

**INSTRUCTION COUNCIL
MINUTES
March 25, 2005
9-10:30 a.m.
101 Whitehurst Conference Room**

Present: Adrienne Hyle, Tom Wikle, Cyril Clarke, David Thompson, David T. John, Ed Miller, Jeretta Nord, Deb Jordan, Jerry Montag, Shiretta Ownbey, Bill Ivy, Lee Bird, Pam Lumpkin, and Gail Gates.

**1. REQUEST FOR PROGRAM MODIFICATIONS
COLLEGE OF EDUCATION**

Program Suspension

Ed.D in Human Resources and Adult Education (206) and Master of Science in Human Resources and Adult Education (204).

Other Degree Program Modification

Ph.D. in Educational Psychology (070); Option Suspension: (1) Special Education and (2) Student Personnel Administration.

EDS in Education (237); Option Suspension: (1) Educational Administration and (2) School Psychology.

The College of Education at Oklahoma State University requests suspension of the Ed.D. and MS in Human Resources and Adult Education and option suspensions of Special Education and Student Personnel Administration in the Ph.D. Educational Psychology and Educational Administration and School Psychology in EDS in Education due to the lack of program quality or demand.

Instruction Council approved the program modifications pending Graduate Council approval.

Graduate Council approved the Human Resources and Adult Education and Ph.D. in Educational Psychology requests on March 25, 2005, however the suspension of the options in the EDS in Education were tabled.

2. Graduate College Proposals (International Bridge Program, 4000/5000 Level Courses, Graduate Certificate Programs, and Undergraduates Taking Graduate-Level Courses) – Deb Jordan

International Bridge Program - Deb Jordan ask the council if they would approve the International Bridge Program. Members had some concerns regarding students fulfilling the general education requirements at the undergraduate level and it was noted that most international students fulfill their general education requirements in secondary schools. Dr. Jordan reminded the council that the undergraduate requirements for international students would be tailored to the department needs and would be student specific.

Instruction Council approved the International Bridge Program as described.

4000/5000 Level Courses – the council asked for a list of 3000 and 4000 graduate level courses showing general education designations. Members suggested that if we were to initiate the removal of the asterisks from 3000 and 4000 level courses and create a 5000 level course it would be better to develop a matrix for the colleges to review and list new course numbers instead of filling out course actions for each. Jerry is to meet with Peggy Fagan and Linda Bentley regarding the best process. Members asked for recommendations from the Graduate Council.

Presently the Registrar's Office provides separate transcripts for students pursuing a masters degree and a doctoral degree. The Graduate College would like to unify those transcripts and provide one graduate transcript.

Undergraduates Taking Graduate-Level Courses – the Graduate College reminded Instruction Council that undergraduate students wanting to take graduate courses must complete paperwork with the Graduate College within the first two weeks of the semester.

3. TCC 2+2 Plans

Dr. Gates handed out spreadsheets created by OSU-Tulsa on University 2+2 Plans. Dr. Gates would like members to review the 2+2 plans notify her of updates. Members requested an electronic copy of the spreadsheets and asked about the procedure for eliminating a 2+2 Program. Departments that wish to remove a 2+2 plan should submit a letter of justification to their Associate Dean for Instruction. The College recommendation should be submitted to Academic Affairs for approval.

4. Course Syllabus Navigator

Instruction Council agreed that the Course Syllabus Navigator is rarely used and the website should be deleted.

5. Other Items

Dr. Bird informed Instruction Council of the efforts being made by the Study Skills/Tutoring subcommittee of the First Year Experience Committee. The Career Resource Center is developing a website with helpful tips and University resources to help students experiencing academic difficulties. She would like to include links to the individual college programs on the website. Dr. Bird is also having T-shirts printed that will have the website displayed on them. Joni Hays will be working with colleges to setup the links to college information. Instruction Council agreed that this was a great idea.

General Education

Instruction Council had some concerns with the General Education process and felt they need a better understanding of the process. The Council also wanted a list of the College General Education contacts. Dr. Gates noted she will send the General Education Policy to the members.

General Education Assessment Artifacts

Pam Lumpkin, Director of University Assessment and Testing, addressed the Council by explaining some of the assessment efforts and asking members for their help on identifying faculty who would be willing to provide assessment artifacts. Instruction Council agreed that Dr. Lumpkin should write a memo from Assessment Council and email it to the Associate Deans for distribution.

Routing Sheet – Degree programs (Dean's Signature)

Instruction Council agreed that instead of requiring the Dean's signature on the form the routing sheet should require the Associate Dean's signature on the routing sheet.

Adjourn: 10:20 a.m.