

MINUTES

INSTRUCTION COUNCIL
Friday, November 21, 2003
9:00 a.m. – 10:00 a.m.
101 Whitehurst Conference Room

Present: E. Miller, T. Wikle, Z. Quible, J. Romans, D. Thompson, S. Ownbey, A. Carlozzi, C. Clarke, D.T. John, S. Nivens, B. Ivy, G. Gates

1. **Policy on Awarding Posthumous Degrees**
Faculty Council reviewed and made revisions to the document. One of those revisions was deleting the general statement from the Oklahoma State Regents for Higher Education. IC felt that this statement needs to be retained within the document. IC approved the policy with the addition of the statement from the Oklahoma State Regents for Higher Education.
2. **Update on Transfer Admission**
The President wants OSU to follow OU's admission standards for transfer students:
 - 2.5 if transferring with <60 hours
 - 2.0 if transferring with >60 hoursand for new freshmen
 - 24 ACT
 - 3.0 and top 25%
 - Core GPA >3.0 and ACT >22
 - Other students placed on wait list
3. **Q & A for NOC – Stillwater**
IC members were asked to make the OSU/NOC Questions and Answers document available in their offices.
4. **Web-based Student Survey of Instruction and Advising Proposal**
Few on-line courses are being evaluated. Dr. Strathe and Information Technology Staff are supportive of creating an on-line version of the current Student Survey of Instruction as a pilot test. Faculty who teach web-based courses would be asked to volunteer to participate in the pilot. Dr. Gates also asked IC if we wanted to create an on-line advising survey. Instruction Council was in favor of the development of these on-line surveys.
5. **Assessment of Credit for Work Experience**
Question arose in Oklahoma State Regents for Higher Education Council of Instruction, "Are the colleges giving credit for previous work experience?" IC replied no. IC did ask that the procedure and form for Validation of Exams of Advanced Standing be reviewed and restructured. Dr. Gates and Dr. Ivy will look at that document and make suggested revisions.

6. **Academic Integrity Committee**
OSU recently joined The Center for Academic Integrity at the President's request. The Provost asked Dr. Gates to form an academic integrity committee with representatives from the colleges. "What could we be doing on campus to improve academic integrity at the University?" Dr. Gates is to send list of all past representatives on the appeals board so that colleges may consider appointing these faculty to the committee. OU is working on an honor code.
7. **Follow up – Services For Probationary Students**
Oklahoma State Regents for Higher Education require special services for probationary students. The services colleges have provided for students on probation include tutoring, credit courses, and non-credit courses workshops. Can colleges require students to take special courses if they are on probation? IC asked if colleges can force a student to transfer to UAS. Would it help to put advising holds on enrollment for students who do not take advantage of the services offered? Dr. Gates and Dr. Ivy will work on proposed guidelines for retention programs for students on probation.
8. **Follow up – Mid-Term Grade Reports**
IC was asked if they thought that mid-term grade reports would be beneficial to the colleges. IC agreed that it would be beneficial and that it would be more effective if mid-term grades were solicited on all 1000 and 2000 level courses. Dr. Gates and Dr. Ivy will develop a proposal and present to IC. Zane Quible mentioned a program being used by Business called SSMail that automatically emails grades to the students from a spreadsheet.
9. **Other Business**
Dr. Gates noted that Dr. Strathe asked that Deans review graduate and undergraduate majors with few students and determine if any of the programs could be eliminated. Please notify Dr. Ivy of any discrepancies found on the printouts and he will investigate any discrepancies and fix them.

Dr. Ivy also mentioned that he is on Summer Enrollment Task Force and some of the issues addressed are freshman enrollment and transfer programs. They are working on separating advising and sectioning and developing procedures for advisement putting them into place by May and June.

Dr. Wikle mentioned that they are conducting a search for the Student Academic Service Director for Arts and Sciences.

Dr. Clarke mentioned that they are in the process of increasing their enrollments in the Veterinary Medicine program from 74 to 80 per year. David T. John mentioned that the College of Osteopathic Medicine would also like to increase their numbers accepted into the program. Dr. Gates will inquire on the steps to take to increase enrollment.

Dr. Carlozzi mentioned that the graduate college was having a presentation regarding digital thesis and dissertations and everyone was encouraged to attend.

***Next Instruction Council Meeting will be held on Dec. 12, 2003, 101 WH.

Adjourn: 10:00 a.m.