

**INSTRUCTION COUNCIL  
MINUTES  
January 20, 2006  
9-10:30 a.m.  
101 Whitehurst Conference Room**

**Present:** Bruce Crauder, Cyril Clarke, David T. John, Bob Davis, Ed Miller, Jeretta Nord, Deb Jordan, Jerry Montag, Shiretta Ownbey, Bill Ivy, Brenda Johnson, and Gail Gates.

**1. Proposed Academic Integrity Policy**

**Policy and Procedures approved by Faculty Council on January 10, 2006:**

<http://osu.okstate.edu/acadaffr/aa/PDF%20Files/aipp-proposed.pdf>

Dr. Gates noted that the documents were shared with Scott Fern and he discussed several questions with the Academic Integrity Task Force. Scott suggested adding wording in the listing of violations to more clearly define terms such as quiz/exam and to use "not limited to" before the listing of examples of violations. He also suggested stating that faculty and students have the right to appear before the hearing panel. Members discussed ideas for educating the campus about the policy and procedures, for example send Academic Integrity representatives to college faculty meetings, develop an on-line tutorial or quiz for first year students and contract with a faculty member to develop a course/seminar on Academic Integrity. The new policy and procedures would be implemented in fall 2006. Jerry Montag noted that the Registrar's Office is working on the best way to note the F! on transcripts and will be sending some recommendations for consideration. Dr. Gates noted that discussions have taken place regarding software on plagiarism and noted that some legal issues have surfaced. Instruction Council approved the Academic Policy/Procedure as amended.

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

Jerry revised the schedule for the once-a-year curricular requests and Instruction Council approved the proposed schedule. Jerry noted that the Registrar's Office will no longer print class schedules and that they are working on adding tabs to the class schedule and catalog PDF files on the webpage.

**3. Deadline for Changing Class Times?**

Dr. Gates commented that changing class times after enrollment begins should be denied unless there are critical extenuating circumstances. In the event that there are extenuating circumstances the request with explanation should be sent to the Associate Dean for Instruction who will determine if it should be approved and forward it to Classroom Scheduling. Any schedule changes this spring must be made by March 8, 2006.

**4. Other**

Bob Davis handed out a document that the College of Education distributed to remind faculty about the "Change of Grade" policies and procedures, and offered to share it with Instruction Council members.

Members asked if there had been progress made regarding the "I" grade proposal. Dr. Gates noted that the Academic Standards and Policy Committee is considering the proposal.

Jerry asked members to let him know the names of staff who would be a good replacement for Peggy or Linda. Deb Jordan asked Jerry for the status of the unification of the master and doctoral transcripts and Jerry noted that a decision had not been made and the two of them need to meet to discuss the suggestion.

**Adjourn: 10:45 a.m.**