

INSTRUCTION COUNCIL

MINUTES

Thursday, April 21, 2022
126 ITLE Zoom <https://zoom.us/j/96284911705>
9:00 a.m. – 10:30 a.m.

In attendance: Laurie Beets, Larry Burns, Aaron Christensen, Cynda Clary, Andrew Doust, Richard Frohock, Jami Fullerton, Jeff Hartman, Sunderesh Heragu, Susan Johnson, Diane Jones, James Knecht, Marlys Mason, Chris Ormsbee, Rita Peaster, Jerry Ritchey, Kyndal Roark, Adrienne Sanogo, Randy Seitsinger, Jean Van Delinder, Missy Wikle and Chris Francisco, Chair.

1. FYS Update – Missy Wikle

Personnel:

- First Year Success (FYS) has made two new hires recently –
 - LeAnne Hutchins has been hired as coordinator for Campus Connection
 - Alton Carter is the coordinator for First Year Coach / Outreach (workshops for financial planning)
 - Hutchins and Carter will be housed in 321 Student Union, which will be the face of FYS and the student services hub for freshmen. The administration of FYS will be housed in General Academic Building.
- Calyn Boyd has been hired to oversee the New Student Orientation (NSO) family programs and Cowboy Welcome. She has busy providing family webinars for incoming freshmen families.
- Campus Connection currently has three openings.

FYS's goal is to reach the 2019 freshman retention rate (pre Covid) of 84.9% for first-time full-time freshman retention. FYS office has been in close contact with the Directors of Student Academic Services regarding retention efforts and communication with these families. More students are taking a yearlong break due to financial concerns. Freshman retention scholarship fund is critical, and our students also have significant need for multiyear financial assistance.

With current data available, OSU is on track for our largest freshman class. NSO, which runs from May 25 to July 15, can easily cover our potential of having 4475 students attend. It is estimated that 200 students will participate in NSO per day, with a breakdown as follows:

59 College of Arts and Sciences
22 College of Education and Human Sciences
35 Spears School of Business
10 Pre-College of Engineering, Architecture and Technology
33 College of Engineering, Architecture and Technology
28 Ferguson College of Agriculture
28 University College Advising
215 maximum with approximately 15 students as no shows

NSO offers three different options for our students: 1) overnight session; 2) one day session; 3) virtual session.

Schedule for the overnight sessions is as follows:

Day 1:

Check in / browse session
Welcome for students and families
Student break out into small groups
Lunch
College introductions
Finance program
Break-out sessions
Optional evening programs (family programs)

Day 2:

Check out of Commons
Breakfast
Advising appointments for students/informative session for families (bursar/safety/counseling/res life/etc)
Resource browse
Campus tours
321 Student Union open house

Schedule for the One Day program:

Check in

Welcome for students and families

Small group sessions

Lunch

Advising appointments for students/informative session for families (bursar, safety, counseling, res life, health center)

Schedule for Virtual NSO:

Orientation session

Small group session

Academic colleges and enrollment session

FYS and family session (optional)

Cowboy Welcome:

Email was recently distributed regarding scheduling programs for Cowboy Welcome, which will include the organization fair, rock the block event, library house party, class picture, college meetings and convocation. Sorority recruitment should be completed prior to the beginning of Welcome Week. IC members requested more time for travel between college meetings and convocation start time.

2. Curriculum

1) Information Item Only:

2) Course Actions Summaries:

Course Action Requests:

(Voting Items)

All Fall 2023 course actions will be postponed for a vote at the May 5, 2022 meeting.

