

Council of Directors of Student Academic Services

MINUTES | February 28, 2025 | 2:00 – 3:30 PM

Passcode: 405405

Vote: Creating a DSAS Teams – Shannon Baker

The group held a vote to create a DSAS Teams where documents, minutes, and other communications could be housed. The majority of the group voted in favor.

Housing Residency Policy Review – Mike Hunsucker

The Housing Residency Policy discussion focused on proposed updates to residency requirements for students. M. Hunsucker, who had presented the policy previously, was seeking a group vote on the updated version. The updates were made based on feedback received from prior meetings. S. Baker facilitated this portion of the meeting, emphasizing the importance of reaching a consensus.

Key points included clarifications on which student groups would be required to live on campus and possible exemptions, such as students who have served or are currently serving in the military. The group was given time to ask questions, and several participants sought further clarification on eligibility and benefits. The group recommended that the policy state somewhere which of the exemptions are automatic and which ones will require the student to complete the exemption form. The discussion aimed to finalize the policy to ensure it aligned with both institutional goals and student needs.

Bursar Summer Enrollment Dates – Laurie Beets

L. Beets led the discussion on the Bursar summer enrollment dates, outlining critical deadlines and procedures for the upcoming summer term. The primary focus was to ensure that all departments were aware of the payment timelines and how they would impact student enrollment. L. Beets emphasized the importance of early communication with students to avoid last-minute issues with registration or payment processing.

During the discussion, Laurie clarified key dates for summer enrollment, including payment due dates and any grace periods for late payments. She also addressed how enrollment dates align with financial aid disbursement schedules, ensuring students who

rely on aid would not face unnecessary obstacles. The group raised questions regarding exceptions for special student groups and how enrollment policies might accommodate those situations. Laurie reassured the group that the Bursar's office would provide clear guidelines and be available to assist both staff and students case by case.

A. Martindale questioned if there was a need for the advisors to reach out to students on the list. L. Beets answered that this could be beneficial using the later lists if the advisor has a good relationship with the student. A. Martindale suggested that when the Bursar's office sends the list to the college advisors, that they also share a description of what the Bursar would like from the advisors when contacting the students. L. Beets agreed that this would be a good idea and added that she is working on adding the assigned advisors to the list.

Attestations and Change of Major Process – Shannon Baker

S. Baker reviewed the process maps created by K. Meints and B. Weaver to lay out the process for change of majors with the added attestations. S. Baker reviewed the federal law requirement. There is already an admission process for incoming students. This proposal is for students who are changing their majors. B. Weaver shared the slate form with the group to give a visual.

- A. Martindale expressed concern over students self-selecting the wrong degree program (B.S. vs. B.A., etc.) In addition, she shared concern for any future audits comparing the program requested by the student via the slate form versus the program the advisor enrolled them in when submitting the Banner change of major form. S. Baker shared that in these cases, the advisor would need to reach out to the student as usual to discuss and that the audits over these forms won't be searching for discrepancies in this way, instead, they will look for whether or not the student submitted the form prior to the advisor completing the banner form.
- A. Martindale shared that she would rather come up with a process that doesn't require audits.
- A. Pinion suggested that a required checkbox be added to the top of the Banner change of major form for advisors to "check" that states that they certify that their student has submitted the Slate form.
- B. Morris asked if the student and advisor discuss and determine that an entirely different major/program than the one initially submitted is better, would the student need to submit the form again. S. Baker suggested that in that case the advisor

could either simply ask them to submit the form again with the proper major or the advisor could look on the website to determine if the new major requires attestation. If so, ask the student to fill out the form again. If not, proceed with major change.

- K. Seus suggested there be a field where students must select whether they would like to keep or delete each complimentary program (additional majors/minors). D. Mariott stated that this could easily be added.
- There were some concerns over completing these forms for all students at O&E when the timeline is so tight. L. Brownlow suggested that she include the home state on the student's nametags so that forms only need to be submitted for out of state students.
- A. Martindale asked if the form would need to be submitted if the advisor only needed to change their catalog year. S. Baker answered no.
- M. McIntyre suggested to B. Weaver that the dropdown be placed above the text box on the Slate form.
- A. Martindale shared the example that if a student is wanting to change from Spears to CAS, the Spears advisors won't know which program (B.A. vs B.S.) the student needs to be included in. S. Baker answered that whatever the Spears advisor is doing now to overcome this hurdle would remain the same.
- A. Martindale expressed favor for option 2 because the process stalls and will better allow for 100% compliance by removing the risk of human error.

S. Baker closed the discussion by sharing that this feedback would be taken back to leadership to help make a decision.

Slate Notes: Making Adjustments – Marissa McIntyre

The discussion focused on improving how notes are recorded, accessed, and utilized within the system. M. McIntyre shared that their subgroup explored ways to enhance the functionality to ensure that advisors and staff could document and retrieve student-related notes more efficiently. One of the key concerns raised was the need for a standardized format for notetaking to maintain consistency across different departments.

M. McIntyre shared the potential updates drafted by the subgroup, such as adding new note categories, improving search and filtering options, and ensuring that advisors can easily track historical notes on student interactions. There was also a conversation about access permissions—determining who should be able to view, edit, or restrict notes based

on confidentiality requirements. Many members of the group shared that they loved all the proposals by the subgroup.

The group discussed and agreed that before these changes are made, communications should be sent to all advisors so that they are not surprised by the change. S. Baker agreed to work on the communication piece in collaboration with M. McIntyre.

Meeting adjourned at 11:55 am

Minutes recorded by A. Pinion