

**COUNCIL OF
DIRECTORS OF STUDENT ACADEMIC SERVICES**

MINUTES

May 17, 2017
204 Whitehurst
10:30 – 12:00

In attendance:

Barbara Bremer, Amy Cole-Smith, Jovette Dew, Leslie Evans, Linda Good, Ebonie Hill-Williamson, Diane Jones, James Knecht, Keila Manos, Amy Martindale, Marilyn Middlebrook, Lance Millis, Beverly Morris, Rita Peaster, Kyndal Roark, Kristi Seuhs, Richard Shepard, Celeste Taber, Candace Thrasher, Deb Vanoverbeke, Missy Wikle and Pamela Fry.

1. OSU Transfer Agreement Update and Transfer Agreement TCC Liberal Arts to OSU BUS Multidisciplinary Studies – Amy Cole Smith

As of today, there are 62 OSU Transfer Agreements. The Finish Orange website is under construction and should be operational within the next 2-3 weeks, at which time A. Cole-Smith will re-visit DSAS for a demonstration / walk-thru of the OSU Transfer website. A. Martindale suggested a meeting with the Tulsa Community College (TCC) advisors regarding transfer protocol. P. Fry will be meeting with the TCC Provost, as well as the personnel who manage transfer agreements to discuss the transfer protocol. A. Cole-Smith assured DSAS that the transfer information is available to TCC faculty. She mentioned that many students were not aware of the transfer agreements between TCC and OSU. P. Fry reminded DSAS that although OSU cannot offer 1000 and 2000 level classes at the OSU-Tulsa campus, exceptions have been made with proper approval if TCC does not offer the course. All requests should be funneled through P. Fry.

As a side note - the reverse transfer program has shown great success with our partner community colleges, especially Northern Oklahoma College (NOC). As of this year NOC is posting 1,000 degrees – 38 percent being reverse transfer degrees. TCC is expected to follow this example.

A Cole-Smith approached the Bachelor of University Studies (BUS) Multidisciplinary Studies form and requested feedback. B. Morris suggested specific Tulsa language. A. Martindale suggested a more generic form, possibly the creation of several form options specific to each college. A. Martindale also mentioned replacing the BUS with a Bachelor of Science in General Studies, something that is less unknown. The BUS can be hard to “sell” when advisors do not understand it themselves. P. Fry suggested a BUS meeting with C. Taber, C. Ormsbee and all BUS specialists from each college to discuss the form in detail. Some of the topics to be discussed are as follows:

- BUS and DegreeWorks
- How to apply hours taken – consistency among colleges
- Template options
- Assessment plan

2. Registration Exceptions for New Freshmen During Summer New Student Orientation & Enrollment Cont'd – Rita Peaster

R. Peaster recapped the April DSAS discussion regarding reasons for new freshmen enrollment exceptions during the summer between New Student Orientation & Enrollment (NSOE) and open enrollment date of July 24th. Possibly a student recently submitted a new test score or transfer work and now qualifies for a higher level course, which would place them on a faster track for graduation if allowed to change. Previous to 2016, advisors were allowed to make those changes, then with the shift to Banner, the Registrar's Office (RO) dealt with the changes. There was too much back and forth from RO to department. Last month the RO proposed returning to the pre 2016 distributed model of allowing academic advisors to evaluate and process schedule exceptions for new

freshmen between the NSOE date and open enrollment. Advisors would need to obtain the temporary Banner PIN from the student, and contact the RO to request a new time ticket for the students. There was discussion that perhaps the DSAS representative from each college would evaluate them centrally. RO would issue the new time tickets to the DSAS representatives. A. Martindale stated that there would be no need for the student's Banner PIN once they have a time ticket because the student can make the changes themselves. There was some concern that those students would be able to take advantage of the time ticket. RO can establish a document that has the different time tickets to select on the SharePoint site. Additional time tickets can be discussed if needed. R. Peaster submitted an email to DSAS members recapping the discussion. The email read as follows: *"As discussed at the May 17 DSAS meeting, I am writing to provide a summary of our decisions on how to handle class schedule change exceptions for new freshmen between their new student orientation (NSO) enrollment date and open enrollment on July 24.*

