

**COUNCIL OF  
DIRECTORS OF STUDENT ACADEMIC SERVICES**

**MINUTES**

**March 22, 2017  
204 Whitehurst  
10:30 – 12:00**

Present: Christy Bunney, Karen Chen, Linda Good, Leslie Evans, Pamela Fry, Ebonie Hill-Williamson, Diane Jones, James Knecht, Keila Manos, Amy Martindale, Brenda Masters, Marissa McIntyre, Lance Millis, Kyndal Roark, Kristi Seuhs, Richard Shepard, Julie Swaringim-Griffin, Celeste Taber, Deb Vanoverbeke, Missy Wikle.

**1. CourseLeaf Update – Brenda Masters**

Implementation has begun. This process actually began in 2013 with a demonstration of the software platform. We have not been able to implement this software until now because of the integration with Banner. CourseLeaf is a broad campus system with two main parts – 1) CAT - CAtalog development and 2) CIM - Curriculum Information Management. See handout for detailed timeline information. The purpose of CourseLeaf is to automate the processes when updating the University catalog, the degree sheets and the curriculum. The implementation group is comprised of representatives from Academic Affairs, the Registrar's Office, Information Technology (IT), Institutional Research & Information Management (IRIM), Human Resources and OSU Communications. CAT pilot dates are tentatively scheduled for the weeks of April 10<sup>th</sup> and 17<sup>th</sup>.

Workflow processes need to be identified both for the CAT and CIM. Instruction Council (IC) members are asked to verify the list of representatives from each college. These individuals will work with people in your colleges on the CourseLeaf implementation process. Members were also asked to consider identifying the workflow representatives by name and position. The people on the current list are individuals who are familiar with the processes in their colleges and are willing to be involved in the pilot regarding CourseLeaf.

The goal for CAT development is to publish the 2017/2018 catalog in CourseLeaf, followed by the implementation of the CIM, the curricular portion of CourseLeaf. Brenda Masters commended IT, Registrar's Office and Diane Jones for their work on the project.

C. Taber added that the Registrar's Office is proceeding with business as usual with the catalog – flexible yet still making progress.

**2. Banking for the Block Rate – Christie Hawkins**

Oklahoma State University charges on a 15-hour block rate basis for the fall and spring semesters. Students who take 12-14 hours and pay for the block rate have hours left over for the summer semester. The banked hours will be displayed in Banner under the Notes section - see handout for details. All advisors should receive an email from Rita Peaster later this week detailing the process. This information will be updated nightly. Please contact Institutional Research & Information Management (IRIM) if any problems are detected. This process should be in production and live later this week. Reminder –not covered by banked hours: international travel courses, NOC general education classes and Academic Service Fees such as college level fees and/or course fees. For Fall 2017 enrollment, Advisors should encourage OSU students to take 15 or more hours to take advantage of the block rate, as it is a possibility that OSU could do away with banked hours after Summer 2017. C. Hawkins commended the IT department for their work on this project.

**3. UAR 7.8 Exception to Allow Juniors Who will Complete Degree Requirements to Apply for Graduation – Keila Manos**

Registrar's Office has received several requests from students who do not meet the criteria in UAR 7.8 of being a senior that would allow them to apply for graduation. This issue arises more in the Spring semesters than in the

Fall. With the completion of the spring and summer semesters, it is technically possible for students who are juniors to graduate after the Summer semester but desire to be part of the graduation ceremony in May. The form would allow a junior an exception to UAR 7.8 to apply for graduation with consent from their major's college. The decision is at the discretion of the college. The Paper Grad App would need to be included with the documentation. Both the Request Form and the Paper Grad App will be housed in Sharepoint on the faculty / staff site, not available to students. The philosophy behind this request is that if students could realistically graduate within the limited period, it should be allowed.

#### 4. First Year Success Initiatives – Missy Wikle

First Year Success Office was recently created by the Office of Admissions and Enrollment Management in an effort to address retention. M. Wikle was asked to lead this initiative in close connection with her current assignment as Director of New Student Orientation and Enrollment, and because of her dual report with University College Advising. There are three areas identified to impact retention: Finances, Engagement, and Academics. The FYS office will focus on the financial side of retention and will work within Enrollment Management offices to identify at-risk students at the time of admission and orientation. Trained financial counselors will work with students to identify financial resources and incentivize students with satisfactory academic performance and high monetary need through utilization of gap funding as needed. Engagement counselors will work to help students who are not connecting to campus discover opportunities for building community.

