

INSTRUCTION COUNCIL

AGENDA

Thursday, August 15, 2019

204 WH

9:00 a.m. – 10:30 a.m.

In attendance: Kristen Baum, Laurie Beets, Chad Blew, Aaron Christensen, Ryan Chung, Cynda Clary, Evan Davis, Leslie Evans, Richard Frohock, Jamie Fullerton, Mike Hunsucker, Bobby Jenkins, Susan Johnson, Diane Jones, Tina Meier, Christine Ormsbee, Libby Reigh, Kyndal Roark, Adrienne Sanogo, Randy Seitsinger, Candace Thrasher, Jean Van Delinder, Missy Wikle and Jeanette Mendez, chair.

1. Cancellations and Withdrawals – Missy Wikle

In terms of retention, there needs to be discussion regarding the process for students from when admitted through the first couple of weeks into the semester. OSU could lose students in that window without them speaking to an admissions counselor or academic advisor. M. Wikle stated that there were approximately 300 students who cancelled their admission from the time they scheduled their New Student Orientation (NSO) date to time classes began in August (some registered for classes and some just didn't show up for NSO or cancelled their admission prior to their NSO date). As it stands, a student can attend NSO, register for classes, and decide to cancel before classes begin with a form on the Registrar's website without signatures from an advisor or discussion with an admissions counselor about the decision. Once classes begin, students must utilize the withdraw form on the Registrar's website, which requires an academic advisor signature. There needs to be some interaction between student and counselor / advisor to assist these students in making the most appropriate decision for them. L. Reigh added that Admissions is involved in a process of notifying other entities on campus that would be affected by student cancellation, such as Residential Life, Registrar, NSO, Office of Scholarships and Financial Aid.

C. Clary mentioned the benefits of reviewing this information across several years to determine a focus for the specific students who are cancelling. Currently we are looking at the following students:

- Students who signed up for NSO but cancelled prior to the event
- Students who attended NSO but cancelled prior to classes starting
- Students who started classes but withdrew within the first week of class

M. Wikle is hopeful that after presenting this discussion with Directors of Student Academic Services (DSAS) and now Instruction Council (IC) that any loophole in each academic college will be addressed. These students should not leave our university without first talking to someone to address their concerns.

2. Proposed changes to the *Request to Add a Course After the Deadline* form on behalf of the 2019 Registration Working Group – Bobby Jenkins (seek approval)

Refer to *Petition to Add and Course After the Restrictive Deadline* document. The purpose of this form is as follows:

- Add a course after deadline
- Section change of same course
- Increase the number of variable credit hours in a course

B. Jenkins detailed the changes as follows: 1)changing verbiage from Request to Petition, 2)adding email and phone number fields for students, 3)changing “signature” to “approval”, 4)adding timeline to specify within five (5) business days of instructor signature, and 5)adding Registrar signature for final review of policy and procedure.

Motion was made to accept the changes to the Request to Add a Course After the Deadline form, and approved.

3. Other

a. **M. Hunsucker and L. Evans** presented the issue of removing graduate credit from undergraduate courses. All graduate credits need to be removed from undergraduate courses. The Registrar’s Office (RO) has created 950 course action form templates to make this transition as easy as possible for the departments. The process of removing graduate credit from an undergraduate course and the subsequent creation of the graduate course is as follows:

1. Undergraduate courses - remove graduate credit and add a mutually exclusive statement in case the department wishes to build the graduate course
2. Graduate courses - searched for all available graduate level course numbers that were equivalent to the undergrad course numbers (ex. 4620 to 5620)
3. Graduate courses - when equivalent grad level course number is not available RO has offered options of what is available per department per course
4. Courses that are not clear to RO

For the graduate courses that are being created, there are no prerequisites. Typically, undergraduate prerequisites do not work for graduate courses. If there are prerequisites, customization will be needed. Department heads and administration should have access to view the Sharepoint site where these courses are residing. Additional communication will be coming soon. The course action deadline date of October 4th will apply to the removing of graduate credit from undergraduate courses as well.

Note – if there are any changes to the course such as name or content, a standard course action form is required.

b. **T. Meier** explained that IT received a request from LASSO to add a new link to the Canvas environment. Currently we have the OSU Library and the OSU Writing Center attached to Canvas. LASSO would be included in that same list. This link will appear on all enrolled courses for all students.

Motion was made to include the LASSO link to the Canvas environment, and approved. Discussion after the motion indicated that a link to the Math Tutorial Center be included on Canvas as well.

Meeting was adjourned at 9:58am

Minutes were recorded by Kyndal Roark