

INSTRUCTION COUNCIL

MINUTES

Thursday, February 29, 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: Shannon Baker, Laurie Beets, Dani Bellmer, Chad Blew, Mario Borunda, Larry Burns, Kyndal Campbell, Aaron Christensen, Ryan Chung, Craig Freeman, Richard Frohock, Jami Fullerton, Sunderesh Heragu, Kaitlyn Holcomb, Kelva Hunger, Diane Jones, Marlys Mason, Rita Peaster, Adrienne Sanogo, Rebecca Sheehan, Candace Thrasher, Ronna Vanderslice and Chris Francisco, Chair.

1. FAFSA/ Scholarship Timeline Update and Extension of May 1 Deadlines – Chad Blew

The FAFSA / scholarship deadline has changed from May 1st to June 1st. Offers of scholarship packaging should not be expected prior to that time. If departments / colleges wish to award continuing students, the recommendation from the Office of Scholarships and Financial Aid is to use last year's FAFSA data. For prospective students, there will be no data, but they can still be awarded scholarships from departments / colleges. Students who have applied but have not yet been accepted will not be considered for scholarships until they are accepted.

It was the opinion of the Instruction Council (IC) members that for recruiting purposes, it would seem to be in our best interest to award scholarships to as many incoming students as possible. We do not want to miss our opportunity with these students.

2. APR Progress Update and Upcoming Planning – Ryan Chung

Academic Program Review (APR) Program Enhancement Plan (PEP) Report and Review Timeline and Plan, Spring 2024

- Action: Programs - March 15 - PEP reports due from programs to University Assessment and Testing (UAT)
 - Canvas Assignment – PEP Report from Programs
 - This will serve as a central Dropbox for programs to provide UAT with their PEP Report and for UAT to provide programs with their reviews from the PEP Reviewers
 - NOTE: Program representatives will need to have a “Student” role (not “Teacher” or “TA” role) in the Canvas Community so that each program can only view and access their individual information and be able to submit Assignment items
- Action: UAT - March 29 – PEP Reports shared from UAT to Reviewers
 - One Drive Folders – PEP Report for Reviewers
 - UAT will lightly review the reports for completion and create a folder for each PEP Reviewer
 - The 5 to 10 PEP Reports will be shared with the PEP Reviewers
- Action: Reviewers - April 22 – PEP Review Reports due from Reviewers to UAT
 - One Drive Folders – PEP Review Reports from Reviewers
 - PEP Reviewers will turn in their completed review reports into the same folder in One Drive that they received the initial PEP Reports
 - NOTE: In order to pay out the PEP Reviewers on 5/13, UAT will need to begin processing all reviewers' payments by 4/22 to meet the Supplemental EPAF deadline
- Action: UAT - May 6 – PEP Review Reports shared from UAT to Programs
 - Feedback in Individual Canvas Assignment Submissions – PEP Review Reports for Programs
 - UAT will conduct a review of the PEP Review Reports after they have been turned in from the reviewers

- Then, the PEP Review Reports will be provided to the programs via the Canvas Assignment feedback window
- Action: Programs - May 17 – Programs share their entire completed APR Reports with college dean’s office for the final review prior to submission
 - The Programs must share their APR Reports to their college Dean’s office by this due date of May 17th
 - The college will meet with any programs, if necessary, during this time from May 17th to June 3rd
- Action: Programs/Colleges - June 3 – Final Comprehensive APR Report from Programs / Colleges to UAT
 - Canvas Assignment – Final Comprehensive APR Report from Program/College
 - The programs or the college will submit the Final APR Report to UAT via the appropriate Assignment Dropbox in Canvas

3. Slate Form for Advisors - Shannon Baker and Larry Burns

The Institutional Research and Analytics (IRA) team created a Slate form to collect programmatic information for our advising team in response to advisors and colleges asking how the First-Year advisors are going to know the details of all programs. With this Slate form advisors will have access to a catalog of important information about each program. In preparation for the influx of our new advisors, we have developed a timeline that will include this new Slate form. May 1st will bring the entire advising team together full time. The month of May will be utilized with engaged intensive training to prepare the team for Orientation and Enrollment sessions. Part of that training will involve reading these Slate Academic Program Notes forms for the programs to ensure that everyone can help our students.

