

**INSTRUCTION COUNCIL
MINUTES
June 3, 2005
9-10:30 a.m.
101 Whitehurst Conference Room**

Present: Adrienne Hyle, Bruce Crauder, David Thompson, Ed Miller, Jeretta Nord, Deb Jordan, Jerry Montag, Shiretta Ownbey, Bill Ivy, Bonnie Stone, Christine Johnson, Kyle Sires, Gail Gates.

1. Student Retention Tracking – Bonnie Stone

Bonnie stated that the Student Retention Tracking program was developed to track specific student groups and is currently set up to track student athletes and veterans. Bonnie noted that this program is completely separate from the grading system. The only individuals with access to entering information on the students will be the instructor of record of the class; other individuals would have access to print reports. Institutional Research and Informational Management needs to know what specific groups to target and members agreed to start with the student athletes and veterans and look at adding students on probation later. Members also noted that the 10th or 11th week of the semester would be an appropriate time to make the request to faculty to complete this information.

2. Pilot Test of On-Line Student Survey of Instruction – Christine Johnson

Christine Johnson of the Bureau for Social Research stated that they have software capable of delivering the Student Survey of Instruction on-line. Instruction Council agreed to assist with a pilot test this summer with about 10 – 15 courses in the July and 8 week summer sessions and some on-line courses. Dr. Gates will provide a list of the courses and members were asked to obtain faculty volunteers. Members asked that an email with a hot link to the website be sent to students enrolled in the class. The website should not require the student to enter their ID. Dr. Johnson will need to know the desired method of notification (emails from the Bureau or the instructor; timing of the emails, etc.) The Bureau will send the results to Academic Affairs. We will send numeric data to Dean and all the information to the department head and faculty member.

3. Mid-Term Grade Task Force

Dr. Gates noted that she sent a copy of the minutes from the Mid-Term Grade Task Force. The Bureau for Social Research will conduct an on-line survey of mid-term grades in the fall. Dr. Gates noted that we will continue to compare mid-term to final grades and will change the name from mid-term grades to "6 Week Grade Report".

4. Summer School Class Schedule and On-Course – Jerry Montag

Jerry noted that Linda Sanders was developing on-line degree audits for undergraduates (On-course) and will work with advisers and colleges to check the degree sheets that have been entered.

Jerry also stated that the university was looking at ways to increase summer school enrollment and handed out recommendations for a standardized 4 day summer school class schedule. He noted that this would be a benefit to both students and faculty as it would free a day each week. Members asked if the schedule could be reworked to reflect timeslots based on a 3 credit hour class. Instruction Council approved this proposed schedule pending review of the revised schedule based on 3 credit hour course schedule.

5. Other Items

Dr. Gates will ask Deb Jordan to discuss on-line graduate plan of study in our next meeting, July 8, 2005. **Copies of Summer/Fall 2006 Degree Program and Curricular Requests were distributed in the meeting and electronic copies were sent prior to the meeting.**

Adjourn: 10:45 a.m.