

FACULTY COUNCIL MEETING

3:00 p.m., Tuesday, March 11, 2014

Council Room, 412 Student Union

AGENDA:

1. Roll Call
2. Approval of the February 11, 2014 Minutes
3. Approval of Agenda
4. Special Report:
 - A. Kirk Jewel – OSU Foundation
 - B. Dr. Brenda Masters – Higher Learning Commission: New Accreditation Criteria and the Assurance System.
5. The President – Remarks and Comments
6. Report of Status of Faculty Council Recommendations:
President Hargis, Interim Provost Fry, and/or Vice Presidents
7. Reports of Standing Committees:
 - a. Academic Standards and Policies: Deb VanOverbeke – Update
Recommendation: OSU Academic Regulation 7.3: Residence Waiver for Certain
Premedical Students*
Recommendation: OSU Policy 2-0216: Final Exam Overload Policy*
OSU Policy 2-0207: University Academic Format and Final
Examination Policy*
 - b. Athletics: Gary Young - Update
Recommendation: Annual Review of the ASSA by the Faculty Council Athletics
Committee*
 - c. Budget: Rodney Holcomb – No Report
 - d. Campus Facilities, Safety, and Security: Nathan Walker – No Report
 - e. Diversity: Georgette Yetter – No Report
 - f. Faculty: Matt Lovern – Update
 - g. Long-Range Planning and Information Technology: Victor Baeza – Update
 - h. Research: Gilbert John – Update
 - i. Retirement & Fringe Benefits: Stephen Clarke – No Report
 - j. Rules and Procedures: Chanjin Chung – Update
 - k. Student Affairs and Learning Resources: Barney Luttbeg – No Report
8. Reports of Liaison Representatives –
9. Old Business
10. New Business
11. Adjournment

**Attached*

Refreshments will be served at 2:45 p.m.

	Amended by	Passed	Failed
Recommendation No. <u>14-03-01-ASP</u>	1. _____	_____	_____
Moved by: <u>Academic Standards & Policies</u>	2. _____	_____	_____
Seconded by: _____	3. _____	_____	_____
<u> </u> Passed <u> </u> Tabled <u> </u> Failed	4. _____	_____	_____

Title: OSU Academic Regulation 7.3: Residence Waiver for Certain Premedical Students

The Faculty Council Recommends to President Hargis that:

Modify OSU Academic Regulation 7.3 to expand the residence waiver currently available for premedical students to include prelaw students.

Rationale:

OSU Academic Regulation 7.3 currently allows students admitted early to a doctoral health program to transfer back up to 30 hours from professional school to complete their undergraduate degrees (as appropriate by degree and department). A student can take advantage of this option with any doctoral health program that will admit without a bachelor’s degree. Both A&S and CASNR have early admission agreements with medical and veterinary schools.

Nationally, there is a growing trend to create such early admission (3 + 3) programs for law schools. Several schools (including all three in Oklahoma) have early admission programs for their own institutions’ undergraduates, and some law schools are promoting 3 + 3 options to students from all undergraduate institutions in the country. All three Oklahoma law schools have expressed interest in offering early admission options to OSU students. Although OSU students may be able to start law school early, as permitted by the particular law school, current OSU policy does not allow them to use law school hours to complete an OSU undergraduate degree. Such students, though academically successful, would not earn OSU degrees, nor would they be counted in our graduation rates. Many students may wish to reduce debt and complete their educations faster by beginning law school after their junior year. Expanding this policy allows them to take advantage of early admission programs and still become graduates of OSU.

Just as presently with premedical programs, it will be up to OSU Colleges and Departments to approve programs for which 30 hours of undergraduate coursework can be substituted with the 30 hours of law school coursework that will be transferred back.

OSU Academic Regulation 7.3: Residence Waiver for Certain Premedical Students

Modifications Proposed by the College of Arts & Sciences and the Office of the Registrar

January 17, 2014

Track Changes Version

7.3 Residence Waiver for Certain Premedical and Prelaw Students. Students who complete at least 90 semester credit hours in a designated ~~recognized~~ premedical science or prelaw preparatory program and then transfer are admitted to a professional program leading to the doctoral degree at an accredited professional school, including medicine, osteopathic medicine, chiropractic medicine, veterinary medicine, dentistry, optometry, pharmacy, physical therapy, ~~and~~ podiatry, and law, will be awarded the appropriate baccalaureate degree upon the successful completion of 30 semester credit hours in basic medical science courses applicable to the OSU major. This option is available only to students who have completed all other degree requirements for the major, have taken at least the last 30 semester credit hours of work at OSU prior to transferring to a professional school (See Academic Regulation 7.2 Residence Credit Requirements), and have completed at least 60 semester credit hours at a baccalaureate degree granting institution (See Academic Regulation 4.4 Transfer Credit from Community Colleges). Credits from accredited professional schools that are part of baccalaureate degree-granting institutions will satisfy the 60 semester credit hour requirement.

