

**COUNCIL OF
DIRECTORS OF STUDENT ACADEMIC SERVICES**

MINUTES

October 18, 2017

126 ITLE

10:30 a.m. – 12:00 p.m.

In attendance:

Chad Blew, Jessica Priddy-Bullock, Chris Campbell, Ryan Chung, Amy Cole-Smith, Leslie Evans, Linda Good, Ebonie Hill-Williamson, Bobby Jenkins, Diane Jones, Amy Martindale, Marissa McIntyre, Marilyn Middlebrook, Lance Millis, Beverly Morris, Rita Peaster, Libby Reigh, Kyndal Roark, Sky Rogers, Kristi Seuhs, Richard Shepard, Celeste Taber, Candace Thrasher, Deb VanOverbeke, Missy Wikle and Pamela Fry, Chair.

1. NOC Drop/Add Dates – Amy Cole-Smith

Amy Cole-Smith, Director of Transfer and Veteran Services, met with Shannon Cunningham, Northern Oklahoma College (NOC) President, to discuss NOC's drop/add policy. It was discovered that the NOC 2017-2018 academic catalog was incorrect. The NOC drop/add policy should have specified 2 days, but the catalog specified 3 days. The NOC leadership is now aware of the situation. For any student adding a course after the 2-day period, they will need to submit their petition to Dr. Pamela Stinson, NOC Provost. Cole-Smith will continue to update the Directors of Student Academic Services (DSAS) as NOC drop/add policy is determined. Note - Dr. Cunningham will be leaving NOC in December to take a position in Dallas.

A. Cole-Smith also stated that the Memorandum of Understanding (MOU) between Oklahoma State University (OSU) and NOC will need to be adjusted to reflect the 2-day drop/add period for the gateway students.

2. Transfer Student Success Update – Amy Cole-Smith

Amy Cole Smith has taken the lead on a working group related to transfer student success. DSAS members who are part of the working group will meet Thursday, November 2, 2017, 10:00 a.m. at 040 Student Union. This initial meeting will revolve around transfer student success and course evaluations issues that need to be addressed.

3. Financial Aid Eligibility – Chad Blew and Linda Good

Chad Blew, Director of Scholarships and Financial Aid, shared federal aid information with DSAS members. Federal regulations allow for federal aid only for courses that apply to a student's degree. This regulation has been in place for years, however the previous system was not conducive to being compliant. However, we are moving toward compliance with Degree Works and Banner. As an institution, we have encouraged students to take additional courses that would provide minors and certificates. We are trying to provide students with an education that is the most attractive to graduate schools and ultimately employers. C. Blew explained that the federal government aid is there to support the students in getting a degree, but not minors. Students working on second degrees can be eligible for student loans, just not eligible for Pell grants. Undergraduate certificates must be approved by the U.S. Department of Education before a student can receive federal aid for those hours. There are strategies that can be put forth to help students get the most out of their education. The advisor is the key to their students' plans. The national trend is to limit financial aid. It is to the student's advantage to get them through their higher education degree as quickly as possible before they run out of options. Because this is such a radical change from our current practices, a specific plan is needed. There was also discussion regarding final semester hours. Possibly the student only needs 6 hours for the completion of their degree but due to other requirements to be full-time student, the student will need to enroll in 12 hours. The student cannot receive federal financial aid for those additional six hours.

C. Taber added that Degree Works is aligned with this financial aid information and another real reason why

Degree Works needs to be utilized as the source of correct information for students. Progress is being made around the university. The steps of Degree Works are scribing of the degree plans, testing of the scribed information, using information for graduation clearance and utilizing it as the essential tool for advising. She added emphasis to the importance of complying with federal regulations. Understanding the regulations is an immediate need.

M. Wikle suggested that all members of DSAS review the *Undergraduate Students: Federal Financial Aid and Enrollment* document presented to DSAS on 10-18-17, and submit your questions and concerns to a specific individual who can prioritize the issues. M. Middlebrook specified her interest in compiling a working group to address this issue. J. Priddy Bullock recommended collaborating with other colleges who are more experienced with Degree Works. Long term this is the best solution because Degree Works is the only best tool out there.

P. Fry recommended the formation of a small financial aid working group to address and organize the concerns from a DSAS perspective. Possibly the chair of the working group can work with Financial Aid to address the issues. DSAS members who volunteered to serve on the working group are as follows: Marilyn Middlebrook, Amy Martindale, Chris Campbell, Jessica Priddy Bullock, Rita Peaster, Ebonie Hill Williamson, Lance Millis, Beverly Morris, Marissa McIntyre, Deb VanOverbeke. Chris Campbell volunteered to serve as chair. He will need to speak further from the advisor perspective with C. Blew to discuss questions and concerns. C. Blew will be sharing this financial aid information with Instruction Council at the November 2nd meeting. P. Fry will discuss this matter with Dr. Gary Sandefur, Provost, to share with the Deans.

