

**COUNCIL OF
DIRECTORS OF STUDENT ACADEMIC SERVICES**

MINUTES

January 18, 2017

204 WH

10:30 – 12:00

In attendance:

Chris Campbell, Amy Cole-Smith, Jovette Dew, Leslie Evans, Linda Good, Ebonie Hill-Williamson, Diane Jones, James Knecht, Keila Manos, Amy Martindale, Marissa McIntyre, Marilyn Middlebrook, Lance Millis, Beverly Morris, Blake Myers, Mark Nelson, Rita Peaster, Kyndal Roark, Shawn Rose, Kristi Seuhs, Richard Shepard, Celeste Taber, Deb Vanoverbeke, Missy Wikle and Pamela Fry

1. National Academic Advising Association Conference: Region 7 – Mark Nelson

Mark Nelson, an advisor with University Advising, and Shawn Rose, an advisor with the College of Arts & Sciences (A&S), are part of the planning committee for the 2017 National Academic Advising (NACADA) Region 7 Conference. The conference will be held in Tulsa this year - February 26th to 28th. In attendance will be advisors from Oklahoma, Kansas, Missouri, Arkansas, Texas and Louisiana. Professional development is an important tool in the success of Oklahoma State University advising. Not only do OSU advisors assist students with scheduling classes, but they also discuss developmental issues with the students, provide resources, encourage student / faculty interaction, etc. Directors of DSAS are encouraged to speak to their specific college advisors about attending. NACADA also encourages advisors to present at these conferences as well. The upcoming conference in Tulsa is a great opportunity to attend a regional conference without the added traveling expense. Mr. Nelson also emphasized the importance of Oklahoma Academic Advising Association (OACADA). He hopes to see the OACADA conference held in Stillwater in the near future. For questions about the upcoming NACADA Conference, please contact Mr. Nelson at msnelson@okstate.edu.

2. Co-Requisite Model – Amy Martindale, Amy Cole-Smith and Missy Wikle

Dr. Martindale explained that there is a national push through Complete College America (CCA) to corequisite remediation in Math and English, termed Corequisite At Scale. This will be very similar to what we've seen with the pilot sections of Math here at OSU. The pass rate data from the Math pilot sections has been outstanding. Consequently, the Math Department is looking at what they would need in order to expand – how many sections they would need of Function and Algebra 1483 and 1513, what data and student performance reveals. The English department is in the process of developing their own model. For the students who need English writing remediation they can enroll in Comp 1 and also receive some kind of supplemental instruction to satisfy their remediation. Dr. Martindale is working on an estimation of students needing 1513 or 1483, based on a number of factors including degrees, ALEKS scores, etc. in an effort to estimate the incoming Freshman cohort for Fall 2017. There will be some students who will not place high enough on the ALEKS to be accepted into our corequisites and who might be well served by Northern Oklahoma College (NOC).

NOC would like to expand their fast track (first 8 weeks in their algebra class and the second 8 weeks in OSU college algebra), but they are awaiting OSU's plans in order to proceed. We are anticipating enough information by the end of February to determine Fall 2017 enrollment projections. A handbook for advisors with options and processes for remediation is needed to alleviate additional confusion.

The fast track model at NOC has a tendency for confusion. NOC requires permission from the OSU advisor, and if a student does not pass the NOC 0123 course in the first 8 weeks, they are automatically withdrawn from the 1000 level course for the second 8 weeks. This may lead to problems with financial aid if the student does not have enough hours to qualify. Currently, in the pilot sections, the student enrolls in the regular OSU course, pays for the single course. Up to this point, there has been no extra fee, due to a grant that funded the remediation. However,

the grant will not be going up to scale. The University will need to consider other alternatives for the extra hours of instructions. OSU may possibly need to assess a fee for the sections that have corequisite instruction. There was discussion from members regarding the spirit of corequisite.

It is our hope we will have finalized OSU's model by the end of February. Fees will be finalized and ready for a budget discussion with the Provost. Dr. Fry encouraged the directors to look at history in order to determine future projections to estimate the additional fees. Dr. Taber interjected that there is a section under the Student Profile in Banner for student projections for the freshmen classes for the next four years, which might be helpful. The question is how to determine the number of remedial classes needed.

