

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

Present: Adrienne Hyle, Bruce Crauder, Cyril Clarke, David Thompson, Ed Miller, Jeretta Nord, Jerry Montag, Shiretta Ownbey, Bill Ivy, Marshall Allen, and Gail Gates

1. Center for Excellence in Teaching and Learning – Marshall Allen (handout)

Marshall noted that the Center for Excellence in Teaching and Learning is comprised of Audio Visual, Education Television and the Faculty Support Center. The purpose of the merger of the three units is to centralize the facility for faculty development. Marshall intends to form a faculty advisory committee for the new center and appoint a faculty member as an assistant director. The sole purpose of the assistant director would be to facilitate faculty development. The council was concerned that the focus of the center leans heavily on technical training while there is little emphasis on other instructional issues. The Council also suggested that there needs to be a steering committee comprised of individuals from outreach units because they manage the distance education classes. Dr. Gates asked the members think of qualified individuals to serve on the faculty advisory committee and let her know if they know of individual who would be a good assistant director.

2. Evening Class Schedule

The registrar's office handed out a schedule of proposed standardized times for evening course which would be implemented in Spring 2006. The main changes were adding MW 3:30-4:45 time in the 75 minute time slot, establishing standard meeting times for evening graduate classes that coincide with the Tulsa schedule and setting standard evening undergraduate course times. Instruction Council suggested changing undergraduate course times to 6:45 – 8:00 p.m. and 8:15 – 9:30 p.m. with the undergraduate and graduate classes meeting once a week from 6:45 – 9:30 p.m. Dr. Gates asked members to share the proposed evening class schedule with their departments. Peggy Fagan informed the Associate Deans that some faculty have given their exams during pre-finals week and to remind them that finals should be given during final week.

3. Systemwide Associate to Baccalaureate Articulation Matrix

A volunteer matrix of associate to baccalaureate degree articulation plans will be posted on the Oklahoma State Regents for Higher Education website with institutions participating on a voluntary basis. Dr. Gates noted that there is a big push for degree competition at the state level. Discussion will continue regarding the systemwide articulation matrix.

4. Other Items

Dr. Gates handed out the list of Faculty Awards in Recognition that includes Teaching and Student Advisement Responsibilities and asked the council to review the list and let us know of any deletions (awards that are not related to teaching or advising).

Adrienne Hyle asked Instruction Council if they felt it would be beneficial to establish a Center for Research Consulting for faculty and students. Dr. McKeever agreed to facilitate a meeting about the proposed center. Dr. Gates asked the members to take the idea back to their colleges for input.

Adjourn: 10:30 a.m.