COUNCIL OF
DIRECTORS OF STUDENT ACADEMIC SERVICES

MINUTES

June 19, 2019
126 ITLE
10:30 a.m. – 12:00 p.m.

In attendance: Chris Bingham, Brenda Dawes, Leslie Evans, Kathryn Gage, Linda Good, Ebonie Hill, Nick Holmes, Cheryl Kleeman, James Knecht, Amy Martindale, Marissa McIntyre, Lance Millis, Robyn Moore, Beverly Morris, Rita Peaster, Libby Reigh, Kyndal Roark, Sky Rogers, Kristi Seuhs, Richard Shepard, Candace Thrasher, Deb VanOverbeke and Bridget Miller, Chair.

1. **Proposed Updates to BUS Degree Plan of Study Submission – Rita Peaster**
    Background

    The Office of the Registrar and Academic Affairs collaborated with college BUS contacts in Fall 2017 to pilot a streamlined POS form which incorporated a Degree Works audit to reflect detailed course requirements and automate the verification of all OSU and OSRHE degree requirements. The inclusion of the Degree Works audit replaced the previous practice of hand-entering every course on the POS form and manually verifying all other degree requirements.

    The implementation of CPOS identified the need for Degree Works to accommodate a unique total degree credit hour requirement by student (when it exceeds 120 hours). New BUS student attributes were created to address this need, but no discussion of an appropriate maximum limit took place at that time. The streamlined forms were formally adopted campus-wide for the 2018-19 academic year.

    Recent discussions in Degree Works Advisory Committee meetings have highlighted confusion and inconsistency with the POS development and submission process at the college level. Further review of POS form processing in the Registrar's Office revealed issues that need to be addressed, including lack of student signature, lack of a Degree Works audit reflecting a complete plan of study, plans with alarmingly high total credit hours, and an overall lack of clarity with the process.

    Overview

    The Office of the Registrar and Academic Affairs propose updates to the Bachelor of University Studies (BUS) degree Plan of Study (POS) forms and submission process to achieve the following outcomes:

    1. Require the student's signature on the POS form, or via a separate attachment (e.g. email) where the student acknowledgement verbiage is clearly included with the student's consent.
    2. Establish a maximum BUS degree plan credit hour limit of 157 hours, using total hours from our recognized five-year baccalaureate degree programs as a guide for the upper limit:
        a. Bachelor of Architecture – 154 hours
        b. Bachelor of Architectural Engineering – 157 hours
        c. Bachelor of Landscape Architecture – 150 hours
    3. Enforce submission of a Degree Works audit reflecting a complete plan of study with the signed POS form. The Registrar's Office will record receipt of a complete POS in Banner using a non-course requirement, and the degree audit scribe will be updated to incorporate this requirement.
    4. Provide new optional resources from the Registrar's Office to assist colleges with BUS POS creation in the form of (a) assistance with BUS student attribute maintenance, (b) adjusting other

aspects of the Degree Works audit to account for a unique total hour limit, and (c) generating and imaging the Degree Works audit at the time of POS approval.

5. Allow concurrent declaration of a BUS degree with another baccalaureate degree, and update the student acknowledgement section of the POS form to clarify conditions for earning a BUS degree with another baccalaureate degree in accordance with *University Academic Regulation 3.10 Second Baccalaureate Degree*: "… The Bachelor of University Studies cannot be earned as a second or concurrent OSU baccalaureate degree."

Members of DSAS officially endorse the proposed updates to the Bachelor of University Studies (BUS) degree Plan of Study (POS) forms and submission process.

2. **Expedited Degree Clearance Update – Leslie Evans**
The Office of the Registrar is pleased to share progress of our new expedited degree award process, implemented in cooperation with the college degree clearance personnel at the undergraduate degree level beginning Spring 2019. The new process incorporates a combination of enhanced reporting and batch audit features from Degree Works, verification from college graduation clearance personnel, and automated processes that enable awarding degrees for large groups of students at one time.

By end of business on Friday, May 17, a total of 871 degrees were awarded via the expedited process in EHA, CoHS and CEAT. At the end of the second working day (May 22), a total of 2432 were awarded via the expedited process resulting in 79% of all Spring 2019 undergraduate degrees awarded within the first two business days of degree clearance.

3. **Online Major Changes: Options when no advisor assigned – Robyn Moore**
Phase 2 – after significant discussion it was determined that the current primary advisor of the student who is submitting an online major change will be notified, but advisor permission/signature would no longer be required. College approval will continue to be required.

In instances where a student's online major change is denied, an automatic email is generated and sent to the student. If comments were added by the college regarding the denial, those comments will be added to the automatic email. Discussion was held regarding standard text for all students receiving the denial. Suggestions were as follows:
- If the student does not meet eligibility requirements, the current advisor would receive a notice stating that fact and that the student should be sent to University College Advising with an undeclared major.
- OR, the student is recommended to return to their current college's student services to determine next steps.

It was determined that standard language should direct the student to return to their current college's student services to determine next steps if the online major change request was denied.

4. **Trial Studies and Enrollment Guides – Rita Peaster**
The Trial Studies form is the only triplicate form that the Registrar's Office (RO) continues to produce. R. Peaster would like to place this form on the RO website with the exact same content. Members of DSAS endorsed the change of the Trial Studies form to be moved from triplicate form to digital form on the RO website.
DSAS members indicated that they would like to continue to receive Enrollment Guides from RO. R. Peaster reminded DSAS members that there are times when the enrollment guide information changes after the printing of the guide, and the students would be forced to check online for the most up to date information.

5. **STAR System and LASSO Tutoring Integration – James Knecht**
LASSO has joined the STAR world. Students wishing to seek a tutoring appointment with LASSO can now schedule that appointment via STAR. LASSO does charge a $10 no show fee for students who fail to show up for the appointment or cancel after 9pm the night before the appointment. All appointment confirmations will include language explaining the no show fee.

J. Knecht informed DSAS that IT has loaded every possible student attribute that is in Banner into STAR.

6. **Other**
   - B. Miller announced that the Fall Annual Advisors Conference will be held Friday, September 20, 2019. We've reviewed the survey responses that followed the conference last year and now we are drafting a new survey with a list of topics for advisors to rank, along with a box for additional suggestions. All advisors should receive the link to the survey sometime next week. We want this conference to be professionally relevant to the audience.
   - L. Millis expressed concern regarding NSO. Students who are attending the Honors College presentations are "getting lost" in the system. E. Hill offered to notify (email) the colleges the names of students who arrived to the Honors presentation. NSO personnel will need to investigate this process for future orientations.

Meeting was adjourned at 11:26 a.m.

Minutes were recorded by Kyndal Roark