FACULTY COUNCIL MEETING

**3:00 p.m., Tuesday, September 10, 2013**

# Council Room, 412 Student Union

**AGENDA:**

 1. Roll Call

 2. Approval of the August 13, 2013 Minutes

 3. Approval of Agenda

 4. The President – Remarks and Comments

 5. Special Report:

 A. Marilyn Middlebrook – The Role of Academic Services for Student Athletes

 B. Dan Chaney – Open Sources documents

 6. Report of Status of Faculty Council Recommendations:

 President Hargis, Interim Provost Fry, and/or Vice Presidents

 7. Report on Provost Search – Bus Jaco

 8. Reports of Standing Committees:

 a. Academic Standards and Policies: Deb VanOverbeke – Update

 Recommendation: Changes to OSU Policy 2-0128: Requirements for Undergraduate and Graduate Minors\*

 b. Athletics: Gary Young - Update

 c. Budget: Rodney Holcomb – No Report

 d. Campus Facilities, Safety, and Security: Nathan Walker – No Report

 e. Diversity: Georgette Yetter – Update

 f. Faculty: Matt Lovern – No Report

 g. Long-Range Planning and Information Technology: Victor Baeza – No Report

 h. Research: Gilbert John – No Report

 i. Retirement & Fringe Benefits: Stephen Clarke – No Report

j. Rules and Procedures: Chanjin Chung – No Report

 k. Student Affairs and Learning Resources: Barney Luttbeg – No Report

 9. Reports of Liaison Representatives

 10. Old Business

 11. New Business

 12. Adjournment

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

*\*Attached*

 **Amended by Passed Failed**

**Recommendation No.**  13-09-01-ASP  1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

**Moved by:**  Academic Standards & Policies   2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

**Seconded by:**  3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

        **Passed**         **Tabled**         **Failed**  4.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

**Title:**    Changes to OSU Policy 2-0128: Requirements for Undergraduate and Graduate Minors

**The Faculty Council Recommends to President Hargis that:**

Modify OSU Policy 2-0128 to change the required minimum number of credit hours taken in residence (at OSU) for a minor from one-half of the minor to six hours of the minor.

**Rationale:**

This change was recommended by the College of Arts and Sciences (A&S), the college from which half of OSU’s undergraduate minors originate. Undergraduate minors require 15 – 30 credit hours, depending on the minor. The required courses for specific minors may be upper division, lower division, or a combination of both. A minor may only be earned with or after an OSU degree.

More than 80% of recent OSU bachelor’s degree recipients have transfer credit from other institutions. The A&S Curriculum Committee recognized that the current policy restricting the number of transfer credit hours to one-half of the credit hours for the minor means that the number of residence credit hours (hours taken at OSU) varies from 8 to 15 depending on the minor. In some cases, particularly for minors with predominantly lower-division courses, transfer students arrive at OSU with too many hours from another institution for them to earn OSU minors. The A&S Curriculum Committee agreed that requiring a minimum of 6 OSU credit hours for a minor would provide consistency among the minors, adequately ensure a residence credit component, and allow more transfer students to pursue and earn minors.

All students will continue to meet residence credit requirements for an OSU degree: 30 hours minimum in residence; 50% of the major or 15 of the last 30 hours. See related policies below.

The University of Oklahoma requires that at least 6 hours of a minor in the College of Arts and Sciences must be earned in courses acceptable for residence credit, excluding correspondence and credit-by-examination (AP, CLEP, Advanced Standing).

**Oklahoma State University Policy and Procedures**

|  |  |
| --- | --- |
| **RequirementS for Undergraduate****and GRADUATE minors** | **2-0128****ACADEMIC AFFAIRS****January 2011** |

PURPOSE AND SCOPE

1.01 Minors provide a means by which a matriculated student may record significant educational experience in coursework either outside, or ancillary to, the requirements for the degree earned. Minors may not be earned independently of a degree granted by Oklahoma State University. They may be earned at the same time as a degree or after a degree has been earned, subject to the limitations described in this policy. The purpose of this policy is to establish minimum requirements for a body of work to be classified as a minor, and to establish processes for declaring minors and posting minors to academic transcripts. Minors do not appear on diplomas.

POLICY

**Undergraduate Minors**

2.01 An undergraduate minor must include between fifteen and thirty hours, inclusive, of undergraduate coursework.

2.02 ~~No more than one-half of the credit for the minor may be earned through transfer credit of courses taken at other institutions.~~ A minimum of six credit hours for the minor must be earned in residence at OSU.

2.03 The courses required for a minor may be included in the course requirements for any undergraduate degree or they may be in addition to degree requirements, depending on the overlap between the minor and degree requirements. However, an undergraduate minor must be earned in an academic field other than the student’s declared degree option. The minor may not duplicate the degree major or option (for example, a student who earns a BA in Art with an Art History option may earn a minor in Studio Art but not Art History).

2.04 A student generally follows the minor requirements associated with his or her matriculation year or newer requirements that have been established since matriculation. The time limit for following minor requirements from a given academic year is six years.

2.05 The Oklahoma State Regents for Higher Education (OSRHE) do not require a minimum enrollment or graduation rate for a minor to be maintained, however, the Vice President for Academic Affairs may require review of minors with few students enrolled or graduated.

