

**COUNCIL OF  
DIRECTORS OF STUDENT ACADEMIC SERVICES**

**MINUTES**

**September 19, 2018  
126 ITLE  
10:30 a.m. – 12:00 p.m.**

**In attendance:** Jessica Priddy Bullock, Amy Gazaway, Kathryn Gage, Linda Good, Ebonie Hill, Pei-Shan Ho, Kelva Hunger, Bobby Jenkins, Diane Jones, Amy Martindale, Marissa McIntyre, Marilyn Middlebrook, Lance Millis, Robin Moore, Beverly Morris, Rita Peaster, Libby Reigh, Kyndal Roark, Sky Rogers, Kristi Seuhs, Susan Sharpton, Richard Shepard, Julie Swaringim Griffin, Candace Thrasher, Deb VanOverbeke, Missy Wikle, and Bridget Miller, Chair.

**1. Reverse Transfer – Rita Peaster**

The goal of reverse transfer is to enable students to use their OSU credits toward the completion of an associates degree after transferring from a two-year institution to OSU. Helping students earn a credential (associates degree) can help them meet their general education requirements at OSU and may reduce the number of credit hours required to earn a bachelor's degree. This initiative demonstrates our commitment to Complete College America. In the 2017-2018 academic year, 161 associate degrees were awarded because of the Reverse Transfer Initiative.

This year the Registrar's Office (RO) is evaluating participation in National Student Clearinghouse's Reverse Transfer service. Their reverse transfer service would provide an automated solution for exchanging student coursework info with participating community colleges for students who provided signed consent for OSU to share this data. The current process is labor intensive on the part of the community colleges. R. Peaster announced that she is working with Information Technology (IT) researching the feasibility of this process. R. Peaster explained that there will be a workshop hosted by National Student Clearinghouse on their Reverse Transfer service at the statewide OACRAO professional association meeting at the end of September where additional information will be shared.

**2. Proposed Changes to UARs 4.4, 4.6 and 7.2 Regarding Credit by Exam – Rita Peaster**

The proposed changes modify University Academic Regulations (UAR) 4.4, 4.6 and 7.2 to clarify how credit by exam (CBE) applies toward undergraduate degree requirements to reflect recent clarification received from the Oklahoma State Regents for Higher Education (OSRHE). Specifically:

- Clarify that CBE does not apply toward the minimum 30 credit hours that must be earned in residence at OSU. This is already stated in UAR 4.6, but an additional statement is provided in UAR 7.2.
- Clarify how CBE applies toward the minimum 60 credit hours that must be earned at a baccalaureate-degree-granting (senior) institution.
  - i. Credit earned by examination through institution-independent exams, including AP, CLEP, IB, and DSST, applies toward the minimum 60 semester credit hours that must be earned at a senior college, regardless of whether OSU received the exam scores directly from the primary testing source or from transfer transcripts (including high school, community college, and senior college transcripts).
  - ii. Credit earned by examination through Advanced Standing exams, which are institution-dependent, will only apply toward the minimum 60 credit hours that must be earned at a senior college if the examination credit was awarded at a senior college. CBE through Advanced Standing exams earned at a community college will not apply toward the 60

hours. Generic credit by exam (unknown exam type) will only apply toward the minimum 60 credit hours that must be earned at a senior college if the source of the credit is a senior college.

The proposed effective term is Fall 2018, with an exception process to allow students completing degrees in the 2018-19 academic year to be grandfathered in.

Policy has been interpreted differently in the past. Previously OnCourse and DegreeWorks were coded to count all CBE regardless of course institution as counting toward the minimum 60 hours at a senior institution. Many advisors have been restrictive in not counting AP and CLEP credits toward the minimum 60 hours.

- Approximately 30% of our students earn CBE
- Approximately 99% of graduates earn their 60 hours at OSU
- We estimate that these policy changes will impact less than 1% of our students

Regulation 4.4 – sentence was added “See Academic Regulation 4.6 for degree applicability of credit by exam received from community college transcripts.”

