs.
- Workshop - informational sessions will be held on August 26th from 1:30 – 3:00 in room 126 ITLE (Institute for Teaching and Learning Excellence). You may attend any or all of the three 25-minute sessions. Please RSVP to Diane Jones (diane.jones@okstate.edu, 405-744-8788). The first session will cover new program proposals, program modifications, and course actions. The second presentation will address reporting to the Higher Learning Commissions and OSRHE from the units, the colleges, and the institution, including the HLC Accreditation Process, the Academic Plan, the Degree Completion Plan, Academic Program Review reports, Low Productivity reports, and Post-Audit Review reports. The third session will focus on OSU's Academic Integrity Policy, particularly recent revisions that take effect in fall 2016.

Degree Program Requests and the Course Action Process	Reporting to the Higher Learning Commission and OSRHE	Academic Integrity Revisions
Diane Jones & Dr. Pamela Fry	Dr. Brenda Masters	Candace Thrasher
1:30 – 1:55	1:55 – 2:25	2:25 – 3:00

Meeting was adjourned at 11:55 am

Minutes were recorded by Kyndal Roark