L. Burns explained that the Slate form is still being developed, however he was able to walk the IC members through a draft of the form:

Slate form “Academic Program Notes” will include information as follows:

- *Program Information – college or academic unit*
- *Application Information – for current enrollee, future enrollee, by catalog term*
- *Critical Courses – what is critical in the first four semesters of a program*
- *Science Considerations*
- *Math Considerations*
- *Semester 1 and 2*
- *Common Issues for Students*
- *Common Curricular Issues for Transfer Students*
- *Common Course Substitutions / Waivers*
- *Summer Course Considerations*
- *Additional Notes*
- *Student Best Practices*
- *Departmental Contact Information*
- *Departmental Advising Program*
- *General information about the department – academic resources or financial resources available that students should know*
- *Relationship between department and person completing the form*

This form has been shared with DSAS members who will contact their undergraduate coordinators to seek input. We have asked DSAS members to submit feedback by April 15. The goal is to have a Slate portal that will hold all programs available for Summer, 2024. We expect to update the information for Fall, 2024 semester as well. In addition to the DSAS feedback, IC members mentioned the following considerations:

- Special attention for transfer students and students with significant concurrent hours
- Uploading documentation for programs

<u>MODIFIED COURSES</u>	<u>PREFIX/NUMBER</u>	<u>TITLE</u>					
	BIOM 6973	Evolutionary Development of Vertebrates			Grad Mode: Pass/Fail	Grade Mode: Standard	Grade Mode Change

Motion was made by J. Fullerton and seconded by S. Heragu to accept the above-mentioned Center for Health Sciences course action previously tabled and Instruction Council members approved.

Program Modifications:

College of Arts and Sciences

Acting, Bachelor of Fine Arts (288)

Course requirement change

- Remove “3 additional hours designated (H) (not TH, DANC, or AADM)” and move TH 3923 from college/departmental requirements to general education
- Decrease “Courses designated (A), (H), (N), or (S) from 10 to 7 hours and move TH 3933 from college/departmental requirements to general education
- Move TH 1323, TH 1663, and TH 2563 from major requirements to college/departmental requirements
- Require TH 1500
- Add TH 3822, TH 3823, TH 4353, TH 4423, TH 4953
- Remove TH 1301, TH 1310, TH 4900, AADM 4123
- Add 8 hours of controlled electives
- Total credit hours will not change
- Reason for requested action: To better reflect career competencies in the performance industry.

Motion was made by M. Mason and seconded by C. Freeman to accept the above-mentioned College of Arts and Sciences Acting, Bachelor of Fine Arts course requirement change, and Instruction Council members approved.

College of Education and Human Sciences

Digital Design in Design and Merchandising, Undergraduate Certificate

New program request

Reason for requested action: To equip students with the necessary digital design skills needed in the interior design industry.

Total credit hours: 18

Tabled by Instruction Council on 12/7/2023

Education: Social Foundations of Education, PHD (435)

Degree requirement change

- Remove GRE/MAT admission requirement
- Reason for requested action: To align the admission requirement for this option with other degree options.

Discussion: conversation with Registrar’s Office regarding particular language. Adjustments will be made when CEHS reviews the program this Fall. For now, the program will remain the same and an additional change will be made in the future.

Educational Leadership and Policy Studies: Educational Administration, PHD (461)

Degree requirement change

- Remove GRE/MAT admission requirement
 - Reason for requested action: The program relies on a more holistic approach and does not rely on the test scores.
- Course requirement change
- Add EDLE 6873
 - Require EDLE 6393
 - Decrease electives from 9 to 6 credit hours
 - Decrease cognate/electives with a thematic focus from 12 to 9 credit hours
 - Total credit hours will not change
 - Reason for requested action: To address needed competencies that are pertinent to educational leaders.

Educational Leadership and Policy Studies: Higher Education, PHD (461)

Degree requirement change

- Remove GRE/MAT requirement
 - Remove writing sample requirement
 - Reduce letters of recommendation from three to two
 - Reason for requested action: The program relies on a more holistic approach for admission decisions
- Course requirement change
- Remove HESA 6603
 - Add HESA 6213, HESA 6733
 - Remove REMS 5953
 - Add HESA 6813
 - Remove HESA 6233
 - Total credit hours will not change
 - Reason for requested action: To better reflect the higher education landscape and better equip graduates to meet the needs of higher education institutions.

Learning, Design and Technology, EDD

New program request

Reason for requested action: To provide a pathway for students unable or uninterested in a traditional PHD program to earn a doctorate degree.

