

INSTRUCTION COUNCIL

MINUTES

Thursday, November 2, 2023

126 ITLE or Zoom

<https://okstate-edu.zoom.us/j/96284911705?pwd=bkITQk5Kc08ydC9GVXJnU2FLaTg0Zz09>

PASSCODE: 596082

9:00 a.m. – 10:30 a.m.

In attendance: Shannon Baker, Chad Blew, Larry Burns, Kyndal Campbell, Aaron Christensen, Andrew Doust, Craig Freeman, Richard Frohock, Jami Fullerton, Jeff Hartman, Sunderesh Heragu, Diane Jones, Marlys Mason, Chris Ormsbee, Rita Peaster, Jerry Ritchey, Adrienne Sanogo, Rebecca Sheehan, Becky Taylor, Candace Thrasher, Wilma White and Chris Francisco, Chair.

1. Certificate Programs and Gainful Employment Regulations – Chad Blew

C. Blew requested that we pause our process of switching minors to certificates to the end of the month due to the Department of Education conference. At that point he should have more information regarding gainful employment regulations pertaining to certificates. If a stand alone certificate is not degree seeking, there is no option for federal financial aid. OSU would like to allow certificates to be stand alone but only if the students are admitted to a degree seeking program. Our desire is to find credentials for our students.

2. FAFSA Delay for 24-25 Academic Year – Chad Blew

The FAFSA updates include the following:

- More streamlined application process
- Expanded eligibility for federal financial aid
- Reduced barriers for certain student populations
- Better user experience for FAFSA form
- 2024-25 FAFSA not be available until December
- Expected family contribution changing to student aid index
- Formula change equals more Pell for some students
- Financial Aid Estimator tool available at studentaid.gov/aid-estimator
- Parent Wizard to assist with parent information
- Foreign assets will be included

3. Distribution of Email – Chris Francisco

The Office of Academic Affairs receives multiple requests from individuals on campus to distribute emails for them from our office, such as advertisements for their classes. Feedback from IC members indicated that too many emails would overwhelm advisors / students and dilute information from our office. From this point forward, we will not forward single class information emails.

4. Update on Implementing Approved Changes to UARs 7.1 and 7.8 – Rita Peaster

Effective fall 2023, language in [UAR 7.8](#) regarding graduation applications has changed from required to expected.

Additions to [UAR 7.1](#) indicate:

- Degrees and certificates are conferred after the end of the term upon institutional verification that requirements have been met.
- Students who wish to be notified before their credential is conferred must submit a [graduation hold form](#) to the Office of the Registrar before the end of their final term.

Students are still expected to submit a graduation application before the end of their final semester.

Many processes rely on student completion of a graduation application, including:

- Inclusion in the Commencement program.
- Commencement ceremony planning.
- Collect diploma name preference and diploma mailing address.
- Trigger for full-time enrollment override for students in their final semester.
- Identify degree candidates for colleges to perform graduation checks and resolve issues.
- Communicate to students who had expected to graduate but did not meet all requirements upon conclusion of degree conferral period.

Continue same messaging to students about graduation applications, deadlines, and importance.

The purpose of the change is to simply remove a barrier to graduation for students who complete all requirements but didn't submit a graduation application for their final semester.

Graduation hold details:

- Requested by the student only. Registrar will contact the student to ensure they understand what it will and won't do before hold is placed.
- Won't enable continued federal financial aid Pell eligibility for students who've met all requirements for their first bachelor's degree.
- Won't prohibit participation in later commencement ceremony.
- Will be effective for one term only.

Automated degree clearance process after end of term will prioritize students with an active graduation application (early diploma issuance). After identifying students are 100% clear with no grad app and receiving approval from the college, we'll contact the students and ask them to submit a grad app or grad hold form by a specified deadline. The purpose of the grad app is to collect diploma name and mailing address (we'll leave the Self-Service graduation application available to ease the submission process).

For students who are clear with no grad app and no grad hold at the end of the degree posting deadline, we'll award the degree and collect the paper diploma in the Registrar's Office.

