

**COUNCIL OF  
DIRECTORS OF STUDENT ACADEMIC SERVICES**

**MINUTES**

**May 17, 2023**

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

**Passcode - 321037**

**10:30 a.m. – 12:00 p.m.**

In attendance: Laurie Beets, Lindsey Brownlow, Larry Burns, Kyndal Campbell, Tashia Cheves, Aaron Christensen, Amy Gazaway, Jeff Hartman, Ebonie Hill, Coleman Hickman, Nick Holmes, Kelly Kavalier, Randy Kitchens, James Knecht, Amy Martindale, Marissa McIntyre, Marilyn Middlebrook, Lance Millis, Linda Millis, Jeremy Minyard, Beverly Morris, Rita Peaster, Vince Rivera, Sky Rogers, Richard Shepard, Becky Taylor, Candace Thrasher, Deb VanOverbeke, Betsey Weaver, Robin Wilson, and Chris Francisco, Chair.

**1. Introduction of Becky Taylor – Chris Francisco**

Becky Taylor joined the Office of Academic Affairs April 24, 2023 as the Assistant Vice President of Provost's Priorities and Strategic Initiatives. The need to add to the Provost staff was evident when it came time to implementing the President's strategic plan, especially in light of the new reporting structure. There are now five divisions reporting to the Provost. It is imperative to work across divisions to make sure operations are smooth for students. As Assistant VP, B. Taylor will be assisting with these projects to ensure a seamless transition. B. Taylor expressed her appreciation for having the opportunity to work with the Directors of Student Academic Services.

**2. Ethical Leadership Certificate – Tashia Cheves**

T. Cheves announced her recent transition to Hargis Leadership Institute, as the assistant director for HLI. She will advise students and serve as the program head for the Ethical Leadership Certificate. She will be working with campus graduation certification specialists, recognizing that every college process is a bit different. The Ethical Leadership Certificate is offered to all OSU students (see pages 4-5 for certificate details), where she reported a significant growth of student declaring the certificate from 13 students two weeks ago to 45 as of yesterday. There is significant student interest.

C Francisco added that permission has been granted for students in President's Leadership Council and McKnight Scholars enrolling this summer will be able to declare the Ethical Leadership Certificate in Banner. This process must remain as seamless as possible.

**3. Freshman Enrollment Projection Update – Jeff Hartman**

J. Hartman reported that Enrollment Management is predicting somewhere between 4825 and 4875 incoming freshman students. There is no official predictor for transfer students, however data shows that approximately 80 percent of the transfer students who apply will enroll.

**4. Common Application Update – Jeff Hartman**

OSU is now a member of the Common Application, and that application process will begin Fall 2024 for degree seeking freshmen only. All other student types – transfer, non degree seeking, readmits, concurrent, etc. – will be required to use the SLATE application. Slate application will open July 1, while Common Application will open August 1. With regards to the Slate application OSU will be using one essay question in an effort to mimic the Common Application. The essay question is not required on either application, but it is highly encouraged. Students will have the opportunity return to the application and answer the essay question if they submit their

application without it. The single essay question will include a single block and seven prompts from which the student can choose. The student will need to answer only one of the prompts. Our goal is to make these applications as smooth as possible and capture the same information, just in a different order on the application, as we have a considerable amount of flexibility with Slate.

#### 5. OSU Summer STEM Academy – Amy Martindale

OSU is offering a new summer STEM Academy. This 2.5 week program is launching this summer for incoming freshmen who desire to major in the science field and need college algebra but do not qualify for college algebra. This residential program is completely free for students. With a QR code for the application process OSU is promoting this program through orientation and enrollment. This program is meant to prepare these students for college algebra and to master the Math Placement test by the end of the program. This STEM academy is not being advertised by email or web or proactive ways because these students do not understand what they need, how the sequencing concept works. We want to provide them with this opportunity at the moment when the students understand the course sequence within the major and then offer this program for those students needing assistance. The academy will consist of two hours of math a day, similar to corequisite algebra model – instruction and practices in small groups. Career development content will be provided by Career Services from each of the participating colleges. There will be significant opportunity for science lab activities provided by faculty of the participating colleges. This program is prepared for 100 students at this time. The application is three questions in length:

- What is the student's STEM career goal
- Can the student attend the entire program (we will prioritize the students who can attend the full program)
- T-shirt size

This STEM Academy perfectly aligns with the OSU / land-grant mission. With this program, we are helping students achieve their goals in their STEM pathways.

