

**INSTRUCTION COUNCIL
MINUTES
March 11, 2005
9-10:30 a.m.
101 Whitehurst Conference Room**

1. Career Service Grad Tracker & Adviser Survey (M. Wikle and A. Gazaway)

University and individual college Career Services use many different strategies to administer Graduate Trackers surveys. The information obtained from these tools is used throughout the University for a variety of reporting purposes and for alumni surveys for assessment. Presently Career Services receives feedback from only 15-20% of the graduates. Missy Wikle noted that Iowa State placed a hold on the student's diploma until the graduate survey was completed. Joan Payne and some members of Instruction Council did not feel comfortable with placing any type of academic hold for this purpose. Others suggested using incentives that would entice a student to complete the form. The Alumni Association gives license tags to students who complete the survey. Members asked if other institutions offered incentives for completing the survey and Missy noted that some institutions offer discounts on the student's cap and gown. Members felt that this would be a great idea and felt that the funds could be raised from Career Services, the Alumni Association, and the Colleges, to allow discounts on caps and gowns as an incentive to complete the survey. Career Services has developed an on-line version of the survey called "**OSU Graduation Survey**" and would like to start implementing it in April 2005. The survey includes questions on academic advising. The registrar's office agreed to assist by including information about the surveys in the graduation materials and allowing access to computer stations in the Registrar's Office for students to complete the survey. Career Services will develop a proposal for funding and incentive program with the assistance of the colleges and the Alumni Association.

May 12 Adviser Conference at OSU-Tulsa

The Advising Workshop Committee suggested that we hold an advising workshop in Tulsa. This will be held May 12, 2005, and transportation and lunch will be provided. A flyer will be distributed after Spring Break. Please encourage advisers, faculty, and others who should attend.

2. Possible SGA Bill Requiring Adviser Training

Dr. Gates noted that the Academic Affairs Committee of the Student Government Association (SGA) expressed concerns about advising on campus. Members suggested forming a Student Advisory Board for advising and providing training for students (perhaps in the orientation class) so they know what to expect from their adviser.

3. Honors College Policy and Procedure Amendments

The Honors College policy and procedures is being revised for several reasons: (1) There are a growing number of honors students and limited faculty resources, (2) Other institutions around the country require all honors students to participate in an international experience, and (3) Dr. Strathe encouraged the Honors Council to add a special option to promote international opportunities. The Honors Council decided to set a cap on enrollment rather than raising admission requirements. A suggestion was made to allow the honors students to enroll in only two honors courses their first year to allow more students to enroll in honors courses.

IC approved the proposed revision of the Honors College Policy and Procedures

4. Degree Program Routing Sheet

The council agreed that the Degree Program Routing Sheet was an excellent idea and suggested including a schedule of degree program due dates including the Graduate Council's schedule (every 3rd Friday except for June and July) on the back of the sheet.

5. Course Syllabus Navigator

Academic Affairs received a call from Information Technology asking if the Course Syllabus Navigator should be continued. Most of the information currently on the website is out of date and in some cases has not been updated in years. The members wanted to know how many students accessed this website and Diane is to inquire. Instruction Council suggested that perhaps we should post the syllabi submitted when faculty request general education designations. Members were asked to find out which departments are posting syllabi and we will discuss this topic in a future meeting.

6. Consumable Materials Fee Distribution

Shiretta Ownbey asked how other colleges were planning to distribute their college consumable materials fees. What process is used to approve the internal fee requests? Allocations will not be distributed until April. Members noted that their colleges had not come up with plans yet.

7. Funds for College Studios

Members had previously asked if the University would help fund Distance Education Studios and Dr. Strathe said that she would entertain proposals from Deans to cost share the studios if the studios available to the general university.

8. Other Items

Dr. Deb Jordan briefly discussed the proposed International Bridge Program with the members and asked Instruction Council to take the proposal to their colleges and ask for feedback on the proposal. Instruction Council will discuss feedback to the proposal in the March 25th meeting.

Adjourn: