

INSTRUCTION COUNCIL  
MINUTES  
August 26, 2005  
9-10:30 a.m.  
101 Whitehurst Conference Room

Present: Bob Davis, Cyril Clarke, David Thompson, David John, Ed Miller, Jeretta Nord, Deb Jordan, Jerry Montag, Shiretta Ownbey, Bill Ivy, Missy Wikle, Amy Gazaway, Sharon Nivens, Jim Hromas, Greg Carney, and Gail Gates.

1. Graduate Surveys – Missy Wikle and Amy Gazaway

Action: Recommend changes in distribution of survey for new graduates

Missy and Amy handed out data on the rate of response for the post graduate survey and noted that their goal for OSU was to have a 75% response rate and within the next 3 years an 85% response rate. Marketing efforts currently being used are flyers, O'Colly ads, etc. Smaller institutions require a post graduate survey and other 4 year comprehensive institutions make it appear to be required. Missy is asking for thoughts on ideas to increase the response rate and plans to solicit ideas from the Student Government Association and the Graduate Professional Student Government Association. Missy and Amy will work with the Registrar's office on ideas and asked the members for feedback.

2. Graduate College – Deb Jordan

Action: Recommend changes in policies

Diploma Application/Graduation Clearance Process

Dr. Jordan noted that the Graduate College would like to simplify the process presently in place for the Diploma Application/Graduation Clearance Process and eliminate paperwork delays. Dr. Jordan handed out a proposed "Graduation Clearance for Graduate Students" and asked members for comments. Some members suggested adding the statement "Meets department requirements". Dr. Jordan noted that she would like to implement this process in spring 2006.

Grade Reports Distributed from Graduate College

Deb noted that these reports are sent to the departments and Registrar and asked member to find out if these reports were being used. Members are to ask graduate coordinators of each college and Jerry Montag will bring up in DSAS meeting.

TOEFL Changes

Dr. Jordan stated that Oklahoma State Regents for Higher Education are setting new standards for TOEFL scores because of major changes in the examination. Oklahoma State University will need to determine if we will accept OSRHE standards or set higher minimum scores. The task force worked on a proposed standard and asked that the council share with their colleges and forward any comments to Dr. Jordan.

Electronic Admissions Process Update

Deb said that by the middle of next week student files should be available electronically for review. The Graduate College is reworking the on-line admission application form to be automatically uploaded into SIS. The Graduate College will let people know when it is ready.

Graduate Coordinator Webpage

The Graduate College web address is: [Gradcollege.okstate.edu](http://Gradcollege.okstate.edu)

## Graduate College Newsletter

The Graduate College has put together an informative newsletter to increase and improve communication with graduate coordinators.

### "R" and "I" Grades

Dr. Jordan noted that the "I" grade has caused numerous problems. She suggests that in addition to giving an "I" grade the faculty member will assign the grade (A,B,C,D,F) the student will earn if they do not finish the incomplete portion of the class. If a change of grade form is not received within a year, the grade will automatically change to the letter grade and the incomplete grade will be removed. Diane is to set up a meeting between Tony Brown (Academic Standards and Policies Committee), Jerry Montag and Gail Gates to discuss implementation of the process.

3. Guidelines for Distance Education Credit Courses/Programs Exchanged Between the Stillwater and Tulsa Campuses and Outreach Credit Courses Offered in the Tulsa Area – Sharon Nivens  
Action: Approve guidelines

Jim Hromas noted that the proposed "Guidelines for Distance Education Credit Course/Programs Exchanged Between the Stillwater and Tulsa Campuses and Outreach Credit Course Offered in Tulsa Area" basically came about to work out a way to facilitate salaries for faculty teaching in Tulsa. The proposal now provides an overall teaching salary bases and that will better fit present situations.

### Instruction Council Approved Proposed Guidelines

4. Faculty Council's Proposed Attendance Policy  
Action: Approve guidelines

Faculty Council approved the proposed Attendance Policy. If an instructor does not provide a written attendance policy, students cannot be penalized for absences.

IC Approved the proposed Attendance Policy, effective fall 2006.

5. On-Line Student Survey of Instruction  
Action: Determine changes for fall pilot test

Gail asked members to talk to instructors who have used the survey and bring comments to the next meeting.

6. Proposed Schedule for Curricular Requests for Spring 2007  
Action: Approve schedule

IC will discuss the proposed schedule at our next meeting.

7. Other Items

Greg Carney developed a draft timeline for course changes and distributed it to the members. Greg is to make some revisions and email to members by next week.

Adjourn: 10:45 a.m.