

**COUNCIL OF
DIRECTORS OF STUDENT ACADEMIC SERVICES**

MINUTES

**August 14, 2019
126 ITLE
10:30 a.m. – 12:00 p.m.**

In attendance: Agatha Adams, Laurie Beets, Jovette Dew, Linda Good, Ebonie Hill, Nick Holmes, Bobby Jenkins, Cheryl Kleeman, James Knecht, Amy Martindale, Marissa McIntyre, Lance Millis, Robyn Moore, Beverly Morris, Mark Nelson, Rita Peaster, Libby Reigh, Kyndal Roark, Sky Rogers, Kristi Seuhs, Richard Shepard, Jeff Simpson, Candace Thrasher, Deb VanOverbeke, Missy Wikle and Jeanette Mendez, Chair.

1. Cancellation and Withdrawal Process – Missy Wikle

M. Wikle stated that there were 291 students who cancelled their admission from the time they scheduled their New Student Orientation (NSO) date to time classes began in August (some registered for classes and some just didn't show up for NSO or cancelled their admission prior to their NSO date). As it stands, a student can attend NSO, register for classes, and decide to cancel before classes begin with a form on the Registrar's website without signatures from an advisor or discussion with an admissions counselor about the decision. Once classes begin, students must utilize the withdraw form on the Registrar's website, which requires an academic advisor signature. There needs to be some interaction between student and counselor / advisor to assist these students in making the most appropriate decision for them. There needs to be a process to loop Admissions in on the students who are cancelling prior to classes, and the FYS office for the students who are withdrawing once classes begin to provide a consistent message and evaluation of student situation, in partnership with the academic advising offices. Purpose of this discussion is to utilize conversations to be sure students who consider leaving aren't just misunderstanding needs and resources. The process of another set of eyes will also help us better track these students.

M. Wikle is hopeful that after presenting this discussion with Directors of Student Academic Services (DSAS) and Instruction Council (IC) that any current loopholes or possible blanket signing of withdraw paperwork in the current system will be addressed by academic advising areas to be sure these students do not leave OSU without first talking to someone to address and put their concerns into perspective.

R. Peaster informed DSAS that there is a report that details the students who go thru the withdrawal process, but it sounds like a report should be developed that details the students who are cancelling all classes prior to the 6th day of classes. L. Reigh added that Undergraduate Admissions is involved in a process of notifying other entities on campus that would be affected by student cancellation, such as Residential Life, Registrar, NSO, Office of Scholarships and Financial Aid. This process may need to be updated. N. Holmes suggested that possibly SLATE could be a solution in the notification to colleges about these students who are cancelling.

There was discussion regarding the issue of the 3-day delay in dropping a student from a class even when they have gone through proper channels. This process delays or even negates that seat being filled. The Registration Working Group plans on investigating drop and add and withdrawals processes during the first two weeks of the semester. This process may not necessarily encourage students to return.

2. Departmental Participation in 2019 Majors and Minors Fair – Missy Wikle and Mark Nelson

Refer to *2019 Majors and Minors Week* document. The September 26th fair is meant to be more educational this year. Many times when students declare their major from University College to one of the academic

colleges, they may not have a connection to that new college right away. This fair is meant to develop those connections. M. Wikle and M. Nelson asked that DSAS members take the Majors and Minors and Certificates Fair information back to their respective colleges to encourage departments to participate. Career Services is assisting with the success of this event.

3. First Year Success Events – Missy Wikle

Refer to *Money Talks* document that details a financial planning series for freshmen. One of seven potential scholarship possibilities will be available for students who attend all programs in the series. These programs are meant to be interactive.

The *First To Go* program has been revamped – students from the living / learning program and first generation received an invitation to participate in this pilot program. One hundred (100) students are participating in these facilitation groups. As an FYI - 18 percent of our students are first generation.

Alton Carter will be speaking to the freshmen on October 9th from 6pm to 7pm – 313 Classroom Building. He grew up in the local foster care system. He will be speaking on resilience and goal setting.

4. Course Compliance Fall 2019 Implementation – Linda Good

L. Good informed DSAS members that the course compliance implementation includes bachelor's degrees and four (4) undergraduate certificates at this time (pre nursing, pre medical sciences equine enterprises and family financial planning). Federal compliance will only affect federal financial aid. Student loans require student to be enrolled in 6 hours of eligible coursework and Pell grants are prorated based on the number of hours of eligible coursework. L. Good expressed her gratitude toward the working group that has helped the Office of Scholarships and Financial Aid (OSFA) refine their report.

L. Good reported that approximately 12,000 students (FAFSA filers) received an email from OSFA reminding them that only required courses within their major are covered by financial aid. Over 700 students received an email from OSFA regarding their course schedules for this fall semester that are enrolled in fewer than 12 hours which will count towards their degree and that they are enrolled in one or more courses that do not count towards their degree and so don't qualify for financial aid. Because of certain processes within OSFA, the Registrar's Office (RO) or the college department, compliance may not be solidified by August 26th (the sixth day of the semester). Those particular students who find themselves out of compliance will need to self identify to OSFA for special attention.

It was noted that Blake Myers from RO has been extremely instrumental in coordinating Degree Works with the OSFA course compliance.

5. UAR 6.6 Pass-No Pass Grading System and Study Abroad Students – Jeff Simpson and Rita Peaster

Refer to *Review of Long-Term Study Abroad and Pass/No Pass Grading* document. Up until 2015 all study abroad programs automatically received a pass/no pass grade. After 2015 all study abroad programs switched to letter grades. However, students could petition to take the pass/no pass grade option on their transcript. Degree Works has highlighted all pass/no pass coursework if a particular course is a required course for the degree. University academic regulation states that "an undergraduate student may elect to take no more than four courses or 15 hours during his or her academic career with the pass/no pass grading option. The option is restricted to those students who:...d) do not need the course in question for meeting any requirements for graduation or certification other than as a general (unrestricted) elective." J. Simpson mentioned that when a student elects to receive the pass/no pass study abroad grade option, that option will apply to all pass/no pass study abroad courses. R. Peaster wanted to bring this to DSAS attention. After discussion, it was determined that the policy needed no changes.

6. Improvements to official transcript requests for alumni – Rita Peaster (POSTPONED to September meeting)

7. Proposed changes to the *Request to Add a Course After the Deadline* form on behalf of the 2019 Registration Working Group – Bobby Jenkins (seek approval)

Refer to *Petition to Add and Course After the Restrictive Deadline* document. The purpose of this form is as follows:

- Add a course after deadline
- Section change of same course
- Increase the number of variable credit hours in a course

B. Jenkins detailed the changes as follows: 1)changing verbiage from Request to Petition, 2)adding email and phone number fields for students, 3)changing “signature” to “approval”, 4)adding timeline to specify within five (5) business days of instructor signature, and 5)adding Registrar signature for final review of policy and procedure.

Motion was made to accept the changes to the Request to Add a Course After the Deadline form, and approved.

8. Archiving Advisor Prerequisite Requests – Robyn Moore

R. Moore announced that she is working with Information Technology (IT) to archive prerequisite requests from previous terms. After discussion with DSAS members it was determined that these requests should be archived during the end of term processes of the previous semester.

9. Other

Meeting was adjourned at 12:01pm

Minutes were recorded by Kyndal Roark