5. Curriculum

1) Information Items Only:

2) Course Action Summaries:

College of Arts and Sciences - attached

Tabled AMST 3103, HIST 2043, MC 5443 and SC 3693 for further discussion.

Motion was made by A. Sanogo and seconded by S. Heragu to approve College of Arts and Sciences course actions, with the exception of the tabled AMST 3103, HIST 2043, MC 5443 and SC 3693 courses, and IC members approved.

3) Program Modifications:

College of Arts and Sciences

Environmental Studies, Undergraduate Certificate (455) – TABLED for further discussion

Course requirement change

- Require ENVR 1113
- Add GEOG 1022 or GEOL 1022 as alternate to GEOG 2002 or GLST 2002
- Remove GEOG 3153 and HIST 4523
- Add GEOG 4233
- Increase electives from 6 to 9 credit hours
- Total credit hours will not change

- Reason for requested action: To align the degree with comparable programs at other institutions.

French, Minor

Change to existing minor

- Remove FREN 2723
- Total credit hours will decrease from 24 to 21 credit hours
- Reason for requested action: Removing a barrier to student completion of the minor.

Geology, Minor

Change to existing minor

- Require minimum 2.0 GPA
- Reason for requested action: To align GPA requirements for minors in Geology and Geophysics.

Geophysics, Minor

Change to existing minor

- Add GEOL 1214 as alternate to GEOL 3413 or GEOL 1114
- Remove GEOL 4103
- Add GEOL 4443 or GEOL 2103
- Total credit hours will increase from 24 to 25 credit hours
- Reason for requested action: Updating curriculum to remove a course that is no longer offered and adding a course that will serve as the introductory course for Geology majors.

German, Minor

Change to existing minor

- Remove GRMN 2813
- Total credit hours will decrease from 24 to 21 credit hours
- Reason for requested action: Removing a course that is no longer offered.

Quantum Information Science, Undergraduate Certificate (New)

New program request

- The proposed undergraduate certificate in Quantum Information Science is requested to introduce modern developments in quantum physics and prepare students for a career in quantum information science.

Motion was made by M. Mason and seconded by A. Sanogo to approve College of Arts and Sciences curriculum requests, with the exception of the tabled Environmental Studies, Undergraduate Certificate, and IC members approved.

College of Engineering, Architecture and Technology

Mechatronic Engineering Technology for MET Students, Minor

Change to existing minor

- Add MERO 3373
- Remove MET 4803
- Total credit hours will not change
- Reason for requested action: To optimize the METM curriculum.

Motion was made by A. Sanogo and seconded by C. Freeman to approve College of Engineering, Architecture and Technology Mechatronic Engineering Technology for MET Students minor curriculum request, and IC members approved.

Spears School of Business

Travel and Tourism Management, Undergraduate Certificate (308) – TABLED for further discussion

Course requirement change

- Remove HTM 4183
- Increase electives from 7 to 10 credit hours
- Total credit hours will not change
- Reason for requested action: To remove barriers to students completing the certificate due to course offering rotations.

6. Other

- C. Francisco – appreciated the general education discussion and feedback during the October 19 IC meeting. The GE working group is continuing diversity and international / global conversations, looking for compromises. A GE system that works for 100% of the population is not easy. The desire is to include everyone, and finding that system takes lots of work. Conflict is inevitable, and at the same time we want to minimize the stress people are feeling. There is room for everyone at the GE table. We will eventually have a document that formalizes all of this. The goal for full implementation is Fall 2025. C. Francisco mentioned his gratitude to Tammy Mix for chairing the GE working group.
- R. Peaster – last IC meeting R. Sheehan raised potential concerns with common language for mutually exclusive graduate courses “may not be used for degree credit”. During a recent meeting, R. Peaster and R. Sheehan came to a consensus on language. The specific problem of graduate students enrolling in undergraduate courses with nothing to stop them may have a solution. Adding a level restriction to these undergraduate/graduate course overlapping pairs would make the most sense. Only undergraduate students would be able to enroll in the undergraduate course. Graduate students would be restricted from enrolling in the undergraduate/graduate course pairs. Programs will request these restrictions as needed.

Meeting was adjourned at 9:55am

Minutes were recorded by K. Campbell