

**COUNCIL OF
DIRECTORS OF STUDENT ACADEMIC SERVICES**

MINUTES

September 20, 2017

126 ITLE

10:30 a.m. – 12:00 p.m.

In attendance: Chris Campbell, Ryan Chung, Amy Cole-Smith, Jovette Dew, Leslie Evans, Linda Good, Ebonie Hill-Williamson, Bobby Jenkins, Diane Jones, James Knecht, Amy Martindale, Marissa McIntyre, Marilyn Middlebrook, Lance Millis, Beverly Morris, Rita Peaster, Libby Reigh, Kyndal Roark, Sky Rogers, Kristi Seuhs, Richard Shepard, Julie Swaringim-Griffin, Celeste Taber, Deb VanOverbeke, Missy Wikle and Pamela Fry, Chair

1. University Studies Degree Plans – Pamela Fry

DSAS members reviewed changes to the BUS forms. Edits were as follows:

- Bachelor of University Studies (BUS) – University Studies, Procedures – 4. “If it is determined that the student’s education objectives can be met best by the Bachelor of University Studies degree program, the student will work with an adviser to identify an advisory body of at least **one** departmental representatives (faculty members or advisers).”
- BUS – University Studies and BUS – Multidisciplinary Studies forms should reference University College Advising as such. Any mention of University College Advising should be consistent throughout the forms.
- Procedure sections on both BUS forms should be consistent. Refer to the BUS – Multidisciplinary Studies form Procedures section for the correct version. Immediately below Procedure of the BUS – University Studies form should be a preface paragraph describing what follows. “Students who believe their educational objectives can best be fulfilled through a Bachelor of University Studies degree program will be responsible for complying with the following procedures:” The preface should not be numbered.
- Additional State/OSU Requirements box at the bottom of both University Studies Degree Plans reads as follows: “At least: 60 hours at a four-year institution; 30 hours completed at OSU; 15 of the final 30 **or** 50% of the upper-division hours in the major field completed at OSU.” Spears School of Business has replaced the word “and” for “or” on all of their degree sheets in the catalog. M. McIntyre will investigate this issue and contact D. Jones regarding the specific and / or wording prior to presentation at Instruction Council.

Motion made to accept the proposed Bachelor of University Studies degree forms with the above-mentioned changes was endorsed.

Discussion: L. Millis questioned the location of the BUS signature page. R. Peaster clarified that the BUS signature page process is still in the pilot phase and not distributed campus wide. Pilot colleges are Arts and Sciences, College of Engineering, Architecture and Technology and College of Education, Health and Aviation.

2. Academic Regulations 2.1 and 7.8 - Amy Martindale

2.1 Classification of Students. Undergraduate classification is determined by the criteria below:

Freshman	fewer than 28 semester credit hours earned
Sophomore	28-59 semester credit hours earned
Junior	60-93 semester credit hours earned
Senior	94 or more semester credit hours earned

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

7.8 Graduation Application. All degree candidates must submit a graduation application (online via Self Service) before or during their final semester to be eligible for graduation. Undergraduates must be classified as a senior before they can submit a graduation application, and graduate students must have filed an approved Graduate Clearance Form with the Graduate College before they are eligible to submit a graduation application.

Students must submit their graduation application by November 1 for their name to appear in the fall commencement program, and by April 1 for spring and summer graduate names to appear in the spring commencement program. Students who will complete all degree requirements in the summer should file their graduation application for the summer term, but are invited to participate in the spring commencement ceremony.

Students whose graduation application has become inactive (due to not meeting degree requirements, changing a component of their degree program, or other factors) will be required to submit a new graduation application via Self Service. Graduation applications do not automatically roll to the next term if degree requirements are not met. Contact the Registrar's Office if assistance is needed.

Discussion: A. Martindale recommended that the graduation application process be based on number of hours instead of senior status. In DegreeWorks students are not allowed to file a graduation application until they reach senior status. In the previous degree audit system, colleges were allowed to input information manually. Currently, students who are entering their senior year with 90-93 hours are not allowed to file their graduation application until they have completed their second to last semester. By the time the students have obtained the 94 hours in order to file their graduation application, they are in their final semester. The application triggers the colleges to begin the graduation check. If there are any surprises, the students may not graduate within the expected time.

There was additional discussion regarding the financial aid aspect of the change in classification hours. Students are eligible for additional funds through financial aid once they are considered sophomores. The change in number of hours for classification would affect the Federal Direct Student Loans. Retention standards are also based on 30 hours. A. Martindale mentioned the need for Finish in Four plans to match the 30 hours per year. Block rate tuition should dictate a 30 hour per year plan. It's not realistic to map out 15 credit hours every semester but possibly a 14 credit hour semester could be matched with at 16 credit hour semester.

C. Taber informed DSAS that a majority of the Big 12 schools define student classification as Sophomores – 30 credit hours earned, Juniors – 60 credit hours earned, Seniors – 90 credit hours earned. DSAS members opened discussion about changing sophomore status to begin at 30 hours, but representatives were asked to consider implications and continue further discussion at the November DSAS meeting.

