

INSTRUCTION COUNCIL

MINUTES

Thursday, June 16, 2022
126 ITLE or Zoom <https://zoom.us/j/96284911705>
9:00 a.m. – 10:30 a.m.

In attendance: Laurie Beets, Leslie Evans, Rich Frohock, Jami Fullerton, Susan Johnson, Diane Jones, James Knecht, Marlys Mason, Rita Peaster, Carissa Ramming, Jerry Ritchey, Kyndal Roark, Adrienne Sanogo, Candace Thrasher, Jean Van Delinder, and Chris Francisco, Chair.

1. 2022 Changes to Biology CLEP Exam Credit at OSU – James Knecht

BIOL 1114 changed to BIOL 1113 and BIOL 1111. The credit for the Biology CLEP exam will correspond with the BIOL 1113 (lecture) course, and 3 hours will be allowed for the CLEP. Students will be encouraged to take BIOL 1111 (lab). This change will affect approximately 11 students per year. This transition will take place September 1, 2022.

2. Displaying unique course drop/add deadlinks in Self Service – Rita Peaster

The Registrar's Office (RO) is working with IT to develop a way to display the deadlines for short courses within Self-Service. There is a spreadsheet on the Registrar's website that lists all the courses for the semester and their unique drop/add deadlines. Banner 9 Self-Service pages containing a CRN that is hyperlinked, will link the user to the class details popups. Within the popups, RO has added the tab to display drop/add/refund deadlines. R. Peaster added that the reason this information was not displayed in the past is because RO had to hijack space in Banner to repurpose for this information. IT built a custom process to pull the data from where it is housed in Banner and populated into this area.

3. Reflecting matriculation requirements for specific degree plans in the Catalog – Rita Peaster

RO is preparing the new 2022-2023 catalog and the online major system to enforce any requirements each college has for enrollment for specific degree programs. RO is seeing an increase in enrollment/transfer/matriculation requirements for specific undergraduate programs being reflected on the degree requirement pages in the catalog. Full transparency is very important regarding everything that is required for that degree. RO has worked with colleges to ensure consistency in formatting of degree requirements, as well as clarity. With the addition of these enrollment / transfer requirements RO is seeing differences in terminology across the campus. R. Peaster would like to have some conversations about consistency prior to the 2023-2024 catalog preparation. R. Peaster will work with C. Francisco regarding a group of individuals who could collaborate on this effort.

4. Degree Works update – Leslie Evans

L. Evans has been working closely with IT to resolve some issues that came up after the latest Degree Works upgrade, specifically audit generation issues, formatting issues, and oversharing of courses that were populating more than once in a single block requirement. The upgraded version has been placed into our preproduction system, and we have confirmed that these issues are resolved. The navigation and functionality of what you are accustomed to will not change. There are not a lot of changes to the upgrade. L. Evans would like to provide testing opportunities, with implementation by mid-July. There will be 2-3 days of down time. This is a new phase for us because we will now be on the latest version of Degree Works, which will allow us to have additional advanced conversation with Ellucian to start working on improvements to our audit performance.

Improvements you will see:

- Advisor contact information is now displayed in the email icon list, along with the student email information
- PDF audit generation will allow specific configuration
- Better formatting on the PDF audit generation – significantly more user friendly

5. Courshedog update – Rita Peaster

- Completed pre-kickoff checklist in May and had formal kickoff meeting June 1
- Began initial **Discover** meetings this week (**1 month**)
 - Data mapping and business process review
 - Stand up our Courshedog staging environment and setup single sign-on
- Next phases are **Integration and Configuration (4 months)**
 - Deep dive into tools and processes available
 - Configure system to best align with our ideal business practices in consultation with Instruction Council
 - Technical team to configure bi-directional integration with Banner (Ethos)
- **November through January Pause**
 - Fall 2023 course action processing
 - Fall 2023 class schedule draft preparation
 - Fall semester closeout; winter break; spring semester startup
- **Validation and User Acceptance Testing (2 months)**
- **Launch and Training**
 - Initial pilot – a few departments working on Spring 2024 class schedule drafts (March/April 2023)
 - Everyone – summer of 2023

