

INSTRUCTION COUNCIL

MINUTES

Thursday, January 19, 2023
126 ITLE or Zoom <https://zoom.us/j/96284911705>
9:00 a.m. – 10:30 a.m.

In attendance: Laurie Beets, Chad Blew, Larry Burns, Kyndal Campbell, Aaron Christensen, Cynda Clary, Andrew Doust, Craig Freeman, Richard Frohock, Jami Fullerton, Jeff Hartman, Sunderesh Heragu, Diane Jones, James Knecht, Marlys Mason, Chris Ormsbee, Rita Peaster, Adrienne Sanogo, Candace thrasher, Jean Van Delinder, and Chris Francisco, Chair.

1. Proposed Policy Changes regarding the Graduation Application – Rita Peaster

R. Peaster reported on a question that was posed at the October DSAS meeting of the possibility to remove the graduation application as a requirement to earning a degree. A working group was formed of individuals from a variety of areas across campus to discuss the following:

Summary

This document outlines a proposal to modify University Academic Regulations 7.1 and 7.8 to indicate that OSU confers degrees and certificates for students after the term upon verifying all requirements have been met, change the graduation application to an expectation rather than a requirement for degree conferral, and create a mechanism for students to opt out of “automatic” degree conferral.

Submission of a graduation application would still be required by specified deadlines for students to be listed in commencement programs, facilitate full-time status overrides for qualifying students in their final graduation term, indicate preferences for diploma name and diploma mailing address, qualify for immigration eligibility, and a host of other university processes that rely upon graduation applications. An active graduation application would simply no longer be required for degree conferral.

Background and Rationale

During a discussion about graduation applications at the October 19 Directors of Student Academic Services meeting, several of the advising directors asked if we could remove the graduation application requirement for degree conferral. Perceived benefits of this change include:

- *Remove an unnecessary barrier to graduation and potentially improve graduation rates.*
- *Reduce scenarios involving students who thought they had earned their degree and discover they haven't after their degree plan or coursework has expired.*
- *Improve compliance with title IV federal aid that is limited to completion of the first baccalaureate degree.*

Graduation Application Considerations

Many processes rely upon student completion of a graduation application prior to the end of their final semester, including:

1. *Determine list of degree candidates to include in the commencement program.*
2. *Estimate the number of degree candidates who will attend commencement ceremonies.*
3. *Collect diploma name preference and diploma mailing address.*
4. *Trigger for full-time enrollment override/waiver for qualifying students in their final semester.*
5. *Trigger to identify students before semester who plan to graduate that term but are not on track, according to their degree audit.*
6. *Identify degree candidates for colleges to closely review before end of term to resolve issues.*
7. *Communicate to students who had expected to graduate but did not meet all requirements upon conclusion of degree conferral period.*

Given the importance of the graduation application, we recommend retaining it with the existing deadlines and communication to students. However, it would no longer be required when performing final graduation checks after the end of each term, except for students who've requested a graduation hold. The Office of Scholarships and Financial Aid would need to be

provided a list of students who complete all requirements but have a graduation hold to ensure compliance with title IV federal aid requirements.

Motion was made by A. Sanogo and seconded by J. Van Delinder to accept the proposed changes to UAR 7.1 Graduation Requirements and 7.8 Graduation Application, and IC members approved.

2. Proposed Long-Term Academic Calendar (2025-2035) – Rita Peaster

Summary

This document presents long-term academic calendar projections for 2025 through 2035 for university-wide review, based on State Regents policy and institutional policies and principles. The last long-term projections for the OSU academic calendar were completed in 2013 and included planned calendar dates through 2025.

The OSU calendar for a given academic year is not considered official until it has been submitted to and approved by the State Regents (typically in December of the prior year). The University Catalog includes the calendar for the current academic year and a tentative calendar for the next academic year. The Office of the Registrar uses projected calendar dates to draft the semester schedule of classes in advance, and to calculate new students' expected graduation dates for federal enrollment reporting compliance.

