

**COUNCIL OF
DIRECTORS OF STUDENT ACADEMIC SERVICES**

MINUTES

**January 22, 2020
126 ITLE
10:30 a.m. – 12:00 p.m.**

In attendance: Laurie Beets, Chris Bingham, Aaron Christenson, Leslie Evans, Kathryn Gage, Linda Good, Ebonie Hill, Nick Holmes, Kelva Hunger, Diane Jones, Rae Ann Kruse, Amy Martindale, Marissa McIntyre, Bridget Miller, Lance Millis, Beverly Morris, Rita Peaster, Libby Reigh, Kyndal Roark, Sky Rogers, Kristi Seuhs, Richard Shepard, Miguel Soto, Deb VanOverbeke, Mackenzie Wickstrom, Robin Wilson and Jeanette Mendez, Chair.

1. Camp Cowboy – Miguel Soto

Camp Cowboy sign up begins February 1, 2020, through the OSU application portal. Because Camp Redlands is no longer available, Camp Cowboy was required to restructure. The 2020 Camp Cowboy now includes three different programs, keeping the foundation the same and the experience positive. We are now striving to reach different populations of students. This camp is a premier extended off campus orientation that focuses on giving students the opportunity to go thru team building activities (large and small group), seminars or activities on personal growth, diversity expansion and learning OSU traditions. The goal of Camp Cowboy is to assist first year or transfer students with their transition on campus. By the end of each camp we hope that all students will leave with a sense of belonging.

There are ten total sessions – first session starts May 29th and last session ends July 12th. The three different models of camps are as follows:

- Stillwater Camp is the campus program that includes a new high-ropes course, allows students to become familiar with campus, to visit OSU athletes and administrators, to participate in a service project and to connect with the community. Stillwater Camp is designed to give students the best experience on campus and to allow them to see what Stillwater has to offer. Students will be housed on campus. There will be five sessions of Stillwater Camp.
- Quest Camp is the outdoor program that adds to the Camp Cowboy experience. It is a collaborative effort with OSU's Outdoor Adventures Program and delivers the Camp Cowboy experience to incoming first year students in the great outdoors. On this trip, students will journey to Arkansas' Mulberry River and experience an excursion that features rafting, rock climbing and activities designed to promote personal challenge, as well as learn about OSU. There will be three sessions of Quest Camp, running between the Stillwater Camps. This camp is designed with a small number of students in mind who want to experience the fun and excitement of the outdoors while building community with other incoming students.
- Experience Camp is the traditional program that takes the student to an off-campus site, giving them an experience that includes a low-ropes challenge course, small groups, campfires, and meeting other OSU students. This experience is designed for students to connect and build relationships with other incoming students, learn about OSU traditions, and experience the best of what being an OSU Cowboy means. This camp, previously held at Camp Redlands, focuses heavily on the small group aspect. Since Camp Redlands is no longer available, we have arranged for this experience to continue at the Oakridge Retreat Center in Anadarko until something can be developed in the Stillwater area. There will be two sessions offered.

A limited number of fee waivers are available online, thanks to the OSU Foundation. To apply, go to campcowboy.okstate.edu. The fee for Camp Cowboy will be placed on the student's bursar account the first week of August. L. Reigh clarified that students will not have access to New Student Orientation (NSO) or Housing until the enrollment deposit has been paid. Access to Camp Cowboy will need to be verified as the same process as NSO and Housing.

2. Advisor Survey Transition Update– Kelva Hunger

Spears School of Business (SSB), College of Education, Health and Aviation and Human Sciences (EHA/HS), College of Engineering, Architecture and Technology (CEAT), University College and Honors College will participate in the OSU University Assessment and Testing (UAT) institutional survey. Ferguson College of Agriculture and College of Arts and Sciences (CAS) will continue to facilitate their own advisor survey, as in the past, through Class Climate. No dates have been determined, but more than likely the institutional survey will be distributed sometime in March. The institutional survey is now located in Qualtrix, and individual college survey information is needed. To set up a Qualtrix account contact information technology (IT). K. Hunger explained that UAT can assist with questions, and Qualtrix has a very thorough system of training on their website as well.

3. Pilot to Incorporate Finish in Four Plans in the Catalog – Rita Peaster

Refer to *Pilot to Incorporate Finish in Four Plans in the Catalog* document.

The Registrar's Office is piloting the incorporation of Finish in Four plans in the 2020-2021 University Catalog with the College of Arts and Sciences. Select plans will be available as a secondary tab on the associated degree requirements page. If this year's pilot is a success, we hope to incorporate them for all colleges in the 21-22 catalog to provide a consistent location and presentation for all suggested four-year plans alongside the official undergraduate degree requirements.

When presented at Instruction Council (IC) CEAT indicated their desire to emphasize pre-requisite courses. They solely rely on their flow charts as their representation of the Finish in Four plans. It may be possible that if this existing template does not meet all of the desired needs, we could look at CourseLeaf to create a new template. However, it seems to take a significant amount of time when dealing with CourseLeaf.

These plans will be connected to the degree requirements in the Catalog in terms of the workflow approvals. Upon request the Registrar's Office can make updates in the Catalog after it has been published.

