

**INSTRUCTION COUNCIL
MINUTES
January 28, 2005
9-10:30 a.m.
204 Whitehurst**

Present: Adrienne Hyle, Bruce Crauder, David Thompson, Ed Miller, Jeretta Nord, Deb Jordan, Jerry Montag, Shiretta Ownbey, Bill Ivy, Pam Lumpkin, Peggy Fagan, Andy Maxey, and Gail Gates.

1. Final Approval of Proposed Evening Class Schedule (handout)

The committee noted that Tulsa classes needs to be put in the parenthesis in section "d". For example:

4:30 – 7:10 pm (graduate and Tulsa classes only) – 10 minute break

7:20 – 10:00 pm (graduate and Tulsa classes only) – 10 minute break

Peggy Fagan (Classroom Scheduling) agreed to send a copy of the schedule electronically with a cover letter noting the major changes and she will revise the memo sent to Dean and Department Heads with the class schedule highlighting the changes. The council also suggested sending the departments schedules for Spring 2006 with revised evening class times. Peggy will develop an exception form that will be routed through the Associate Dean and Associate Vice President's office. Members of Instruction Council voted to approve the evening class schedule for Spring 2006 with exceptions and wording changes.

2. General University Classrooms that Need Multimedia

Good News! Dr. Gates informed the members that Dr. Bosserman approved an allocation from the University Student Technology fee for upgrades to audiovisual equipment in general university classrooms. Peggy Fagan and Andy Maxey noted that the upgrades will include converting 10 rooms in the Classroom Building into multimedia classrooms and upgrading 10 existing multimedia classrooms. Other classrooms under consideration for multimedia are 101 Math Sciences, 107 and 108 Ag Hall, 415B Engineering North, 207 Noble Research Center, 110 Physical Science and if there are funds remaining, 515 Engineering North and 320 Ag Hall. Dr. Strathe would like to have a studio in each college. Colleges need to identify a room that would be suitable for a studio. Members inquired about a source of funding for the studio rooms and Dr. Gates responded by saying that if the room selected was a general university room and would remain open to the university, the funds to renovate might come from the university. If the room will be restricted to use by the college only, the funds would need to come from the college. Members asked what constitutes a studio room and Peggy and Andy Maxey (Technology Support) agreed to meet with the colleges and provide recommendations for furniture, equipment, etc., for studio rooms.

3. Requests for Course Evaluation Packets

Pam Lumpkin, Director of University Assessment and Testing, reminded members that her office is responsible for processing the Student Surveys of Instruction. Members agreed that the college contact person should be notified of processing problems encountered by Testing. Pam also asked the colleges to report if they needed separate evaluations for each section of a course with a common lecture. Pam noted that last fall 3619 course packets were requested and only 2365 were returned. Pam asked the council to revisit the list of courses requesting Student Surveys of Instruction and let her know which courses can be deleted. Pam noted that the cost of processing the Student Survey of Instruction would be reduced by deleting the courses that do not need surveys.

4. Student Satisfaction with the NOC/OSU Gateway Program

Dr. Gates, Debbie Quirey (NOC) and a group of advisers went to the Transfer Student Conference and Gail and Debbie presented an assessment of the NOC/OSU Gateway Program. Reports indicated that in general the OSU students were very satisfied with the quality of their instruction in remedial courses and performed similar to previous years.

5. Mid-Term Grade Survey

There has been some discussion about a survey on mid-term grades. Are we getting feedback on the effectiveness of the process? The council agreed to establish a task force of Associate Deans, students, faculty, and advisers. Dr. Gates asked the members to think about what needs to be measured and how to measure it and to identify possible representatives for the task force.

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

The Vice Chancellor for the Oklahoma State Regents for Higher Education visited campus this week and mentioned he was not enthusiastic about the draft degree program. Members of Instruction Council agreed to discuss degree completion programs at a future meeting.

7. Other Items

Adjourn: 10:30 a.m.