Learning, Design and Technology, PHD

New program request

Reason for requested action: To prepare professionals to conduct research that can be applied to design, enhance, and evaluate human experiences associated with teaching, learning, performance, and emerging technologies in a variety of settings. The program is currently offered as an option under the PHD in Education.

Discussion: There are two separate populations that fit these degrees, with enough students to offer the two separate degrees. PHD students wish to move into a faculty roll, while the EDD population consists of individuals in industry who want more practical use and have no interest in the research piece associated with the PHD program.

Tabled from 12-7-23 IC Meeting:

Digital Design in Design and Merchandising, Undergraduate Certificate

New program request

Reason for requested action: To equip students with the necessary digital design skills needed in the interior design industry.

Total credit hours: 18

Discussion: CEHS spoke with Chris Whittey, department head Art, Graphic Design and Art History, who agreed there was no crossover with their degrees.

Motion was made by C. Freeman and seconded by M. Mason to accept the above-mentioned College of Education and Human Sciences program requests, including the Digital Design in Design and Merchandising Undergraduate Certificate that was tabled at the December 7, 2023 Instruction Council meeting, and all Instruction Council members approved.

Center for Health Sciences

Advanced Sports Medicine Concepts, Graduate Certificate

New program request

Reason for requested action: To provide healthcare providers from various disciplines who are or may be involved with healthcare delivery to team sports or athletics with an in-depth overview of sports medicine utilizing contemporary evidence-based best practices.

Motion was made by C. Freeman and seconded by M. Mason to accept the above-mentioned Center for Health Sciences Advanced Sports Medicine Concepts Graduate Certificate, and Instruction Council members approved.

College of Professional Studies

Entertainment Media, Bachelor of Professional Studies

New program request

Reason for requested action: To provide students with critical strategic expertise necessary to advance in the entertainment industry.

Motion was made by M. Mason and seconded by S. Heragu to accept the above-mentioned College of Professional Studies Entertainment Media, Bachelor of Professional Studies, and Instruction Council approved.

Spears School of Business

Accounting, Graduate Certificate

New program request

Reason for requested action: For students to obtain greater accounting competence either as a stand-alone certificate or combined with another graduate program.

Business Sustainability, Graduate Certificate (490)

Program name change

- Change program name from Graduate Certificate in Business Sustainability to Graduate Certificate in Business Sustainability and Nonprofit Management
- Reason for requested action: Combining two related areas to better meet student needs.
Program requirement change
- Add MGMT 5093 or MGMT 5163
- Select either MGMT 5033 or MGMT 5083
- Total credit hours will not change
- Reason for requested action: To update curriculum to reflect the proposed program name change.

Energy Business, Graduate Certificate

New program request

Reason for requested action: To provide students with a foundational knowledge of industry structure, supply and demand issues, and value creation related to the global energy industry.

Motion was made by C. Freeman and seconded by S. Heragu to accept the above-mentioned Spears School of Business program requests, and Instruction Council approved.

7. Other

- C. Francisco mentioned the Career Services Employee Certification, discussed at the 2-1-24 IC meeting. IC members' feedback determined there would be additional discussion when all IC members were present.
- C. Francisco informed IC members that the GenEd sample trail will be sent to IC to verify the members are comfortable with classes in sample trail
 - i. Process:
 1. Call for proposals – rough idea, review and select
 2. Secure funding for faculty members to create the menus of courses lined up and arranged trails for early Fall 2025 full implementation
 - ii. Appreciation to General Education Working Group for their amount of progress in such a short period of time
- The Oklahoma State Regents for Higher Education (OSRHE) Vice Chancellor submitted new Academic Affairs policy revisions, which C. Francisco forwarded to members of IC, IRA, Registrar's Office, Enrollment Management and Financial Aid for policy revision review. OSRHE will continue with their revisions. Some requested changes were made while others were not. The hope is that prior to performing a new round of policy revisions, we receive definitions in order to have a better understanding of their terms. There is no timeline available for the revisions.
- C. Francisco explained that this is the time of the year we often see an increase in student and faculty conflicts that are elevated to Provost / President. C. Francisco expressed his appreciation to IC members for handling as many of those situations as possible. As a campus we need to manage these conflicts in a way that does not start with the President's Office.

Meeting was adjourned at 10:03am

Minutes were recorded by K. Campbell