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| **INSTRUCTION COUNCIL**  **MINUTES**  **Thursday, August 20, 2020**  **ZOOM Conference Call**  **9:00 a.m. – 10:30 a.m.** |

In attendance: Laurie Beets, Bruce Benjamin, Chad Blew, Aaron Christensen, Cynda Clary, Richard Frohock, Jami Fullerton, Margi Gilmour, Jeff Hartman, Diane Jones, Susan Johnson, James Knecht, Marlys Mason, Beverly Morris, Christine Ormsbee, Rita Peaster, Kyndal Roark, Adrienne Sanogo, Randy Seitsinger, Candace Thrasher, Jean Van Delinder, Denise Weaver, Missy Wikle, Tom Wikle and Jeanette Mendez, Chair.

1. **Fall 2020 Update – General Discussion**

CEAT – positive feedback, technology issues, will distribute CEAT Cares Team document to Instruction Council members

EHS – positive feedback, classes live streamed if possible

CAS – classes live streamed if possible, issue with students entering and exiting rooms

SPEARS – faculty not having their courses opened (need to publish), not having online content for those students online, faculty needing to know about quarantined students

AG – faculty wanting to notify students on seating charts regarding positive students and desiring to be completely transparent – not fully aware of exposure specifics, faculty concern with lots of students in hallways

HONORS – classes live streamed, challenge – better quality audio – using OWL. Institute for Teaching and Learning Excellence (ITLE) can provide microphones.

GRAD – student athletes do not want to go to class at all in order to minimize interaction. They should have that option.

VETMED – opened new classroom building – thank you to ITLE – everything has worked well!

GENERAL DISCUSSION:

* Payne County does not report the rapid results.
* As long as students plan to take classes virtually, they needs to be streamed if possible.
* If every student is attending class, the instructor should continue to stream on the chance that all students may not be able to meet face to face (F2F) for the entirety of the semester.
* Athletes may have obligations thru the athletic department to report negative test before resuming F2F classes. This is NOT an Academic Affairs policy.
* ITLE shared communication throughout campus regarding video instructions for Zoom / Microsoft Teams.
* C. Ormsbee announced that several huddle cameras are backordered. Web cameras have been placed temporarily.
* Students who self report and self quarantine and decide to return to class early should be encouraged to finish quarantine time.
* University Assessment and Testing reported that they should be able to accommodate the exam load.
* Significant amount of information is being submitted to faculty and staff. Faculty and TAs need guidance in a simple format – IC discussed Chris Barlow’s document and Vet Med document (see page 6). Clarification is needed regarding symptoms – J. Mendez will discuss information with Chris Barlow regarding quarantine time from 1st symptom or from most recent symptom.

1. **Spring 2021 Class Schedule and Enrollment Planning – Rita Peaster**

Advisor appointments for Spring 2021 enrollment will be scheduled soon. The Spring 2021 class schedule was drafted in Spring 2020, however pandemic precautions should still be taken. Time for changes to the draft of Spring 2021 timeline will be needed. R. Peaster proposed the following timeline: publish spring schedule by 10-12-20, schedule to remain open for 4 weeks, begin enrollment 11-9-20 for student with 115 hours+ credit hours and remaining enrollment should be completed by Thanksgiving break.

Decision was made to revise draft of Spring 2021 schedule by Labor Day. IC members discussed priorities: freshmen, auxiliary rooms, 15-minute breaks between classes, courses with high DFW rates, more F2F classes. R. Peaster mentioned the possibility of reinstating common exam times due to the fact that no department took advantage of moving classes to common exam time. R. Peaster encouraged IC members to visit with colleges for input. The possibility of instructors being able to provide an online section paired with some F2F aspects was discussed, as well as concern for the many junior and senior students whose semester is completely online. The University should consider the lost connection opportunities. Not everything offered online is as engaging as F2F. Departments need to evaluate this information before placing any/all classes online. Further discussion will be held at the next IC meeting, including Spring Break decisions.

R. Peaster addressed a question to IC members regarding proposed Fall 21 schedule. IC members agreed that it makes the most sense to roll Fall 20 forward.

1. **Fall Final Exams on Student Class Schedules – Rita Peaster**

Although all classes will be online after Thanksgiving, IC members decided to keep the final exam information on the student class schedule. Increased time for finals was also discussed, but no definite decision was made.

In the past OSU has allowed an exception for students who have more than 3 exams on one day. Possibly a Fall 2020 Final Exam exception policy discussion is needs to allow for students who have more than 2 exams on one day. R. Peaster, M. Mason and A. Sanogo will create a draft with special guidelines for Fall 20 and return to IC for approval.

1. **Degree Audit Enhancements to Recognize Approved Transfer Agreements – Rita Peaster and Beverly Morris**

DegreeWorks has the ability to allow automatic substitutions from transfer maps. A working group developed a new transfer articulation goal to develop new transfer policies and improvements with transfer maps in DegreeWorks.

1. Possibility of change in practice – not policy – scribing automatic substitutions from approved transfer maps. Some courses are approved to be equivalent. Some courses are not considered to be equivalent but an automatic substitution. DegreeWorks can only scribe what is approved in the catalog – but we have an opportunity to scribe these auto substitutions from transfer maps.
   1. Audit more accurate for students and advisors
   2. Improve the transfer equivalency service
   3. Ease the burden of college certification specialists – no manual exceptions
2. Applying these changes to other degree sheets with options under the same major. Transfer maps are developed for a given major. Rather than creating a transfer map for every option within a major, there will be a statement on the major that will allow scribing of automatic substitutions for all options. R. Peaster and B. Morris recommended approval of automatic substitutions – previously signed, current, and future– to be applicable to all options. Associate deans would like to be copied on all academic agreement communications with department heads. (DSAS members indicated their support of this practice during their 8-12-20 monthly meeting.)

