

INSTRUCTION COUNCIL

MINUTES

Thursday, July 20, 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, Laurie Beets, Chad Blew, Larry Burns, Kyndal Campbell, Aaron Christensen, Ryan Chung, Cynda Clary, Andrew Doust, Richard Frohock, Jami Fullerton, Diane Jones, Marlys Mason, Rita Peaster, Carisa Ramming, Jerry Ritchey, Adrienne Sanogo, Candace Thrasher, Jean Van Delinder and Chris Francisco, Chair.

1. Introduction of Associate Provost Shannon Baker – Chris Francisco

C. Francisco welcomed the new associate provost Shannon Baker to Instruction Council. S. Baker's information is as follows: 405-744-8768, Shannon.baker10@okstate.edu, 201 Whitehurst (Office of Student Affairs). While C. Francisco will be focused on curriculum, faculty, RPT, and State Regents issues, S. Baker will be focused on student success / advising, and therefore will be chairing the monthly DSAS meeting. IC members welcomed S. Baker. C. Francisco explained that our provost office has been sparsely staffed and being able to have S. Baker join the office will be most helpful in addressing the needs of a campus this size in a more effective manner.

2. OSRHE Policy Update – Chris Francisco

C. Francisco detailed the Oklahoma State Regents for Higher Education (OSRHE) recent policy revisions. Final versions have not been released to C. Francisco at this time, but OSRHE staff are hoping to distribute something by September. C. Francisco thanked R. Peaster for addressing the technical issues with the drafts.

- Certificates - Vice Chancellor Robert Placido approved the idea of moving existing minors to certificates and decided to introduce this move to the entire state with notification only, no approval necessary. When the policy draft was revealed, the OSRHE Policy 3.4 specified embedded certificates, micro credentials and minors, but no standalone certificates. C. Francisco explained that policy was clear about embedded certificates only. However, after approaching OSRHE about standalone certificates, the response was that all certificates would now only require notification. We will proceed with our normal process of seeking approval of certificates at Instruction Council, followed by Council of Deans, with final approval coming from the A&M Board. We will then send the certificate to OSRHE for notification via a new OSRHE form, which we have not received. The official approval date is yet to be established. Basically, policy is determined but process is still under review. Internal processes are being finalized, and C. Thrasher will be working with C. Francisco to determine forms. C. Francisco will continue to keep IC members updated. C. Francisco also added that there is no urgency to present all minors transferring to certificates to OSRHE at this time since they require only notification.
- New programs - Vice Chancellor Placido would like to have new program approval completed in 2 months. He is looking for a more streamlined approach. No budget information will be required. Text boxes to explain employer demand / student demand / resources to provide this program. IRA will need the program number State Regents assign.
- Protest procedure - clarification – two phases – letter of intent (LOI) is to be submitted for any new program followed by submission of proposal. The intent is not to have LOI expire – OSRHE will follow up with the institution if nothing has been submitted.
 - Currently - LOI is submitted with 45 days to request copy of proposal. If you don't request a copy of the proposal you cannot protest it. If you do request a copy you will receive it after 45 days and you have 30 days to protest
 - New Process –