Clean Version

7.3 Residence Waiver for Certain Premedical and Prelaw Students. Students who complete at least 90 semester credit hours in a designated premedical science or prelaw preparatory program and are admitted to a professional program leading to the doctoral degree at an accredited professional school, including medicine, osteopathic medicine, chiropractic medicine, veterinary medicine, dentistry, optometry, pharmacy, physical therapy, podiatry, and law, will be awarded the appropriate baccalaureate degree upon the successful completion of 30 semester credit hours in medical science courses applicable to the OSU major. This option is available only to students who have completed all other degree requirements for the major, have taken at least the last 30 semester credit hours of work at OSU prior to transferring to a professional school (See Academic Regulation 7.2 Residence Credit Requirements), and have completed at least 60 semester credit hours at a baccalaureate degree granting institution (See Academic Regulation 4.4 Transfer Credit from Community Colleges). Credits from accredited professional schools that are part of baccalaureate degree-granting institutions will satisfy the 60 semester credit hour requirement.

Related Policy

7.2 Residence Credit Requirements. Students must earn at least 30 semester credit hours at OSU. At least 15 of the final 30 hours applied toward the degree or at least fifty percent of the upper-division hours required by OSU in the major field must be satisfactorily completed at OSU. In the Spears School of Business, a minimum of 15 of the last 30 hours applied toward the degree and at least 50 percent of the upper-division hours required in the major field must be satisfactorily completed at OSU.

4.4 Transfer Credit from Community Colleges. Credits will be accepted by transfer from a community college to meet lower-division (i.e., 1000- and 2000-level courses) requirements only. A minimum of 60 semester credit hours must be earned at a senior college. Within these guidelines, transfer credits are subject to the individual colleges' degree requirements.

Discussion/Approval Record**Date**

1. Student Academic Services Directors Approved 1-16-2014
2. Instruction Council Approved 1-17-2014
3. Academic Standards and Policies Committee
4. Faculty Council
5. Council of Deans
6. Provost

	Amended by	Passed	Failed
Recommendation No. <u>14-03-02-ASP</u>	1. _____	_____	_____
Moved by: <u>Academic Standards & Policies</u>	2. _____	_____	_____
Seconded by: _____	3. _____	_____	_____
<u> </u> Passed <u> </u> Tabled <u> </u> Failed	4. _____	_____	_____

Title: OSU Policy 2-0216: Final Exam Overload Policy
OSU Policy 2-0207: University Academic Format and Final Examination Policy

The Faculty Council Recommends to President Hargis that:

1. Modify OSU Policy 2-0216: Final Overload Policy to
 - a. Change the title to “Final Exam Overload and Common Final/Common Evening Exam Conflict Policy” and
 - b. Clarify protocol for resolving time conflicts for common evening exams and common final exams. This protocol is currently published in the [Class Schedule](#) and the [Exams](#) section of the Registrar website, but has not previously been included in policy.
2. Modify OSU Policy 2-0207: University Academic Format and Final Examination Policy in a non-substantive manner to update references to OSU Policy 2-0216 and update other wording.

Rationale:

A published protocol grounded in policy is important to assist students, instructors, and departments with handling common evening exam/common final conflicts. Although the protocol currently in practice is published in the [Class Schedule](#) and the [Exams](#) section of the Registrar website, it has not previously been included in policy. Section 1.08 of OSU Policy 2-0207 (University Academic Format and Final Examination Policy) indicates that a process for final exam conflict resolution is found in OSU Policy 2-0216 (Final Exam Overload), but the overload policy does not in fact address time conflicts. The changes proposed in this document formalize the current practice for handling common evening exam/common final conflicts by incorporating it into Policy 2-0216.

