

# INSTRUCTION COUNCIL

## MINUTES

Thursday, August 4, 2022

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

9:00 a.m. – 10:30 a.m.

In attendance: Laurie Beets, Rebecca Brienen, Larry Burns, Aaron Christensen, Jeff Hartman, Sunderesh Heragu, Ebonie Hill, Diane Jones, James Knecht, Marlys Mason, Christine Ormsbee, Rita Peaster, Jerry Ritchey, Kyndal Roark, Adrienne Sanogo, Jean Van Delinder, Deb VanOverbeke, Missy Wikle, and Chris Francisco, Chair.

### 1. OER Efforts – Chris Francisco

Library staff and the Registrar's Office have partnered on the Open Educational Resources (OER) effort to identify courses that do not require students to purchase course materials. If instructors have a course they want added to this list of courses that does not require students to purchase commercial materials, they must complete the OER form linked below with additional information about OER. Kathy Essmiller from the Library was planning to present but could not attend today's meeting.

#### OER Course Marking

##### Deadline for Spring 2023 Courses – Tuesday, September 13

In response to student requests, the Library have partnered with the Registrar to identify courses which do not require students to purchase commercial materials. If you would like your course added to the list, please complete the [Individual Course Marking](#) form. If you would like to request multiple sections of a course be marked as not requiring students to purchase commercial materials, please complete the [Multiple Sections Course Marking](#) form. For more information visit [Open Textbooks/Open Educational Resources: Find a Class](#)

Please contact Dr. Kathy Essmiller with questions - [kathy.essmiller@okstate.edu](mailto:kathy.essmiller@okstate.edu)

### 2. Marshals for the Presidential Inauguration – Rita Peaster

The Presidential Inauguration will be held August 26, 2022, GIA at 2pm. There will be a formal procession for faculty to be seated in designated areas on the arena floor at the beginning at the ceremony. There will also be some invited dignitaries that will be seated on the floor as well. R. Peaster asked Instruction Council (IC) members for their recommendations regarding volunteers to serve as marshals to assist both the dignitaries and the faculty to their appropriate seating. IC members agreed that those individuals who typically serve as marshals for commencement ceremonies would seem to be ideal since they are familiar with being in a formal academic setting. IC members recommended that the student service directors should be included with this decision.

### 3. Fall COVID Protocols – Chris Francisco

The OSU Pandemic Team is continuing to iron out a few items, but there will likely be a communication distributed next week with the summary of the Fall 2022 semester protocol. There is an adjustment to instructors who move to the online option as a result of a positive covid case. If the class has an additional positive case during that two-week period while students are online, that will **not** reset the clock for another two weeks. There would have been no exposure in the class because everyone was meeting online.

Oklahoma is bouncing around between medium and high in the new covid case categories and our campus is likely to see a surge of covid cases. C. Francisco reminded IC members to be prudent with large gatherings. The campus will proceed much the same as last year. Classroom contact tracing will still be available thru the Academic Alert system, but instructors will not be required to perform the tracing. Student Affairs will coordinate messaging to students regarding notification of close contact. Seating charts will not be required as classroom contact tracing is optional. Live streaming and recording of classes is not required, but we are asking the instructors to provide reasonable accommodations to

students. It is anticipated that Student Affairs will continue to facilitate the COVID Cares Team. The Center for Disease Control continues to change their messaging, and we are attempting to follow their recommendations.

IC members expressed their concern that with the University Health Services charging \$25 per test, there will be students who will not test due to the cost. Without an official confirmation of the virus, the instructors are not obligated to provide reasonable accommodations. Without those accommodations, students may continue to attend class in person and continue to spread the virus. C. Francisco has passed that concern along to administration and also recommended flexibility when possible in the documentation we require from students.

New Faculty Orientation could benefit from a COVID protocol update. C. Ormsbee stated that there is time within the NFO agenda to add a protocol presentation.

Advising appointments will continue to be handled by their respective colleges. Office hours will need to be determined, either virtual or in person.