6. Curriculum

1) Information Item Only:

N/A

2) Course Actions Summaries:

N/A

3) Program Modifications:

College of Arts and Sciences

Minor in Military Science

Change to existing minor

Minor in Neuroscience

Change to existing minor

Certificate in Pre-Medical Sciences (533)

Course requirement change

- Add BIOL 1113 and BIOL 1111 as alternate to BIOL 1114
- Remove BIOL 3204 or BIOL 3214, BIOL 1404, BIOL 3233, BIOL 4134 or BIOL 4283
- Add BIOL 3713 as alternate to BIOL 3653
- Add 6 hours of electives
- The proposed changes are requested to better prepare students who plan to attend medical school.
- No new courses will be added and no courses will be deleted.
- Total credit hours will decrease from 64 to 63.

Motion was made by M. Mason and seconded by J. Fullerton to accept the above-mentioned College of Arts and Sciences program modifications, and Instruction Council (IC) members approved.

College of Education and Human Sciences

Graduate Certificate in Digital Design in Design and Merchandising (New)

New program request

The College of Education and Human Sciences requests a Graduate Certificate in Digital Design in Design and Merchandising to prepare students to apply digital design skills in interior design and merchandising.

Doctor of Philosophy in Educational Leadership and Policy Studies (461)

Course requirement change

- For Higher Education option
 - Add HESA 6703
 - Reduce electives from 9 to 6 hours
 - Add HESA 6123 to electives
 - Add “A set of additional committee- or faculty-approved development activities, termed “residency,” are required.”
 - Add “HESA 6853 must be successfully completed prior to all research coursework.”
 - The proposed changes are requested to better prepare students and create transparency of degree requirements.
 - No new courses will be added and no courses will be deleted.
 - Total credit hours will not change.

Motion was made by J. Van Delinder and seconded by A. Doust to accept the above-mentioned College of Education and Human Sciences program request and modification, and IC members approved.

College of Engineering, Architecture and Technology

Doctor of Philosophy in Civil Engineering (049)

- Require 60 hours post-bachelor’s degree
- The proposed change is requested to make the program more competitive.
- No new courses will be added and no courses will be deleted.
- Total credit hours will decrease from 90 to 60.

Motion was made by A. Doust and seconded by A. Sanogo to accept the above-mentioned College of Engineering, Architecture and Technology program modification, and IC members approved.

Ferguson College of Agriculture

Minor in Environmental Science (Tabled from 6-2-22 IC Mtg)

Change to existing minor

Motion was made by A. Sanogo and seconded by A. Doust to accept the above-mentioned Ferguson College of Agriculture program modification, and IC members approved.

Spears School of Business

Master of Science in Hospitality and Tourism Management (404)

- Remove HTM 5112
- The proposed change is requested to make the program more competitive.
- No new courses will be added and no courses will be deleted.
- Total credit hours will decrease from 32 to 30.

Motion was made by A. Doust and seconded by A. Sanogo to accept the above-mentioned Spears School of Business program modification, and IC members approved.

7. Other

- a. C. Francisco is developing a working group to review the student health and safety travel policy, originated by Rebecca Brienen. The plan is to review the draft, look for modifications that can be applied to the entire campus (not just CAS). Formalizing these sorts of policies will be helpful for various sorts of reasons. This particular policy is designed to provide broad guidelines and not meant to hamstring. It was determined that a representative from Study

Abroad would bring helpful input to the review process. He asked that all recommendations for this working group be submitted to him.

- b. C. Francisco provided a strategy planning process update. Working groups have submitted their reports, and the steering committee will begin reviewing the individual reports to align them with all the working groups. There are a couple of other task forces that are not formally part of the Strategy process but more parallel to it, and they have also submitted reports to the steering committee. The committee is hopeful to develop the plan by the end of summer. Implementation of the strategy plan is projected to begin sometime next year.
- c. IC members congratulated R. Frohock for being named interim dean of the Honors College.

Meeting was adjourned at 9:28am

Minutes were recorded by K. Roark