Dr. Fry mentioned that NOC and OSU will have their first joint coordinating committee meeting on February 1st regarding the combination of the two MOUs between NOC and OSU. The final draft is prepared and the committee will review it one last time before being sent to President Hargis. Amy Cole-Smith will prepare a presentation for the February 15th DSAS meeting.

3. Degree Works Update – Rita Peaster

Ms. Peaster introduced Blake Myers, Registrar's Degree Works specialist, to DSAS. Any Degree Works questions can be addressed to Mr. Myers.

Goals for Fall 2016 - achieved:

- a. College of Education (COE) and College of Engineering, Architecture and Technology (CEAT) have been conferring their fall degrees using Degree Works.
- b. Degree certification personnel in Registrar's Office who are responsible for validating Regents' and University requirements have been able to build audits specifically for OSU.
- c. Access to Degree Works is limited to personnel in Registrar's Office and degree certification personnel in the colleges.

Goals for 2017:

- a. Devising a new calendar to see which other colleges '16/'17 degree plans will be able to be scribed and validated in time to confer the Spring 2017 degrees. Registrar's Office is working with IT in an effort to determine additional scribing resources. IT is also helping to scribe Degree Works for all Oklahoma A&M institutions. Resources are limited.
- b. February 22nd Ellucian consultant will be on site to present a demo of the Student Educational Planner. As soon as details are finalized, the Registrar's Office will email the information to all DSAS members. Implementation of the Student Educational Planner is estimated for 2018.
- c. Providing wider access to Degree Works for advisors, particularly for the Class History Tool within Degree Works. This tool allows a complete view of the student's transcript in chronological order, as well as details of all transfer work.
- d. Multiple one-hour training sessions to be provided to advisors in early February to cover an introduction to Degree Works and Banner XE Student Profile (to be in production by February 1st.)

4. Banner Update – Rita Peaster

Fall 2016 end of term processes were successful. The term was put into history in a timely manner, and future processes will be condensed to a greater degree than this past semester. Reports with final grade details should be available Friday morning after grades are due.

Dr. Celeste Taber and Ms. Peaster met with IT to discuss XE and implementation timeline. The goal for production is February 1st. Advisor training for XE Student Profile will be held alongside Degree Works training.

IT is hopeful that XE registration will be in production for everyone by late Spring 2017 semester. It is the

Registrar's goal to capture the first new student orientation (NSO) session (first transfer day) April 17th, week 13 of the semester. The idea is to start new students with the new registration tool. There was discussion regarding the first NSO being transfer students and testing the XE registration on a smaller number of students (approx. 60) rather than the 4000+ students during a regular NSO session. There was also discussion of testing the XE registration with current students before opening it up to new / transfer students. Members of DSAS decided to stay with April 17th for XE registration so that all new students will register in the same system. Banner will be operating as a safety net.

The Registrar's Office and IT are hoping to have the new release of XE Faculty Grade Entry before Spring 2017 final grading opens. This update is expected to resolve some of the issues that were evident this fall.

The Banner mobile app is projected to be available before the end of 2017.

As a reminder – advisor registration holds will be added to a specific populations of students after the semester non-restrictive drop/add deadline. The specific population of students is defined as new freshmen and new transfer students in their first semester, all concurrent high school students, and all international students. The goal is to direct them back to their academic advisors for any changes to their schedules. These holds will be placed shortly after midnight on January 24, 2017.

During the December DSAS meeting there was discussion regarding holds being placed towards the end of the first semester. After discussion of several options and a meeting in December with the different hold owners, it was determined that any hold that is to be term specific would be added during the sixth week of the term (February 20th for the Spring 2017 semester). There is a reason field in the holds that everyone is encouraged to use to indicate the intended effective term. Registrar's Office has updated their website to include all the holds and descriptions.

Classes that are considered place holder classes – UNIV remedial and temp courses – are remaining in Banner for a period of time to record that students were enrolled in them for various reasons – financial aid, etc. These classes are not rolled to history. They will not be listed on the students' official transcripts in any way. They will, however, be listed on the unofficial transcript on the bottom in the Courses In Progress section.

