

**COUNCIL OF  
DIRECTORS OF STUDENT ACADEMIC SERVICES**

**MINUTES**

**August 11, 2021**

Zoom - <https://zoom.us/j/99545430954>

**10:30 a.m. – 12:00 p.m.**

In attendance: Laurie Beets, Larry Burns, Brenda Dawes, Jovette Dew, Kathryn Gage, Amy Gazaway, Ebonie Hill, Nick Holmes, Diane Jones, Kelly Kavalier, Cheryl Kleeman, James Knecht, Amy Martindale, Marissa McIntyre, Marilyn Middlebrook, Lance Millis, Linda Millis, Beverly Morris, Rita Peaster, Libby Reigh, Kyndal Roark, Sky Rogers, Richard Shepard, Candace Thrasher, Deb VanOverbeke, Denise Weaver, Robin Wilson and Chris Francisco, Chair.

**1. Academic Standing Reports – Candace Thrasher**

At the end of every semester C. Thrasher receives an academic standing report from Institutional Research and Analytics (IRA). Within the report are two tabs for every academic standing (notice, warning, probation, suspension). The Report Tab consists of student information, number of hours, GPA, advisor, student academic standing and date of report. The Address Tab consists of some similar information as well as student address, email address and the number of term hours attempted. Prior to sending this information to the DSAS representatives C. Thrasher rearranges the information so that the information from the Address Tab is included with the Report Tab. Recently C. Thrasher approached IRA about combining the information and creating an additional field to determine if the student is a resident / non resident / international student. All information for each college would be included on one tab. DSAS members indicated their agreement to the combination of the reports. Registrar's Office indicated there would be no issues with their side.

**2. Other**

- C. Francisco mentioned that there was a question from a college about whether there was a significant number of One is 2 Many holds. However, after some investigation, he discovered that currently there are a little under 100 holds, which is similar to previous years. If you see anything unusual regarding any type of hold, please contact Academic Affairs and C. Francisco will look into the matter.
- Academic Affairs has received information from OSU Legal for Fall semester mask guidance. OSU can encourage students to get vaccinated and to wear masks indoors and public settings. They are not required to do either one. Guidance from CDC continues to change and therefore, our guidance changes as well.
- Pandemic Team has decided that the University should have seating charts in classes, which is necessary to perform contact tracing.
- If the student wants to meet in person, faculty and staff need to make accommodations to meet in person – possibly moving the meeting to a larger area. Set the example with wearing masks, as vaccinated individuals can transmit the virus.
- Currently all advisor appointments are in person. There is no alternative unless advisor has an OEO accommodation.
- Campus-wide guidance regarding faculty expectation for students in quarantine:
  - i. Instructors should make reasonable accommodations for students who are sick
  - ii. The specifics of those accommodations are dependent upon the instructor
    - Live stream lectures
    - Record lectures
    - Provide access to lecture notes
- L. Reigh announced that many admissions tour guides and admissions counselors are wearing masks to set the example. Admissions changed the language for guests coming on tour – “masks are not required but highly encouraged.” OSU brand masks are also offered.

- Instructors are emailing the complete class letting them know the reasons they are masking in hopes of encouraging the students to do the same.
- COVID dashboard is continuing to be updated. Instructors will receive information regarding details of students testing positive and proper quarantine time.
- Staff in need of quarantining:
  - i. OSU no longer offers COVID leave so options are to work remotely or take sick leave
  - ii. D. Weaver added that HR will be submitting guidance for staff within the week with further clarification for steps of recording sick leave, as well as working remotely. It depends on the specific situation.
- L. Reigh announced that student numbers are up for the Fall 2021 first-time freshmen. Undergraduate Admissions counselors in partnership with Scholarships and Financial Aid have some discretionary funding to offer. If there are students who are in need of financial assistance, please refer them to L. Reigh or Jennifer McClendon with UG Admissions.
- L. Reigh reported the exciting news that there are 250 new transfer students. Admissions now has three transfer admissions counselors, which has helped tremendously.
- C. Kleeman notified DSAS that Transfer and Veteran Student offices will be transitioning to 061 Student Union the first week of the semester. The first week of semester will be the transition week. C. Kleeman also detailed the first Transfer specific event. There will be a t-shirt swap for students who bring their previous school t-shirts for an OSU t-shirt. The “old” t-shirt will be repurposed by Payne County 4-H extension into dog toys for shelter animals.
- B. Dawes assists students who are interested in fully online degrees. She wanted to verify the correct procedures for students who are already registered to attend classes on campus and moving to a fully online degree due to COVID. Students should first talk to their advisor if they are already enrolled. After that conversation, B. Dawes will contact the college outreach office to add the distance learning attribute.

Meeting was adjourned at 11:06am

Minutes were recorded by K. Roark