Key Academic Calendar Policies and Principles

- *The winter intersession is at least 4 weeks (effective 2013 upon recommendation by Faculty Council) and spans the time between the end of the fall semester and the beginning of the next spring semester.*
- *A minimum of 5 working days is required in early January to address academic appeals and enrollment adjustments before the main spring semester begins (effective 2013 upon recommendation by Faculty Council).*
- *Spring semesters are 16 weeks (including final exams and excluding spring break) and span 17 weeks on the calendar. The spring semester begins immediately after the winter intersession.*
- *Spring break is the week that encompasses the third Wednesday in March (per State Regents).*
- *The summer pre-session is 3 weeks in length and historically begins one week after the spring semester ends.*
- *The main summer term is 8 weeks in length and begins immediately after the 3-week pre-session.*
- *The fall pre-session is 2 weeks in length and typically begins immediately after the summer term. Years with an additional flexible week in these projections use the week after the fall term to allow a Wednesday final grade submission deadline for faculty.*
- *Fall semesters are 16 weeks (including final exams and excluding Thanksgiving week) and span 17 weeks of the calendar. The fall semester begins immediately after the fall pre-session.*
- *Fall break is scheduled for the Monday – Wednesday of Thanksgiving week (effective 2020 upon recommendation by the Student Government Association).*
- *A minimum of 4-5 working days is required to close out the fall semester (after the Friday of finals week and before the university closes for winter holidays).*
 - *At least 5 working days are required to allow Wednesday grade submission for faculty (recommended by the Directors of Student Academic Services effective 2025).*
 - *For a fall semester with only 4 working days before the holiday, a Tuesday grade submission deadline is necessary (e.g., fall 2017, fall 2022, fall 2023).*
- *Pre-session and intersession classes are considered part of the immediate subsequent term and included in that term's GPA statistics and academic standing calculations.*
- *When scheduled classes do not meet due to university holidays or other university closures, additional class time or assignments may make up the difference to ensure compliance with semester credit hour standards (OSU Policy 2-0209).*

Motion was made by A. Doust and seconded by J. Fullerton to endorse the projected long-term OSU academic calendar 2025-2035, and IC members approved.

3. Strategy Update – Chris Francisco

C. Francisco informed IC that the faculty fellows will be announced soon. Working groups associated with each of the faculty fellows will be formed, so there will be considerable opportunities for participation across campus. Provost Mendez, Vice Provost Francisco and VP Loughridge will be meeting with faculty fellows to discuss processes. Faculty fellow appointments will be in place through summer, 2024. There may be two additional faculty fellows assigned at a later date.

4. Curriculum

1) Information Item Only:

N/A

2) Course Action Summaries:

COURSE ACTIONS APPROVED VIA EMAIL – January 2023:

CHE 3543, 3113, 3123, 4002, 4543, and 5543.

GRAD 5891

MAE 3324

3) Program Modifications:

College of Arts and Sciences

Master of Arts in History (121)

Doctor of Philosophy in History (122)

Degree requirement change

- Remove GRE requirement
- The proposed change is requested to attract a wider, more diverse applicant pool for the program.
- No new courses will be added and no courses will be deleted.
- Total credit hours will not change.

Motion was made by R. Frohock and seconded by C. Freeman to the accept the above-mentioned College of Arts and requirement changes, and IC members approved.

5. Other

- C. Francisco thanked the IC members for a successful fall semester grade submission. The quick turnaround time could have been problematic.
- C. Francisco thanked IC members for helping clean up deviation requests. Nearly all requests within the last 6 months that have been submitted have made sense and have been clearly justified. As a note, course time change requests, particularly late in the process, must be reasonable:
 - i. Expectation - departments must present a clear justification (that colleges approve).
 - ii. Expectation - departments must verify that the deviation request does not cause any course conflicts with students that are already enrolled in the class. If so, the departments must reach out to help the students who are enrolled to assist with rearranging their schedule.
- C. Francisco discussed an email from ITLE regarding Chat-GPT. From the academic integrity perspective – faculty need to be clear with students regarding what is allowed and what is not allowed. Expectations need to be determined and relayed at the beginning of the course in order to head off as much ambiguity as possible. As artificial intelligence (AI) improves, our faculty need to be thinking about assignments and how those assignments can be routed around AI. C. Ormsbee informed IC members that if the same prompt is put into Chat GPT, the information shared will be different, and there may be factual inaccuracies. C. Thrasher added that as students move into the workforce, there may be a need to teach students how to use these applications safely.

- C. Francisco updated IC members on current COVID protocol. The process will be the same as fall with the exception of the one-week isolation period instead of two weeks. University officials are preparing for an exit strategy with these protocols at some point in the future as conditions warrant.
- C. Thrasher is in the process of implementing the CourseLeaf course inventory management (CIM) programs. In order to update the 2023-24 catalog, all changes must be processed through CIM. C. Thrasher recently reached out to associate deans and curriculum specialists for training, with the hopes of completing this first round of training by spring break. For further questions or training needs, please contact candace.thrasher@okstate.edu.
- C. Ormsbee informed IC that New Faculty Orientation is moving to the Thursday and Friday before the week prior to the fall semester – August 10 and 11, 2023. The plan is to complete the orientation earlier so the new faculty members can concentrate on meetings and activities within their departments and in colleges during the week just prior to the fall semester.

Meeting was adjourned at 9:37am

Minutes were recorded by K. Campbell