Regulation 4.6 – Inserted “Credit for Prior Learning” in place of “credit by exam” to keep wording consistent with OSRHE; added definition from Regents Policy language; added language to allow other Regents’ accepted credit by exam programs; inserted clarification between the of institution-independent exams, advanced standing exams and generic credit by exams.

Regulation 7.2 – added wording “excluding credit by exam and correspondence study”. P. Fry explained that there has been very little discussion at OSRHE regarding this policy. There is a small percentage of students who could be negatively impacted by this change in regulation. R. Peaster recommended that OSU adopt an exception process to grandfather in those students for this academic year only. She will work with IRIM to develop a report of students who would fall into this category. The specifics of the exception process have not yet been determined.

DSAS members expressed concern regarding the grandfathering in of seniors only. R. Peaster offered another option to explore of making the policy effective in Degree Works beginning with 2018-19 catalog year, but the group preferred making it effective for all catalog years effective this fall. There was discussion about identifying all of the students who would fall into this category and creating an exception for the few identified. R. Peaster will look for DSAS feedback after the report is distributed.

***Motion was made to accept the above-mentioned proposed changes to UARs 4.4, 4.6 and 7.2, and approved.***

### **3. Term-Based Holds – Robyn Moore and Rita Peaster**

Refer to *Term-Based Registration Holds Update* document. Currently, when a hold is placed on a student, that hold stops all registration for every term. RO and IT have worked to develop a custom process that will use a combination of holds and term-based registration time tickets to mimic the behavior of actual term-based holds. If an advising hold is placed, the time ticket will be removed. Once the advising hold is removed, the time ticket will be replaced.

Spring 2019 advisor registration holds (and other registration holds meant to impact future terms only) will be added to students by the sixth week of the fall semester. Upon successful final testing, these holds will be

converted to term-based holds when the new process is slated to be implemented in mid-October, before registration opens for Spring 2019.

#### **4. Changing Probation Discussion – Lance Millis**

L. Millis expressed his concern with OSU's academic warning status and the lack of significant consequences. Probation and suspension are OSRHE policies, and OSU is obligated to the Regents policies. OSRHE dictates what GPA is necessary for probation and suspension. The academic warning is an OSU policy only. C. Thrasher informed DSAS that if the student's term GPA is below a 2.0, but their overall GPA is above a 2.0 the student will receive an academic warning notification but will not be placed on probation due to the overall GPA. There are approximately 600 students that fall into the academic warning category each fall and spring semester. Because there are no consequences to academic warning, the list is not monitored. Attention is given to the students who are attempting to reinstate due to suspension. Possibly this subject should be addressed by Retention to Graduation committee. L. Millis would like to know if other institutions have had this same issue and if so, how it was addressed. R. Peaster will address this concern with the OSRHE representatives and the other institution attendees at the upcoming OACRAO conference.

A. Martindale pointed out that transfer probation policy should follow the same as our regular probation policy. Currently, a student on transfer probation – 2.25 – can petition Admissions, the student's desired college and University College Advising (UCA) who can vote to admit. If the transfer students are admitted and on probation and do not achieve a grade of 2.0 the first semester they are suspended. This particular policy is not applied to any other students, however. If OSU admits these students through the petition process, A. Martindale would prefer to have the students follow the usual probation policies. L. Reigh mentioned the University policy that states if a student is transferring within the state of Oklahoma, transfer credit is handled differently. Terminology falls in line with OSU admission criteria and State Regents policy dictates what probation means once the student is admitted. A. Martindale also added that if a specific college admits the student, it does not make sense to admit them to UCA instead of the college. L. Reigh will verify the transfer student policy regarding UCA as an OSU policy. It may be necessary to review the policy and bring a new proposal forward. There will be continued discussion at a future meeting.

#### **5. Reinstatement Policy Update – Candace Thrasher**

C. Thrasher reviewed the changes to the Reinstatement Policy. The purpose of the update was to allow online courses with proctored exams upon advisor and DSAS approval. Online courses with no proctored exams would require approval from the specific college's associate dean. The reinstatement form was also updated to reflect the changes in Banner and CourseLeaf. Academic Affairs will work with each college's outreach office to create a list of approved courses with proctored exams, and distribute the information to all DSAS offices.

