

INSTRUCTION COUNCIL

MINUTES

Thursday, February 1, 2024

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: 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, Rita Peaster, Jerry Ritchey, Adrienne Sanogo, Candace Thrasher, Jean Van Delinder, and Chris Francisco, Chair.

1. Policy discussion on UARs 3.10 Second Baccalaureate Degree and 3.11 Double Majors and Minors – Rita Peaster

3.10 Second Baccalaureate Degree

A student who receives a baccalaureate degree from OSU may use all applicable courses toward a second baccalaureate degree. An additional baccalaureate degree may not be earned in the same major as the first degree, even if the option is different. For example, it is not possible to earn both a BS degree in Sociology with an option in Anthropology and a BS degree in Sociology with an option in Applied Sociology. Completion of requirements for more than one concentration may be noted on the official transcript, but a second degree will not be awarded. The Bachelor of University Studies cannot be earned as a second or concurrent OSU baccalaureate degree.

Second Graduate Degrees

The Oklahoma State Regents for Higher Education (OSRHE) do not allow students to obtain a second degree in the same "major" as the first degree, even if the options/concentrations are different. For example, it is not possible to earn both an MS degree in Physics with a concentration in Medical Physics and an MS degree in Physics with a concentration in Optics and Photonics. Completion of requirements for more than one concentration may be noted on the official transcript, but a second degree will not be awarded. Additionally, because of the OSRHE requirement for a coursework common core within a master's degree options, it should not be assumed that obtaining an additional option/concentration within the same degree program and level will be possible. Careful discussions and planning with the Graduate Program Coordinator prior to admission is imperative, if such study is desired.

3.11 Double Majors and Minors

A double major can be earned by satisfying the primary major's degree requirements and the major requirements for the second major plus any additional college/departamental requirements from the second major degree plan if deemed appropriate by the college home of the second major. If the general education courses are met from one college, they do not need to be met for the second major if it is in another college. The second major does not necessarily require hours above the minimum required for the first major. Whether additional hours are required generally depends upon the number of electives allowed by the first major and the extent of overlap between courses in the two majors.

Minors are available for many fields of study. A list of current minors and their requirements can be found on the Degree Requirements page of the Registrar's website and in the "[Minors and Certificates](#)" section of the Catalog. Undergraduate minors may not duplicate majors or options/concentrations within a student's curriculum (for example, a student who earns a BA in Art with an Art History concentration may earn a minor in Studio Art but not Art History).

All components of a student's curriculum, including multiple majors and/or minors, will be noted on the student's transcript while in-progress. Students should contact their college Student Academic Services office for information on adding or removing additional majors or minors from their curriculum.

Discussion Points Related to Policy Issues

1. Clarify curriculum duplication scenarios that are not clearly addressed in the current regulations, including:
 - a. Can students who've already earned a degree with an additional (e.g. second) major subsequently earn an additional degree with the previously earned second major as the primary major? For example, can a student who earned a BS in Mathematics with a second major in Spanish later earn a BA degree in Spanish?
 - b. Can students concurrently pursue multiple degrees with duplication in the major across degrees? For example, can a student pursue both a BS in Mathematics with a second major in Spanish and a BA degree in Spanish?

UAR 3.10 and 3.11 – Second Baccalaureate Degree and Double Majors and Minors – the Registrar's Office has experienced frustration due to the policies that govern / eliminate duplication of curriculum not clearly identifying guidelines. In 2017 OSU removed the requirement of an additional 30 hours for students who wished to earn a second bachelor's degree. Students who have already earned a degree with a second major are now allowed to subsequently earn a second bachelor's degree with the previously earned second major. On the other hand, students pursuing a bachelor's degree are not allowed to earn a second bachelor's degree concurrently when there is a duplication in the major across degrees. Instruction Council (IC) members will take time to consider these questions and come back with further discussion/ recommendation.

- c. Specify whether declaration of an additional option that doesn't exist within the parent degree-major combination is allowed (e.g. if Music Composition is only offered as an option in BA-Music but not in BM-Music, can a BM-Music major declare Music Composition as an additional option?) While UAR 3.11 allows this for additional majors, it's problematic at the option level since option requirements can't typically be identified separately from the major requirements.

