

## MINUTES

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

Present: Tom Wikle, Jeretta Nord, Adrienne Hyle, David Thompson, Shiretta Ownbey, Al Carlozzi, Cyril Clarke, Sharon Nivens, Bill Ivy, and Gail Gates.

### 1. Proposed Revisions to Syllabus Attachment

There have been a number of revisions to the university syllabus draft and Dr. Gates asked the council to review these changes:

- 1<sup>st</sup> page bolded in the bottom right hand corner under Class Attendance is Important is the statement "Official university-sponsored activities and mandatory military training are considered excused absences unless the course attendance policy indicates otherwise" was added. Members suggested that "Required attendance at official university-sponsored..." be added to the statement.
- An Information Technology section has been added to inform students that they are responsible for using OSU email or forwarding their OSU email to another account.
- Under Office of Affirmative Action it reads "If you believe you have been the victim of sexual harassment or discrimination, contact the office at 744-5371." The council suggested that the following wording be added to the statement "sexual or other types of harassment or discrimination on campus."
- The statement on academic integrity was added to the syllabus under General Expectations of Students.

Al Carlozzi suggested that under the section University Counseling Services (UCS), contact numbers for all the counseling services available on campus should be included or UCS should provide referrals to other services. Dr. Gates will discuss this with Dr. Bird.

### 2. Feedback on Correspondence Courses

Dr. Gates asked the council if they had received feedback from faculty and department heads on the questions, are correspondence courses comparable to resident courses and should correspondence courses be given residence credit? The feedback received by the council was of mixed opinions. Dr. Gates asked that faculty take another look at their correspondence courses to make sure the courses meet the desired competencies and if they fail to meet those competencies, improve the courses, convert them to distance education courses, or stop offering the correspondence courses.

3. **Faculty Development for Effective Teaching**  
Dr. Gates noted that core components 3b and 3d of the North Central Accreditation Criterion Three: Student Learning and Effective Teaching will need to be addressed. The council briefly discussed existing opportunities for faculty development on the college level. Dr. Carlozzi mentioned that the Graduate College sponsors "Training in the Professoriate Seminar" each year and it is videotaped. Instruction Council suggested making this available on-line and including the brochure in the New Faculty Orientation packets. IC will discuss faculty development needs in the future.
4. **UAS Transfer Guidelines**  
IC members briefly discussed the proposed admission and transfer guidelines for University Academic Services (UAS). Dr. Gates asked IC if everyone agreed that UAS should continue to advise "3<sup>rd</sup> door" students with an ACT subscore of under 19. Members inquired about the number of students who are admitted to UAS under this category (note: It was 105 students in Fall 2003). Dr. Gates mentioned that according to OSRHE policy, colleges should have formal plans for providing assistance to probationary and readmitted students. Members discussed the possibility of advisers using enrollment holds to encourage students to complete probationary programs.
5. **Reinstatement Appeals Policy**  
Dr. Gates asked for formal approval of the Reinstatement Appeals Policy. The revised policy was approved.
6. **Other Business**  
Some IC members noted that the explanation from Information Technology (IT) on expenditure of revenue from the proposed increase in student fees was inadequate. Members also asked who was responsible for paying for installation of multimedia equipment in classrooms.

Independent and Correspondence Study office will be moving to the Watkins Center.

Dr. Carlozzi noted that international graduate applications are down 33% and OSU's domestic applications are down by 6% this year. OU's applications are down by 44%. He also commented that universities across the country report a decrease in international enrollment of 20% – 60%.

Dr. Ownbey noted that HES will be adding a new student computer lab this summer.

Dr. Nord mentioned that the College of Business is remodeling their student services area.

Dr. Wikle commented that newly hired Dean Sherwood would be joining Arts and Sciences July 1, 2004. He said that Arts and Sciences will be centralizing their advising offices and mentioned that there have been discussions of putting satellite writing centers in the residence halls.

Adjourn: 10:40 a.m.