

INSTRUCTION COUNCIL

MINUTES

Thursday, December 19, 2019

204 WH

8:30 a.m. – 10:30 a.m.

In attendance: Laurie Beets, Bruce Benjamin, Aaron Christensen, Ryan Chung, Cynda Clary, Richard Frohock, Jami Fullerton, Margi Gilmour, Diane Jones, Marlys Mason, Rita Peaster, Kyndal Roark, Adrienne Sanogo, Candace Thrasher, Jean Van Delinder, Shalika Vasquez, Missy Wikle, Tom Wikle, Jeff Young and Jeanette Mendez, Chair.

1. Implementing New Class Schedule Standards for Non-IS Courses – Rita Peaster

Non Independent Study (IS) courses are courses that are approved at the catalog level with the credit type of lecture, lab and/or discussion. Previous discussion of the matter revealed two new standards:

1. On campus non IS course with traditional instruction – meeting details are required.
2. Only courses approved at catalog level as an IS type can be offered with IS structure.

The purpose of this clarification is to provide transparency to students before they enroll to accommodate their works schedule and other class schedule commitments, to verify that institutional minutes and credit hour standards are met, to help facilitate emergency response and to help ensure that we have a good understanding of actual classroom usage.

Review draft communication attached – communication with department head and college coordinators that provides outline to ensure that we are implementing class standards for non IS courses. Outlines as Register's Office works with them on Fall 20 class schedule proofs (we will be sending all the fall class sections and details in January). RO will flag class sections that are not compliant with standards. RO will provide options for compliance. If there is a course that is only offered as IS method it may be appropriate to change course at course action level to IS going thru course action process.

Data from Fall 2020 class schedule revealed 28 sections missing meeting details.

The non independent IS courses are the larger problem, with 387 sections (may want to consider excluding "0" ending courses since those are special topics and content changes.)

Refer to *Request to Schedule an On-Campus Resident Course that Deviates from the Regular Calendar Format or Official Class Time* document for a draft of updates to the deviation form. There are courses that will continue to change from semester to semester. Possibly an attribute could be added to those courses. R. Peaster asked D. Jones for input. D. Jones agreed that deviations would work for these situations; however, recently several course actions were approved that needed changes to the effective date. Would it make sense to make the change, make note of record and keep the backup documentation with the course action, as opposed to having to go back thru the entire exception process? R. Peaster suggested taking D. Jones guidance on the matter. R. Peaster will send communication after January 1, 2020.

2. Curricular Requests

Informational Items Only
Course Deactivations:

HTM 5253 – Critical Issues in Gaming
HTM 5333 – Hospitality Business Analysis
HTM 6313 – Tourism Policy and Planning
HTM 6613 – Advanced Research Methodology in Hospitality and Tourism

College of Arts and Sciences

Truth and Reconciliation in the Americas
New Minor

Motion was made to accept the College of Arts and Sciences curricular request, and approved.

College of Education, Health and Aviation

Learning and Motivation, Undergraduate Certificate

New program request

Program purpose: The College of Education, Health and Aviation proposes an undergraduate certificate to enhance the marketability and employability of undergraduate students from across disciplines. The proposed undergraduate certificate will provide students with a broad understanding of human learning and motivation.

Bachelor of Science in Sports and Coaching Science (522)

The College of Education, Health and Aviation requests authorization to delete the Bachelor of Science in Sports and Coaching Science (522) effective immediately.

- The one faculty member and program coordinator for the degree left the institution.
- There are currently 52 students enrolled in the program with an expected graduation date of Spring 2023.
- Students will be able to complete their current degree program by this program moving to an option under Applied Exercise Science.
- No courses will be deleted.
- No funds are available for reallocation.
- *Tabled at 11-07-19 Instruction Council meeting.*

Motion was made to accept the College of Education, Health and Aviation curricular requests, and approved.

Spears School of Business

Bachelor of Science in Business Administration in Accounting (444)

Option additions

- Add option in External Reporting, Control and Auditing
- Add option in Internal Reporting, Control and Auditing
- The proposed options are requested to better serve the student population.
- No funds are requested from the State Regents.

Bachelor of Science in Business Administration in Economics (445)

Degree program requirement change

- For all options:
 - Add MATH 1813 as alternate to MATH 1483 or MATH 1513.
 - Add alternate to MATH 2103 of “or higher MATH with A designation”.