OSU Policy 2-0216: Final Exam Overload Policy
OSU Policy 2-0207: University Academic Format and Final Examination Policy

Document Prepared by the Office of the Registrar
January 17, 2014

Related Policy and Procedural Sources

[University Academic Regulation 3.13 Final Exam Overload](#)

In the event that a student has three or more final exams scheduled for a single day, that student is entitled to arrange with the faculty member instructing the highest numbered course (based on the 4-digit course number) to reschedule that examination at a time of mutual convenience during final exam week. (Common final exams are not among those to be rescheduled unless two common exams are scheduled at the same time.) The affected student should submit this request in writing two weeks prior to the beginning of final exam week. In seeking to provide relief to the student, the faculty member may request that the student provide a copy of his or her schedule to confirm the difficulty. The faculty member has one week prior to the beginning of final exam week to arrange a mutually convenient time for administration of the final exam, after which the student may take the request to the Office of Academic Affairs.

[OSU Enrollment Guide](#)

[OSU Class Schedule Book](#)

[OSU Registrar Exams Website](#)

Discussion/Approval Record

Date

7. Student Academic Services Directors	December 4, 2013
8. Instruction Council	January 17, 2014
9. Academic Standards and Policies Committee	
10. Faculty Council	
11. Council of Deans and Provost Executive Group	

Oklahoma State University Policy and Procedures

Final Exam Overload and Common Final/Common Evening Exam Conflict Policy

2-0216
ACADEMIC
AFFAIRS
March 2002
<month> 2014

POLICY

1.01 In the event that a student has three or more final exams scheduled for a single day, that student is entitled to arrange with the faculty member instructing the highest numbered course (4 digit course number) or two highest if the student has four finals on one day to re-schedule that examination(s) at a time of mutual convenience during final exam week.

~~1.02 Common final exams are not among those to be rescheduled. If the final exam overload includes a common final exam, the common final exam is excluded from rescheduling unless multiple common exams are scheduled at the same time.~~

~~1.03 Common evening exam and common final exam conflicts are resolved as follows: 1) The instructor of the course with the fewer credit hours is responsible for providing the make-up exam; 2) If the classes have the same number of credit hours, then the instructor of the course that meets later in the day/week is responsible for providing the make-up exam.~~

~~1.04 If a time conflict occurs for a student involving a common evening exam and another regularly scheduled class meeting (as indicated on the student's official class schedule), the regularly scheduled class takes priority. The student should be permitted to make up the common evening exam.~~

PROCEDURE

2.01 The affected student should submit to the instructor a written request to take the affected exam at a different time ~~this request in writing~~, with a copy of ~~their~~his/her class schedule, at least two weeks prior to the beginning of final exam week (or at least two weeks prior to the common evening exam).

2.02 The ~~instructor faculty member~~ has one week prior to the beginning of final exam week (or prior to the common evening exam) to arrange a mutually convenient time and place for administration of the final exam, after which the student may take the request to the ~~Office of Academic Affairs~~ instructor's department head.

2.03 For final exam overload, if the courses have identical course numbers then the Call/CID number would be used as a tie-breaker with the highest Call/CID representing the course in which the final should be rescheduled.

~~2.03~~ 2.04 If a common evening exam or final exam is cancelled due to the university closing for inclement weather or other unforeseen events, the exam may be rescheduled at the instructor's and department's request.

Revised: Approved by Executive Vice President, March 2002
Recommended by Faculty Council, March 2002
Approved by Executive Vice President, October 2001
Approved by Deans Council, October 2001
Recommended by Faculty Council, October 2001

Oklahoma State University Policy and Procedures

UNIVERSITY ACADEMIC FORMAT AND FINAL EXAMINATION POLICY

2-0207
ACADEMIC
AFFAIRS
July
2011
<month>
2014

POLICY

1.01 Oklahoma State University operates on a semester basis. A formal final examination week is observed each fall and spring semester, as is the principle of pre-finals week just prior to the week of final examinations. The semester consists of the weeks of scheduled classes and the final examination week.

1.02 Before a course is authorized as a part of the curriculum, the content of that course will have been reviewed and approved by the faculty, the Department Head, the College Curriculum Committee, the Dean of the College, the University Curriculum Committee, and the Provost and Senior Vice President, Office of Academic Affairs.

1.03 The schedule of classes is submitted to the Office of the Registrar by the Head of each Department and approved with review by the appropriate Academic Dean/College Academic Coordinator and the Provost and Senior Vice President, Office of Academic Affairs.

1.04 All instructors of record for courses having regularly-scheduled meeting times are required to distribute a semester plan (i.e. a syllabus), electronically and/or physically, during the first week of courses. This typically includes the schedule of examinations and other course requirements, as well as details of the grading system that will be used in the determination of final grades.

