

**INSTRUCTION COUNCIL
MINUTES
November 5, 2004
9-10:30 a.m.
101 Whitehurst Conference Room**

Present: Bruce Crauder, Bob Davis, Peggy Fagan, Bill Ivy, Linda Martin, Jerry Montag, Shiretta Ownbey, Craig Robison, David Thompson, Robin Wilson, and Gail Gates

1. On-Line Course Evaluation

Dr. Gates asked the Faculty Support Center to investigate on-line course evaluation programs and they offered to develop on-line course evaluations in-house. Robin Wilson from Education discussed their on-line course evaluations and it was noted that Brenda Johnson from Engineering has developed an on-line course evaluation for their college. Linda Martin noted that she has been a member of the national committee investigating student evaluations of instruction and members of the committee noted concerns regarding confidentiality and the ability to track students.

2. Evening Class Times

Dr. Gates asked for feedback on standard evening class times. It was noted that the schedule for common exams might be influenced by an evening class schedule. Jerry Montag and Peggy Fagan will bring recommendations for an evening class time schedule to our next meeting.

3. Tuition and Fee Billing – Jerry Montag

Jerry proposed that the University begin the tuition and fee billing cycle in July for the Fall semester. Dr. Montag stated that this plan would have to be implemented gradually but felt that the students would benefit from this change. The proposed process would begin in July with an email from the Registrar, an E-Bill from the Bursar on the first of August, an E-Bill reminder on the 10th of August that the bill is due the week before classes start (around August 15th). Payment must be received by the Friday before classes start or the student will be dropped. Jerry states that this should give departments and faculty a better insight into enrollment. Instruction Council agreed that this would be advantageous if implemented gradually (Students should not be dropped from classes the first year).

4. Center for Excellence in Teaching and Learning

The Center for Excellence in Teaching and Learning opened on November 1, 2004. Allen Marshall will be invited to the Instruction Council Meeting on December 10, 2004, to talk about the center.

5. Faculty Evaluations (scholarship vs research)

On the last page of the faculty evaluation the "Oklahoma State University Faculty Appraisal and Development Program" form it lists Teaching, Scholarship, Outreach, Clinical, Administrative, Professional Activities. Members discussed whether the term Scholarship should be renamed with Research. Dr. Gates will visit with Dr. Strathe about the request.

6. On-Line Course Development Proposals

Dr. Gates noted that Academic Affairs will be offering on-line course development opportunities again this summer. A memo will be distributed soon.

7. Other Items

Adjourn: 10:30 a.m.