The consensus from IC members is that students should not be allowed to declare an additional option if it does not exist within the parent degree-major combination. R. Peaster indicated that matches current practice, and she will draft proposed policy language to clarify.

2. Update verbiage to clearly address multiple degrees, majors, etc. beyond a second one.
3. Address that while duplication of major within the same degree award category is not allowed, duplication of a major across credentials in different award categories is permitted (e.g., a student can earn a BS in Mathematics, an MS in Mathematics and PhD in Mathematics); and +
4. Correct an inaccurate reference to State Regents policy.

There were no objections from IC on items 2-3, so R. Peaster will draft proposed policy language to include the two clarifications and the one correction.

2. Potential Bachelor's Degree Candidates – Rita Peaster

This fall was the first degree-clearance term where the revised policy enabled OSU to award credentials for students who were confirmed to be 100% complete regardless of whether they had completed a graduation application (grad app). There were 100 students in that category and were notified in the form of a congratulations – “____ college has confirmed you have completed the requirements for the ____ degree”. At that point we asked the students to complete the grad app in order for OSU to have the correct name and mailing address to send the diploma. If the student did not wish for their credential to be conferred they were requested to submit a graduation hold. Six students were eligible and filed for a grad hold. The remaining 94 will be awarded their degree.

We wanted to make sure that we captured all students who were eligible – even students who were not active this semester. Institutional Research and Analytics (IRA) has developed data that can help identify students who may be eligible for a bachelor's degree by the following criteria:

- Active / inactive
- Active catalog year
- Matriculating with a bachelor's degree program
- No other degree from OSU
- No grad app from any active term
- High level OSU and State Regents degree requirements met

After graduation clearance – R. Peaster would like to use that data in a different way. This data can be used to identify students who may be eligible for a BUS or other bachelor's degree and submit that data to the colleges to review that list of students. Although BUS declaration is more difficult, it would be beneficial to have more students with an OSU credential. Information Technology (IT) is working on processes to help identify degrees in which students might be eligible. Developing a tool like this outside DegreeWorks is on the radar. It could mean more work for the advising teams but certainly beneficial to the University. IC members supported this plan.

3. Courshedog Update – Rita Peaster

The Registrar's Office (RO) has encountered some issues this spring with the Courshedog to Banner integration for classes with multiple meeting patterns and multiple instructors. They have been working with Courshedog's top Banner data integration experts and feel good about the resolution plan. The update completion is expected within a month.

The RO will be publishing Summer / Fall 2024 semester class schedules by February 19. Students and advisors will begin creating their registration plans for enrollment. Prior to the implementation of Courshedog, if there were classes that required deviations they would not appear in the Class Schedule until the deviation was approved and input in the system. With Courshedog those classes are displayed in Banner even before an exception is submitted. To make sure students cannot register in courses that require deviation, those sections will be hidden from display in Self Service Class Schedule. These hidden courses will continue to be viewable in Courshedog and the Banner Admin System. Please contact the RO if issues continue to arise.

C. Francisco added that as more people are utilizing Courshedog for deviations, explanations on some requests are becoming incomplete. He continues to return a number of deviations due to lack of explanation; it is important to be clear about the reason for the deviation because deviated course times have a big impact on the course slots students have available.

4. Career Services Employee Certification – Chris Francisco

Academic Affairs was under the impression that colleges were working with Career Services to implement the Career Services Employee Certification plan, however after feedback from IC members, it was determined that they were unaware of the Career Services plan, referenced pages 10 and 11. Because this certification involves college funding IC members expressed their concern with the fact that if the job requires a certain certification the employee should not necessarily receive a reward for accomplishing what the job required. The cost of training is acceptable but adjustment in salary for enhancement of ability to do their job is not. IC members agreed that this plan sounds similar to professional development and attending periodic professional development does not result in salary increases. Academic Affairs will seek additional feedback before endorsing this plan.