#### 6. Other

- Dr. Shannon Baker was recently hired as the Associate Provost of Student Success. She was very successful in a similar role at Texas A&M Kingsville. She has been hands on with a number of student success initiatives, focused on first generation students and students from historically excluded populations in higher education. She will be arriving on campus July 15, 2023, working with advising initiatives, as well as student success initiatives.
- C. Francisco will be focusing more on curriculum issues, faculty issues, and State Regents policies. He expressed his gratitude for members of DSAS.
- C Francisco announced the National COVID Emergency has expired as of last week. As a campus we are working to remove the information on web pages now that these data sources are no longer being utilized. We are not updating the dashboard at this point, and we anticipate returning to normal protocols starting this summer. We have the flexibility of going back to reporting as necessary. A. Martindale expressed her thanks to C. Francisco and L. Burns for the many operational pieces that helped OSU progress through COVID. Our campus was able to quickly create alternative learning processes, and C. Francisco added his appreciation to IRA team for not only the weekly dashboard updates but also converting the academic alert system into a quarantine tracking system. The Care Team was also instrumental in caring for our students during a difficult time.
- C Francisco - State Regents staff are reviewing a policy audit with the new chancellor and vice chancellor, and OSU recently received 8 to review with a 2 week window for feedback. These policies have been forwarded to Instruction Council members, as well as Enrollment Management, Registrar's Office, UAT, IRA for various feedback before returning to State Regents staff. This last round of changes included a significant number of policies with unanticipated major changes. Many times we rely on State Regent policy for uniformity across the State. If we are going to deviate from the policy, we do not have much coverage. Students are expecting one thing and getting another. OSU is looking carefully at those changes and sending our feedback. We've been successful with some requests but not all. Policy is becoming shorter and much simpler and giving more freedom to individual institutions.
- L. Brownlow with Undergraduate Admissions announced Cowboy Welcome Event to be held August 16 thru 27. An event request form <https://forms.gle/q3QdzjebVYDtNrNM9> is to be completed for any event to be included as part of Cowboy Welcome 2023. Admissions encourages submission of programs that are

academic or social in nature.

- L. Brownlow also announced that Orientation will launch the main freshman program on May 30, expecting this program to last 6 to 7 weeks. As soon as the seventh week is determined, information will be relayed to advisors, as well as other staff and faculty across campus. If connection with L. Brownlow is needed, please contact her via Microsoft Teams.
- DSAS activity is ramping up very soon – administration is appreciative. C. Francisco thanked all members attending the DSAS meeting.
- June DSAS may need to be rescheduled due to orientation on June 21.

Meeting was adjourned 11:10am

Minutes were recorded by K. Campbell



# ETHICAL LEADERSHIP CERTIFICATE

As a student and leader at Oklahoma State University, you have the opportunity to earn a certificate in Ethical Leadership, which will empower you to explore your identity and values as a leader, to develop impactful leadership skills, and to build strategic influence in relationships throughout your experience at OSU and beyond. In order to best structure your overall experience, it is important that you make steady progress in your pursuit of this certificate, and that you are cognizant of how this certificate interacts with your primary degree program(s). This document lays out the requirements and flow of this certificate and can be used to guide your progress toward the certificate. Please direct any questions about this certificate to Tashia Cheves (Assistant Director of the Hargis Leadership Institute) at [tashia.cheves@okstate.edu](mailto:tashia.cheves@okstate.edu).



Visit this link for more information about this certificate in the OSU academic catalog.

\*See back of sheet for a list of approved elective courses.

\*\*See back of sheet for a list of approved diversity-credit courses.

## INTRODUCTORY COURSEWORK

**UNIV 2510:** 3 credit hrs  
Introduction to Leadership in Practice

OR

**AGLE 2303:** 3 credit hrs  
Agricultural Leaders in Society

## ELECTIVES

**Pre-approved Electives\***  
See back of sheet for a list of approved elective courses

**6 total credit hours**

## "I" OR "D" CREDIT

**UNIV 3110:** 3 credit hrs  
International Perspectives in Ethical Leadership - Leadership Study Abroad

OR

**Pre-approved "I" or "D" Credits\*\***  
See back of sheet for a list of approved "I" or "D" credit courses

**3 total credit hours**

## ADDITIONAL COURSEWORK

**UNIV 4950:** 1 credit hr  
Application of Ethical Leadership  
(FALL ONLY)

**HESA 4513:** 3 credit hr  
Ethical Leadership for the Common Good  
(SPRING ONLY)

# APPROVED ELECTIVE COURSES

Select a total of 6 credit hours to satisfy certificate requirements.