COLLEGE OF ARTS AND SCIENCES

(Effective date: Fall 2022)

PRESENT	PROPOSED	PRESENT	PROPOSED	PRESENT	PROPOSED	ACTION SUMMARY
PREFIX/NUMBER		TITLE		ACTION		
<u>NEW COURSES</u>					<u>New Course Descriptions:</u>	

	TH 3320		BFA Voice Lessons II		<p>This course is a continuation of the private vocal instruction for students in the Musical Theatre BFA program. Building off the skills learned in Voice Lessons I, students will continue to work on understanding, utilizing, and strengthening their vocal instrument while gaining experience and one on one attention through singing songs to improve their vocal technique, repertoire, and performance abilities.</p> <p>Prerequisite(s): TH 2320</p> <p>Total Credit Hours: 1-2 LEC/TH Max Variable Credit: 2 Total Contact Hours: 1-2 LEC/TH</p>	New Course
	TH 3873		History of Musical Theatre		<p>Musical Theatre History is a survey course of the American musical theatre tradition, exploring representative shows, creators, and performers that trace the evolution of this unique American art form from its origins to contemporary Broadway and pop culture.</p> <p>Prerequisite(s): None</p> <p>Total Credit Hours: 3 LEC/TH Total Contact Hours: 3 LEC/TH</p>	New Course

	TH 4320		BFA Voice Lessons III		<p>This course is a continuation of private vocal instruction for students nearing completion of the Musical Theatre BFA degree. Building on the skills learned in BFA Voice Lessons II, students will explore advanced techniques of color and style within the musical theatre genre, continuing to develop their vocal instrument and performance skills.</p> <p>Prerequisite(s): TH 3320</p> <p>Total Credit Hours: 1-2 LEC/TH Max Variable Credit: 2 Total Contact Hours: 1-2 LEC/TH</p>	
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Motion was made by C. Clary and seconded by A. Sanogo to accept the above-mentioned College of Arts and Sciences new or modified Theatre course actions, and IC members approved.

COLLEGE OF VETERINARY MEDICINE

(Effective date: Fall 2023, with the exception for VCS 7000, effective date Fall 2022)

PRESENT	PROPOSED	PRESENT	PROPOSED	PRESENT	PROPOSED	ACTION SUMMARY
PREFIX/NUMBER		TITLE		ACTION		
<u>NEW COURSES</u>				<u>New Course Descriptions:</u>		
VCS 7000		Clinical Sciences Elective III		This is a subspecialty elective course in veterinary medical clinical training.		New course

Motion was made by A. Doust and seconded by A. Sanogo to accept the above-mentioned College of Veterinary Medicine VCS 7000 new course action, and IC members approved.

3) Program Modifications:

College of Arts and Sciences

Bachelor of Science in Economics (063)

Course requirement change

- For Graduate Preparation Emphasis
 - Increase electives from 12 to 15

- The proposed change is requested to correct an error. The General and Graduate Preparation emphases should both have 33 credit hours.
- No courses will be added and no courses will be deleted.
- Total credit hours will not change.

Motion was made by A. Sanogo and seconded by J. Fullerton to accept the above-mentioned College of Arts and Sciences Bachelor of Science in Economics program modification, and IC members approved.

College of Education and Human Sciences

Bachelor of Science in Elementary Education (074)

Course requirement change

- Add ART 1603 as alternate for ART 1503, ART 1513, or MUSI 2573
- Add BIOL 1113 and BIOL 1111 as alternate for BIOL 1114
- Remove CIED 3430 and CIED 4362
- Add CIED 4363
- The proposed changes are requested to provide flexibility for students.
- No courses will be added and no courses will be deleted
- Total credit hours will not change.

Bachelor of Science in Human Development and Family Science (094)

Course requirement change

- For option in Family and Consumer Sciences Education
 - Remove ENGL 3323
 - Add CIED 4133
 - Add HTM 1103
 - The proposed changes are requested to better prepare students for the Oklahoma Subject Area Test and for their careers as educators.
 - No courses will be added and no courses will be deleted
 - Total credit hours will increase from 121 to 124.
- For option in Early Childhood Education
 - Remove 3 hours from one language: ASL, CHIN, FREN, GRMN, JAPN, RUSS, SPAN
 - Add CIED 4133
 - The proposed change is requested to better prepare future educators to teach students whose home language is not English.
 - No courses will be added and no courses will be deleted
 - Total credit hours will not change.

