

**COUNCIL OF  
DIRECTORS OF STUDENT ACADEMIC SERVICES**

**MINUTES**

*June 21, 2017*  
204 Whitehurst  
10:30 – 12:00

In attendance: Leslie Evans, Amy Gazaway, Linda Good, Ebonie Hill-Williamson, Bobby Jenkins, Diane Jones, James Knecht, Amy Martindale, Marisa McIntyre, Marilyn Middlebrook, Lance Millis, Beverly Morris, Rita Peaster, Libby Reigh, Kyndal Roark, Sky Rogers, Kristi Seuhs, Richard Shepard, Julie Swaringim-Griffin, Celeste Taber, Candace Thrasher, Missy Wikle, and Pamela Fry.

**1. Oklahoma's Promise and SB529—An Update – Linda Good**

SB529 made significant changes to Oklahoma's Promise Program. Refer to Oklahoma's Promise and SB 529 – An Update document. As of July 1, 2017, Oklahoma Promise students will only have to meet Title IV satisfactory academic progress (SAP) standards. Students who lost eligibility due to the previous standards will be eligible after July 1<sup>st</sup>, assuming they are meeting the Title IV SAP. The Office of Scholarships and Financial Aid has notified the students who now qualify due to this change. The only time an Oklahoma's Promise student would need to appeal would be if they do not meet the Title IV SAP eligibility requirements.

Beginning in the 2018-2019 award year, continuing OSU students with Oklahoma's Promise eligibility have to do a FAFSA for any year they want to receive Oklahoma's Promise. Under the change, a student will not be eligible for Oklahoma's Promise in any year that the AGI exceeds \$100,000.

For current high school students, the application family income limit will be increased to \$55,000 (up from the current \$50,000) AGI beginning in 2017-18.

Beginning in the 2018-19 award year, students will no longer receive Oklahoma's Promise for zero-credit college remedial courses. There will be a limit on the number of credit hours for which Oklahoma's Promise will pay during the students' five years of eligibility. This limit has not been set, but will likely become effective for students entering college in the fall of 2018.

**2. Proposed changes to UAR 3.10 Second Baccalaureate Degree – Celeste Taber**

Refer to Proposed Changes to UAR 3.10 Minimum 30 Additional Hours to Earn Second Bachelor's Degree document. Proposal UAR 3.10 has been modified to remove the requirement of 30 semester credit hours of additional work to obtain a second baccalaureate degree. Added to Proposal UAR 3.10 is the statement that the Bachelor of University Studies cannot be earned as a second or concurrent OSU baccalaureate degree. For full approval, the modifications to UAR 3.10 will need to be approved by Faculty Council, followed by Deans Council. Registrar's Office will follow up with appropriate instruction.

*Motion to accept changes to UAR 3.10 Second Baccalaureate Degree was approved.*

**3. UAR 5.6: Revisiting Advisor Override of Course Prerequisites – Celeste Taber**

About a year ago the Registrar's Office (RO) realized that they had been allowing advisors to override prerequisites not only for lower division classes as our academic regulation permits but also for upper division classes and some graduate classes. Course prerequisites are detailed in the course action process. Not all prerequisites are enforced in the system, but those that are enforced have been determined by the specific department. The department informs the RO, who in turn places that information in Banner, and the students' records are checked. If the students do not meet the prerequisites, they cannot enroll in the course. There are different mechanisms for overriding prerequisites: primary instructor of the class, department head, and academic advisors form (Advisor

Prerequisite Override - APO) which provides for a rationale (important to document when this regulation was set in place.)

Our practice is inconsistent with our policy. Policy options are as follows:

- Modify processes to enforce the policy as written. This would shift the override responsibility for upper-division and graduate courses to departments and instructors.
- Draft a proposal to modify the policy to allow advisors to override enforced prerequisites for all courses. Discussion revealed that this policy was not intended to allow advisors to waive prerequisites but to verify that the students have the prerequisites just not notated in our system yet. A. Martindale will provide alternate wording for the policy.