5. Curriculum

Information Items Only:

Course Deactivations:

VMED 7311 – Introduction to Clinics I

VMED 7323 – Veterinary Parasitology II
 VMED 7342 – Clinical Anatomy
 VMED 7631 – History of Veterinary Medicine Elective

Course Reactivation:
 A&S 3111 – First Year Transfer Seminar

Course Action Summaries:

COLLEGE OF Arts & Sciences Date: 01-17-24

PRESENT	PROPOSED	PRESENT	PROPOSED	PRESENT	PROPOSED	ACTION SUMMARY
PREFIX/NUMBER	TITLE	NEW TITLE		ACTION		
<u>MODIFIED COURSE</u>				Course Description	<u>New Course Descriptions:</u>	
A&S 3111	New Student Seminar	First Year Transfer Seminar		Orientation to OSU for new transfer students. Topics include advanced study and writing skills, financial management, career development and the transition from college to work.	Designed for incoming transfer students in the College of Arts & Sciences. Focuses on developing as a person, scholar, and professional through the strengths, goal setting, curriculum planning, academic success strategies, and ways of connecting to others and the university.	Course update for A&S transfer students.

PRESENT	PROPOSED	PRESENT	PROPOSED	PRESENT	PROPOSED	ACTION SUMMARY
PREFIX/NUMBER		TITLE		ACTION		
<u>NEW COURSES</u>					<u>New Course Descriptions:</u>	

11/2/23 Tabled by IC	HIST 2043		Ghosts and Graveyards History of Dark Tourism		This course explores the history of dark tourism, including practices and impact. Students will analyze tourist experiences in spaces associated with tragedy, suffering, death, and spookiness. Total Credit Hours: 3 LEC/TH Total Contact Hours: 3 LEC/TH	New course Gen Ed: H
----------------------	-----------	--	---	--	---	-------------------------

Motion was made by A. Sanogo and seconded by C. Freeman to accept the above-mentioned College of Arts and Sciences course actions, and IC members approved.

Note: The ENTM and CPS course actions brought to Instruction Council on January 18, 2024, and tabled, were approved by email vote on January 29, 2024.

College of Veterinary Medicine

<u>MODIFIED COURSES</u>				
VMED 7610	Basic Science Elective	Grade Mode Change to P/F		Grade Mode Change from standard to pass/fail
VMED 7630	Clinical Science Elective	Grade Mode Change to P/F		Grade Mode Change from standard to pass/fail

Motion was made by A. Doust and seconded by M. Mason to accept the above-mentioned College of Veterinary Medicine course actions, and IC members approved.

Program Modifications:

College of Arts and Sciences

American Sign Language Studies: ASL – English Interpreting, BA (293)

Option addition

- Add option in ASL – English Interpreting
- Reason for requested action: To create a pathway for students to become ASL interpreters.

Environmental Studies, UCRT (455)

Course requirement change

- Require ENVR 1113 and GEOG 4233
- Add GEOG 1022 or GEOL 1022 as alternates to GEOG 2002 or GLST 2002
- Move GEOG 3153 and HIST 4523 from required courses to electives
- Increase electives from 6 to 9 credit hours
- Reason for requested action: To provide flexibility and focus for students completing the certificate.
- Total credit hours will not change
- *Tabled by Instruction Council on 10-19-2023*

Microbiology/Cell and Molecular Biology: Pre-Medical Professional, BS (149)

Course requirement change

- Add PBIO 1404 or BIOL 3214 as alternate to BIOL 1604
- Add MICR 4990 as alternate to MICR 4012
- Add MICR 4990 as alternate to MICR 4112
- Add “Select 6 hours from the following”
- Remove MICR 4053, MICR 4253 or MICR 4263
- Reason for requested action: To address common course substitutions and align requirements with professional school prerequisites.
- Total credit hours will not change

Sociology: Anthropology, BA (258)

Sociology: Anthropology, BS (184)

Degree requirement change

- Increase minimum GPA from 2.00 to 2.50
- Reason for requested action: To address changes in the department’s anthropology curriculum and require students to complete an introductory Anthropology course.

Course requirement change

- Add ANTH 1353
- Remove SOC 4243
- Remove “3 hours of the following”
- Add “9 hours from the following”
- Remove “6 hours of upper-division ANTH”
- Total credit hours will not change

Discussion: Question was raised as to why the minimum GPA for the Anthropology option was moved from 2.00 to 2.50 when the Sociology degree minimum GPA remains at 2.0. A. Doust agreed to table the requested degree changes for further discussion.

Motion was made by A. Sanogo and seconded by M. Mason to accept the above-mentioned College of Arts and Sciences program modifications, with the exception of the tabled Sociology: Anthropology, BA and BS, degree changes, and IC members approved.

