

## MINUTES

INSTRUCTION COUNCIL  
Friday, March 12, 2004  
9:00 a.m. – 10:30 a.m.  
101 Whitehurst Conference Room

Present: Linda Martin, Tom Wikle, Jeretta Nord, Adrienne Hyle, Jovette Dew, Shiretta Ownbey, Al Carlozzi, Sharon Nivens, Bill Ivy, Gail Gates

1. Tuition & Fee Proposal – Joe Weaver (handout)  
The administration is proposing a plan to simplify and clarify tuition and fee charges. The proposal includes moving the lower division rate to upper division rate, combining resident and non-resident rates into one non-resident rate, and making one flat consumable materials fee for all students. There are approximately 540 specific course fees throughout the University and the plan is to combine all fees into one University level fee but distributing the revenue (based on current charges) into accounts established by academic units specifically for fees. A few fees would not be included in the proposed plan such as aviation program fees, private music instruction and graduate fees. Dr. Wiggins is asking that all students pay one technology fee and he is requesting a \$2.00 per hour increase. Other mandatory fees (e.g. student activity fees, academic fees, etc.), would be billed on a per hour basis.  
Instruction Council approved the tuition and fee proposal.
2. Additional Degree Changes:  
College of Agricultural Sciences and Natural Resources  
Instruction Council approved the College of Agricultural Sciences and Natural Resources degree requests. These requests were made to reconcile OSU Registrar and OSRHE option inventory records.
3. Reinstatement Appeals Policy (distributed at last meeting)  
Instruction Council suggested that the title of the document specify that the policy applies only to reinstatement of undergraduate students who have been suspended for academic reasons. Members suggested that 3.04 should be changed to read “Before submitting a petition, students must contact their office of Student Academic Services to discuss their appeal and obtain a signature from the Director of Student Academic Services” or have similar wording as in procedure 5.01. Members questioned procedure 4.05-c, what is a regularly-graded course? Instruction Council was asked to review the letter that is sent to students; members suggested personalizing the letter from Provost Strathe to include contact information for the student’s college and shortening the letter by removing the specifics on the options. Details on the options would be included on a separate sheet.

4. **Update on General Education Criteria and Goals**  
Dr. Gates reported that the General Education Advisory Committee had revised the General Education Criteria and Goals document. The writing requirements would only apply to requests for new general education designations. Existing general education courses would be reviewed under the new requirements but would be approved if they met all criteria and goals except the writing requirement. The implementation of the new criteria and goals will begin August 2004.
  
5. **Academic Integrity Survey**  
The email invitation to participate in the academic integrity survey will be sent to faculty the week after Spring Break and to students on about April 1. Results will be used by the Academic Integrity Committee to develop education programs to promote academic integrity on campus.
  
6. **Correspondence Courses**  
Will be discussed at the next meeting.
  
7. **Common Exams vs. Evening Exams – Bill Ivy**  
Dr. Ivy asked the council if we should have a common exam policy. He mentioned that there are some courses (such as chemistry courses) with large enrollments that need additional time to administer common exams. Should instructors be allowed to petition for more time for their exams? IC suggested that we continue discussions and ask Doug Reed to come to the next IC meeting.
  
8. **Policy on Absences due to Academic Conflict (handout)**  
Dr. Gates ask that Instruction Council review the handout and give her feedback. Dr. Gates asked if Instruction Council should work on a policy or include a statement on the syllabus attachment. Members of the council noted that the military leave policy for students does not include students called to National Guard duty.
  
9. **Other Business**  
Dr. Gates handed out the Bachelor of University Studies degree sheet and application form that was revised based on feedback from Directors of Student Academic Services. She asked the council to review the application form and give her your comments. The procedure #4 should state "Submit the completed form for approval to the office of the Dean in the college of enrollment. The form will be forwarded to the Provost's Office (101 Whitehurst)". The revised degree sheet was approved by IC.

Adjourn: 10:30 a.m.