4. Registration Working Group Recommendations – Rita Peaster

For detailed information, refer to *Proposed Revisions to OSU Policy 2-0206 Adding and Dropping Courses and Withdrawing from the University and Related University Academic Regulations* document.

Summary of Proposed Changes

University Registrar convened a campus-wide Registration Working Group in 2019 charged with examining OSU, State Regents, and peer institution registration policies, identifying gaps in current policy versus practice, and seeking opportunities for improvement with a focus on removing barriers to student success. The working group included representatives from Faculty Council, the Directors of Student Academic Services, Instruction Council, Student Affairs, Academic Affairs, OSU-Tulsa, Scholarships and Financial Aid, Undergraduate Admissions, First Year Success, Office of the Bursar, and the Office of the Registrar. The working group's recommendations are summarized in items 1-5 of the table below. The committee that reviews retroactive drop petitions subsequently recommended a revision to OSU Policy 2-0206 which is summarized in item #6 below.

#	Description	Location of Proposed Policy Revision	Rationale Summary
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1	Reference late enrollment petition process in OSU policy, and update late enrollment form to increase clarity.	Policy 2-0206 (1.01) and University Academic Regulation (UAR) 5.9	Close gap in current policy vs. practice.
2	Delay assignment of automatic W grade for dropped classes until after 10 th class day (retain all other aspects of the restrictive drop/add period).	Policy 2-0206 (2.02 – 2.04 and 3.01) and UARs 1.10 and 5.4	State Regents policy allows us to assign W grades after 10 th class day which is more student-friendly, clearly reflects open seats available for other students, still promotes early settling of class rosters, and allows financial aid to be recalculated after 10 th class day.
3	Allow W/F period (weeks 13-14) to be used for individual class drops as well as complete withdrawals.	Policy 2-0206 (2.02 – 2.04 and 3.01) and UAR 5.4	State Regents policy allows the W/F period to be used for individual class drops, provides students with extraordinary circumstances late in the semester to salvage some classes, and reduce number of retroactive drop petitions.
4	Consolidate coordination of retroactive drop and refund petition processes.	Policy 2-0206 (sections 4 and 5)	Streamline petition process from student, advising and administrative perspectives; allow retroactive drop committee to define expedited approval criteria similar to refund petitions.
5	Develop an online enrollment cancellation/withdrawal system with automated workflow for approvals; then no longer allow students to drop last class online through nonrestrictive drop period.	N/A	Prevent enrolled students from “disappearing” and enable an academic adviser to intervene and attempt to retain the student; replace existing paper forms and automate manual procedures; process approved withdrawals as of the date of the request.
6	Provide the retroactive drop committee the authority to approve an automatic “W” grade when the student’s exceptional circumstances occur after the automatic “W” drop period.	Policy 2-0206 (4.03.B-C and 4.04.B)	Since fall 2014, only 3.8% of approved petitions have been identified with circumstances occurring after the “W” drop period – of the 67 grades issued within this group, only five “F” grades were assigned; it can be difficult to pinpoint when mental health issues begin; desire to protect students who have experienced a crisis of a sensitive and confidential nature to repeat details again with instructor after already sharing with committee; at least one faculty representative (FC AS&P member) is always on the committee.

Motion was made to accept the above-mentioned revisions to OSU Policy 2-0206 Adding and Dropping Courses and Withdrawing from the University and Related University Academic Regulations, and approved.

5. Other:

- J. Mendez informed DSAS that the Professional Development Group is now meeting on a bi-weekly basis. Topics discussed at the January 6th meeting were the advisors survey and onboarding for advisors – handbook and coordination among colleges for a common process. Office of Academic Affairs is available to this group as a resource but driven 100% by advisors’ needs. J. Mendez encouraged DSAS members to touch base with the Professional Development Group representatives on a regular basis.
- J. Mendez reported that the Retention to Graduation Committee has been renamed to Student Success Council. She and Doug Hallenbeck will be co-chairing. Academic Affairs and Student Affairs have jointly taken the lead on this matter, while working with all other units. The annual conference will be held Monday, April 27, 2020. The theme is *Faculty’s Role in Student Success*. The conference will provide a resource fair, two keynote presentations (one internal keynote faculty member and one external keynote), poster presentations, panels and awards (same structure as last years Retention to Graduation conference). The committee will be communicating differently with faculty and encouraging them to pick and choose when to attend. For suggestions on presenters

please contact J. Mendez.

- Rae Ann Kruse with First Year Success (FYS) announcements:
 - i. FYS is presenting Money Talk series again this semester. The Fall semester presentation was well attended, with approximately 400 students in attendance. R. Kruse asked DSAS members to encourage their students to attend. She will email Money Talk posters to DSAS representatives.
 - ii. FYS Spring semester welcome back event was successful with 400 student attending. Free office supplies were given away. This Monday morning, January 27th (8:00am to 10:00am) free scantrons will be available at the FYS office – 4th floor of General Academic Building.

Meeting was adjourned at 11:42 a.m.

Minutes were recorded by K. Roark.