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| **INSTRUCTION COUNCIL**  **MINUTES**  **Thursday, September 3, 2020**  **ZOOM Conference Call**  **9:00 a.m. – 10:30 a.m.** |

In attendance: Irissa Baxter, Rebecca Brienen, Aaron Christensen, Cynda Clary, Richard Frohock, Jami Fullerton, Margi Gilmour, Jeff Hartman, Byron Hook, Susan Johnson, Diane Jones, James Knecht, Marlys Mason, Christine Ormsbee, Rita Peaster, Kyndal Roark, Adrienne Sanogo, Randy Seitsinger, Candace Thrasher, Jean Van Delinder, and Jeanette Mendez, Chair.

1. **Enabling Pronouns in Canvas for Trans/Non-Binary Students – Irissa Baxter**

I Baxter is a senior advisor with the Office of Multicultural Affairs. She discussed the sensitive issue regarding pronoun use with our LGBTQ students, staff and faculty. Canvas allows for self-identification of gender pronouns – “she/her, he/him, they/them”. She discussed the importance of this issue as it relates to mental health. OSU means for their students to feel that they belong. If they feel safe, they will stay. This wellbeing can result in increased retention. Instruction Council (IC) members supported the decision to enable the self-identification of gender pronouns within the Canvas system.

R. Peaster mentioned the implementation of this process in Banner as well. Banner allows for pronoun fields, but those fields have not yet been specified. Questions were raised:

* How does the faculty member get this info from students
* If we enable this process, how can the self identifying pronouns be utilized in a meaningful way
* How far should this info be shared
* How to propagate info

Further discussion is needed for the implementation of self-identification of gender pronouns. Members who volunteered to sit on this committee are as follows: Irissa Baxter, Byron Hook, Rita Peaster and Adrienne Sanogo.

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

CAS – Arts and Sciences faculty council expressed concern with the drop in attendance of large classes – students are continuing to take classes virtually.

EHS – Faculty would prefer to move classes to virtual if no one attends the courses face to face (F2F).

Spears – Communication to Spears faculty to offer FSF regardless of number of students attending. Faculty must be lenient if students are self isolating.

Global Studies – Concern that faculty members are encouraging students to only attend courses virtually. Students get the impression that the faculty do not want them to attend class in person.

CEAT – Concern that online learning may not be the best avenue for many students’ education. The live streaming is being offered as an accommodation for those students who are in self-isolation. These classes are not meant to be virtual. CEAT continues to communicate to students to attend class. They are concerned that OSU’s messaging does not align with their position.

AG – Concern that faculty will want to continue with very little F2F interaction during the spring semester. Students have very different learning styles that need to be addressed. Communication is needed for faculty to encourage more F2F interaction.

VetMed – Courses have always been recorded. Classroom attendance is slim, which is hard on faculty.

HONORS – providing as many F2F classes as possible.

Direction is needed for midterms for hybrid courses (split attendance according to number of days a week the course meets). Faculty would prefer to offer the exam to all students at one time. Possibly larger classrooms could be utilized for this purpose, if available.

Communication is needs regarding appropriate instances to charge students for proctoring. C. Ormsbee reported that Examity is not yet available. The approximate date given was September 15. She will keep IC members informed. If faculty are giving exams prior to that date, the campus has access to Respondus with automated proctoring, zoom with instructor monitoring, or ProctorU with live proctoring.

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

R. Peaster reported that the Registrar’s Office is proceeding with the Spring 2021 class schedule:

* Continuing with 15-minute break between classes
* Keeping the T, Th noon class time
* Considering the effectiveness of the auxiliary spaces
* Considering the possibility of matching the academic calendar with the University of Oklahoma
  + Begin spring semester after Martin Luther King Jr. holiday
  + Eliminate spring break
  + Maintain end of semester date

J. Hartman explained that most new student leads come from ACT and SAT registration and college fairs. With very few college entrance exams being offered and all college fairs going virtual, the students must be directed specifically to OSU. Admissions expressed concern that current admits for Fall 2021 is down. International student admission is also very limited due to the affect that the COVID situation has created for travel Visas. J. Hartman also mentioned that scholarships are needed for Oklahoma students. Admissions is investigating the students who were admitted for Fall 2020 but did not attend.

No guidance has been given regarding faculty accommodations for spring. They may need to re-apply or request an extension for Spring 2021 even if they were approved for Fall 2020.

R. Peaster reminded IC members regarding the changes to spring enrollment:

* Spring courses available for viewing by IC members week of September 7, which will allow 4 weeks of class changes before making the schedule viewable to advisors and students on October 4. Open enrollment will begin November 9
* New class schedule spreadsheets will be available in e-print
* For those departments offering blended hybrid courses there will be a column to indicate if enrollment would not fit into the room if the enrollment was divided by # of days class meets per week. Adjustments should be made by September 14
* Class usage e-print report is currently available
* Dean notification is required regarding course instructor change, but formal approval is no longer required.

1. **Fall Finals Policy and Online Test Proctoring Update – Rita Peaster and Christine Ormsbee**

Discussion was held regarding exam time constraints. C. Ormsbee explained that she is not concerned with the technology piece of Examity. Students will be prompted automatically. Faculty members utilizing Examity should require their students to perform a test run in the room where they will be taking the exam. Examity has a help desk for assistance and ITLE does as well. C. Ormsbee explained that a 2-hour time limit should be adequate. ITLE is offering Examity training September 22, 23, 24. Faculty are encouraged to take the exam via Examity to help guide students if needed. Veterminary Medicine faculty will need separate training. C. Ormsbee informed IC members that there will be options for assisting students with inadequate internet / technology.