- Add ACCT 2103 and ACCT 2203 as alternate to ACCT 2003.
- Add alternate of approved first year seminar course to BADM 1111.
- Remove ACCT 3003 and add ACCT 3004.
- Add STAT 2023 or STAT 2053 as alternate to STAT 2013.
- Economics
 - Decrease upper-division ECON from 15 to 12 credit hours.
 - Increase upper-division electives from 3 to 6 credit hours.
 - Decrease electives from 11 to 10 credit hours.
- Pre-Law Option
 - Increase electives from 8 to 10 credit hours.
- Business Economics and Quantitative Studies Option
 - Decrease electives from 11 to 10 credit hours.
- The proposed changes are requested to provide additional choices to students and address a course number change.
- No new courses will be added and no courses will be deleted.
- Total credit hours will not change.
- No funds are requested from the State Regents.

Bachelor of Science in Business Administration in General Business (447)

Degree program requirement change

- Add MATH 1813 as alternate to MATH 1483 or MATH 1513.
- Add alternate to MATH 2103 of “or higher MATH with A designation”.
- Add ACCT 2103 and ACCT 2203 as alternate to ACCT 2003.
- Add alternate of approved first year seminar course to BADM 1111.
- The proposed changes are requested to provide additional choices to students.
- No new courses will be added and no courses will be deleted.
- Total credit hours will not change.
- No funds are requested from the State Regents.

Bachelor of Science in Business Administration in International Business (448)

Degree program requirement change

- Add MATH 1813 as alternate to MATH 1483 or MATH 1513.
- Add alternate to MATH 2103 of “or higher MATH with A designation”.
- Add ACCT 2103 and ACCT 2203 as alternate to ACCT 2003.
- Add alternate of approved first year seminar course to BADM 1111.
- Remove MKTG 3653.
- Add MKTG 4093.
- Change language proficiency requirements.
- The proposed changes are requested to provide additional choices to students and create more relevant and in-depth curriculum.
- One new course will be added and no courses will be deleted.
- Total credit hours will not change.
- No funds are requested from the State Regents.

Bachelor of Science in Management (449)

Degree program requirement change

- For all options
 - Add MATH 1813 as alternate to MATH 1483 or MATH 1513.
 - Add alternate to MATH 2103 of “or higher MATH with A designation”.

- Add ACCT 2103 and ACCT 2203 as alternate to ACCT 2003.
- Add alternate of approved first year seminar course to BADM 1111.
- The proposed changes are requested to provide additional choices to students.
- No new courses will be added and no courses will be deleted.
- Total credit hours will not change.
- No funds are requested from the State Regents.

Bachelor of Science in Business Administration in Marketing (451)

Option name change

- From Personal Selling and Sales Management to Professional Selling and Sales Management.
- From Marketing Communications to Marketing Communications Management.
- The proposed changes are requested to align with industry standards and distinguish option from other options available in Media and Strategic Communications.

Degree program requirement change

- Add MATH 1813 as alternate to MATH 1483 or MATH 1513.
- Add alternate to MATH 2103 of “or higher MATH with A designation”.
- Add ACCT 2103 and ACCT 2203 as alternate to ACCT 2003.
- Add alternate of approved first year seminar course to BADM 1111.
- The proposed changes are requested to provide additional choices to students.
- No new courses will be added and no courses will be deleted.
- Total credit hours will not change.
- No funds are requested from the State Regents.

Undergraduate Certificate in Sales and Service Excellence (495)

Degree program requirement change

- Add MKTG 3213, MGMT 3013, MKTG 4473.
- Remove MKTG 4693, MKTG 3873, MKTG 4850 (1 credit hour), MKTG 4850 (1 credit hour), MKTG 4850 (1 credit hour), MKTG 3613.
- Remove requirement of marketing major.
- The proposed changes are requested to make the certificate available to all undergraduate majors and allow the certificate to be approved for federal financial aid.
- One new course will be added and no courses will be deleted.
- Total credit hours will change from 15 to 18.
- No funds are requested from the State Regents.

Discussion – S. Johnson recommended that this certificate be offered at OSU-Tulsa as well. C. Thrasher clarified that because this is a program modification, the State Regents office does not allow for an addition of location. To add a location would require a new program request.

Motion was made to accept the Spears School of Business curricular requests, and approved.

Course Actions:

College of Engineering, Architecture and Technology

CET 3213		Soft Skills for Effective Intrapersonal Communication		A study of personal one-on-one communication skills to improve effective intrapersonal communication. The	New Course
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				course also related intrapersonal skills to successful teamwork and teambuilding and becoming and presenting the best version of yourself.	
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Motion was made to accept the College of Engineering, Architecture and Technology course action, and approved.

3. Other

- a. R. Peaster thanked everyone for the unprecedented grade submission.
- b. The Instruction Council meeting that was previously slated to meet on January 2, 2020, has been cancelled.

Meeting was adjourned at 9:08 a.m.

Minutes were recorded by K. Roark