

**INSTRUCTION COUNCIL
MINUTES
November 19, 2004
9-10:30 a.m.
101 Whitehurst Conference Room**

Present: Adrienne Hyle, Bruce Crauder, Cyril Clarke, David Thompson, Gordon Emslie, Jeretta Nord, Bill Ivy, Kristi Thrift, Jeff Hattey, Pam Lumpkin, Linda Martin

1. General Education Assessment (Jeff Hattey)

Jeff Hattey gave a summary of the 2003 General Education Assessment Report. The General Education Assessment Committee uses the following guidelines to assess the effectiveness of Oklahoma State University's general education program:

- The process must not be aimed at individual faculty members, and departments
- The process should be led by faculty members, and faculty participation should be voluntary
- The process should use student work already produced in courses, and
- The process should assess all undergraduates, including transfer students, because general education outcomes describe qualities expected for all OSU graduates.

The committee developed a written communications rubric that is being used throughout the University as an effective assessment tool. Several years of data show that writing by seniors is better than by freshman. The committee also developed rubrics for Math and Natural Sciences and is in the process of developing a rubric to assess critical thinking skills. Artifacts from 2004 science courses were studied and the committee found that artifacts from some courses could not be evaluated using the rubrics. It is not clear if the other courses do not meet the general education criteria and goals, if inappropriate assignments were submitted, or if the rubrics do not measure performance on the criteria and goals correctly. The General Education Assessment Committee is concerned that only a few courses in a limited number of departments will be assessed for "A" and "N".

Jeff concluded by saying that many 2 year institutions have developed and are utilizing writing rubrics but few institutions implement math and science rubrics. Jeff noted that once the committee develops the critical thinking rubric OSU would truly be at the frontline of assessment.

Dr. Clarke noted that Veterinary Medicine would be interested in participating in the assessment process and Jeff noted that general education assessment was specifically for undergraduate courses but did say that Veterinary Medicine faculty are encouraged to participate in the sessions next spring in which members of the committee will discuss the use of the rubrics in the classroom.

2. Special Fee Requests (attachment)

This fall the University combined all of the undergraduate classroom/laboratory fees into a \$1.50 per credit fee that all students pay. This year departments will receive funds based on historical fee requests and half of any excess fee collections will be distributed back to the colleges. Departments that need additional fee allocations must contact their college to ask for a portion of the college allocation.

3. Systemwide Associate to Baccalaureate Articulation Matrix

Oklahoma two year colleges are concerned about poor articulation between the 2 year schools and 4 year schools. Dr. Gates distributed a transfer review of OSU-Oklahoma City and Okmulgee. Dr. Gates noted transfer students who had taken 20 hours at the other schools experienced a 0.7 drop in their GPA when they moved to OSU-Stillwater or Tulsa. Dr. Gates asked that members of IC pick one degree, compare the curriculum to a similar OKC or Okmulgee degree and summarize the differences between OSU-Stillwater and OSU-OKC or Okmulgee curriculum. Use these examples to evaluate the proposed Oklahoma State

Regents for Higher Education requirements for articulation of degrees. The next Council on Instruction meeting is December 9, 2004 so we need those examples by December 6, 2004.

4. Other Items

Members discussed if IC should require that comments on the Student Surveys of Instruction from a class of 10 or less should be typed before they are distributed to the faculty member.

Instruction Council discussed the Center for Excellence in Teaching and Learning. When IC meets with Marshall Allen on December 10, we will discuss how we can help the center with non-technology instruction issues and curriculum design and content. Some members of IC felt that decisions made by the Center for Excellence in Teaching and Learning should be governed by members of a Faculty Advisory Board and Instruction Council.

Dr. Gates also reminded everyone that corrections to the Higher Learning Commission's listing of off-campus program sites are due November 22, 2004.

Adjourn: 10:30 am