Minor in Sustainable Design

Delete minor

Motion was made by C. Clary and seconded by M. Mason to accept the above-mentioned College of Education and Human Sciences program modifications, and IC members approved.

3. Other

- a. **Update from IRA** - L. Burns informed IC members that a new position was created in Institutional Research and Analytics (IRA) – Student Success Data Coordinator – and Kimberly Meints has been hired for this new position. The student success data coordinator position is funded by Academic Affairs, Enrollment Management and Student Affairs but housed in IRA, with the purpose of helping with OTHOT implementation, as well as working with individual units, to determine all of the student success initiatives in the individual units and designing a plan to evaluate those initiatives, track their success and work with the University to create a strategic retention initiative. K. Meints should be able to develop a database of the above-mentioned initiatives in an effort to evaluate the efficiencies and effectiveness of these programs. K. Meints will begin her new position on May 1st and will be reaching out to associate deans and

assistant deans to meet with each unit to discuss their projects and how to move forward with them, such as what information to document, how to retrieve that data, how to use that data, etc. Several members of IC commended K. Meints for this new position. She is responsible for many efficiencies and processes we use across campus, and she will be perfect for her role at IRA.

- b. **Pre-professional Office** is hiring a new pre-health coordinator. Once the interview stage is complete, an announcement will be made. Stillwater and Tulsa campuses will be benefited by this additional coordinator.
- c. **Course Actions process** – this last academic year, IC altered the course actions process to a rolling basis review. The goal was to give ten days notice for IC members to distribute the course actions to the departments for review. In the fall we have a large number of course actions that come from curriculum committees all over the campus at the same time. Previously, we extended two IC meetings in the Fall for review. This last academic year we encouraged colleges to submit the course actions as they received them so that IC action could be taken at that time. IC members indicated that this rolling basis is working well. C. Francisco asked IC members if there were any modifications to be made to the course action process. CEAT was in agreement with the rolling basis process, EHS expressed their appreciation in having the opportunity to present at a minimum of three times per year, FCA would like to have the IC meetings with course action discussion identified with advanced notice. R. Peaster added that this rolling basis worked well for the Registrar's Office. IC members agreed that it was better to review a few course actions multiple times throughout the year as opposed to reviewing them all at the same time. C. Francisco reminded IC members that these course actions will be presented in the fall and the spring semesters. In the rare instances of error corrections, review of immediate course actions would be necessary. All other course actions would be focused on the future academic years.
- d. **Change in video conferencing tool in Canvas** - C. Ormsbee informed IC members that the conferences services embedded in Canvas "Big Blue Button" will be discontinued due to cost and instability. Canvas will provide Zoom conferencing starting July 1, 2022. ITLE will send messaging to faculty to download any content they currently have stored in connection with Big Blue Button. ITLE will submit instructions regarding the download process within the weekly ITLE *Tuesday Tips Newsletter*. S. Heragu mentioned the success his unit has had with conference OWLs. C. Ormsbee noted that several have been purchased across campus and they can be very useful, primarily for seminars and smaller discussions.

Information in the ITLE Teaching Tips enewsletter:

CAMPUS ZOOM LICENSE FY2022-23

Beginning in Fiscal Year 2022-23, OSU will adopt a campus-wide license for the Zoom web conferencing software to be used with Canvas. With the adoption of Zoom, Big Blue Button (previously called Conferences in Canvas) will no longer be supported. Any faculty who have video recordings in Big Blue Button that they want to keep can save a copy of those recordings to a laptop or desktop hard drive.

To save Big Blue Button recordings: open the recording online, right-click on the video, and select "Save video as..." or "Save as..." depending on your browser.

All recordings should be saved by **June 1st**.

Once saved, these files can be shared in future courses by uploading them in Canvas Studio and either placing a link in a course module or embedding the video in an announcement. That process with Studio is covered in this [PDF](#).

Meeting adjourned at 9:54am

Minutes were recorded by K. Roark