

**COUNCIL OF
DIRECTORS OF STUDENT ACADEMIC SERVICES**

MINUTES

**July 18, 2018
126 ITLE
10:30 a.m. – 12:00 p.m.**

In attendance: Lee Bird, Chris Campbell, Ryan Chung, Amy Cole-Smith, Pam Ehlers, Amy Gazaway, Linda Good, Shawna Goodwin, Ebonie Hill-Williamson, Bobby Jenkins, Diane Jones, Amy Martindale, Marissa McIntyre, Marilyn Middlebrook, Lance Millis, Robyn Moore, Beverly Morris, , Jessica Priddy Bullock Libby Reigh, Kyndal Roark, Sky Rogers, Kirsti Seuhs, Richard Shepard, Julie Swaringem-Griffin, Candace Thrasher, Deb VanOverbeke, Missy Wikle and Pamela Fry, Chair.

1. Students of Concern – Lee Bird

Lee Bird, Vice President for Student Affairs, offered an overview of the recent Student Of Concern (SOC) committee activity. Overview: Behavioral Consultation Team (BCT) works with students who pose a threat to themselves or others. If the threat is to themselves, BCT works with counselors to get those issues resolved. If it is a threat to the community, BCT will work together to try to resolve the issues. Police intervention may be necessary if the issue is beyond the scope of what BCT can deal with. The BCT works through a multitude of avenues to resolve issues. SOC works with students who display odd and disruptive behavior. SOC case managers have been identified to help with more difficult cases and will serve in a liaison position capacity between SOC and BCT. The SOC committee has started training. Meetings will convene every other week to make sure that the committee can target our limited resources for counseling in an effort to bring the behavior into check for the colleges. OSU faculty, staff and peers can make a referral. Deans will be notified of their SOC representative, and all SOC referrals will be directed to that specific college representative.. The OneNote platform is being utilized for the SOC committee training and resources for students. Topics for training are as follows: 1)building and helping relationships / how to talk to students in distress; 2)sexual violence; 3)Clery reporting. This program will be launched August, 2018. As referrals are submitted, the SOC committee will be utilizing Maxient confidential software to track and analyze the referrals. BCT hotline will be used for SOC and BCT referrals – 405-744-3333.

P. Fry recommended presenting this information to Provost Sandefur for Dean's Council - L. Bird is on the 9-5-18 agenda for Deans Council.

2. Saturday Office Hours During Welcome Week – Pamela Fry

Refer to the Saturday Office Hours during Welcome Week letter. The Saturday office hours have been supported by Deans Council. P. Fry encouraged DSAS members to discuss this matter with their deans or associate deans regarding any concerns they may have.

L. Reigh announced that Undergraduate Admissions office will be closed on the Saturday during Welcome Week. All students will be directed to apply online. Questions can be addressed by personnel of New Student Orientation.

E. Hill-Williamson announced that Honors College should be included in the Saturday Office Hours document. This information will be relayed to personnel in Academic Affairs who will prepare and distribute the letter.

L. Good mentioned that Office of Scholarships and Financial Aid will be open. Because their office is typically quiet on that Saturday, the time to visit with students is ideal.

M. Middlebrook reminded DSAS members that NCAA rules prohibit coaches from requesting preferential

treatment for athletes during undergraduate enrollment. All violations should be reported to her.

3. **Summer Reinstatement Program – Candace Thrasher**

After visiting with P. Fry and several DSAS representatives whose students are involved in the summer reinstatement program, C. Thrasher and Academic Affairs would like to propose a policy change to the Summer Reinstatement program that would allow students to take online summer courses. Approval would be required from the student's advisor and the DSAS representative of that college. Discretion would be dependent upon the college to determine if the student would be successful in an online setting. Discussion was held regarding Academic Affairs office working the each college's outreach offices to determine which classes offer proctored exams. C. Thrasher will compose a list of courses with proctored exams. If the student needs a course that does not offer proctored exams, an exception form would need to be submitted, with approval from the dean and associate dean of that college. R. Chung clarified that the offering of proctored exams is determined by the instructor. The proctoring will be available through the college or through University Assessment and Testing (UAT). A. Martindale expressed her concern that the advisors may be placed in a difficult position of determining whether or not the student should be allowed to take the online course. That decision could adversely affect the advisor/student relationship. It is better to enforce policy than be the gatekeeper. Guidelines will need to be developed by early Fall, 2018 semester. DSAS members indicated that they would be supportive of policy change. Feedback is welcome - Candace.thrasher@okstate.edu.

