

**INSTRUCTION COUNCIL  
MINUTES  
January 13, 2006  
9-10:30 a.m.  
101 Whitehurst Conference Room**

**Present:** Cyril Clarke, David Thompson, Bob Davis, Ed Miller, Jeretta Nord, Deb Jordan, Jerry Montag, Shiretta Ownbey, Bill Ivy, Pam Bowers, and Gail Gates.

**1. Assessment – Pam Bowers**

The Office of Assessment and Testing is required to report on Entry-Level, General Education and Program Outcomes Assessment each year. Dr. Bowers handed out the Assessment annual report. Last year OSU students were assessed in written communications, science, mathematics, and critical thinking. Several workshops were presented to faculty and evaluations of departmental learning outcome plans were provided a year in advance for those departments undergoing Academic Program Review. Pam noted that their office conducted an undergraduate student alumni survey and a graduate student satisfaction survey. The National Survey of Student Engagement (NSSE) survey was conducted at OSU last year. Assessment Council will meet February 3<sup>rd</sup> to discuss the results of the survey and plans for the future. President Schmidly has suggested putting the NSSE benchmarks on the academic ledger by college and asked if the survey could be conducted every year. The survey costs approximately \$10,000 to conduct the survey with about 4,300 randomly selected students. Dr. Gates mentioned that the Bureau for Social Research could assist if the colleges were interested in administering portions of the survey within colleges or departments. If units conduct the survey they should consider emailing students in advance of the survey to stimulate a better response and give it in February or March. Pam asked members to review the NSSE materials for further discussions in Instruction Council on February 10<sup>th</sup>. On February 10<sup>th</sup>, the Council will also discuss General Education Assessment with Greg Wilber. Dr. Gates asked the group to look at the NSSE results and let us know if there are other issues in addition to writing and diversity needing to be discussed.

**2. Proposed Academic Integrity Policy**

The Academic Integrity Policy and Procedures were approved by Faculty Council on January 10, 2006: <http://osu.okstate.edu/acadaffr/aa/PDF%20Files/aipp-proposed.pdf>

Dr. Gates asked the council to begin identifying individuals who would act as Academic Integrity Facilitators for college/units and to identify students and faculty to serve on the Academic Integrity Panel. Members asked if there was a specific training plan for facilitators and Dr. Gates noted that it would probably take a couple of hours to discuss the process and their role/responsibilities. Members suggested conducting mock facilitator meetings to ensure a clear knowledge and understanding of the process. Dr. Gates mentioned that Legal Counsel is looking at the proposal. Dr. Gates is asking Instruction Council to review the procedures to identify any issues with implementation in the fall and would like to discuss final approval of the academic integrity proposal in our next meeting.

**3. Proposed Schedule for Curricular Requests – Jerry Montag**

**Action: Approve revised schedule**

Jerry asked members for a vote on the twice-a-year or once-a-year curricular requests schedule. The majority of the members voted for the once-a-year schedule. Dr. Gates noted that the deadline for degree sheets needs to be added to the schedule. Members asked what steps would be taken if there were extenuating circumstances and Dr. Gates noted that exceptions could be made through the approval process and added that we could consider accepting new degree requests and degree modifications throughout the year but reviewing course action requests once a year. Jerry will update the curricular requests schedule.

#### 4. Other

Dr. Gates noted that there were a number of students who had not picked up their late drop petitions after their petition was approved. She asked that members ask their staff if they were aware of this and if there was anything that we could do to make the process better.

Dr. Miller said that he was planning to attend the War on Hunger Summit at Auburn University in February and noted that he felt that there were very interesting initiatives. Dr. Ownbey commented that HES is identifying initiatives for orientation classes to engage students in active learning and felt students could benefit in the involvement of this initiative in many areas such as critical thinking, research, etc. Dr. Davis said that the College of Education could also benefit from involvement in this initiative. Members suggested incorporating this initiative with the "I Wonder Fair".

Dr. Ivy noted that they will be hosting a workshop featuring Roger Casey, Rollins College, Winter Park, FL, titled "Minding the Millennials", February 6, 2006, 9:00 a.m. in the Student Union Little Theater.

Dr. Jordan asked for patience and help regarding the new graduate clearance process as the Graduate College is in the initial implementation phase of the new process and is working out any kinks. She noted that they are asking students to complete the diploma application, bring it to the Graduate College, the Graduate College will stamp the application and the student will take it to the Registrar's Office. The Graduate College noted that graduate students who are required to take undergraduate courses have experienced problems with financial aid issues and Charles Bruce suggested that colleges send memos explaining that the undergraduate courses are required. The Graduate College is considering adding a separate area on the plan of study for the undergraduate courses.

Jerry Montag thanked members for their responses to the on-course request.

**Adjourn: 10:30 a.m.**