**A&R Meeting Notes**

**4/21/17**

**RHE Updates – Carissa Anderson**

OIT is reviewing the e-mail provisioning process. Now e-mails are being give upon application and not when student enroll. Some applicants never come and still have an e-mail account. OIT is going to begin deleting e-mails of student who never registered. Inactive e-mails will deleted after 4 semesters of inactivity. A re-enrollment will reactivate the e-mail. Alumni keep their e-mail forever. Student with a balance due will not be deleted so we can continue to pursue payments. At this point it was suggested that e-mails be created at the point of admission. Some letters including the admit letter will need to be updated. This change will not occur until fall 2018.

Starfish – The system of mid-term surveys is being reviewed as multiple surveys are going out at multiple times. Student surveys will be sent in weeks 2-4 for regional campus students. Progress surveys to faculty will go out in weeks 6-7.

Advising Guide – Jim Harris at the Allen help center is willing to work with the regional campuses to create an RHE addendum to the Advising Guide prepared by University College. It was discussed that there could be one for each campus. All the regional campuses should review the guide to see how it can be adapted.

Relocate Day – Carissa met with members of University College regarding students being turned away from Relocate Day because they had less than a 2.0. In the future Lisa Flowers-Clemens will advise these student separately at Relocate Day. Lisa is also willing to come to campuses to discuss relocation to Athens with our students. If you have specific incidents from Relocate Day please forward them to Cimmeron O’connor or Jenny Kline.

CCP – Please send any orientation dates for new student to Rob. There are no current updates to HB49. All updates to the CCP manual are on the website. Please use the ND9954 code for transition CPP student who are taking summer classes then transitioning to freshmen in the fall. Any changes to textbooks for CCP would not go into effect until fall 2018. The cost to RHE for textbooks last year was $300,000.

**Admissions** - Jessica Wright-State - Soon there will be a report available in OBI with Veterans information from the admissions app. The on-base project should be completed by August. Processing high school transcripts should be done the same as college applications. Adding a row for each transcript. If the information is just updated information it could overwrite other information.

Rob Drapco – The Quality Assurance process will be run more often than in the past. Rob is working on reports that would show how students move or transfer around the system. For example, new applicants that were former CCP students and bring work from other universities.

Slate – A search will begin for the new RHE coordinator. Interviews will take place in June.

Academic Participation – Valerie Miller & Deb Benton

The new policy will go into effect in the fall and will comply with the Department of Education guidelines regard student participation. Grades of; F, FN, or Fs will be continue to be used. The addition of grades; WF, WP, WN (withdrew/never attended). An e-mail will be sent to faculty outlining this new process.

**Financial Aid** – All 2016-2017 issues need to be cleaned up by next Friday, last day of the semester. Any aid adjustments due to summer enrollment should be sent to the alpha counselor. The earlier awarding cycle will be reviewed from this year to see in any changes need to be mad for next year. The change of income numbers are up from last year. OU is no longer in the Quality Assurance program so the number of verification will increase next year.

**Registrar** – Grading for spring semester opens Monday, April 24th. Bob Bulow is working on a project to process bio demo updates through on-base. The on-line permission slip committee met and Bob will now work with OIT to move this project forward. Future projects include on-line processing of change of major forms and withdrawals. The pdf transcript process is on hold as some security issues have been discovered. Deb was asked to look into the Latin honors reports in OBI be made available to the regional campuses.

**Bursar** – The payment plan is being changed to three payments per semester. The fee is being reduced to $30. Financial ahold will be going on earlier in the semester for bill not paid by the 21st of the month.

**Student Affairs** – Fred Wiener, Psychological Services & Counseling – Most of the students the center sees are suffering from anxiety or depression. Referrals come from faculty, staff, friends, or self-referral. They also see students with chronic disorders. They have group, couples and individual sessions. Psychiatric services are also available as many student are already diagnosed and on medications when they arrive on campus. This schedule fills quickly and the wait is sometimes 8 weeks to get with the psychiatrist. The Suicide Gatekeeper Training program is available to all campuses. This three hour program through Campus Connect or “Bobcats who care” can be brought to the campuses. Contact Becky Conrad-Davenport if you would like to schedule this on your campus. They are also looking into an app called Well Track, which would be available to all students. This would be for students to “check-in” and access their emotional status. This may be cost prohibitive.

Chad Barnhardt - Attached please find the check list of items to be done when an OU student passes away, including students who suicide. The folders for distressed or disruptive students is being updated and can be shared with the campuses. Chad sits on the appeals committee regarding students who withdraw for medical reasons. If we would like anyone to visit the campuses from Student Affairs just let them know.

Jason Howard from the Zanesville campus will be the new facilitator for A&R meetings. Carissa Anderson will organize a CCP meeting for August to start the year.

As my tenure as facilitator of A&R ends I’d like to thank everyone for their help in this process. Kim Hayden was instrumental in always getting the rooms reserved and helping on the Athens end of things. Each department asked was very willing to communicate their views with the regional campuses. As always Carissa led us through the many issues that relate to our campuses and the main campus and I thank her for that.

Enjoy your summer!