

## MINUTES

INSTRUCTION COUNCIL  
Friday, December 12, 2003  
9:00 a.m. – 10:30 a.m.  
101 Whitehurst Conference Room

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

- 1. Workshop on Advising**  
Dr. Strathe and Dr. Gates discussed the need for increased accountability for advising because of the distribution of new advising monies. Academic Affairs and Enrollment Management will be forming a committee to plan a half day advising workshop (members: Gail Gates, Bill Ivy, John Romans, Lona Robertson, Keely James, Jovette Dew, and Linda Martin). Topic ideas are intrusive advising and advising students with academic difficulty. IC suggested a workshop in the Spring for current advisors (because new advisors may not be hired by late February) and a workshop in the Fall for new advisors.
- 2. Advising Survey**  
IC received handouts of Kansas State's Advising Survey. Kansas State devised a system so that the students would receive the survey immediately before pre-registration once a year. IC felt that this survey was a great idea as long as it was user friendly and had a section for comments. Dr. Gates mentioned that Information Technology is happy to assist and felt that it would be relatively easy to get this survey underway. Dr. Gates asked IC to solicit feedback from their areas. IC discussed concerns in regards to response. What would be the best way to ensure student responses? Allow students to reserve courses before completing survey? IC felt it was best to focus on undergraduate responses. Discussion will continue.
- 3. Mid-Term Grade Reports**  
Dr. Gates spoke with Information Technology and SIS does have the capability to provide mid-term grade reports. IC agreed that sending out grade reports at 8 weeks is too late and 6 weeks is best. Academic Services Directors felt that receipt of grade reports for all courses taken by freshman would reveal the majority of students having difficulty. Instruction Council feels that targeting the 1000 and 2000 level courses would be best because of concerns about faculty compliance. ASD will meet again in January and it was suggested that they discuss this topic again so IC and ASD can come to an agreement.
- 4. Advanced Standing Exam Form**  
IC viewed the revised handout from Dr. Ivy. Dr. Thompson commented that requiring the department head to give a brief description of the exam prior to approval by the Associate Dean would slow down the process. IC suggested that the request for the student's social security number be changed to the student ID. IC accepted the advanced standing exam form with changes noted. The document will now be reviewed by Dean's Council.

5. Bachelor of University Studies  
Dr. Gates distributed a draft that incorporated changes recommended by IC and Dr. Strathe:
- Changed to 50 upper division hours overall and 9 upper division hours out of 18 hours in each concentration
  - 18 hours must be from courses in minor/certificate or approval of faculty if area of concentration does not have a minor or certificate
  - Creation of faculty committee to oversee degree

6. Other Business  
Howard Swearer Student Humanitarian Award and Thomas Ehrlich Faculty Award for Service Learning  
IC was given information on both awards and asked to share with their faculty.

AG is still in the process of reorganization

Graduate College will not cancel Fall Graduation due to the weather. Dr. Carlozzi also noted that they are making progress regarding the development of the electronic thesis/dissertation. The Graduate College will be asking for volunteers when implementing the changes. Dr. Carlozzi asked IC to check with their colleges for comments. The Graduate College does not have a policy/procedure for appeal of 5000/6000 course grades.

Zane Quible introduced Jeretta Nord as his replacement.

Vet Med received approval from the A&M Board of Regents to increase enrollment from 74 to 80. The request needs support from the Veterinary Medical Association before going to the Oklahoma State Regents for Higher Education for final approval. Dr. Clarke would like a copy of the approved grade record retention policy. Dr. Ivy is to send IC and department heads a copy of the grade record retention policy.

David Thompson noted that the draft report of their accreditation was positive.

Interview with Janet Perry

Adjourn: 10:30