<input type="checkbox"/> <b>AGLE 3303:</b> 3 credit hrs Agricultural Leadership: Theory & Practice	<input type="checkbox"/> <b>HLTH 3113:</b> 3 credit hrs Health Issues in Diverse Populations	<input type="checkbox"/> <b>MSIS 4273:</b> 3 credit hrs Legal & Ethical Issues in Information Systems
<input type="checkbox"/> <b>AGLE 3403:</b> 3 credit hrs Facilitating Social Change in Agriculture	<input type="checkbox"/> <b>HLTH 2603:</b> 3 credit hrs Total Wellness	<input type="checkbox"/> <b>PHIL 3803:</b> 3 credit hrs Business Ethics
<input type="checkbox"/> <b>AGLE 3803:</b> 3 credit hrs Global Leadership in Agriculture	<input type="checkbox"/> <b>HTM 3213:</b> 3 credit hrs Hospitality/Tourism Management & Organization	<input type="checkbox"/> <b>PHIL 3833:</b> 3 credit hrs Biomedical Ethics
<input type="checkbox"/> <b>AMST 3333:</b> 3 credit hrs Crime, Law, and American Culture	<input type="checkbox"/> <b>HS 3002:</b> 3 credit hrs Leadership & Collaboration in the Workforce	<input type="checkbox"/> <b>PHIL 3823:</b> 3 credit hrs Engineering Ethics
<input type="checkbox"/> <b>EPSY 3063:</b> 3 credit hrs Critical Thinking, Problem Solving, & Creative Processes	<input type="checkbox"/> <b>MGMT 4013:</b> 3 credit hrs Leading Organizational Change	<input type="checkbox"/> <b>POLS 4693:</b> 3 credit hrs Women in Politics
<input type="checkbox"/> <b>HDFS 4473:</b> 3 credit hrs Policy, Law, & Advocacy	<input type="checkbox"/> <b>MGMT 4061:</b> 1 credit hr Managing Confrontations	<input type="checkbox"/> <b>PSYC 3013:</b> 3 credit hrs Psychology of Motivation
<input type="checkbox"/> <b>HESA 3013:</b> 3 credit hrs Leadership Concepts	<input type="checkbox"/> <b>MGMT 4073:</b> 3 credit hrs Management and Ethical Leadership	<input type="checkbox"/> <b>PSYC 4233:</b> 3 credit hrs The Nature of Leadership
<input type="checkbox"/> <b>HESA 3113:</b> 3 credit hrs Civic Leadership	<input type="checkbox"/> <b>MKTG 4443:</b> 3 credit hrs Social Issues in the Marketing Environment	<input type="checkbox"/> <b>SOC 2123:</b> 3 credit hrs Social Problems

Students may petition to the Ethical Leadership Certificate Committee for approval of additional elective courses offered by OSU.

# APPROVED "I" OR "D" CREDIT COURSES

Complete **UNIV 3110: International Perspectives in Ethical Leadership**

**OR** Select a total of 3 credit hours from this list to satisfy certificate requirements.

<input type="checkbox"/> <b>AGLE 2403:</b> 3 credit hrs Agricultural Leadership in a Multicultural Society	<input type="checkbox"/> <b>ENGL 2413:</b> 3 credit hrs Conversations in Literature	<input type="checkbox"/> <b>MSIS 3931:</b> 3 credit hrs Diversity Impacts in Information Systems
<input type="checkbox"/> <b>AMST 3503:</b> 3 credit hrs Television & American Society	<input type="checkbox"/> <b>GEOG 3713:</b> 3 credit hrs Exploring North America and Diversity	<input type="checkbox"/> <b>PHIL 3623:</b> 3 credit hrs Philosophy of Race
<input type="checkbox"/> <b>AMST 3653:</b> 3 credit hrs The Body in American Culture	<input type="checkbox"/> <b>GWST 2123:</b> 3 credit hrs Introduction to Gender Studies	<input type="checkbox"/> <b>POLS 2313:</b> 3 credit hrs Social Justice Politics
<input type="checkbox"/> <b>AMST 3823:</b> 3 credit hrs U.S. as Business Culture	<input type="checkbox"/> <b>GWST 3553:</b> 3 credit hrs LGBTQ Lives in the United States	<input type="checkbox"/> <b>POLS 3953:</b> 3 credit hrs Minorities in the American Political System
<input type="checkbox"/> <b>AMST 4553:</b> 3 credit hrs Gender in America	<input type="checkbox"/> <b>GWST 3713:</b> 3 credit hrs Gender and Representation	<input type="checkbox"/> <b>PSYC 4163:</b> 3 credit hrs Psychology of Prejudice and Discrimination
<input type="checkbox"/> <b>CPSY 4443:</b> 3 credit hrs Cultural Diversity in Professional Life	<input type="checkbox"/> <b>HIST 2343:</b> 1 credit hr Religion in America	<input type="checkbox"/> <b>RMRT 2443:</b> 3 credit hrs Contemporary Issues in Diversity
<input type="checkbox"/> <b>DIVR 2003:</b> 3 credit hrs Inclusion Leadership	<input type="checkbox"/> <b>HIST 3713:</b> 3 credit hrs Women in the American West	<input type="checkbox"/> <b>SOC 2123:</b> 3 credit hrs Social Problems
<input type="checkbox"/> <b>DIVR 2213:</b> 3 credit hrs Minorities in Science and Technology	<input type="checkbox"/> <b>HLTH 3113:</b> 3 credit hrs Health Issues in Diverse Populations	<input type="checkbox"/> <b>SOC 3133:</b> 3 credit hrs Racial and Ethnic Relations
<input type="checkbox"/> <b>DIVR 2323:</b> 3 credit hrs Diversity & Inclusion in 21st Cent. America	<input type="checkbox"/> <b>MC 1143:</b> 3 credit hrs Media in a Diverse Society	<input type="checkbox"/> <b>SOC 4043:</b> 3 credit hrs Gender and Work
<input type="checkbox"/> <b>ENGL 3813:</b> 3 credit hrs Readings in the American Experience	<input type="checkbox"/> <b>MGMT 4213:</b> 3 credit hrs Managing Diversity in the Workplace	