Process options are as follows:

- Continue the current APO process using SharePoint form. Limitations include: Data is not clean due to free-form entry of subject, course number, CRN, etc.; Duplicate APOs are submitted (department/instructor may have already processed the override or student has other registration barriers, such as level restrictions or field of study restrictions, and advisors re-submit).
- Work with IT to determine whether a new security role can be developed for form SFASRPO (Student Registration Permit-Override) to allow advisors to directly override prerequisites for individual students in INB. Limitations include no place to store advisor rationale for the action.
- Work with IT to explore a better APO form that would store advisor rationale, connect to correct class/CRN data in Banner, and possibly generate the override in INB automatically upon form submission.

The UAR 5.6 discussion will be continued at the July 19, 2017 DSAS meeting.

#### 4. **Registration Settings and Variable Credit Course Limits – Celeste Taber**

Variable credit courses (ending in a "0" such as thesis or dissertation) can be changed to a fixed credit course by the department. There are two limits associated with variable credit courses: 1)limit for range of credits per semester for course; 2)cumulative number of credits for course if enrolled multiple times by student. There have been challenges with Banner because we are enforcing both. Options for registration settings affecting variable credit courses:

1. Retain the current Banner configuration
  - a. Increasing problematic cumulative maximums through the course action process
  - b. Requesting single-student exceptions using the exception process approved by Instruction Council on August 20, 2015
2. Revert back to the model used in SIS
3. Activate a new override to allow department heads and their designees to permit registration in a single course or CRN for a single student in a given term

Discussion revealed that option 3 has the most support. This information will be presented to Instruction Council and then on to the Provost's Office.

#### 5. **Removing Banner 8 Registration Links from Self Service – Rita Peaster**

When Banner 9 was implemented, DSAS requested that Banner 8 Registration links remain active as a safety net. No incidents have been reported with the use of Banner 9 Registration. There will be some streamlining of the links that are available prior to the beginning of the Fall 2017 semester.

**Proposed Changes:**

1. On the **Student** tab/menu of Self Service, remove "NEW" from the text of the "NEW Registration (XE)" link, and delete the existing "Registration" link (Banner 8).
2. Remove following links from the Main **Faculty and Advisors** menu in Self Service:
  - a. Look Up Classes (replaced by XE *Browse Classes*)
  - b. Class Schedule (replaced by XE *Browse Classes*)
  - c. Course Catalog (replaced by XE *Browse Course Catalog*)
3. Remove following links from **Student Information for Advisors** menu in Self Service:

- a. Advisee Listing (replaced by XE *View My Advisee Listing* in the Profile)
- b. Advisee Grade Summary (replaced by XE *View Grades* additional link for any student in the Profile)
- c. Look Up Classes (replaced by XE *Browse Classes* and *Register for Classes*)
- d. Class Schedule (replaced by XE *Browse Classes*)
- e. Course Catalog (replaced by XE *Browse Course Catalog*)
- f. Add or Drop Classes (replaced by XE *Register for Classes*)
- g. Change Class Options (replaced by XE *Register for Classes*)

Directors requested that email notification be submitted to all advisors explaining the changes prior to removal of Banner 8 links. R. Peaster will draft the communication.

#### **Other Possible Banner 8 Links to Remove:**

The Banner 8 links below are duplicated to some degree in the XE/9 *Student Profile* and currently available in Self Service to students under the **Student Records** menu, and to advisors and faculty under the **Student Information for Advisors** menu:

1. View Holds
2. View Test Scores
3. View Application to Graduate
4. Student Information

Refer to Removing Banner 8 Registration Links from Self Service document for the details of the proposed changes.

The consensus from the Directors was to proceed with all of the changes.

#### **6. Establish Communication between Res Life and Academic Advisors – Candace Thrasher** Postponed until the July DSAS meeting.

