

**COUNCIL OF
DIRECTORS OF STUDENT ACADEMIC SERVICES**

MINUTES

December 13, 2017

126 ITLE

10:30 a.m. – 12:00 p.m.

In attendance: Chad Blew, Jessica Bullock, Chris Campbell, Amy Cole-Smith, Leslie Evans, Linda Good, Karen Hickman, Ebonie Hill-Williamson, Keely James, Bobby Jenkins, Diane Jones, Marissa McIntyre, Marilyn Middlebrook, Lance Millis, Beverly Morris, Rita Peaster, Libby Reigh, Kyndal Roark, Sky Rogers, Kristi Seuhs, Richard Shepard, Julie Swaringen-Griffin, Celeste Taber, Candace Thrasher, Missy Wikle and Pamela Fry, Chair.

1. Financial Aid Federal Regulations Discussion cont'd – Chad Blew and Linda Good

Refer to *Undergraduate Students: Federal Financial Aid and Enrollment, Revised Dec 8, 2017* document. The working group members have been named. They will be assisting with the implementation of Degree Works. It is estimated that Summer 2018 will begin the official implementation for compliance. Directors of Student Academic Services (DSAS) representatives are expected to disseminate this information to advisors, including faculty advisors. C. Blew encouraged DSAS to review the Case Studies in the document for examples of financial aid assistance. L. Good reminded DSAS members to send any student with financial aid concerns to the Office of Scholarship and Financial Aid. DSAS members and advisors are not expected to be experts on financial aid. This is a collaborative effort with everyone contributing.

P. Fry recommended that C. Blew present this information at Instruction Council on 12-14-17, as the associate deans who are members of Instruction Council have some supervisory responsibility over faculty.

A question was raised regarding incoming students who have enough AP credit to accommodate their general education course requirements, but are behind in their math sequencing. In the College of Engineering, Architecture and Technology (CEAT) there are very few classes available for that student until the math sequencing is on track. Random courses will need to be considered in order for the student to be classified as full time.

The second question was raised as to the number of advisors on the advisor LISTSERV. P. Fry recommended that Communications be contacted in an effort to detail the current status of the advisors list. K. Roark contacted Communications, Information Technology and Institutional Research and Information Management with the request. Information is pending.

2. DSAS Financial Aid Working Group Report – Chris Campbell

Concerns raised by the DSAS Financial Aid Working Group:

- For students in colleges that have already scripted their plans, they will be checked with more scrutiny than the ones who have not. The working group wanted to know if there was away to partially implement the plan according to the students who are new to the plan. C. Blew reported that the Office of Scholarship and Financial Aid cannot condone implementation of partial compliance.
- University College Advising personnel developed training modules for advisors and students. Presenting the modules in the First Year Seminar may be the most effective way to disseminate the information.
- A financial aid satellite office in each college during enrollment would be extremely helpful, however funding would need to be secured before this could be implemented.
- Students who withdraw from a course during the semester should not have financial issues as long as the aid had been disbursed.

3. Proposed Changes to UAR 2.1-Classification of Students – Celeste Taber

Refer to *Proposed Changes to UAR 2.1 Classification of Students* document. Amy Martindale and C. Taber have collaborating on this issue. The proposed changes are as follows:

Undergraduate classification is determined by the criteria below:

Freshman fewer than ~~28~~ 30 semester credit hours earned
Sophomore ~~30-28~~ to 59 semester credit hours earned
Junior 60 to ~~82-93~~ semester credit hours earned
Senior 90-4 or more semester credit hours earned

These hours are calculated based on overall (retention) hours earned.

This policy has not been updated since most OSU undergraduate degrees were revised to 120 credit hours. The current classification of sophomores and seniors does not coordinate with OSU's Finish In Four initiative, which includes Block Rate tuition and fees, and encourages students to complete at least 15 credit hours each semester. The proposed revision would align OSU's classifications with university degree-completion initiatives and would match the criteria used by eight of our nine peer institutions in the Big 12.

