

**INSTRUCTION COUNCIL
MINUTES
January 7, 2005
9-10:30 a.m.
204 Whitehurst**

Present: Adrienne Hyle, Cyril Clarke, Ed Miller, Jeretta Nord, Deb Jordan, Jerry Montag, Shiretta Ownbey, Susan Weir, Bill Ivy, Peggy Fagan, Gail Gates.

1. Special Fees

Instruction Council approved the 2005 – 2006 Special Fee requests as presented but requested further discussion of the Office of Undergraduate Admission's request for a summer orientation fee before it is implemented. Bill Ivy is to send a case statement justifying this request.

2. Proposed Evening Class Schedule

Dr. Gates asked members if they had received feedback from their colleges regarding the proposed evening class schedule. Jeretta Nord said that she had several negative comments and requested that Monday-Wednesday, 2:30-3:45 and 4:00-5:15 be added to (b). The group recommended that we add "and Tulsa " to: (d) Add Monday, Tuesday, Wednesday, Thursday and Friday graduate and Tulsa evening classes. The break time on (d) should be 15 minutes rather than 10 minutes. The council also suggested that we add an asterisk noting: "Final examinations must meet during the official exam times and cannot be changed". Peggy Fagan noted that there has never been an official evening class schedule and it would be beneficial for everyone to have the class times standardized. Deb Jordan asked if the class schedule had been presented to Graduate Council and said that they would be meeting on January 21st and Jerry and Peggy agreed to present the proposed evening class schedule to Graduate Council at that time. The new schedule will be implemented in Spring 2006.

3. Proposed Oklahoma Bachelor's Degree Program from Oklahoma State Regents for Higher Education (handout)

This proposal for the Oklahoma Bachelors Degree Program was developed by Chancellor Risser. The Chancellor's goal is to increase degree completion rates for individuals with an AS, AAS, or a significant number of hours towards graduation. The program will consist of a 49-week cohort program for adults who have at least 75 college credit hours with a minimum grade point average of 2.0. Dr. Gates asked the council to look over the proposal and to send comments or concerns by email by next week so that she can summarize the responses for the President. Instruction Council will discuss other strategies to promote degree completion at another meeting.

4. Other Items

IC Members asked if faculty could enter intersession grades when the classes ended instead of waiting until the end of the semester. Jerry said that he would investigate and respond to Instruction Council.

Bill noted that the Registrar's office will not be charging fees for late enrollment until Wednesday, January 12th, because the university was closed January 5th and 6th.

Adjourn: 10:30 a.m.