College of Education and Human Sciences

Leisure Studies, MS (436)

Program name change

- Change program name from Leisure Studies to Applied Health, Rehabilitation, and Recreation
- Reason for requested action: To better reflect the current language used in the associated fields

Secondary Education: Social Studies – Alternative Certification, BS (182)

Option addition

- Add option in Social Studies – Alternative Certification
- Reason for requested action: To offer a pathway for future educators who are interested in pursuing alternative certification.

Motion was made by C. Clary and seconded by M. Mason to accept the above-mentioned College of Education and Human Sciences program modifications, and IC members approved.

College of Engineering, Architecture and Technology

Chemical Engineering, MS (042)

Course requirement change

- Remove CHE 5202 and require CHE 5303
- Decrease electives from 7 to 6 credit hours
- Reason for requested action: Due to a course number change, CHE 5202 is now offered at CHE 5303.
- Total credit hours will not change

Chemical Engineering, PHD (043)

Course requirement change

- For the 60 hours beyond the Bachelor's Degree track
 - Remove CHE 5202 and require CHE 5303
 - Decrease electives from 7 to 6 credit hours
- For the 42 hours beyond the Master's Degree track
 - Remove CHE 5202 and require CHE 5303
 - Decrease hours for CHE 6000 from 16 to 15 credit hours
- Reason for requested action: Due to a course number change, CHE 5202 is now offered at CHE 5303.
- Total credit hours will not change

Mechanical Engineering Technology, BSET (081)

Online delivery of an existing program

Course requirement change

- General education requirements will decrease from 44 to 40 hours
 - Remove PHYS 2114
- Increase electives from 8 to 12 credit hours
- Reason for requested action: PHYS 2114 is no longer a prerequisite for ENSC 2613.
- Total credit hours will not change

Mechatronics and Robotics, BSET (324)

Course requirement change

- General education requirements will increase from 41 to 42 credit hours
 - Remove STAT 4013

- Add CHEM 1314 or CHEM 1215 or CHEM 1414
- College/Departmental requirements will decrease from 44 to 38 credit hours
 - Add ENSC 2141, ENSC 2411, ENSC 2613, MET 4223
 - Remove MATH 2163, EET 1104, EET 1244, MET 3223
- Major requirements will increase from 37 to 41 hours
 - Add ENSC 3311, MERO 3253, MERO 3373, MET 3343
 - Remove EET 3373, EET 4903, MERO 4843, MET 4803,
 - Remove EET 3803 as alternate to MET 3803
 - Increase MERO-related specialty from 6 to 9 credit hours
- Reason for requested action: To align curriculum with ABET accreditation standards and to better facilitate transfer credits
- Total hours will decrease from 122 to 121 credit hours

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

Spears School of Business

Business Administration: Business Sustainability, MS (035)

Option suspension

Reason for requested action: Graduate education is trending away from options and concentrations. The option will be reinstated or deleted within three years.

Business Analytics and Data Science: Cybersecurity Analytics, MS (505)

Business Analytics and Data Science: Advanced Data Science, MS (505)

Business Analytics and Data Science: Health Analytics, MS (505)

Business Analytics and Data Science: Marketing Analytics, MS (505)

Course requirement change

- Add BAN 5570
- Reason for requested action: Students were required to take BAN 5560 in the fall and spring semesters. The addition of BAN 5570 will eliminate the confusion because students will now take BAN 5560 one time.
- Total hours will increase from 37 to 38 credit hours

Management Information Systems, MS (412)

Course requirement change

- Reduce electives from 12 to 9 credit hours
- Reason for requested action: To lower the required number of classes students must take.
- Total hours will decrease from 33 to 30 credit hours

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

Note: The Supply Chain Management undergraduate certificate new program request brought to IC on December 7, 2023 and tabled, and again on January 18, 2024 and tabled, was approved by email vote on January 29, 2024.

6. Other

- The General Education Working Group (GEWG) is working through some sample trails and there have been many good ideas, but GEWG needs to find a way to incorporate more of the foundational courses within the trails. Feedback has been received, and Provost's Office will be reviewing. IC members will be asked to

review the sample trails as well. Drafts of the next 5-7 trails should hopefully be available for review by this summer. Pilot should be ready by Fall, 2024.