***Motion was made to accept the reinstatement policy updates, and approved.***

#### **6. 2018 Advisors Conference – Bridget Miller**

B. Miller announced that the advisors conference will be held September 28. A draft of the agenda will be emailed to DSAS following the meeting. There is a theme and focus of looking at mental health and supporting our students and advisors in that capacity. Dr. Lee Bird will be presenting on Students of Concern. Standard business updates will be presented to everyone in the morning session and breakout sessions will be available during the afternoon. There is a variety of topics for the afternoon sessions. B. Miller recommended that DSAS encourage their advisors to attend this conference. K. Roark will submit the agenda draft with a final notice for RSVPs today. B. Miller announced that there will be a feedback survey following the conference.

#### **7. Degree Works/Financial Aid Eligibility Update – Linda Good**

L. Good provided an update from Office of Scholarships and Financial Aid (OSFA) on DegreeWorks and course program of study. Last August Chad Blew, OSFA director, advised DSAS that OSFA would not be

able to implement the program for this fall. They will target seniors or at least all students who have earned 120 or more hours for the spring. OSFA has been meeting with RO weekly to meet that goal. Students are already starting to think about spring enrollment. OSFA hopes to run test reports to reveal the number of students that will be impacted this next semester. An Eprint report will be available to advisors informing them about the students who have been identified as taking courses that do not apply to financial aid. A second notice will be sent to those affected students somewhere around the first week of November. L. Good reminded DSAS to use the look ahead tool when working with students to reveal some sense of financial aid coverage. R. Peaster informed DSAS that RO has not published the DegreeWorks links in Student Self Service yet. IT is continuing to work on this project.

## 8. OSU Parent/Guardian survey report – Kelva Hunger

K. Hunger reviewed the report from the Parent/Guardian satisfaction survey that was facilitated by University Assessment and Testing (UAT) this last summer semester. Findings from the survey were as follows:

- 3078 responses from parents/guardians – 21% response rate
- 75% participants rated all categories either satisfied or very satisfied.
- 97.3% overall campus appearance at OSU either satisfied or very satisfied
- Affordability – least satisfied
- Survey contained demographic questions
- Survey did not connect parent information with student information
- Quantitative analysis overall campus totals as well as college totals
- Qualitative analysis
  - 1894 responses
  - Seven overall themes
  - Top concerns
    - Affordability
    - Academic concerns and classroom issues
    - Parents staying informed
    - Billing and Grades
- Individuals completing survey were able to choose more than one college – i.e. CEAT and Honors College. There will need to be additional clarification for the following years to ensure that each college receives accurate feedback
- Request of frequency table regarding student classification – freshman, sophomore, junior, senior
- Sharing only hard copies with constituent groups at this time to allow UAT representative present to answer questions. Report information will be electronically available once all constituent groups have been given the presentation.

## 9. Other

- B. Miller introduced herself as Interim Associate Provost. She will chairing the DSAS meetings for this academic year.
- M. Wikle announced that Chris Campbell's last day as a University College advisor is today. He will be moving to advise OSU-Tulsa students
- A. Martindale announced that College of Arts and Sciences is looking for a Math advisor.
- B. Miller announced that Academic Affairs will present advisors with a proclamation designating Friday, September 28, 2018 as Academic Advisor Appreciation Day at the upcoming Advisors Conference. B. Miller encouraged each college to support that day with their advisors.
- A. Martindale requested that there be some sort of standard practice of processing declaration forms across campus. Some colleges will only process the declaration form after the student speaks with an advisor. This process leaves students in limbo land. Everything in Banner is wrong because the declaration form has not been processed by new college. The delay in processing the declaration form can also cause issues with Academic Student Services for Athletes and their certification process. B. Miller recommended all DSAS members to think about ways to make this process more efficient. There will be continued discussion at a future meeting.

Meeting was adjourned at 11:58 a.m.

Minutes were recorded by Kyndal Roark.