Effects of the Proposed Changes

- Allow students to apply for graduation with 90 earned credit hours instead of 94 (UAR 7.8).
- Suspension of Seniors exception (90-hour rule) would apply to seniors (UAR 1.8; OSRHE policy 3.9.8.B).
- Academic notice cutoff for credit hours would still not match perfectly, but would be closer to the freshman definition: "Academic Notice" is a designation for freshman students, 30 or fewer credit hours, with a retention GPA of 1.7 to less than 2.0. (UAR 1.6; OSRHE policy 3.9.2 and 3.9.8.A).
- Sophomores receiving federal Direct Student Loans are allowed to borrow up to \$1,000 more than freshmen. With this proposed change, students would need to earn 30 hours before receiving the sophomore amount, instead of the current 28 hours.
- Course prerequisite/registration restrictions based on classification would change slightly.

Motion to accept the proposed changes to UAR 2.1 – Classification of Students was approved.

4. Open Ended Time Tickets for Freshman Absentee Students – Missy Wikle and Bobby Jenkins

New Student Orientation (NSO) and primary academic advising offices agreed that open ended time tickets for absentee enrollment students would alleviate most of the issues we have with absentee enrollment logistics each summer. There are approximately 35-40 students that would be affected each year. While students who attend New Student Orientation have access to enroll the day of their orientation and then are not allowed access to change their enrollment until classes begin, attempting to follow this system with absentee students places them at a further disadvantage given that these students have very limited access to a computer for enrollment purposes, and when they do have access, their advisor may not be available at that same time during the time ticket. Allowing an open ended time ticket for these few students would make enrollment much easier on them, [as](#) well as their advisors. The process will be piloted this summer for Fall 2018 enrollment.

5. NOC Enrollment – Missy Wikle

On December 4, 2017 Northern Oklahoma College (NOC) opened enrollment to all current OSU students. M. Wikle assisted NOC with the 350 continuing OSU students' enrollment. Students are expected to enroll in person, not online. M. Wikle reported that students were lining up at 4 am because they were worried about getting a seat in certain classes they believed were very limited. The most popular classes for OSU students were Accounting 1 and 2, Statistics, Math and Biology. Many students reported that their OSU advisors recommended they take certain courses at NOC because those courses would be easier or that the NOC

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instructors would be more helpful. The concern is that there are myths being perpetuated by OSU advisors and students. The students are then perceiving their enrollment at NOC as integral. Unfortunately, students enrolled at both OSU and NOC have added difficulties - having to navigate two different classroom systems, as well as different email systems.

There was discussion for clear communication between NOC and OSU, possibly in the form of a document for OSU advisors to complete prior to sending their students for NOC enrollment. The document should address the students' need for taking zero ending courses or co-remediation so that NOC enrollment officers know what each student needs. Even though NOC is honoring the OSU math placement procedure (Entry Level Placement Assessment – ELPA) they recommend OSU advisors encourage students who would benefit from supplemental courses to enroll in them. NOC is phasing out the fast track MATH 0023 and keeping MATH 0123. NOC does not allow MATH 1483 or 1493 to count as a prerequisite for MATH 1513.

M. Wikle will be working with NOC personnel to create an advising packet that is helpful to students who are enrolled at OSU and NOC. She also stated that it would be helpful if all OSU advisors used the GradesFirst STAR system so that during the NOC enrollment date University College Advising personnel, who will be assisting with NOC enrollment, would have access to the information they need for the students.

NOC Vice-President Shannon Cunningham will be leaving NOC to take a position in Texas. As a replacement is chosen, P. Fry will be continuing to develop good relations between NOC and OSU. She encouraged members of DSAS to let her know of any issues that need to be discussed, and she would present them to the incoming vice-president.