- Oklahoma State Regents for Higher Education (OSRHE) policy changes have all been approved, with the exception of the definition sections. The definitions are being prepared and all other questions that have been submitted to Academic Affairs have been forwarded to the State Regents' office. So far, there have been no responses received to our questions. We are continuing to follow up with the OSRHE.

Meeting adjourned at 10:18am

Minutes were recorded by K. Campbell

Career Services Employee Certification Incentive Pay Plan

Certification is a highly valued professional achievement within Career Services. It demonstrates a level of knowledge and expertise within the profession and helps ensure qualified service to Oklahoma State University students and alumni. Further, this certification is required for any employee who will utilize assessments with students or alumni for the purpose of major and career exploration. For all positions that engage with students, alumni or employers in any career readiness capacity, the expectation of achieving certification should be clearly outlined in the job description and communicated to prospective employees as a condition of employment. Certification benefits both the employee and the University.

Included Positions:

- Continuous, regular staff who engage with students, alumni, or employers in any career readiness capacity (upon the approval of the Vice President)

Approved Certifications:

- Certified Career Services Provider (CCSP) through the National Career Development Association
- Certified Career Counselor (CCC) through the National Career Development Association
- Global Career Development Facilitator (GCDF) through the Center for Credentialing Education

OSU Career Services will cover \$500 of the cost of the Facilitating Career Development course necessary to obtain any of the approved certifications as part of the employee's training plan if started in their first 180 days of employment and the \$250 course manual for a total contribution of \$750. Employees should work through Assistant Director of OSU Career Services to outline either an in-person or virtual training module. Annual renewal fees are to be paid for by the employee since a professional certification remains with the employee should he or she separate employment. A \$35/month (\$420/annual) pay increase should be awarded upon completion of the Facilitating Career Development training course and obtaining the certification to offset the cost of annual renewal fees incurred by the employee. It is the employee's responsibility to maintain continuing education requirements and provide annual proof of continuing professional status, to be included in the OSU Career Services' departmental or college's departmental personnel file to maintain the ability to administer premium career assessments such as the Strong Interest Inventory and Myers Briggs Type Indicator (MBTI). If an employee's certification expires without renewal, his or her incentive is subject to being revoked by the employee's department.

Pay Increase:

- Eligibility for payments as indicated above.
- An increase in base wage of \$35/month (\$420/annual) will be provided for acquiring approved certification by the employee's department.
- The certification requirements must be fulfilled before a pay increase can be granted. The increase in pay will remain as long as the certification is current and pertinent to the position duties.
- Multiple certifications do not result in additional increases in pay above the initial incentive payment.
- Employee must maintain "good" performance (3.0 on 5.0 scale).
- Employees who are currently on corrective action in accordance with OSU Policy 3-07203 (Corrective Action and Dismissal of Staff) are generally ineligible to receive this incentive; however, they can become eligible by successfully completing the corrective action plan established for them.

Summation of Expectations of College Department and OSU Career Services:

Expectations of Career Services

- Work with college to schedule training for employee within 180 days of employment

- Cover first \$500 of training and \$250 course manual
- Provide opportunities for continuing education for certified Career Services and college career employees

Expectations of College

- Include credentialing expectation in job description
- Work with Assistant Director of Career Services to initiate training to begin within 180 days of employment
- Cover the cost of training beyond \$500 from Career Services
- Increase employee's pay by \$35/month (\$420/annual) when employee receives certification

Oklahoma State University reserves the right to modify, revoke, suspend, terminate, or change any or all provisions of the plan, in whole or part, at any time, with or without notice. The language that appears in this document is not intended to create, nor is it to be construed to constitute, a contract between Oklahoma State University and any or all of its employees.

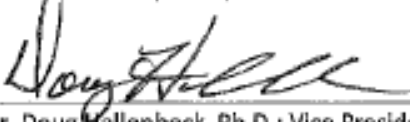
Review and Approval:



Kellie Ebert, MBA; GCDF; Director, OSU Career Services



Christi Lowman, SPHR; Assistant Vice President/Chief Human Resources Officer



Dr. Doug Hallenbeck, Ph.D.; Vice President, Student Affairs



Dr. Jeannette Mendez, Provost and Senior Vice President for Academic Affairs