

**COUNCIL OF
DIRECTORS OF STUDENT ACADEMIC SERVICES**

MINUTES

**April 19, 2017
204 Whitehurst
10:30 – 12:00**

In attendance: Barbara Bremer, Chris Campbell, Jovette Dew, Leslie Evans, Linda Good, Karen Hickman, Ebonie Hill-Williamson, Diane Jones, James Knecht, Keila Manos, Amy Martindale, Marilyn Middlebrook, Lance Millis, Beverly Morris, Rita Peaster, Libby Reigh, Kyndal Roark, Richard Shepard, Celeste Taber, Missy Wikle and Pamela Fry.

1. Undergraduate Minor in Leadership – Tami Moore

T. Moore, faculty member of Higher Education and Student Affairs in the College of Education, updated the Directors on the Undergraduate Minor in Leadership. This minor has been in existence about 10 years under the Center for Ethical Leadership in Student Affairs. The revision of the coursework for this minor is attempting to bring more leadership theory into the program, more specifically to provide emphasis on skills related to public problem solving and leadership in communities. This minor is a good option for those students who have an interest in community involvement in a way that facilitates change, such as community service councils. The minor includes four required courses and two electives. Faculty, staff and advisors in every college are encouraged to seek out these students for this minor. This is not a minor for those students seeking leadership roles in a formal educational setting such as principals. T. Moore will submit the requirement sheet to DSAS members via email for more detailed information.

T. Moore commended Dr. Jovette Dew, Dr. Leon McClinton and John Mark Day for their efforts in revising this leadership minor. J. Dew explained that this is a broad based minor and can be applied with any other major that ties into civic engagement / leadership.

2. New Student Orientation & Enrollment Updates and Welcome Week 2017 Information – Missy Wikle

Refer to handouts for Welcome Week and New Student Orientation (NSO). Currently, there are 3593 students registered for New Student Orientation. Summer handbooks combine all information for freshman students, transfer students, international students and families. As part of Welcome Week several campus offices will be open for students who need to make changes to their schedules the Saturday before classes. A list of the open office hours will be posted on the Welcome Week website. Currently the offices that will be open are as follows: Bursar 10-3, Registrar 10-3, NSO 11:30-3, Residential Life 10-3, Colvin Center 8-10pm, and each individual academic college from 12-3. Additional offices that are typically open during the Saturday are as follows: Scholarships and Financial Aid, International Students and Scholars, Multicultural Affairs and University Store. Their hours are unknown at this time. Libby Reigh with Undergraduate Admissions informed DSAS that Admissions Office will not be available in person on the Saturday in question. They have tracked their traffic over the last few years and discovered that on average they have less than 10 students visit Admissions. Because admissions is electronic (with no on-the-spot admits) they will be encouraging students to submit applications online. In instances of students with holds, Admissions may need to consider placing an individual on call. L. Reigh will discuss the issue with additional Admissions personnel. She has requested feedback from this year's event. M. Wikle requested that all DSAS members from each college report their office traffic activity to her following the Saturday hours to be used in planning 2018 Welcome Week. The additional availability on the Saturday before Fall 2017 classes is encouraged in light of OSU's retention efforts.

Welcome Week has seven signature events, to be attended by all participants. There are 50 proposals for the conference style welcome week programs. Those programs will be slotted into times on Thursday, Friday and Saturday, August 17-19. Sunday includes the Party on the Field (class photo, motivational speaker, OSU

traditions, games, prizes). The fraternities and sororities will be attending the Sunday evening event as part of their first coke dates. There is a link on the Welcome Week website (welcomeweek.okstate.edu) for staff, faculty and students who want to volunteer for the Welcome Week events (convocation, way finding, move in, etc).

3. Advising Procedures for OSU and NOC Corequisite Remediation Options – Amy Martindale and Missy Wikle

Refer to the OSU & NOC Corequisite / Remediation Advisor Guide for MATH and ENGL courses, 2017-2018. The creation of this guide has been a combined effort, with help from Dr. Chris Francisco, Amy Cole-Smith and personnel from Northern Oklahoma College (NOC). The term “pilot sections” is being replaced with corequisite remediation. The concern is that OSU Math Department will not have the capacity to meet the demand for students this fall. NOC is moving forward with an implementation of corequisite remediation in Math and English. There is a national push toward the supplemental instruction through Complete College America. They are finding that if students take a 1-2 hour supplemental course along with the regular university level course, they are dramatically more successful at completing the university level course than those students taking a remedial course prior to the university level course.