**Graduate Minors**

3.01 A graduate minor must include between nine and eighteen hours, inclusive, of coursework eligible for graduate credit. At least two-thirds of the applicable coursework must be at the 5000-level or above.

3.02 No more than one-third of the credit for the minor may be earned through transfer credit of courses taken at other institutions, with approval of the coordinator of the minor. The student must have been an enrolled graduate student at the other institution at the time the credit was earned.

3.03 The courses required for a graduate minor may be included on a Plan of Study for any graduate degree or they may be in addition to the degree requirements, depending on the overlap between the minor and the degree Plan of Study. However, the graduate minor must be earned in an academic field other than the student’s major or degree option (for example, a graduate student who is majoring in Economics could not receive a graduate minor in Economics).

3.04 For graduate minors, requirements not completed at the time of conferral of the primary degree must be completed within two years of degree conferral. All graduate courses used to complete the minor must have been taken within ten years prior to the date of completion of the graduate minor requirements.

3.05 The OSRHE do not require a minimum enrollment or graduation rate for a graduate minor to be maintained, however, the Vice President for Academic Affairs may require review of graduate minors with few students enrolled or graduated.

PROCEDURE

**Approval Process**

4.01 Undergraduate and graduate minors may be offered by any academic unit (e.g., department, school, program) or combination of academic units at Oklahoma State University.

4.02 Minors must be approved by the appropriate department, school or program and academic college. Approval must be granted by each college involved in multi- or interdisciplinary programs that involve units in multiple colleges. Graduate Council and the Graduate Dean must approve graduate minors. Final approval will be granted by Instruction Council.

4.03 Significant changes to minors (e.g., changes in the name of the minor, total number of hours or grade point average required for completion of the minor) require approval as described in 4.02.

4.04 A list of approved minors will be published in the University Catalog. Course requirements for undergraduate minors are published in the Undergraduate Programs and Requirements book.

4.05 A graduate student may earn a graduate minor in any subject area that was declared on a Plan of Study approved by the Graduate College prior to the start of the 2011-12 academic year.

4.06 A proposal for a minor must include, at a minimum:

A. Minor name and sponsoring academic unit(s)

B. Statement of justification/need for the minor;

C. Clientele served by the minor;

D. Requirements for admission to the minor (if any);

E. Procedures for administration of the minor, including the assignment of a coordinator (an individual responsible for certification of the requirements for that minor);

F. Requirements for the minor including courses, number of credit hours required, etc., and any new courses that will be proposed for the minor; and

G. Any minimum grade requirements for the minor to be awarded.

While the use of OSRHE forms pertaining to new degree programs may be helpful in consolidating this information, the use of such forms is not required.

**Declaring a Minor**

5.01 Undergraduate students will declare an undergraduate minor by entering it in the appropriate section of an Undergraduate Academic Program Declaration Form. The pursuit of undergraduate minors is denoted on the academic transcript while in progress.

5.02 Graduate students will declare a minor by entering it in the appropriate section of an original, or revised, Plan of Study, submitted prior to conferral of the degree. The pursuit of graduate minors is not denoted on the academic transcript while in progress.

**Posting an Undergraduate Minor to the Academic Transcript**

6.01 After a student completes the courses required for an undergraduate minor, the college offering the minor will certify the completion of the minor requirements and will submit the related documentation to the Registrar’s Office according to the graduation clearance timeline provided by the Registrar’s Office.

6.02 If transfer work is used to fulfill undergraduate minor requirements, the transfer work must be posted to the OSU transcript.

6.03 If the coursework required for the undergraduate minor is completed either before or during the semester in which the degree is conferred, a notation of the minor will be added to the student's transcript by the Registrar’s Office alongside the degree conferral when the degree is posted.

6.04 If undergraduate minor requirements are completed in a semester subsequent to the student’s degree conferral, a notation of the undergraduate minor will be added to the student's transcript by the Registrar’s Office including the term in which the minor requirements were completed.

**Posting a Graduate Minor to the Academic Transcript**

7.01 After a student completes the courses required for the graduate minor, the coordinator for that minor should submit a memorandum listing the courses completed to the Graduate College certifying the completion of the minor requirements.

7.02 If transfer work is used to fulfill graduate minor requirements, the transcript from the other institution must be attached to the minor completion certification documents.

7.03 If the coursework required for the graduate minor is completed either before or during the semester in which the graduate degree is conferred, a notation of the minor will be added to the student’s transcript by the Registrar’s Office alongside the degree conferral.

7.04 For graduate minors, requirements not completed at the time of conferral of the primary degree must be completed within two years of degree conferral. All graduate courses used to complete the minor must have been taken within ten years prior to the date of completion of the graduate minor requirements. A notation of the graduate minor completed after degree conferral will be added to the student’s transcript by the Registrar’s Office indicating the term in which the minor requirements were completed.

**Removing a Declared Minor from the Transcript**

8.01 If an undergraduate student will not complete a declared undergraduate minor, the student should work with the adviser to submit an updated Undergraduate Academic Program Declaration Form to remove a declared undergraduate minor.

8.02 The pursuit of a graduate minor is not denoted on the transcript while in progress.

Approved by Graduate Council, August 20, 2011

Instruction Council, August 27, 2010

Faculty Council, October 12, 2010

Council of Deans, November 11, 2010