- *Students may request a class schedule change during this period and present their circumstances (typically a new exam score or transfer work which would allow enrollment in a higher-level course and reduce time to graduation) to their advisor or college student services office.*
- *The college Director of Student Academic Services (DSAS) will evaluate the requests and determine which students qualify for an exception.*
- *The DSAS will email the Office of the Registrar at registrar@okstate.edu and request a specific time ticket for qualifying students, including the student ID and time ticket code (a list of [NSO time ticket details](#) is available on the Registrar Faculty and Staff Resources SharePoint site). Please use the following subject line to speed processing response time: "DSAS Request for Registration Change Time Ticket."*
- *The Registrar's Office will only process new time ticket requests from the DSAS, and will reply to the email and copy the student to confirm the new time ticket assignment.*
- *The student will be able to make the schedule change during the new time ticket window." Rita Peaster*

3. **Proposed Modifications to University Academic Regulation 3.11 Double Majors and Minors – Celeste Taber**
"A double major can be earned by satisfying the primary major's degree requirements and the field of concentration requirements for the second major and any additional departmental requirements." The "any additional departmental requirements" portion of this regulation demands clarity. The separate colleges within the University have different ways of processing their second majors. The new language of Academic Regulation 3.11 is designed to allow the set up for each colleges' Degree Audits. *"A double major can be earned by satisfying the primary major's degree requirements and the major requirements for the second major plus any additional college / departmental requirements from the second major degree plan if deemed appropriate by the college home of the second major."*

"Whether additional hours are required generally depends upon the number of electives allowed by the first major and the degree of overlap between courses in the two majors." For clarity purposes, the last sentence of the first paragraph should read as follows: *"Whether additional hours are required generally depends upon the number of electives allowed by the first major and the extent of overlap between courses in the two majors."*

Modifications to University Academic Regulation 3.11 Double Majors and Minors were approved.

4. **UAR 3.10 Minimum 30 Additional Hours to Earn 2nd Bachelor's Degree – Celeste Taber**
The question was raised as to why we require 30 additional hours to earn a 2nd bachelor's degree. The OSU Academic Regulation 3.10 specifies 30 additional hours for a 2nd bachelor's degree. C. Taber was unable to find anything explicit within the Oklahoma State Regents for Higher Education (OSRHE) policy regarding specific number of hours for the 2nd degree. She investigated 13 other universities' policies for a 2nd bachelor's degree and found a variety of requirements. One specific requirement that should be noted was from the University of Central Oklahoma – "15 additional hours; ... BS in General Studies (similar to our BUS) cannot be earned as a 2nd or concurrent degree." DSAS members agreed with the policy set forth by UCO regarding the BS in General Studies (similar to our BUS) that cannot be earned as a 2nd degree or concurrent degree. They also agreed that the additional 30 hours was too restrictive. It was brought to the Directors' attention by L. Good of Financial Aid that if

the additional 30 hours were not specific to either degree, there may be ramifications with financial aid funds.

P. Fry and C. Taber will contact the State Regents regarding the Double Major 30 Hour Minimum Requirement.

5. **Academic Warning Notification – Candace Thrasher**

The Academic Warning policy is as follows: "Students that do not earn a 2.00 grade point average for the semester are placed on academic warning. Students on academic warning have retained their graduation / retention GPA of 2.00. However, failure to improve their OSU GPA in future semesters may result in academic probation or delay graduation." After Academic Warning notifications were sent in December 2016, nine students contacted the Office of Academic Affairs because their semester GPA was above a 2.0. It was discovered that the report parameters for Academic Warning do not include semester GPA below 2.0, but institutional GPA below 2.0. Spring, 2017 notifications of academic standing will be submitted Friday, May 19, 2017. C. Thrasher will clarify the notification so that the first sentence will read as follows: "You are on Academic Warning because your semester or institutional grade point average (GPA) is less than 2.0."

6. **Other**

- **REMINDER - MyMajors Webinar Wednesday, May 24th 126 ITLE 2:00 pm.**
- **2018-2019 Annual Curricular Request for New Programs, Program Modifications, and Course Actions** – responsibility of the associate deans of your specific colleges, but the academic plan that the State Regents require each year has been moved up by 76 days this year. Any ideas for any new programs and/or certificates need to be in that academic plan. The CourseLeaf program implementation may be delayed.
- **NOC representatives will be available at University College Advising during New Student Orientation** for those students who may need to enroll in a supplemental course.

Meeting adjourned at 12:04 pm

Meeting was recorded by Kyndal Roark