

## MINUTES

INSTRUCTION COUNCIL  
Friday, October 31, 2003  
9:00 a.m. – 10:30 a.m.  
101 Whitehurst Conference Room

1. Transfer Admission Requirements  
IC approved attached Transfer Admission Policy.
2. Record Retention Policy  
IC made several suggested changes to the record retention policy:  
In introductory remarks change "Instructor Grade Books:" to "Instructor Grade Records:"  
"Retain in faculty or departmental office for at least five (5) years, may be destroyed provided no complaints have been filed. "  
"Graduate Qualifying Examination File" instead of "Comprehensive Examination File".  
Procedure 2.4, "If papers are not returned to students, unreturned materials must be retained in office until the expiration of the academic appeals period, then they can be destroyed."  
Procedure 2.05, "Complete Qualifying comprehensive or general examinations for Masters or Doctoral degrees must be retained in the academic departments for four (4) years. If grievances have been filed,....."  
Procedure 2.06, add statement that adjuncts must return records. Someone in Tulsa (perhaps Vice President for Academic Affairs) should be responsible for records of adjuncts in Tulsa.  
  
Some of the colleges have concerns regarding the retention of individual student records and how long to keep them. IC suggested bringing Jennifer Paustenbaugh from the Library to discuss retention of student records on the college/department level.
3. NSSE Website  
Brenda Masters and Steve Brown presented the 2002 National Survey of Student Engagement – Accreditation Website.  
Information displayed was on a University level and IC members asked if college specific information could be provided.  
<http://www.okstate.edu/assess/nsse/osu/>

4. Other Business

Interdisciplinary Studies

IC felt that faculty should review the Interdisciplinary Program annually. Members discussed whether a department could require completion of a minor or certificate and whether a faculty member from the department should sign the form.

This program can be beneficial to non-traditional students or students whose major is not offered at the University.

Dr. Gates will make changes to degree sheet and send to IC.

Adjourn: 10:25 a.m.