

**COUNCIL OF
DIRECTORS OF STUDENT ACADEMIC SERVICES**

MINUTES

December 20, 2023

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

Passcode - 321037

10:30am to 12:00pm

In attendance: Laurie Beets, Dani Bellmer, Larry Burns, Kyndal Campbell, Aaron Christensen, Brenda Dawes, Ebonie Hill, Nick Holmes, Kelly Kavalier, James Knecht, Aleigha Mariott, David Mariott, Marissa McIntyre, Lance Millis, Linda Millis, Beverly Morris, Rita Peaster, Libby Reigh, Sky Rogers, Shawn Rose, Kristi Seuhs, Richard Shepard, Debbie Stump, Candace Thrasher, Betsey Weaver, and Shannon Baker, Chair.

1. Slate Withdrawal Process – Betsey Weaver

- Institutional Research and Analytics (IRA) Registrar's Office, Financial Aid and Academic Affairs working to create a digitized withdrawal process for sake of ease and continuity
- System will go live on January 2, 2024
- Students able to access form from student portal
- Students able to access instructions for the digital withdrawal process
- Email to advisors upon submission of form, as well as copy to student
- Primary reason is required for withdrawal form, however there will be many additional reasons the student selected
- International Students and Scholars (ISS) approval required for international student
- Graduate college approval required for graduate student
- Academic Services for Student Athletes (ASSA) approval required for student athletes
- Admissions approval required for new admit students
- Expectations from advisors:
 - Review the form
 - Connect with student to assist with resources to retain student if reasonable or path to attend a future term
 - Approve withdrawal
- Data will be housed within Slate and used to report trends and improve processes
- Paper version may still be received and advisor can request student to submit digital form online; however there may be situations where student needs to navigate with paper form. Or, the advisor can impersonate student on the digital form (advisor will indicate they are not the student)
- Situations will arise that will not fit into the form, which will force us to work together to determine correct processes

2. Academic Advising Update – Shannon Baker

- Advising working group update was presented to Provost's Council by S. Baker and M. McIntyre
- Commanders' Intent – we will create a cohesive advising structure across campus, including the creation of a centralized advising team for incoming students under Student Success.
- Project Team lead – Shannon Baker; members - John Robert Andrews, Jason Belden, Lucy Berger, Lindsey Brownlow, Larry Burns, Brenda Dawes, Caleb Hamman, Travis Herhold, Nick Holmes, Tom Joyce, Gretchen Mafi, Marissa McIntyre, Nathan Richardson, Adrienne Sanogo, Becky Taylor
- Milestones
 - Find space for Freshmen team – February 1 (possibility of first floor of Ag Hall)
 - Determine structure for meta major groupings – December 1 (Working group made decisions were based on data provided by L. Burns with IRA, in looking at major change migration patterns.)

- Develop hiring plan, focusing on building out leadership team first – December 20
- Prepare for Summer 2024 Orientation – December 20 (what we are really looking at there is having 2 waves of enrollment on a 2-day orientation cycle. For the students who choose the overnight we would have 2 waves of enrollment at each orientation event.
- Develop advising practices for Freshmen team – March 1
- Communicate with campus community to inform and solicit feedback – ongoing with updates following Provost's Council
- Create a Facilities Subgroup – December 20
- Accomplishments
 - Communication to stakeholders along with meta major groupings
 - Coffee and conversations and two college visits
 - Meeting with Enrollment Management to determine enrollment strategy for orientation sessions
 - Tour of potential spaces is underway
 - Creation of two new subgroups – academic advising practices and facilities
 - Academic Advising Manager Position Description currently routing through posting process:
 - Search Chair, Marissa McIntyre
 - Six manager positions available – salary range \$48,000 to \$65,400
 - Responsibilities include:
 - Managing a team of 3-8 academic advisors
 - Carry a caseload of approx. 100 students
 - Teach one section of first year seminar
 - Collaborate with academic programs represented in group
 - Manage summer enrollment for focus area, in conjunction with Student Success and Enrollment Management
 - Coordinator, Academic Advisor Professional Development and Training, posted:
 - Search Chair, Kristi Seuhs
 - Salary range \$40,000 to \$60,000
 - Responsibilities include:
 - Develops and administers training protocol for advisors across Stillwater and Tulsa campuses, in consultation with Directors of Advising
 - Determines and facilitates steps to onboard new advisors
 - Creates and maintains online training modules
 - Develops and implements professional development opportunities
 - Carries a small advising load
 - Teaches one section of first year seminar
 - Coordinator, First-Year Experience
 - Search Chair, Cynda Clary
 - Responsibilities include:
 - Oversee the first year seminar
 - Development of summer bridge programs
- Managers and both coordinator positions are to post at some point today. An email should be distributed to advisors as well as Instruction Council and DSAS announcing the posting of these jobs. We encourage people to apply over the course of the holiday break. People may apply in multiple pools. As we come back from the break we are hoping that we will have a good pool established by mid-January, and at that point our search committee chairs, M. McIntyre, K. Seuhs and C. Clary will select search committees and begin the review process
- Plans
 - Create search committees and begin review process
 - Hold Coffee and Conversation for Department Heads – CAS and CEAT will be especially interested due to the change in reporting. The academic advisors will now be reporting directly to the Director of Student Academic Services, or their associate director rather than to a department head
 - Outline goals for Academic Advising Practices subgroup

- Outline plans for students who are reassigned because of this process – as we have advisors transition to the first-year team and student success, current students will be assigned to a new advisor. Communication is key. Lucy Berger and Jason Belden are heading up this student transition effort. Brand Management will also be working closely with them to create effective messaging
- Outline goals for Facilities subgroup
- Finalize structure for orientation
- Outline training process for managers, hiring process to be initiated early in the Spring semester, however, we do not envision onboarding those individuals fully to our team in the spring semester. If they are current academic advisors, we do want them to be able to see through their advising tasks for the spring to limit the advising disruption for students. There may be a partial shared transition of 15-20 percent with Student Success and 80-85 percent or so with the colleges
- Issues
 - Personnel swirl - Student Success and the colleges will need to cooperate and communicate throughout this process
 - Anxiety regarding change
 - Summer enrollment - balancing enrollment of students in different meta major groups at each orientation
 - Onboarding of new advisors, and implementation of training
 - Facilitating the smoothest transition possible in advising relationships for current students.
- It is a big change with lots of moving pieces. The hard work of the working group, people in Human Resources and Denise Weaver, have all helped us get to this point. We will be working even harder next semester to get this all aligned. S. Baker will take as much of the heavy lifting as possible to move this process forward while still getting input from the people with boots on the ground. She will also be advising the incoming history majors, since she is history faculty. The idea behind this philosophy is that everybody touching advising for the first-year students is actually advising.
- Secondary advising such as Honors and Athletics will proceed the same as before.
- Honors will attend all enrollments / orientations across campus – E. Hill
- Ag Hall will not be available until at least Sept / Oct – per D. Bellmer
- Tour of campus later today to see about availability elsewhere (North classroom building– S. Baker
- Academic standing notifications will be available tomorrow – suspension letters and notices will be distributed tomorrow / reinstatement deadline is Jan 10th. Reinstatement meeting will be held January 12, 2024 – C. Thrasher

Adjourned – 11:15am
 Recorded by K. Campbell