

Council of Directors of Student Academic Services

Minutes | May 21, 2025 | 10:30 – 12:00 PM

I. Trails Update – Shannon Baker

Shannon Baker shared that the certificates were approved at the last board meeting. There are still final details that need to be addressed, which will also determine the timeline for when the trails will become public facing.

Due to the delay, Trails will no longer be hard launched in the summer, but in the fall. A communication plan for students will be developed to introduce the program and to inform them of courses they have already taken that count towards a trail. A goal of these communications is to generate interest in participating.

II. Bachelor of University Studies – Leslie Evans

Leslie Evans discussed the committee's review of university studies requirements, noting inconsistencies in residency and credit hour policies among colleges. The committee found that while degree requirements have remained stable, some colleges have higher residency standards. They recommended standardizing residency requirements to 18 hours and discontinuing the practice of increasing degree plans that exceed 120 credit hours. This will allow for alignment with other degrees.

III. Update on the mass advisor update process – Kimberly Meints

Kimberly outlined the steps for advisor updates and emphasized the importance of communication throughout the process. She indicated that SSA flags should be visible in e-print reports by next week, pending confirmation of updates in Banner and Slate. Amy Martindale sought clarification on the timing of these updates, as her queries depend on the SSA flag status. Larry Burns confirmed that updates would be applied instantly in Slate once completed.

Shannon Baker addressed the timing for colleges to send welcome emails to new students, indicating they should wait until after Memorial Day. She expressed the expectation of some challenges during this transition and urged participants to communicate about any issues encountered.

IV. O&E Update – Nick Holmes

Nick Holmes shared his enthusiasm for the orientation enrollment season and acknowledged the colleges for their timely submission of academic program updates, particularly praising Amy M. for her efficiency. He noted the rise in orientation registrations and urged everyone to submit any program notes regarding changes to avoid issues with student placements.

Larry Burns revised the freshmen class projections to 5,000 to 5,080, suggesting only minimal growth. Amy Martindale expressed concerns about course capacities, particularly in engineering, and emphasized the importance of removing waitlists for freshmen. Shannon Baker highlighted the need for a summer retention action plan and discussed tracking outreach efforts to improve retention rates.

Amy Martindale highlighted a decrease in senior enrollment year-to-date, while degrees granted have increased, suggesting students are graduating sooner. Larry Burns confirmed this trend, noting a decrease in average hours to degree, which is beneficial for students but poses financial challenges for the institution. Shannon Baker proposed running retention analyses for colleges to better understand the impact of these changes.

Meeting adjourned at 11:15 am.

Minutes recorded by Audrey Pinion.