5. **Spring 2017 Grade Submission Plan – Celeste Taber (Information Item)**

The Spring 2017 Grade Submission plan has been approved by Instruction Council. The plan is to open the grading portal on Tuesdays and close at 10:00 am on Wednesdays – according to the schedule provided. Grading for the Winter Intersession and all others that ended before this term started is open, and instructors have been notified. Faculty grade entry is not required at this time, but it is available for submission. Students and advisors can view the grades if they have been submitted. There will be another opportunity for instructors to enter grades at the 8th week and then again for finals grading at the end of the semester. Final grades are due at 10:00 am on Wednesday after finals week.

Fall 2016 statistics:

- Placing the fall term into history in 52 hours was good for the first time. Fall 2017 will require a faster turnaround time.
- Midterms were submitted at a higher rate than had ever been previously recorded – 90.3%.
- There are still some known Banner software issues, and Ellucian has not yet provided a solution.

Faculty Council recommended that 8-week courses be removed from 6-week grade entry, however Arts and Science would like to have their A&S 1111 submit 6-weeks grades. The Registrar will not be parsing out

parts of term, and therefore opening A&S 1111 classes for 6-week grade entry is considered beyond what is considered reasonable.

6. Managing Advisor Assignments in Banner for STAR – James Knecht

Several issues in STAR have been resolved within the last few weeks: 1) The issue that was preventing the saving of Excel files in Advisor Notes within STAR was resolved; 2) IT programmed the data load from Banner to correctly delete advisor assignments in STAR when those advisors have been removed from (or ended) on a student in Banner. With Banner it was possible to leave the advisor but assign them an earlier end term. IT scheduled the update to begin tonight (1-18-17). Directors requested details from Registrar's Office regarding the advisor update / removal process as there are complexities within the sharing of data from Banner to STAR, and so the relationship continues to be closely monitored.

7. Advising Survey Dates – James Knecht

OSU is required to complete the following surveys during the Spring 2017 semester:

- Campus Climate Survey (sexual assault): directed by Title IX Office – Feb 8-27 delivered to all undergraduate and graduate students currently enrolled at OSU-Stillwater and OSU-Tulsa campuses. It is completely anonymous and does not include concurrently enrolled HS students
- Student Survey of Undergraduate Advisement: options for the survey are March, May or Fall 2017 (March 6-24 – if this time period is chosen the survey will be allowed three weeks due to spring break being scheduled in the middle of the time period.) Plans were discussed to submit the survey in March and then permanently move this survey to the end of the fall semester, which would reveal the most accurate feedback. In an effort to increase participation, each college may choose to send a reminder to their respective students encouraging them to participate in the upcoming survey. The members of DSAS approved the March 6-24 dates for Spring 2017.
- Diversity Survey required by Higher Learning Commission (HLC): March 27 – April 14
- Student Survey of Instruction (Course Evaluations): April 24 – May 5

8. Other

- Student Government Association (SGA) is recommending that OSU increase their involvement in the Oklahoma Course Equivalency Project (CEP). Dr. Fry recommended members of DSAS to discuss the CEP with their associate deans / faculty to carefully evaluate the matrix for input and possible increase in participation. (As a reminder – an important part of the future for 4-year institutions is transfer students.) Diane Jones will submit the SGA Resolution to all directors. The CEP process is as follows:
 - 1) Matrix is reviewed in August
 - 2) Faculty members meeting to discuss specific disciplines in September
 - 3) Matrix is reviewed again and is due in January
- Dr. Fry has assembled the search committee for the director position of University Assessment and Testing (UAT). Dr. Shiretta Ownbey has agreed to chair the search committee. Scheduling the initial search committee meeting is underway.
- Dr. Fry thanked all directors for their work on the transfer maps. Dr. Fry is focusing on the 15 degrees offered at OSU-Tulsa and OSU-Stillwater, while Amy Cole-Smith is organizing the other transfer maps, along with creating a website designed specifically for the potential transfer students.
- OSU-Tulsa updates:
 - Retreat with undergraduate advisors / recruiters. Advisors were also considered recruiters for OSU-Tulsa. As of January 23, 2017, the organization of the OSU-Tulsa advisement staff will be adjusted.
 - Academic Affairs Strategic Plan Working Group will have their first meeting January 20th to continue to focus on successes as well as strategies for change. A series of focus groups is planned, with the help of faculty and staff from OSU-Stillwater.

- Dr. Amanda Morris will chair a search committee for the Vice President of Academic Affairs at OSU-Tulsa. This search will be internal.

Meeting was adjourned at 11:59am.

Meeting minutes were recorded by Kyndal Roark.