Currently substitutions are manual, and advisors could easily miss the substitutions. Substitutions are applicable for one year. IC members indicated their approval as long as the degree plan is still clear to the students.

1. **Online Test Proctoring Update – Christine Ormsbee**

This item will be discussed at the 9-3-20 Instruction Council meeting

1. **Curriculum:**

**Information Items Only**

1. **Course Reactivation**
   1. **VBSC 6960 – Current Topics in Veterinary Clinical Pathology**
2. **Course Deactivation**
   1. **GEOL 3004 – Earth Science for Teachers**
3. **Course Action**

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| --- | --- | --- | --- |
| **PREFIX/NUMBER** | **TITLE** |  | **ACTION** |
|  |  |  |  |
| **VCS 7442** | **Surgical Fundamentals in Shelter Patients I** |  | **Change in Grade Mode:**  **pass/fail to standard** |

1. **Program Modifications:**

**College of Arts and Sciences**

**Bachelor of Arts in Economics (249)**

Course requirement change

* For General option
  + Decrease upper-division Economics electives from 18 to 12 hours.
  + Increase upper-division electives from 15 to 21 hours.
* For International Economics Relations option
  + Remove BCOM 3333 as alternate to ENGL 3323
  + Decrease upper-division Economics electives from 9 to 6 hours.
  + Increase upper-division Arts & Sciences courses with (I) from 9 to 12 hours.
* The proposed changes are requested to align the number of upper-division electives for both options.
* Total credit hours will not change.
* No new courses will be added and no courses will be deleted.

Discussion: M. Mason announced that the course “Intro to Microeconomics” will need to be changed from ECON 2103 to ECON 2003.

**Bachelor of Science in Geology (111)**

Course requirement change

* Secondary Teacher Certification option
  + Replace 3 hours STAT with 3 hours STAT designated (A)
  + Replace PHIL 3743 with 3 hours course designated (H)
  + Add PHYS 1114 as alternate to PHYS 2014
  + Remove GEOL 2254, GEOL 2364, and GEOL 4773
  + Add GEOL 2464, GEOL 2773, and GEOL 4503
  + Decrease major requirements from 61 to 60 credit hours
  + Increase electives from 6 to 7 hours
  + Add statement “Suggested electives for Physical Science Certification: CHEM 3013 and PHYS 1214 or PHYS 2114.”
  + Add statement “MATH 1513 and MATH 1813 required for students who do not place directly into MATH 2144.”
* The proposed changes are requested to add transparency to degree requirements.
* Total credit hours will not change.
* One new course will be added and two courses will be deleted.

***Motion was made by A. Sanogo and seconded by R. Seitsinger to accept the above-mentioned******College of Arts and Sciences program modifications, and approved.***

**College of Education and Human Sciences**

**Bachelor of Science in Recreation Management and Recreational Therapy (180)**

Course requirement change

* For Recreation Management option
  + Remove RMRT 3431 and RMRT 3432.
  + Add RMRT 3483
* The proposed changes are requested to streamline course requirements.
* Total credit hours will not change.
* One new course will be added and no courses will be deleted.

**Doctor of Philosophy in Health, Leisure, and Human Performance (428)**

Online delivery of existing program

The College of Education and Human Sciences requests to offer the existing Doctor of Philosophy in Health, Leisure, and Human Performance by electronic delivery. An online degree will allow working professionals more flexibility to complete a degree in Health, Leisure, and Human Performance.

***Motion was made by C. Clary and seconded by R. Frohock to accept the above-mentioned******College of Education Human Sciences program modifications, and approved.***

**Spears School of Business**

**Bachelor of Science in Business Administration in Management Information Systems (452)**

Course requirement change

* For all options
  + Add MATH 1813 as alternate to MATH 1483/MATH 1513
  + Add “or higher MATH with (A) designation as alternate to MATH 2103
  + Add “or First Year Seminar course approved by college as alternate to BADM 1111
  + Add ACCT 2103 and ACCT 2203 as alternate to ACCT 2003
    - Add statement that if ACCT 2103 and ACCT 2203 are taken, electives are reduced by 3 credit hours.
  + Remove guided electives list and replace with upper-division courses from specified prefixes.
  + CS 1111 added to excluded CS courses in electives block.
* The proposed changes are requested to add transparency to degree requirements.
* Total credit hours will not change.
* No new courses will be added and no courses will be deleted.

***Motion was made by A. Sanogo and seconded by T. Wikle to accept the above-mentioned******Spears School of Business program modification, and approved.***

1. **Other**

* **Oklahoma State Regents** are changing the data recording process for professional licensure programs. OSU must develop new systems to present and collect the information. A. Sanogo and R. Seitsinger attended a recent webinar provided by the State Regents. With regards to programs with professional licensure, two requirements are to be put into place and information to be collected and submitted to the State Regents:
  + All-encompassing communication, such as a webpage, to list each degree program that would lead to licensure and to list all states that OSU’s program would qualify for licensure
  + Every fall semester contact must be made with every student enrolled in licensure programs to inform them that their degree program allows for this benefit.

1. **Immediately Following Instruction Council:**

* **Retention Discussion with Undergraduate Associate Deans**

Meeting was adjourned at 10:23am

Minutes were recorded by K. Roark



