Council of Directors of Student Academic Services

Minutes | April 15, 2026, | 10:30 AM – 12:00 PM

Honors College Dashboard – Ebonie Hill-Williamson

Ebonie demonstrated the new Honors dashboard built with IRA that pulls Slate data nightly, shows seats available, CRNs, credits, add-on pairings, Gen Ed filters, disciplinary and instruction-method searches, and export options; the team plans to use it for fall and spring listings and to support seat releases for incoming students during orientation and weekly through the summer.

New Approach to D/G Requirements in Degree Works for 26/27 and System Upgrade Planned for 24th April. - Blake Myers

DW Update Apr2026 v2.pptx

Blake reviewed Gen Ed changes from 25-26 affecting Diversity & Global competency, explained the new Degree Works approach for 26-27 that increases additional Gen Ed requirements by default and adds a dedicated D&G block with dynamic text and reporting checks, and invited feedback by May 1.

Blake announced a Degree Works upgrade scheduled for the weekend of April 24 with back-end fixes and best-fit improvements, described a new warning for certain transfer-course attributes (MATX and similar) that may affect upper-division hour counts, and agreed to provide documentation or training sessions for grad-cert specialists and advisors.

Advising Transition Communications—Kelli Leech

Proposed Transition Schedule 2026 - DSAS.pdf

Kelli and Kimberly presented the proposed advisor-transition schedule: an OSS office-location email on May 5 and an advisor-change email on May 19, excluded students who remain with their current advisor, planned a test email during OSS advisor departures, and Kimberly proposed sending directors the assignment list on May 1 with a one-week turnaround while holding changes until after finals and grades posting.

The group discussed timing to return the student list and proposed May 12 or 13 as internal deadlines to consolidate questions before the May 18 target. They agreed to use a

follow-up meeting on May 13 at 1:00 p.m. to address outstanding questions and DSAS coordination.

- Kelli will construct a standardized welcome email to be sent on behalf of advisors and schedule it to go out the day after transition notices
- Kimberly will provide college teams and Kelli with a full Excel list of all students including flags for advisor changes to support mail-merge or individualized outreach

Participants debated whether advisors should send individualized emails or use standardized snippets; Kelli offered to provide fully constructed welcome emails and to schedule them to send the next day to avoid same-day confusion. The team agreed a consistent automated approach would simplify workload during a busy period and that advisors would be notified via the advisor listserv per the rubric.

Orientation and Enrollment—Lindsey Brownlow

Lindsey reviewed recent virtual program starts, confirmed Tulsa and upcoming in-person programs, and noted that advisors must provide enrollment coverage because staff to escort students are not yet available. She also committed to sending Teams reminders and clarified room assignments for the immediate programs.

Lindsey updated hiring status for Orientation Leaders (OLs), reporting roughly 30 hires and emphasizing heavy training but imperfect performance due to their inexperience. She asked advisors to supervise OLs while they operate in college spaces and to notify the team if behavior or performance requires adjustment.

Lindsey announced a location change for the May 21 browse (moving to Campus Life Lounge) because Alumni Center construction affects plans and ballroom timing will be used for lunch that day. Ebonie outlined Honors advising capacity, noted current hiring gaps, and reported around 1,265 honors freshmen (over 1,300 with additional scholars), proposing floating and paired advisor coverage and plans to share assignments in chat once distributed.

Other Items

Amy asked about a central expectation for documenting students' course plans and then committed to creating a CAS standard for consistency. Nick recommended a short-term baseline for summer documentation and proposed a longer-term Slate redevelopment to consolidate multiple current methods into one consistent capture approach.

Shannon described the formation of a Cowboy Success team implementation committee, plans to meet biweekly until fall, and coordination with brand management and Slate work to prepare communications and technical setup. She closed by requesting any final items and thanked attendees for collaboration during the advising transition.

- Audrey and Shannon will coordinate an email and meeting calendar to form the Cowboy Success team implementation committee that will meet biweekly

Meeting adjourned at 11:42pm

Minutes recorded by A. Pinion