6. Support for Reinstated Students Article – Pamela Fry

Refer to "Getting College Students Back and On Track, Supporting Reinstated Students to Promote Retention and Completion" article. [The President's office wanted to know what each college had in place as far as programs for reinstated students. P. Fry offered to bring this article to DSAS for discussion asked DSAS members to describe the efforts of their respective colleges:-](#)

- College of Agricultural Sciences and Natural Resources (CASNR) has an academic on-track program. If the student is reinstated, they have to sign an on-track agreement. The students are assigned to a student success coordinator and an associate dean to meet with one of the two administrators once a week. The college may follow that student through to graduation or until the college sees improvement and success with the student. If the student fails to perform at an adequate level, the college will no longer support the reinstatement of the student.
- Spears School of Business (SSB) contacted their reinstated students and students on probation via email with a probation contract. They saw very little student participation even though M. McIntyre reached out to these students multiple times throughout the semester. Their college experienced difficulty with students' follow through even though the college was doing their part.
- College of Arts and Science (CAS) – Amy Martindale provided a list of students on probation each month to individual advisors who reached out to those students.
- University College Advising (UCA) – C. Campbell taught UNIV 3001 for a number of years in the past and will be offering this course Spring 2018. This is a university wide program that addresses the reinstated students. C. Campbell will submit additional course information to P. Fry and present a syllabus to DSAS in early Spring 2018.
- College of Education, Health and Aviation (CEHA) has a similar procedure as CAS.
- College of Engineering, Architecture and Technology (CEAT) offers a readmission decision and places stipulations on the reinstated students; however, there are no consequences for the students who do not abide by the stipulations. L. Millis mentioned requiring UNIV 3001. Libby Reigh with Admissions stated there is a mechanism to identify those students but no way to facilitate the requirement of UNIV 3001.
- OSU-Tulsa offered UNIV 3111 in the past but experienced the same issues as other colleges. Students would sign a "contract" but there was no consequence for failed follow through.

7. Updates on Transfer Maps – Pamela Fry

Refer to *Human Development and Family Science* document. OSU-Tulsa is creating a marketing strategy that goes beyond degree sheets about a particular program, with an effort to emphasize the career paths. Research states that Transfer students typically are focused on the investment of their education and what careers are achievable. The University's immediate focus is on TCC and NOC as they are our two most significant feeder schools. The goal is to get these Transfer Maps into the hands of TCC and NOC advisors, as well as the students. Hopefully, by the end of January, these transfer maps/degree sheets will be available for approximately 22 options that are offered in their entirety at OSU-Tulsa, as well as OSU-Stillwater. The message needs to be - **maximize applicability of coursework**. The transfer students will be seeking universities where their transfer hours will apply to their degree. These degree sheets will be posted on the website, as well as hardcopy.

8. Other

- Refer to *Union Public Schools* letter document. Early Colleges is being offered to selected the high achieving students at Union Public School. When these students graduate from high school they will also have earned their associates degree. Basically this Early Colleges at Union Public School represents a high school junior college. This type of program leads to multiple implications. Parents have been contacting OSU with questions regarding maximum applicability of these concurrent hours. The financial aid challenges will need to be considered as well. These particular students may need to be encouraged to proceed with a dual degree in order to be covered by financial aid when appropriate. There will also need to be special attention to their admissions process. If the students have not taken any college classes after earning their high school diploma, they are still considered as a first time / full time freshman. However, there may be complications as far as concurrent students versus transfer students when referring to students who have just graduated from high school but are also participating in programs such as Early Colleges.
- P. Fry commended Keely James for the Leave the Ladder Down Award at the December Convocation Awards for outstanding advisor.
- P. Fry commended DSAS on their efforts toward the highest graduation rates recorded:
 - i. 4-year graduation rate – 40.8 percent
 - ii. 5-year graduation rate – 57.9 percent
 - iii. 6-year graduation rate – 62.8 percent
- M. Wikle announced that Dr. Eric French's POLS 1113 final was scheduled for the Student Union Theatre on 12-13-17, but the theatre was double booked. The students were told that due to the double booking there would be no final. They were later informed that there would be an option of taking the final later in the evening of 12-13-17.

Meeting was adjourned at 11:50 a.m.

Minutes were recorded by Kyndal Roark