

**COUNCIL OF  
DIRECTORS OF STUDENT ACADEMIC SERVICES**

**MINUTES**

**June 17, 2020  
Zoom Online Conference  
10:30 a.m. – 12:00 p.m.**

**In attendance:** Laurie Beets, Chris Bingham, Ryan Chung, Aaron Christensen, Brenda Dawes, Kathryn Gage, Amy Gazaway, Linda Good, Ebonie Hill, Nick Holmes, Diane Jones, James Knecht, Rae Ann Kruse, Amy Martindale, Marissa McIntyre, Marilyn Middlebrook, Bridget Miller, Lance Millis, Linda Millis, Beverly Morris, Rita Peaster, Libby Reigh, Kyndal Roark, Sky Rogers, Kristi Seuhs, Richard Shepard, Candace Thrasher, Deb VanOverbeke, Denise Weaver and Jeanette Mendez, Chair.

**1. Fall 2020 Class Scheduling – Rita Peaster**

R. Peaster reviewed the summary of the recent class scheduling changes in Banner:

- MWF – class times shortened by 5 minutes to provide 15 minutes of travel time between classes
- Elimination of common evening exam times
- TTh – new class time 12:00 – 1:15
- TTh – all afternoon classes moved to one hour later
- MW – new class time 5:30 – 6:45
- TTh – new class time 6:00 – 7:15

R. Peaster encouraged each academic college to take advantage of these early evening class times given the amount of large classrooms needed and the shortage of available large classrooms.

In light of these changes, Jim Hellwege of IRIM created a report to identify students with time conflicts. Only 52 students were affected by the time changes. R. Peaster will submit a list of students by college to DSAS representative to distribute to advisors to aid students in resolving class conflicts.

J. Mendez informed DSAS members that communication to students has not yet been shared. Brand Management is preparing specific information for students and should be submitted sometime next week.

Next steps:

- Social distance capacities for classrooms possibly finalized this week
- Banner will be updated with new information
- Communication will be issued from Provost to Deans regarding classroom capacities
- Communication will allow time for associate deans to implement solutions for classes
- Special care should be considered when determining maximum enrollment numbers
  - Splitting classes into multiple sections
  - Hybridizing classes
  - Moving classes fully online

R. Peaster explained that time will be needed for colleges to review classroom availabilities and develop solutions. She also encouraged members to take this time to review maximum enrollment numbers to determine accuracy.

R. Peaster further explained that at the end of the two weeks there will be a central review of classes that do not fit into a classroom. The Registrar's Office will make recommendations for proposed classroom changes. By the third week of July student schedules should be set.

**2. Update on implementing the approved changes to OSU Policy 2-0206 *Adding and Dropping Courses and Withdrawing from the University* and related UARs effective this fall – Rita Peaster**

Refer to the Implementing Approved Changes to OSU Policy 2-0206 *Adding and Dropping Courses and Withdrawing from the University* and related University Academic Regulations document.

Students will see a “Drop Partial Refund” option in Self-Service Registration during the restrictive drop period (class days 7-10), instead of the “Drop with Automatic W” option they now see during this time.

Unlike a class that is dropped during the nonrestrictive period (no W and full refund), classes dropped with a partial refund will remain in their registration summary with a delivered status of “Dropped.”

Classes dropped with a partial refund will display in the *Schedule and Options* tab of Registration and *Registration History*, which also includes withdrawn and waitlisted classes:

Classes dropped with a partial refund and no grade will **not** display in the *View Registration Information* or *Concise Student Schedule* areas of Self Service, which only display active registrations:

In the registration audit trail (SFASTCA), a course status of DP will indicate a course dropped during the partial refund period with no grade.

#### 1. Academic Calendar

No changes will be needed to the deadline on the Academic Calendar (we will continue to list it as the “Partial Refund, Restrictive Drop/Add Deadline”):

#### **Friday, August 28**

Partial Refund, Restrictive Drop/Add Deadline ([details](#))

The *Drop/Add and Withdrawal Deadline Details* will be updated to reflect that no grade is assigned for classes dropped during this period:

#### **Partial Refund, Restrictive Drop/Add Deadline:**

- Add a course (requires instructor and advisor signature)
- Drop a course with partial refund and no grade

#### 2. Registrar’s Website and University Catalog

- Update references to the restrictive drop deadline to indicate partial refund and no grade, and associated deadline definitions.
- Update the fall 2020 Enrollment Guide PDF on our website.
- Send communication to campus community explaining updates and pointing to updated website. Request updates to local websites or other materials with new restrictive drop deadline definition.

#### **Revisions to W/F Withdrawal Period (Weeks 13-14): Allow individual class drops with assigned grades of W or F**

##### 1. Banner Registration

Students will not be able to drop individual classes during the weeks 13-14 from Self-Service, and will be required to use the new *Request to Drop a Course During the Assigned W or F Period* form (see Attachment A). This form requires approval from the student’s advisor and the instructor of the course, and is intended to encourage a conversation about circumstances outside the student’s control that may have affected course performance. It also provides guidance to instructors about the grade options they will encounter for the student during final grade entry.

In the registration audit trail (SFASTCA), a course status of WP will indicate a course dropped during weeks 13-14 pending a final grade of W or F from the instructor.