1. **NC SARA Reporting Requirements for Out of State Placements – Christine Ormsbee**

*“The State Authorization Reciprocity Agreements, commonly known as SARA, provides a voluntary, regional approach to state oversight of postsecondary distance education.  When states join SARA, they agree to follow uniform processes for approving their eligible institutions' participation.  They also agree to deal with other states' SARA institutions in a common way when those institutions carry out activities in SARA states other than their own.*

*SARA's policies help protect students and provide benefits to both states and institutions carrying out distance education in multiple states.  As of April 2020, 49 states, the District of Columbia, Puerto Rico and the U.S. Virgin Islands are members of SARA.  Over 2,100 colleges and universities participate in SARA.”*

C. Ormsbee explained that NC SARA is now requesting information to track placement of our students for internships, externships, practica, etc. A mechanism is needed to keep record of this information. All students whose program includes internships, externships, practica, etc., which may or may not include academic credit, are to be reported. This reporting includes all programs – traditional and online. Email detailing report requirements will be forthcoming from C. Ormsbee.

1. **Curriculum:**

**Information Items Only**

1. **Course Action Exception:**

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| **COURSE** | **TITLE** | **MODIFICATION** |
| PBIO 5850 | Plant Biology Seminar | Change of Grade Mode to “Standard” |

1. **Program Modifications**

**College of Arts and Sciences**

**Master of Science in Integrative Biology (212)**

Degree program requirement change

* Remove requirement of GRE for admission.
* The proposed change to the GRE requirement is requested to remove an undue financial burden on applicants.
* Total credit hours will not change.
* No new courses will be added and no courses will be deleted.

**Doctor of Philosophy in Integrative Biology (212)**

Degree program requirement change

* Remove requirement of GRE for admission.
* Remove requirement of 90 hours beyond the Bachelor’s degree. Require 60 hours to complete the degree.
* The proposed change to the GRE requirement is requested to remove an undue financial burden on applicants. The proposed change to require 60 credit hours is streamline the program requirements.
* Total credit hours will remain at 60 credit hours.
* No new courses will be added and no courses will be deleted.

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

**Spears School of Business**

**Graduate Certificate in Business**

New Program

The Spears School of Business proposes a graduate certificate in Business to allow students who may not have an educational background in Business to gain a basic understanding of business principles.

**Graduate Certificate in Entrepreneurship (492)**

Course requirement change

* Add EEE 5233 and EEE 5333.
* Remove EEE 5113 and EEE 5663.
* The proposed change is requested to streamline degree requirements for students earning an MBA with an option in Entrepreneurship and the Graduate Certificate in Entrepreneurship.
* Total credit hours will not change.
* One course will be added and one course will be deleted.

**Master of Science in Entrepreneurship (474)**

Course requirement change

* Add EEE 5223.
* Remove EEE 5663.
* The proposed change is requested to streamline degree requirements for students earning a Master of Science in Entrepreneurship, an MBA with an option in Entrepreneurship, and the Graduate Certificate in Entrepreneurship.
* Total credit hours will not change
* One course will be added and one course will be deleted.

**Doctor of Philosophy in Business Administration (036)**

Course requirement change

* For option in Finance
  + Remove FIN 5773, STAT 4203, and STAT 4213.
  + The proposed changes are requested to align the number of required hours for options in the PHD in Business Administration.
  + Total credit hours will decrease from 69 to 60.
  + No courses will be added and one course will be deleted.

***Motion was made by C. Clary and seconded by A. Sanogo to accept the above-mentioned******Spears School of Business program modifications, and approved.***

**College of Engineering, Architecture and Technology**

**Bachelor of Science in Industrial Engineering and Management**

Existing program delivery at OSU-Tulsa

The College of Engineering, Architecture and Technology requests to offer the existing Bachelor of Science in Industrial Engineering and Management at OSU-Tulsa. Offering the degree at OSU-Tulsa will provide additional opportunities for students at two year institutions in the Tulsa area, as well as for working professionals to obtain a degree in Industrial Engineering and Management.

***Motion was made by C. Clary and seconded by R. Frohock to accept the above-mentioned******College of Engineering, Architecture and Technology program modification, and approved.***

**Graduate Certificate in Supply Chain and Logistics**

New program

The College of Engineering, Architecture and Technology proposes a graduate certificate in Supply Chain and Logistics to give students an edge in employment opportunities and will provide the state of Oklahoma more individuals ready to enter the workforce to meet the demands for advanced STEM professionals.

***This new program was tabled for further discussion.***

**Center for Health Sciences**

**Doctor of Forensic Sciences**

New program

The Center for Health Sciences proposes a Doctor of Forensic Sciences designed specifically for forensic science practitioners to improve their knowledge base, tactics, techniques and procedures. The proposed professional degree will provide opportunities for advanced training in investigative technologies that will contribute to the welfare and public safety for the state as well as the nation as a whole.

***Motion was made by J. Van Delinder and seconded by M. Mason to accept the above-mentioned******Center for Health Sciences Doctor of Forensic Sciences program, and approved.***

1. **Other**

Meeting was adjourned at 10:34am

Minutes were recorded by K. Roark