This guide has been created for the benefit of the advisors who will need information about all of the different choices. A. Martindale and M. Wikle have volunteered to attend any advising meetings to present this information. In general, students who need to go on to Trigonometry or Calculus will be encouraged to enroll in the OSU first level course in order to sequence at a higher level. However, OSU only has three sections of the corequisite Algebra. If those sections are full, the advisor will need to discuss options with the student – 1)wait til the following semester to complete the corequisite course or 2)complete the course at NOC. The advisors will use the following information to determine the student’s choices: student’s major, required math courses, ALEKS score and ACT math score. NOC bases their math placement on ACT score only. The student has to have an ACT score even if it is “0”. Corequisite courses for OSU’s MATH 1483 and 1513 are designed for students who do not require Trigonometry/Calculus. NOC is now implementing corequisite remediation for these courses. For the corequisite course at NOC, the students will enroll in the supplemental course (NOC fees assessed). For the corequisite course at OSU, the students will enroll in the sections with additional meeting times but no additional fees will be assessed at this time due to the Schusterman Foundation grant (future offerings - OSU fees assessed). OSU’s Math Department allows 1483 as a prerequisite for 1513 but will not allow students to enroll in corequisite section for this alternate path. Advisors who wish to enroll their students in OSU corequisite Math courses will need to submit emails to the specific Math personnel listed on the guide, submit student’s name with Banner ID, major and course requested. Once department permission is granted, the student can enroll via Banner. For the students enrolling in NOC Math or English corequisite courses, they will need a trial study with the OSU advisor’s signature indicating the appropriate MATH or ENGL course, an official OSU transcript or OSU print of high school transcript, copy of OSU Math Placement score (for a corequisite math course) and copy of Test Scores screen from Banner. OSU students enrolling in NOC 0-level remedial courses only need to enroll via Banner. No special permissions are required.

The only choice for ENGL Comp 1 corequisite remedial courses is through NOC. OSU English department considered providing supplemental courses for Comp 1 and discovered that it was not feasible for the small number of students who needed remediation.

Amy Cole-Smith is working with NOC to find space on the OSU campus during Freshman enrollment to alleviate the need to send students needing remedial courses to the NOC buildings. Details will be forthcoming.

P. Fry commended A. Martindale and M. Wikle on the creation of the guide.

4. Updates to the ELPA Guide for Advisors – James Knecht and Missy Wikle

The latest version ELPA Guide will be emailed to all DSAS members. Nearly all of the State Regents’ policy language has changed due to the updating of their assessment and remediation policies. A few highlights of the

changes to the guide from J. Knecht are as follows: 1) new International section added to the English section that explains Regents policy and suggests that international students may benefit from taking the OSU English and/or Reading Placement Exams; 2) Science section – page 5 – now includes the Math Placement Exam cut scores for GEOL 1114. MATH 1513 is a prerequisite for GEOL 1114.

Point of information – many students are now choosing to take the SAT as opposed to the ACT as their college entrance exam. There is also an old SAT and a new SAT. March 2016 was when the new SAT started to be offered. There are multiple versions of SAT scores in Banner. Students must have made a 19 ACT subscore or a 530 on the new SAT-R Math Section or 460 on the old SAT Mathematics section to allow for first attempt scores to not require a proctor. IRIM has created a concordance based on the SAT cut score the Regents chose for ELPA Report calculations. All scores, pulled from Banner, are available on the Advisor Access application on the UAT website. The OSU Placement website has been updated to include the new and old cut scores for the SAT for English and Reading (480) and Math (530) and how they affect remediation.

NOC is now using Accuplacer exams for placement. However, they use a different Accuplacer exam for English placement (and remediation) than OSU. OSU English and Reading Placement Exam scores are not transferable to NOC. It is important to direct students to take the placement exams at the appropriate institution where they plan to enroll because of the differences between OSU and NOC tests.