##### 2. Academic Calendar

The deadline, previously listed as “W/F Full Withdrawal Deadline” will be replaced with “Assigned W or F Withdrawal Deadline”:

**Friday, November 20**

Assigned W or F Withdrawal Deadline ([details](#))

The *Drop/Add and Withdrawal Deadline Details* section, which defines the various deadlines, will be updated as follows:

**Assigned W or F Withdrawal Deadline:**

- Drop a course with an assigned grade of "W" or "F" by the instructor (requires completed Request to Drop a Course During W/F Period form)
- Withdraw from all classes with assigned grades of "W" or "F" (requires completed [Withdrawal Form](#))

3. Registrar's Website and University Catalog

- Update references to the W/F withdrawal deadline to reflect "Assigned W or F Withdrawal Deadline," and associated deadline definitions.
- Update the fall 2020 Enrollment Guide PDF on our website.
- Send communication to campus community explaining updates and pointing to modified website. Request updates to local websites or other materials with new "Assigned W or F Withdrawal" period information.

L. Good added to the above information that this will create a change to the drop restriction that will affect the recalculation deadline for federal financial aid. This process will give students more time to drop / add classes before financial aid is calculated.

3. **Seat Release – Amy Martindale**

The seat release process has not yet been initiated for Fall 2020 enrollment. A. Martindale expressed concern that the students who participate in later NSO programs will have less than optimal schedules. It is difficult to make any seat release plan when there are so many unknowns at this time. The purpose for the seat release process is to try to affect change to the quality of schedules for students in later NSOs. Several options were discussed, including seat releases in a more individualized manner and increasing online class size. Current recommendation for fall classes specify no attendance policies, recording every lecture and implementing practices to support COVID issues. Other concerns discussed were as follows: 1)upper classmen not having options of classes they need; non freshmen classes NOT having the opportunity to move to large classroom and therefore will be moved to online; no priority standards. L. Reigh informed DSAS that from a large event perspective, nothing is being released to them in Admissions.

If there are classes that would benefit from seat releases, submit information to A. Martindale. J. Mendez will discuss with these matters with Academic Affairs (AA) office. She added that AA would not refuse certain areas of availability if those areas had been determined acceptable. AA would possibly help with prioritizing.

4. **Campus –Wide Policy for In-Person vs. Virtual Advising Sessions – Lance Millis**

For Fall 2020, faculty is encouraged to offer virtual office hours. Provost would like for DSAS to collectively develop a recommendation for the entire advisement community to follow. Many college advisors do not have the space for social distancing from advisees. Concern is that one college will adopt one way and another college will adopt the opposite. If a student transfers from one college to another and there are completely different processes that can lead to unnecessary confusion. Colleges that have recommended their advisors meet virtually with students are as follows: CEAT; SSB; EHS either way. ASSA prefers in person advisor meetings. Athletics found it very difficult to reach people for their virtual meetings. Honors is waiting for the final recommendation from the Provost but leaning toward virtual. L.Millis added that a student in crisis who physically enters the advising office should be addressed immediately.

B. Morris suggested that possibly when Banner forces the students to change their password the system could request verification of phone / address information. Also, if this virtual advising is made into policy for the foreseeable future, the Star email confirming the advising appointment will need to change to reflect the virtual information – not the physical address of the advising centers. The majority of DSAS members expressed their agreement that 1)all academic advising with existing student should be held virtually, 2)advisors will not be telecommuting and 3)students in crisis should be seen in office as needed. For those advisors who have pre-existing health conditions that force them to telecommute, they will need to contact EEO for proper processing. D. Weaver confirmed that HR will soon be distributing information about the EEO process for staff that will mirror the faculty process.

Some individuals within the DSAS meeting felt that perspective student meetings should be dealt with differently than existing student meetings. If one group is treated differently, that sends mixed messages to the students.

There was significant discussion regarding the issues surrounding advising. Possibly a voluntary group should meet to discuss this matter in further detail. J. Mendez will discuss this matter with the Provost. With matters outside of academics he will want others to weigh in. It will need to be determined if this is an academic statement or a university statement.

**5. Cowboy CARES Emergency Grant Update – Linda Good**

L. Good introduced Linda Millis as the current representative from the Office of Scholarships and Financial Aid (OSFA). The final CARES awards were distributed last week. For detailed information, please go to

[https://go.okstate.edu/scholarships-financial-aid/public\\_disclosures\\_for\\_cares\\_act\\_emergency\\_aid\\_grants.html](https://go.okstate.edu/scholarships-financial-aid/public_disclosures_for_cares_act_emergency_aid_grants.html)

\$8.380 million has been awarded. CARES fund is depleted. If non-freshmen students need emergency help they should reach out to OSFA. FYI – Bursar has not placed any enrollment holds since February. They are looking at a higher threshold presently to allow for this questionable time. Bursar has added payment plans and is willing to work with students. Bursar has creative options to help with balances. Students should email both OSFA and Bursar's Office.

**6. Other**

- a. J. Priddy Bullock received information from the College of Osteopathic Medicine (COM) at OSU regarding the COM 3+1 program. There is an agreement with the three colleges to move forward with approval by July 31<sup>st</sup>. The COM 3+1 program is to be applied to all students, all majors. J. Priddy Bullock also mentioned the guaranteed interview program that could benefit our students by moving them to the top of the line. She will continue to maintain communication with DSAS members regarding these programs.
- b. J. Priddy Bullock announced that the Intro to Health Professions class has a significant possibility of being moved to online only.

Meeting was adjourned at 12:03

Minutes were recorded by K. Roark