3. Implementation of UAR 3.10 Modifications – Removal of 30-Hour Min for 2nd Bachelor's Degree – Celeste Taber

Elimination of the 30 hours for second bachelor's degree has been officially approved. Target audience for this message includes the following: 1) students currently pursuing a second major and 2) students who are pursuing a second degree, waiting to file for graduation due to hours. This modification will be available with Fall 2017 degrees. Note – effective Spring 2018 a BUS cannot be earned at the same time as a second degree or after another degree. Registrar will need to discuss this restriction with BUS representatives from each college about advising students.

The Registrar's Office (RO) will need to have a correctly completed academic program declaration form to indicate what the student is pursuing. RO will need some time to input information into the system. In an effort to preserve the original graduation application the student will need to apply for a second degree. The Fall 2017 deadline for graduation application is November 1st for inclusion in the fall commencement program book. Fall 2017 graduation applications will be accepted until the last day of finals week.

Refer to *Draft Message to DSAS and Advisors* and *Draft Message to Students Pursuing 2nd Majors* documents. Please submit any edits to C. Taber by end of day September 21. Advising areas may review their students who are currently pursuing multiple majors by accessing ePrint reports on the *Draft Message to DSAS and*

Advisors handout. Declarations need to be submitted to Registrar by October 13, 2017.

Previous students can apply for second degrees, but more time is needed for detailed instructions. At the very least, those students will need a program declaration so that curriculum can be chosen.

L. Good cautioned that some of the financial aid programs are only geared for students working on their first bachelor's degrees. Additional financial aid discussion is needed and will be continued at a future DSAS meeting.

4. Transfer Credit Evaluations and Minors for Student Athletes - Marilyn Middlebrook

M. Middlebrook explained the transfer credit evaluation process needed for potential incoming student athletes. In order for the athletic department to make an offer to a potential student athlete there should be some kind of predictor of transfer hours. In SIS there was a predictor of percentage of allowable transfer credits, however with Banner this is not allowed because it demands that the student applies for admission prior to evaluating any transfer of credits. The major concern is transfer guide. L. Reigh with Admissions reviewed the transfer application process with members of DSAS. The application for admission for transfer student is the trigger for a transfer credit evaluation. There is not enough staff to evaluate all transfer credit investigations, considering that approximately two-thirds of the students who seek transfer credit evaluations do not matriculate. Admissions prioritization process for transfer credit evaluation is as follows: continuing students who are up for graduation, continuing students who are earning a degree, new students who have applied for new student orientation. Virginia Leathers with Admissions has requested a work order from IT to refresh and update the credit guides so that there are dates tied to the evaluations. C. Taber recommended that a working group be formed to discuss a plan with Admissions. The following DSAS members volunteered to serve on the working group: Chris Campbell, Leslie Evans, Amy Martindale, Marissa McIntyre, Marilyn Middlebrook, Lance Millis, Beverly Morris, Kristi Seuchs and Deb VanOverbeke. The office of Academic Affairs will contact members of the working group with further details.

M. Middlebrook also reported that effective August 1, 2017 NCAA has granted a request to allow student athletes to count minors for credit alongside the student athletes' majors. Academic services directors will need to discuss this matter with graduation check personnel regarding the specifics with NCAA. A second major is not allowed, however.

5. Star Update – James Knecht

J. Knecht shared STAR update information with members of DSAS. GradesFirst now has the following options: an Appointment Center and New Appointment Center (old version and new version). The new version looks very similar to an Outlook calendar. For colleges with advising centers, a larger monitor is very helpful to display the new version. There is also a "Scheduled Appointments" view that displays all students with appointments that day. If centers use the "Check in" option, then it is critical for the advisors also to check the students out. Drop in appointments can also be handled through this version. Problems should be reported to J. Knecht. He cautioned people about using "All day events" in Outlook, as they currently do not display in the new view, though GradesFirst is attempting to resolve the issue. J. Knecht recommends advisors instead enter events as 8am to 5pm events.

IT is working on extracting new student data for STAR to include more student attributes as categories. They hope to incorporate the changes soon.

The previous system allowed OSU to load for only one major per student, which included the college and degree information. With the upcoming changes, additional majors can now be displayed. To allow these additional majors, the college and degree code will need to be removed from all majors. A student's major will be listed in alphabetical order, not by first major, second major, etc. At this point in time, minors cannot be listed.

6. ResLife Alerts and Retroactive Drop / Withdrawal – Candace Thrasher

Reminder – retroactive drop / withdraw petition allows a student to drop after the deadline for the semester. It does not remove the W from the transcript. Grades are recorded on transcripts in accordance to Regent's policy. Academic Alerts can be issued from Academic Affairs office. If ResLife identifies a student who has academic concerns, C. Thrasher will be able to place the alert and notify the advisor. If there are issues with connection between advisor and student, C. Thrasher will monitor the situation.

7. Other

- Re-installment of enrollment holds for freshmen with bursar outstanding balances – Missy Wikle
Freshmen who owe \$500 or more will have an enrollment hold for Spring 2018.
- The BUS Committee is scheduled for a follow-up meeting on Friday, September 22. Committee members include Bruce Crauder, Jenn Sanders, Leslie Evans, Deb VanOverbeke, Celeste Taber and Pamela Fry.
- Jessica Priddy Bullock, Director of Pre Professional Academic Support Services, will be contacted with dates for all future DSAS meetings. She and A. Martindale met with Pam Ehlers of Career Services who granted her access to their calendar system for appointments. Students will not need to be tagged in Banner.

Meeting was adjourned at 11:59 a.m.

Minutes were recorded by Kyndal Roark