The OSU Pandemic Team consists of very knowledgeable individuals who are experts at communicable diseases. We are coordinating with the Payne County Health Department. Monkeypox is something that is not as contagious as BA5, however there is a more plentiful supply of vaccines for COVID than there is for Monkeypox. University health administration has been discussing this matter for a lengthy period of time and are ahead of the curve; however, we cannot control the level of state preparation and the resources made available at the state level.

#### 4. Curriculum

##### 1) Information Item Only:

N/A

##### 2) Course Actions Summaries:

#### College of Engineering, Architecture and Technology

Approval Requested – for consideration in an e-mail vote in mid-August

PRESENT	PROPOSED	PRESENT	PROPOSED	PRESENT	PROPOSED	ACTION SUMMARY
PREFIX/NUMBER		TITLE		ACTION		
<u>NEW COURSES</u>					<b>New Course Descriptions:</b>	
CHE 5543		Introduction to Chemical Engineering Data Science			The emphasis of the course will be to utilize concepts from statistics, calculus, and linear algebra to develop machine learning models applicable to a wide range of problems in engineering, natural and social sciences, and finance. Special	New course

					<p>emphasis will be given to the application of methods in the chemical engineering domain. However, students from other disciplines will find the methods broadly applicable to their areas of interest. Homework assignments and project will provide opportunities to apply the knowledge in a broader context. May not be used for degree credit with CHE 4543.</p> <p>Prerequisite(s): Graduate level or by consent of instructor.</p> <p>Cr Hrs: 3 Lec</p>	
PETE 5813		Barrier Materials			<p>This course examines the use of geomimicry of shales to design and produce effective long-lasting engineered barrier materials, starting with improving cements.</p> <p>Cr Hrs: 3 Lec</p>	New course

**3) Program Modifications:  
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.

*Tabled by Instruction Council on 6-16-22*

***Motion was made by D. VanOverbeke and seconded by J. Van Delinder to accept the Graduate Certificate in Digital Design in Design and Merchandising of the College of Education and Human Sciences, and IC members approved.***

## 5. Other

- a. R. Brienen drafted documents pertaining to student health and safety protocol for travel, and she was kind enough to share it with the Provost's Office. Provost Mendez felt this was a good opportunity to develop campuswide guidelines. C. Francisco convened a working group of nominees recommended by IC. These individuals created a draft of the policy, which is currently in review with Student Affairs and will be discussed with President's cabinet early in the fall semester.
- b. The wellbeing email that was sent earlier this week stemmed from a survey done in 2016 and work performed by a group chaired by J. Van Delinder. The group recommended best practices listed below and some resources that we should be providing to faculty.

*Suggested best practices include:*

- *Ensuring departmental governance and other essential activities take place during the workday, with virtual attendance as an option.*
  - *To the extent possible, avoid scheduling meetings or required events as well as requesting tasks to be completed outside of normal business hours (before 8:00 am or after 5:00 pm), on weekends and/or on holidays.*
  - *Being mindful of commitments and provide adequate notice for required meetings and other events beneficial for professional development of departmental colleagues.*
  - *Varying the dates and times of workshops, seminars and lectures so the same individuals are not perpetually excluded.*
  - *Accommodating faculty with family responsibilities by creating opportunities for professional workday interactions. Specifically, ensure junior faculty with family responsibilities do not miss professional development or networking opportunities essential for tenure.*
  - *Being aware of the calendar for local public schools when planning departmental activities, as well as individual family choices regarding traditional in-person and virtual learning options for school age children.*
    - *Stillwater Public Schools [2022-2023 District Calendar](#)*
    - *Cushing Public Schools [2022-2023 School Calendar](#)*
    - *Morrison Public Schools [2022-2023 School Calendar](#)*
    - *Perkins-Tryon Public Schools [2022-2023 School Calendar](#)*
- c. C. Ormsbee wanted to know if there was interest in the E-Portfolio within Canvas. She will organize a session with Canvas regarding the free E-Portfolio vs. the paid version of E-Portfolio. EHS and GRAD colleges indicated their interest.

Meeting adjourned at 9:38am

Minutes were recorded by K. Roark