#### **7. Minimum Hours – Undergraduate / Graduate Certificates – Pamela Fry**

Graduate certificates are treated like programs by the State Regents. As we develop undergraduate certificates, we need to implement University-wide guidelines. The concept of undergraduate certificates is new territory, and minimum requirements need to be set. Currently, OSRHE has very little guidance in determining minimum hours. Typically, undergraduate certificates are associated with technical skills, however undergraduate certificates at the college level is a new way of thinking. We are attempting to create knowledge-based certificates. There is a definite need for effective marketing of these certificates. With no new resources, we need to package what we are already doing into a certificate. The decision from Instruction Council specified 15 credit hours as a minimum number of credit hours for an undergraduate certificate. P. Fry will work with Financial Aid to create the documentation that details the undergraduate certificate minimum requirements.

#### **8. GENED Substitution Policy – Pamela Fry**

Extensive international experience should be more clearly defined, possibly considered only if a student has lived internationally for at least a semester. Extensive international military experience has also been allowed as a substitution. P. Fry expressed her concern with keeping substitutions equitable across colleges.

#### **9. Bachelor of University Studies Follow Up – Pamela Fry**

P. Fry recapped the recent Instruction Council discussion regarding BUS form changes. Changes to the Bachelor of University Studies degree requirements were approved as follows:

- Update of language
  - BUS with Multidisciplinary Studies option
    - Degree Requirement 1. The student must complete a **minimum of** 120 semester hours
    - Degree Requirement 2. The remaining course work, to total **at least** 120 hours
  - BUS with no option
    - Minimum 120 hours

- Consistency of BUS interpretation among Colleges
  - Forming a small group to develop consistent interpretation of the BUS (P. Fry, B. Crauder, D VanOverbeke, C. Ormsbee, L. Evans, C. Taber) to discuss what coursework is applied to a BUS degree and what can / cannot count.
  - Taking the small group decisions to Instruction Council for approval

A. Martindale questioned the University requirement of 45-50 upper division hours when the OSRHE requirement is only 40 hours. P. Fry requested that she present this matter at the next Instruction Council meeting.

## 10. STAR Updates – James Knecht

FYI – GradesFirst will perform updates on the STAR site on the evening of Thursday, June 22<sup>nd</sup>. In the future, whenever an outage / update occurs, users can be notified by a new listserv ([STAROUTAGE-L@okstate.edu](mailto:STAROUTAGE-L@okstate.edu)). J. Knecht will send a link to all DSAS members to subscribe.

Changes to STAR apply to a couple of areas – mostly related to appointments and appointment scheduling. Users will now be able to associate appointments not made through a campaign with the campaign. The capability of scheduling on weekends is now available if a location so chooses. The tutoring scheduler will be replaced with the advisor scheduler. The Appointment Center View for front desk staff will change to more closely resemble Outlook. J. Knecht volunteered to present the changes to any areas with front desk staff prior to the changes being made. He will submit an email regarding the changes and if a presentation is needed, and units can respond to that email.

## 11. Other

- P. Fry commended members of DSAS on their efforts with the Finish in Four documents. She suggested that all colleges verify their websites for up to date information. More and more students are relying on the Finish in Four sheets.
- This year there have been 58 new transfer maps created for Tulsa Community College (TCC) and Northern Oklahoma College (NOC). The transfer maps will need to be updated regularly, similar to the way degree sheets are updates.
- Provost Gary Sandefur and Director of Finance Joe Weaver formed an executive committee in an effort to address retention. Refer to the Proposal for Undergraduate Retention to Graduation Committee document. All comments and/or questions should be addressed to P. Fry. C. Clary has volunteered to chair the Retention to Graduation Committee. A co-chair will be identified, preferably someone outside of the academic affairs. This committee should be viewed as a real opportunity to coordinate what we are doing and add more emphasis on graduation rates as well as first year retention. Seven Working Groups have been identified.
- A. Martindale announced that everyone should have received an email from Chris Francisco regarding MATH 1483. He is attempting to open one additional section of this course, but that will still not accommodate the number of students needing the course. The Norther Oklahoma College (NOC) options are still available. C. Francisco is going to track what students are receiving permission so that we can identify those students when a new section is open. This should be seen as an exception that warrants a new time ticket.
- The Directors welcomed Bobby Jenkins, Associate Registrar, to DSAS. He recently joined the Registrar's Office, and this is his first DSAS meeting.

Meeting was adjourned at 11:55 am.

Minutes were recorded by Kyndal Roark.