Some current ideas to address financial and engagement needs are as follows:

- Specialized financial counseling with those students who have not addressed their financial obligations immediately after the first due date of the semester to seek help from Career Services, discuss options such as part time jobs, outside funding, participation in OSU programs utilizing monetary incentives, etc;
- Coordination of the information we already have through Admissions and Scholarship & Financial Aid to provide information before the semester begins to students who are at risk financially and coordinate with NSO programming to connect with these students during summer;
- Tracking of student engagement - It is important for students to find community, but engagement is difficult to track. Conversations with the Director of Residential Life, Leon McClinton, and Dr. Lee Bird, VP for Student Affairs will be helpful in building a database. There was discussion on how to be more intrusive with the engagement piece, especially for the students who are at risk financially and academically.

There was discussion on the collaboration piece of this plan. M Wikle explained the focus will be on incoming student data and work closely with campus offices to provide additional counseling and serve as a safety net for the population designated "at risk" for attrition. This must be a collaborative effort and is not intended to create new programming, but to help connect students to programs already in existence. A committee/task force will be created to focus on FYS retention initiatives to ensure college concerns and collaborative practices are addressed.

The financial counselors for this First Year Success Office will be housed in Financial Aid and Scholarships Office at this time. There is also temporary space on the 4<sup>th</sup> floor of the Classroom Building for the engagement specialists. The goal for the engagement aspect is to create campus connections in an effort to increase student engagement. The plan is to have these positions filled by June 1<sup>st</sup>.

K. Chen, Undergraduate Admissions, commended this effort, stating that it is good to have a comprehensive retention strategy to help our students, address the students who need more guidance and take care of all our students from freshman. L. Good expressed the Scholarships and Financial Aid office's interest in utilizing these positions to take steps beyond what current financial counselors can do. A. Martindale expressed her appreciation that these initiatives are not being added to academic advisers' work load.

The First Year Success Office falls under the scope of Enrollment Management as initiatives tie to Undergraduate Admissions, Scholarships and Financial Aid, and New Student Orientation & Enrollment. Questions should be directed to M. Wikle or Enrollment Management.

## 5. Academic Alert Prompts – Amy Martindale

The number of academic alerts is down considerably since transitioning to Banner and Star (down one-third from Spring 2016). The standard academic alert protocol is as follows: prompt at beginning of semester, prompt at week 4 and prompt at week 10. The only change has been the instructions within the prompt. In an effort to increase the submission of academic alerts, there was discussion of adding another prompt. There was a suggestion that the prompt be sent from an appropriate position in order to affect change. Instructions on how to use the academic alert system and how it relates to Oklahoma State's goals on retention would be helpful. This matter will be discussed at the March 23, 2017 Instruction Council meeting where the associate deans will handle any communications with department heads and faculty.

## 6. MyMajors Webinar, May 24<sup>th</sup> @ 2:00 p.m., 143 ITLE – Pamela Fry

This is a software program that can guide students in choosing the right major at OSU. P. Fry encouraged members to attend the informational webinar.

## 7. Other

- K. Roark will begin preparing the Directors of Student Academic Services (DSAS) agendas. Send agenda items to Kyndal by Thursday (5:00 p.m.) prior to the week of DSAS. Phone: 744-7135 Email: [kyndal.roark@okstate.edu](mailto:kyndal.roark@okstate.edu)
- P. Fry has been working with Denise Weaver of the Provost's office to post the Pre-Health / Pre Law position. This description will be circulated as soon as it is prepared.
- J. Knecht, University Assessment and Testing, announced that the advisor survey will be completed on March 24<sup>th</sup>. The results should be available the following week.
- L. Good, Scholarships and Financial Aid, announced that the summer financial aid application will soon be located in the student portal in Banner soon. She will notify the DSAS members when the application is available.
- There was discussion regarding the difference between Banner PINs and HOLDS. There are advising holds on a select group of students that were re-applied for SP2017 that are preventing the students from online registration for Summer 2017 and Fall 2017. Those students will be required to register manually at the Registrar's Office, unless the Spring hold is lifted. SPAAPIN would allow for registration in future terms, but has problems because students cannot see it in their "holds" information. A PIN is semester specific. IT has been asked to make it a top priority in creating a way to make HOLDS term specific.
- E. Hill-Williamson announced that the Honors College students will have a HOLD on their enrollment until they meet with their Honors advisor.
- There was discussion regarding the Fall 2016 retention plans and questions of furthering those plans to include the Spring 2017 semester. Depending on the amount of the bursar account, the student may have a transcript hold or an enrollment hold. There is a possibility that Registrar's Office will consider removing the holds in bulk.

Meeting was adjourned at 11:54 am

Minutes were recorded by K. Roark