1.05 Courses without regularly-scheduled meeting times (of which the most common examples are independent study, directed readings, thesis [5000] and dissertation [6000] research, and the like), are exempted from this policy, though even in these cases a written plan or agreement of some kind between student and instructor can prove helpful and prevent subsequent grade or credit disputes.

1.06 The final examination for a class should be one of substance and should follow periodic evaluation during the semester.

1.07 The Registrar's Office constructs the final examination schedule. Final examinations shall be held at the times listed in the official schedule.

1.08 Information related to the final exam process such as final exam overload and final exam conflict issues can be found in Policy & Procedures Letter 2-0216 Final Exam Overload and Common Final/Common Evening Exam Conflict Policy.

DISTANCE DELIVERED COURSES

2.01 The Oklahoma State University policy on final exam scheduling applies to distance delivered

courses that are scheduled to meet on a regular basis during the semester (synchronous courses). The final exam will be scheduled appropriate to the time of the regularly scheduled meeting time.

2.02 Final exams for distance delivered courses that are not scheduled to meet on a regular basis during the regular semester [i.e. courses that use a "To Be Announced" (TBA) or "asynchronous" class schedule format, ~~by CD-Rom delivery, videotape etc.,~~ such as internet courses], but are expected to be completed within a regular semester time frame, must be scheduled during the final exam period for that semester. The instructor will set the specific day and time for the final exam. Students must be notified of the course's final exam schedule at the beginning of the semester by publication in the course syllabus and/or on the course wWeb site.

2.03 Final exams for students receiving synchronous course delivery in courses that meet on a regularly scheduled basis for less than the regular sixteen-week format will be scheduled during the final class meeting.

2.04 Final exams for students receiving courses of less than sixteen weeks that are not scheduled to meet on a regular basis during the course [i.e. courses that use a "To Be Announced" (TBA) or "asynchronous" class format, ~~such as or delivered by videotape or CD-Rom~~ internet courses] must be scheduled on or before the final date that class work must be completed. The instructor will set the specific day and time for the final exam. Students must be notified of the course's final exam schedule at the beginning of the semester by the course syllabus or on the course web site.

2.05 Oklahoma State University Policies related to other aspects of the final exam process such as final exam overload and final exam conflict issues will apply to distance education courses. (See P&P 2-0216 Final Exam Overload and Common Final/Common Exam Conflict Policy)

PROCEDURE

3.01 Faculty members are expected to adhere to the assigned class schedule.

3.02 In the event that "special circumstances" require a change of a scheduled class, a request must be made to the department head for approval. Some class changes require additional levels of approval.

3.03 The request for a change of the schedule for final examinations, including justification for the requested change, must be approved by the department head, the dean of the college, and the Provost & Senior Vice President, Office of Academic Affairs.

Reference: Memorandum from Vice President for Academic Affairs, November 5, 1970

Approved: Vice President for Academic Affairs, November 23, 1971

Modified: Deans Council, January 13, 1997

Modified: Faculty Council, December 10, 2002

Approved: Instruction Council, June 13, 2003

Approved: Deans Council, July 10, 2003 Approved: March 2005

Modified: Faculty Council, May 10, 2011

Approved: Council of Deans, June 9, 2011

	Amended by	Passed	Failed
Recommendation No. <u>14-03-01-Athletics</u>	1. _____	_____	_____
Moved by: <u>Athletics Committee</u>	2. _____	_____	_____
Seconded by: _____	3. _____	_____	_____
<u> </u> Passed <u> </u> Tabled <u> </u> Failed	4. _____	_____	_____

Title: Annual Review of the ASSA by the Faculty Council Athletics Committee

The Faculty Council Recommends to President Hargis that:

The Athletics Committee of the Faculty Council review on an annual basis the policies, procedures, and practices implemented in the office of Academic Services for Student-Athletes (ASSA). This process will include the review of procedures for counseling, tutoring, and online courses. It will also assess the communication practices between the coaches and the student-athletes and between the student-athletes and other advising offices across campus.

Rationale:

Dr. Marilyn Middlebrook (Associate Athletics Director for Academic Affairs and Director of ASSA) proposed that this committee of the Faculty Council put in place an annual review of procedures, policies, and practices of the ASSA. This review has at least two benefits. First, it will communicate to the Faculty at large the rigor under which ASSA operates. Second, it will provide the ASSA with a documented annual review from a committee of the Faculty Council in the event that individuals or groups make claims which bring under question the integrity or efficacy of the advising services provided to our student-athletes.