

## Minutes

### INSTRUCTION COUNCIL

Friday, April 16, 2004

9:00 a.m. – 10:30 a.m.

101 Whitehurst Conference Room

Present: Ed Miller, Tom Wikle, Zane Quible, Adrienne Hyle, David Thompson, Shiretta Ownbey, Al Carlozzi, Cyril Clarke, Sharon Nivens, Bill Ivy, Joan Payne, Bob Hollrah, Gail Gates

1. **Correspondence Courses**  
IC members discussed the proposed Oklahoma State Regents for Higher Education's statement on Correspondence Credit. The statement indicates that all correspondence courses could be counted as resident credit. Sharon Nivens reported that there are approximately 2300 students enrolled in correspondence courses at OSU. Council was asked to review the correspondence courses offered by their departments and determine if the courses were viewed as meeting the same competencies as resident courses. Dr. Gates asked members to share this with their department heads and ask them if they felt students who completed correspondence courses were prepared for subsequent courses in the same area. If they are not comfortable with the quality of the correspondence courses should we be offering the courses? If we are comfortable with the quality of the courses, should they be considered resident courses?
2. **Common Exams vs Evening Exams**  
The council was asked to decide if it was appropriate to make exceptions to the common exam policy. In the case of large classes without multiple sections, should instructors be allowed to request evening exams and longer exam periods? Instruction Council felt this should continue to be dealt with on case by case basis through Enrollment Management and Marketing and all requests should be approved by their Dean's Office.
3. **Policy on Absences due to Academic Conflicts**  
This concern came about as a result of a student who was ordered by the National Guard to mandatory training to prepare for active duty this summer. Some faculty do not understand that being called to active duty by the National Guard is the same as being activated to the armed services. There has also been some concern about inequities in allowing excused absences for university sponsored activities. Instruction Council members suggested that we draft a statement to add to the University syllabus attachment.
4. **Faculty Development**  
Members of the Council were asked to provide information on faculty development programs in their College. In the near future Instruction Council will discuss plans for improving support of effective teaching (required by the Higher Learning Commission).

5. Enrollment Management Plan Update – Edwin Miller and Shiretta Ownbey  
A committee has been reviewing every aspect of Enrollment Management. The Associate Deans will be asked to complete a survey on college plans for enrollments after the Institutional Research Office provides baseline data.
6. Oklahoma State University Academic College Admission Requirements  
Academic Services has hired a new adviser, Jim Hull, to work on developing a database to identify students who are ready to transfer to a department. Jim will be contacting the associate deans to review the transfer database for accuracy.
7. Other Business  
Dr. Gates asked that the members review their undergraduate enrollment in their degree programs. The Colleges were asked to consider if degrees with enrollments below the Oklahoma State Regents for Higher Education criteria should be eliminated or combined with other degrees. Colleges were asked to identify other strategies to increase academic efficiencies.

Dr. Gates noted that in an effort to simplify special fees charges the University wanted to collapse the individual college technology fees into one special fee @ \$7.50 per credit hour and Information Technology is also requesting a fee increase of \$2.00 per credit hour to cover operating expenses. Student Affairs wants to collapse their fees into one and requests an increase of \$1.55 per credit hour making a total fee request of \$17.96 per credit hour. This would include an increase to the student activity fee of \$1.10 and the University Health Center fee would increase by \$.45 as a result of increased mandated operating costs. Cyril Clarke asked if the fees are charged to Veterinary Medicine Students. Members asked for more specific justification of the need for these fees.

Adjourn: 10:50 am