

## MINUTES

### INSTRUCTION COUNCIL

Friday, June 25, 2004

9:00 a.m. – 10:30 a.m.

101 Whitehurst Conference Room

Present: Martha McMillian, Cyril Clarke, Julie Weathers, Shiretta Ownbey, David Thompson, Sharon Nivens, Susan Weir, Ed Miller, Bill Ivy, Adrienne Hyle, Gail Gates

#### 1. Probationary Programs

Martha McMillian informed the committee of all services available through their office if the colleges choose to send probationary students to University Academic Services. Martha explained that they are starting a program for international students in addition to the services already in place. Dr. Gates noted that we plan to bring in Nancy King for an adviser workshop on developmental and/or intrusive advising on February 3, 2005. Dr. King will also be asked to provide suggestions after review of the college probationary programs.

#### 2. Summer School Task Force

Graduate and undergraduate enrollments are down slightly this summer. Dr. Strathe has asked Dr. Gates to put together a summer school task force to see how we might increase enrollment for next year. One suggestion is to identify degree programs that will allow students to complete a degree in 3 years by attending classes year around. The task force will also consider recommending in-state and out-of-state summer tuition waivers as well as housing discounts. Colleges need to identify individuals to represent them on the task force. **Send names to Diane Jones.**

#### 3. First Year Experience Task Force

Dr. Gates noted that Dr. Strathe would like to see another task force formed, the "First Year Experience Task Force". This task force would have representatives from Student Affairs and Directors of Student Academic Services, and faculty. The task force will begin meeting in the fall. **Please send names of representatives to Diane Jones.** Adrienne Hyle will investigate if OSU could host a National Resource Center for the First-Year Experience and Students in Transition program.

#### 4. Faculty Development for Effective Teaching

Dr. Gates asked if Instruction Council should address development of programs for effective teaching or should the council form a subcommittee. Some members commented that some faculty development opportunities are in place however it would be beneficial to develop a university wide program. Members felt this program should be developed so it would be considered a prestigious honor to be selected to participate. Faculty would apply each year and those selected would meet regularly, work on course improvement, and share methods used. The council suggested that the program include retreats and the opportunity to visit classes taught by master teachers.

#### 5. Midterm Grades for students on probation

Dr. Gates noted that application of midterm grades has been tested and is ready to implement. Would it be beneficial to access midterm grades on students on probation? Council decided to implement the process as originally planned and discuss adding students on probation at a later date. Colleges were asked to inform students about

midterm grades during freshman orientation classes. Faculty and advisers will receive notification of the process within the next month and a mass email will be sent to faculty and staff.

## 6. New Faculty Orientation

Dr. Gates asked the council if only tenure track faculty should be attending New Faculty Orientation or should adjuncts/visiting professors, as well as TAs be invited to the program. Faculty agreed that tenure track faculty should be encouraged to attend and that we would provide a copy of A Guide to a Successful Academic Career (formerly: Faculty Survival Handbook) to Adjunct/Visiting Professors and TAs. Dr. Strathe addressed New Faculty Orientation in Dean's Council and indicated that she would like to have the Deans or Associate Deans escort their new faculty to New Faculty Orientation and introduce them. Deans Council suggested having a panel discussion during the orientation comprised of successful new faculty or possibly faculty who recently received tenure describing the keys to their success. The colleges should provide names of faculty willing to participate on the panel and Dr. Strathe will send an invitation.

## 7. Other Business

### The Teaching Professor Conference

### Assessment System

### Summer Technology Projects

To increase efficiency and improve service, the Office of University Assessment and Testing is requesting that each College provide centralized coordination of the Student Survey of Instruction for courses taught within the college. Kris Dillon of University Assessment and Testing will work with the coordinator of each college. **Please identify an individual to act as college coordinator.**

Thank you for your input on the summer technology projects and we are hopeful that the requests will be received by Wiggins next week. The individuals reviewing the requests have decided to focus on getting multimedia equipment in the larger classrooms.

**Adjourn: 10:40 a.m.**