

INSTRUCTION COUNCIL

MINUTES

Thursday, May 19, 2022

126 ITLE or Zoom <https://zoom.us/j/96284911705>

9:00 a.m. – 10:30 a.m.

In attendance: Chad Blew, Larry Burns, Aaron Christensen, Andrew Doust, Richard Frohock, Jami Fullerton, Sunderesh Heragu, Diane Jones, James Knecht, Marlys Mason, Mwarumba Mwavita, Christine Ormsbee, Rita Peaster, Libby Reigh, Jerry Ritchey, Kyndal Roark, Randy Seitsinger, Richard Shepard, Candace Thrasher, Deb VanOverbeke, Wilma White, Missy Wikle and Chris Francisco, Chair.

1. August Instruction Council meetings – Chris Francisco

C. Francisco discussed options for the August Instruction Council (IC) meetings, and members agreed that due to the significant number of activities on campus occurring in August there would be only one IC meeting, August 4, 2022. There will be no August 18th meeting.

2. Undergraduate certificates that require a bachelor's degree – Chris Francisco

Colleges across the university track their certificates differently. Some units hold the clearance of the certificate until the student has earned their bachelor's degree. OSU does not have many certificates that require a bachelor's degree and there are multiple clearance processes across the university. Perhaps it is time to consider a consistent process across colleges. C. Francisco will discuss this matter with the Directors of Student Academic Services to seek their input as well.

R. Peaster added that it is difficult for the Registrar's Office (RO) to enforce consistency if there is no University policy in place. She agreed that it would be helpful to know how every college processes these certificates especially those that require a degree. Currently OSU has guidelines as opposed to policy. This topic will be discussed further in future IC meetings.

3. Curriculum

1) Information Item Only:

Deactivation:

HLTH 5960 – Directed Readings

Reactivation:

HTM 4833 – Casino and Gaming Management

2) Course Actions Summaries:

N/A

3) Program Modifications:

College of Education and Human Sciences

Bachelor of Science in Recreation and Athletic Management (180)

Option Suspension

- Suspend option in Recreational Therapy
- The option suspension is requested due to the recent approval of the Bachelor of Science in Recreation Therapy (317)

Motion was made by A. Doust and seconded by J. Fullerton to accept the above-mentioned College of Education and Human Sciences, Bachelor of Science in Recreation and Athletic Management program modification (suspension of Recreational Therapy option), and IC members approved.

4. Other

- a. C. Francisco commended all colleges for their fastidiousness in submitted grades this spring semester. There were a number of invalid incomplete ("I") grades that defaulted to an A or SR grade. One of the reasons for this occurrence is honors students who hold honors contracts. The purpose of the incomplete grade is not to give the honor students extra time to finish their honors project. The student must be unavoidably prevented from finishing a course to receive an "I". For example, if these honors students complete the course to earn an A but not the honors work, there should be a reason that the students were unavoidably prevented from finishing the honors work. To alleviate this situation, the instructors could potentially give the current grade followed by a grade change when the honors work is completed. R. Frohock interjected that honors students should not expect instructors to give an incomplete grade just to give them more time to complete the honors work. R. Peaster mentioned that no grade change form is required to add the honors notation to the grade since the grade itself is not changing. She will work with her academic team to create a more streamlined approach. She reported to IC that she emails instructors who have submitted an "I" grade that defaulted to an A or SR for verification. IC members requested that she copy them the correspondence so they, as associate deans, can follow up on the instructors' grading. R. Frohock reported there have been instances when honors students complete their honors contracts and for whatever reason the instructor will submit the grade without the honors designation. At that point, the Honors College will verify that the student fulfilled their contract and add the honors grade themselves. R. Peaster reminded IC that the grade plus the honors designation (AH or BH) will not appear on the transcript.
- b. C. Francisco explained that the Pandemic Team will continue to meet throughout the summer. He commended Dr. Johnny Stephens on his vigilance in leading this team in continuing to address any issues seen on the OSU campuses, whether it be faculty issues, student issues, facilities issues, etc. C. Francisco informed IC members that old "masks expected" signage in common areas will be removed in favor of the current "masks encouraged" signs; however, signage in individual units may continue to be posted depending on the immunocompromised individuals within the specific units. He also offered to pass along any concerns from IC to the Pandemic team.
- c. IC congratulated R. Seitsinger on his retirement and noted that this is his last IC meeting. For those meeting in person, they can celebrate with donuts!
- d. M. Wikle reminded IC members that New Student Orientation (NSO) starts next Wednesday. NSO will operate from 5-25-22 to 7-15-22. Academic advisors will be extremely busy.

Meeting was adjourned at 9:22am

Minutes were recorded by K. Roark