

MINUTES

INSTRUCTION COUNCIL

Friday, August 15, 2003

8:30 a.m. – 9:45 a.m.

101 Whitehurst Conference Room

Attending: Al Carlozzi, Cyril Clarke, Bill Ivy, Ed Miller, Sharon Nivens, Shiretta Ownbey, Zane Quible, John Romans, David Thompson, Tom Wikle

- 1. Proposal of classroom renovation (handout)**
On August 5, 2003, Dr. Strathe sent a memo to the Deans requesting input on classroom renovations for general university classrooms. She has requested a descriptive listing of classroom renovation needs. Renovation requests for laboratories used to teach general education courses should be included on a separate list along with needs for multimedia in rooms maintained by other colleges.

- 2. Advising services survey – Bill Ivy (handout)**
Dr. Strathe, Dr. Heintze, and President Schmidly met regarding student services fees and asked Bill and Denise to put together a report regarding the current structure and functions of campus advising offices. Please send your responses to Bill.

Concerns were expressed regarding the funding change with the career services fee. A decision was made by administration to provide this money as a ledger 1 account to better monitor use of the monies. The restriction of a ledger 1 funding will limit the type of activities unless the colleges can provide other sources of funding. It was suggested that colleges could submit a request for a portion of the funds to be allocated to ledger 3.

- 3. Multidisciplinary programs**
Dr. Strathe was asked to compile a list of programs with multi/interdisciplinary (between departments, colleges and universities) programs. Dr. Strathe is considering developing a brochure on inter/multidisciplinary programs. The president is interested in developing more multidisciplinary programs.

- 4. Review of undergraduate degree requirements – total hours/electives (handout)**
Dr. Strathe will be asking colleges to review all of the programs requiring more than 120 hours. Dr. Strathe understands that accreditation requirements may require more hours in some programs. IC asked that an assessment of graduation rate and time to graduation be included in the reviews.

5. Class fee review

There has been a great deal of publicity regarding our recent fee increases. Please check the list that was sent to you to verify that all fee charges are correct and that you have justification for each fee. Because of the scrutiny of the fee increases, a review is likely. Fees are to pay for actual expenses and are not to be profitable.

6. 5 year program review

Administration is examining the 5 year academic program review structure. Dr. Strathe would like to streamline those reports in conjunction with OSU's strategic planning requirements.

7. Distribution of semester course plan

Presently the Academic Affairs office mails the "distribution of semester course plan booklet" to all teaching faculty. The list of faculty is requested from University Mailing and it does not include adjunct professors and TAs. Is this the most efficient way to distribute this information? IC suggested that we send a stack of handouts to the Dean's office to distribute to their departments. Suggestions were made to change the title and distribute the handout earlier.

Doug Reed is working on a system in SIS that will record what students need to do to finish a course with an incomplete grade.

**8. NOC – Stillwater ribbon cutting is August 15 @ 10:15 a.m., Cowboy Mall
Please attend if you can.**

9. Other Business

Business asked about procedure to delete Agribusiness degree.

Bill Ivy is working on retention of grade records and will be asking for suggestions and comments.

Sharon - A committee to review University Extension is being formed.

IC members discussed pending program cuts if more budget cuts are needed and if it was known on what criteria this would be based.

Bruce Crauder will become Interim Dean for Arts and Sciences and Tom Wikle will be Assoc. Dean/Interim Assoc. Dean for Instruction. John Mintmire will be Interim Assoc. Dean for Research.

Adjourn – 9:40 a.m.