4. **Workshop for Reinstated Students – Candace Thrasher**

In an effort to help support reinstated students, students readmitted after leaving on probation or suspension and transfer probation students, C. Thrasher researched what other institutions provide to their reinstated students. OSU is considering a non-credit workshop for all reinstated students to offer structure and support. There would be a fee associated with this workshop. P. Fry tasked DSAS members to put some additional thought into the workshop idea. Feedback is welcome – Candace.thrasher@okstate.edu.

5. **Late Drop Meeting Dates – Candace Thrasher**

Late Drop committee meetings are now in conflict with the biweekly SOC committee meetings – every other Wednesday 8:30a to 10:00a. It was determined by a doodle poll submitted by C. Thrasher following the DSAS meeting that the monthly Late Drop meetings will be held the second Thursday of the month from 10:30a to 12:00p.

6. **Banner 9 Update – Robyn Moore**

Banner 9 has been in the testing phase since April. Issues were found within the student module. Many of the issues have been resolved. The go live will be taking place July 23, 2018. When logging into myokstate.edu, there will be two links – INB (Banner 8) and Application Navigator (Banner 9). Banner 8 will still be present until October 26, 2018; however there will be Banner 9 only days leading up to the October date. Training will be available for advisors in September. Suggestions for training are welcome – Robyn.moore@okstate.edu.

7. **CourseLeaf Update – Diane Jones**

D. Jones reported that the CourseLeaf online application for program and course changes is progressing as scheduled. The testing environment opened last week. Representatives from each academic college attended the testing of the application. We are still in the development phase. Workflow is also progressing, with a considerable amount of work remaining. We are continuing to accept both forms of program and course changes – paper or online. Several individuals have volunteered to key in the information. The go live data is in September.

8. **Other**

- **Email from Provost Sandefur for Interim Part-Time Associate Provost** – this appointment will most likely be one year in length, evolving with P. Fry's role in Tulsa as OSU Tulsa Provost. This individual will report to P. Fry and will be responsible for the following areas:
 - University Assessment and Testing
 - University College
 - DSAS Chair

- **Parent/Guardian Survey** has been distributed with over 2000 responses received. The consensus from the survey is that the parents / guardians are very pleased to be asked for their opinion.
- **Oklahoma's Promise Eligibility** – L. Good reminded DSAS members that Oklahoma's Promise students will not receive financial aid for remedial coursework or performance activity courses not required for their degree. DSAS members requested some examples / scenarios from L. Good to better understand eligibility guidelines.
- **Bachelor of University Studies (BUS)** form for '18-'19 can be completed in Banner. B. Morris reported that the actual BUS online form says '17-'18. D. Jones will update the online information to reflect the current school year.
- **L. Good reported that the DegreeWorks and Financial Aid** situation is still a work in progress. A. Martindale submitted several concerns: Will advisors get a chance to log exceptions before students receive penalties? Will each college receive a list of students from financial aid? Will there be enough time to review before it is too late for a full refund and for students to change their schedule? The Office of Scholarships and Financial Aid (OSFA) will work closely with the colleges to honor exceptions. OSFA does not intend to take money away from students before they speak with the colleges regarding exceptions. OSFA will submit communication to students regarding lack of financial aid for courses not pertaining to their degree. OSFA will rely on the colleges to specify necessity of courses for students' degrees.
- **Next meeting: August 8, 2018 in 460 Student Union (Regency Room) 10:30 – 12:00**

Meeting was adjourned at 11:56 a.m.

Minutes were recorded by Kyndal Roark