4. Reverse Transfer Update – Celeste Taber

Update on Reverse Transfer Initiative – beginning 5th year. Refer to *Oklahoma State University Reverse Transfer Initiative Report of 2016-17 Results* document. This document is for internal OSU use only. All 14 Oklahoma community colleges participated and 148 degrees were earned at the associate's level as a result of the reverse transfer from OSU. The accumulative total is 665. More than 200 OSU students were discovered to have received an associate's degree from a community college through this process as well. This year we have identified 1900 students (250 who have an associate's degree.) We sent that information to the community college. Net number of potential transfer students is about 1700. Fall of 2016 we began asking on admissions application consent for students to send their OSU transcripts back to their previous institutions for consideration of earning an associate's degree. That resulted in about 500 students (w/o holds) for whom we sent transcripts to the institutions. This process is getting a little better every year. The U.S. House of Representatives brought forth a bill to update FERPA, called the Reserve Transfer Efficiency Act of 2017. This is an effort to amend FERPA to allow us to send all the transcripts back to the community colleges without the students' consent, provided that the community college check with the student before they the degree is placed on their record (verify their willingness to earn the degree.)

There is an eprint report – a reverse transfer advising eprint report – in the BA section ADV150 “REVTADV”. C. Taber will request that this information be refreshed and will then send a notice to DSAS members.

The reason a research university would invest this time in a reverse transfer is to assist our students in getting an additional credential. It helps our community college partners to report more degrees - one of our ways of supporting Complete College America. P. Fry commended C. Taber who was a leader in developing this process among four-year / research universities. This is an excellent way to build collegiality among the community colleges.

5. Routing of the Bachelor of University Studies (BUS) Plans

The BUS plans are being routed electronically and by paper. The goal is to have all BUS plans delivered electronically to make the tracking process easier. Not all colleges are on the specific version of Degree Works that would allow them to submit the BUS electronically because that process is still in the pilot season. Further discussions between Registrar's Office and the pilot colleges - College of Education, Health and Aviation (CEHA), College of Arts and Sciences (CAS) and College of Engineering, Architecture and Technology (CEAT) - are needed before pilot is made into a regular procedure. Personnel from College of Human Sciences, Spears

School of Business and College of Agricultural Sciences and National Resources will need to be trained on the BUS Online procedures. M. Middlebrook expressed her concern that many times Academic Services for Student Athletes (ASSA) is not informed of the BUS due to the athletes not self reporting. R. Peaster mentioned that NCAA Compliance is coding student athletes in Banner now, and we are resurrecting the project to automate the program declaration process. A working group will be developed to continue the process.

P. Fry mentioned that Chris Ormsbee volunteered to take on the BUS assessment plan. She is working with Brenda Masters, Director of University Reaccreditation. C. Ormsbee will be presenting to Instruction Council and P. Fry will keep DSAS informed as it might relate to advisement. There was discussion regarding C. Ormsbee's pilot for six to eight semester-long correspondence classes that would be beneficial to all students. R. Peaster will contact C. Ormsbee for additional details.

6. Other

- A. Martindale informed DSAS that there has been some activity in updating of the advisor guide in co-requisite enrollment. M. Wikle and A. Martindale met with NOC representatives to discuss and debrief how the enrollment process in those courses worked over the summer and if there were areas that need to be streamlined. From those discussions it was determined that 1) - NOC accepts SAT and 2) - NOC will honor OSU's clearance for the student's remediation with the Entry Level Placement Assessment (ELPA) process for students with ACT below 19. It may be helpful to send screen shots of the test score screen where we indicate whether remediation has been cleared. P. Fry mentioned that students who take the SAT college entrance exam are not tested in the science field; therefore, no student who is admitted to OSU upon SAT scores is recommended for science remediation. This would appear to be inconsistent with OSU approved practices.
- Libby Reigh and Candace Thrasher will be presenting a review of the modules related to academic integrity for undergraduates at the November DSAS meeting.
- On November 3, 2017 there will be a Tulsa Community College (TCC) / OSU Tulsa meeting focusing on the following areas:
 - Business
 - Elementary Education
 - Chemistry
 - Physics
 - Foreign Language – CAS is actively trying to get course equivalencies updated for TCC and NOC

Meeting adjourned at 11:58 a.m.

Minutes were recorded by Kyndal Roark