

MINUTES

INSTRUCTION COUNCIL
Friday, November 14, 2003
9:00 a.m. – 10:30 a.m.
101 Whitehurst Conference Room

Present: E. Miller, K. James, Z. Quible, B. Jacobson, D. Thompson, L. Smith, A. Carlozzi, C. Clarke, S. Nivens, B. Ivy, G. Gates, J. Paustenbaugh, M. McMillian

1. **Record Retention (Q & A with Jennifer Paustenbaugh)**
Jennifer presented a question and answer session regarding record retention issues. Jennifer shared guidelines from the Oklahoma Department of Libraries, Records Management Division, and the Oklahoma State University Policy and Procedure for record retention. These guidelines apply to those offices that are the permanent caretakers of the records for the University. If destruction of permanent records is permitted under the policy and procedure timelines, a formal request (handout – “Oklahoma State University Notice of Items for Destruction or for Transfer to Archives”) must be submitted and approved before proceeding. A paper or microfilm copy must be retained for on-line records. It is noted that copies of permanent records do not need to be retained. Retaining copies of these records would be decided at the discretion of individual units. Personal notations/comments in files are not covered by the guidelines.
2. **Retention of Grade Records (Faculty Council approved yesterday)**
IC suggested adding a statement to the policy under procedure 2.06 at the end of the section regarding Adjunct instructors teaching in Tulsa, “Adjuncts must also return all above records to department heads, or in the case of OSU-Tulsa, to the Office of the Vice President for Academic Affairs at OSU-Tulsa, who would then forward the information to the appropriate department head.”
3. **Guidelines for Transfer In and Out of University Academic Services**
Last Spring UAS began sending letters to University Academic Services students who had at least 24 hours and a 2.5 asking them to transfer to the college of their choice. This semester Martha McMillian, Director of University Academic Services, commented that she intends to develop a database for more efficient tracking of students. She is asking IC to identify information needed on the database that would be helpful in moving students to individual colleges. For instance:
 - If a student is on probation what criteria would need to be met to readmit the student into your program?
 - Are there specific courses (e.g., math) that should be completed before the student is transferred?
 - If a student has not completed curricular deficiencies may they transfer?

Also, 428 students on probation are being advised in the colleges. According to State Regents policy, these students should receive special advising. Instruction Council is asked to look at their probationary students and provide feedback on the services provided by their college.

4. Mid-Term Grade Reports

IC was asked if they would be willing to provide data for mid-term grade reports and if so on what basis.

- 1st semester freshman
- Students on probation
- Request grades from specific classes that would reflect 90% of target students

5. Web-based Student Survey of Instruction Proposal

Dr. Gates spoke with Business, Education, and Engineering regarding the possibility of conducting a pilot web-based student survey of instruction initialing targeting on-line courses. All of the colleges were in favor of this pilot opportunity. There was some concern regarding students not responding and some ideas for best responses would be:

- Delay access to their grades until the student logs into course evaluation webpage
- Providing a type of drawing for early enrollment

6. Other Business

Bill Ivy briefly discussed the cost of waiving out-of-state tuition in the summer for students who received tuition waivers in the Fall and Spring to increase enrollments during the summer. The costs to the University would be \$269,000 and in order to defray these costs the University would have to have enrolled an additional 637 students. IC members agreed this was not a feasible approach at this time.

Adjourn: 10:40 a.m.