5. Registration Exceptions for New Freshmen During Summer New Student Orientation & Enrollment – Rita Peaster

It is the intent of the University for new freshmen to enroll on their NSO dates. They will not be able to make changes to their schedules until all the summer NSO enrollment dates are complete. Open enrollment will begin July 24, 2017. Occasionally, there are exceptions that need to be granted. Prior to Banner, academic advisors had the authority and ability to make changes to students' schedules. The implementation of Banner brought about changes in advisor access. They could only make registration changes to students' schedules if student provided them with their Banner PIN. This change shifted the processing of these exceptions from a distributed model to a centralized model. Instruction Council worked with the Registrar's Office (RO) to draft criteria to determine when an exception should be allowed. Advisors would send RO requests to make those changes. From the RO perspective, there are considerable drawbacks to the difficulty in management, as well as to the student and advisor. There was a large volume of requests with a considerable amount of back and forth communication. In addition, IT has made a few changes regarding security-related ways that Banner works. When students request their Banner PIN from Okey system, that PIN is changed after 72 hours (basically a one-time use only). Advisor IDs are captured in the registration audit trail if they are logged into Banner making the schedule changes on the student's behalf. RO proposed a return to the distributed model giving the power back to the advisors to determine the validity of the exceptions. The proposal is a two-part process – 1) student provides Banner PIN to advisor, 2) advisor would need to contact RO to obtain a new time ticket to be issued to the student. Details to be determined if proposal is granted. The ultimate purpose is to help the student more quickly and efficiently. Reports can be generated detailing all the changes – either week-to-week or day-to-day to see what changes the advisors are making. All personnel with the Student Records Central Team can assist with the time tickets. There is a possibility of creating additional time tickets to alleviate the time issue with advisors who are not only dealing with new enrolling students but also with the enrolled students needing to make a schedule change. DSAS will need to be involved in the oversight of this proposed process. Perhaps the authorization of a new time ticket would come from the College... R. Peaster recommended placing time ticket options on the SharePoint site that the advisor could access. Additional discussion will be required at the May DSAS meeting.

RO is planning to have at least one person dedicated full time to processing of advisor prerequisite overrides (APO) forms during the new student orientation / enrollment times. APOs are only intended for students who have already met the prerequisites but the prerequisites are not recorded in the system. RO's suggestion is for advisors to wait until the automated email goes to student/advisor and refrain from calling or emailing the RO to confirm that the APO has been processed.

6. **Advisor Registration Holds Added After Nonrestrictive Period for Special Student Populations – Rita Peaster**

During the course of the Banner implementation, decisions were made to empower students with the task of self-registration online until the W drop deadline. A related decision was made to add a safeguard for specific student populations that would be at greater risk for negative consequences if they were allowed to change their class schedules after that free drop and add period. The populations identified were as follows:

- All new freshmen in their first semester
- All new undergraduate transfer students in their first semester
- All undergraduate and graduate international students
- Concurrently enrolled high school students.

The decision was made to replace the advisor registration hold beginning on the seventh class day for these populations. Several graduate departments that had high populations of international students were surprised by this all-encompassing hold. Several of those departments assigned individuals to release all registration holds for their international graduate students. The original intent of the hold for student consultation for the international graduate student was ineffective. In light of this situation, the Registrar's Office spoke with the Graduate College and International Student and Scholars (ISS), and it was determined to remove those holds. ISS has developed their own system for monitoring international graduate students. IT is continuing work to develop a solution to change the registration holds to be term specific to avoid some of the current frustrations. Feedback from DSAS members for the continued advisor registration holds for special student populations is as follows:

- All new freshmen in their first semester
- All new undergraduate transfer students in their first semester
- All undergraduate international students
- Concurrently enrolled high school students

7. **Financial Aid Office Emergency Funds for First Time Freshmen - Linda Good**

Financial Aid Office has been authorized to address Spring 2017 bills. Funding is available for first time freshmen for those students having difficulty paying their Spring 2017 bill. For information, please contact L. Good at 405-744-7568.

8. **Other**

- OSU Undergraduate Research Symposium – April 21, 2017, 3pm Poster Browsing, 4pm Awards and Recognition
- P. Fry added that the ultimate retention goal at the university level is graduation. OSU is at an all-time high for 5- and 6-year graduation rates and has one of the highest 4-year graduation rates.
- Director of Pre-Professional Academic Support Services position is now posted.

Meeting was adjourned 12:03 pm

Minutes were recorded by K. Roark