

**INSTRUCTION COUNCIL  
MINUTES  
May 12, 2006  
9-10:30 a.m.  
101 Whitehurst Conference Room**

**Present:** Bruce Crauder, Cyril Clarke, Bob Davis, Ed Miller, Jeretta Nord, Jerry Montag, Mark Payton, Bob Hollrah, Lisa Tabish, Pam Bowers, Cornell Thomas, Linda Sanders, and Gail Gates.

**1. Proposed Diversity Designation – Cornell Thomas**

Dr. Gates referred to the proposed criteria and goals for a diversity course and noted that Instruction Council suggested changing the “subculture” wording. Members suggested changing the wording to “socially constructed” or “diverse” groups and to list the groups. Dr. Gates also asked members to discuss their concerns regarding educating students about diversity and allowing for academic freedom. Dr. Thomas noted that he was aware of the additional work with implementation of the designation and has submitted a proposal to assist with overload issues for approximately 20 courses. He expects a decision later next week. Dr. Thomas would like to begin pilot testing classes this fall and Dr. Gates noted that the Honors College is working on developing diversity courses to use next year. Members felt that some existing courses could fulfill the diversity criteria and goals. Some members also noted that perhaps a different letter can be used to represent the diversity designation because the “D” may not reflect a positive connotation.

**2. Proposed Revisions to the Drop/Add Policy**

Instruction Council approved with a minor change to 3.01 (“any of” should be inserted “Consideration will be given for a student to drop after the twelfth week in a regular semester or the sixth week in an eight-week session (or proportionate periods for block or short courses) under **any of** the following or similar conditions.”) Members asked that the proposed policy be reviewed by the Directors of Student Academic Services (DSAS). Dr. Gates noted that she will get it on next week’s DSAS agenda.

**3. Grade Appeals**

Michele Tillman has been advised by students that department heads are asking students to file a grade appeal before the department head will talk to the students concerned about their grade. Dr. Gates asked members to make sure their department heads know they should have discussions with the students in an attempt to resolve the issue before suggesting that the students file a grade appeal. Members asked that Michele notify them when students report this concern.

**4. Registrar’s Office – Jerry Montag and Linda Sanders**

- Catalog
- Degree Requirement Book
- On-Course
- Dual Majors and Minors

The Registrar’s Office will be phasing out paper copies of the catalog and degree requirement book by placing the information on CDs and on the web. The goal is to provide the most current information and reflect requested changes. Jerry also discussed the decision by the Registrar’s Office to list all student’s majors and minors on the transcript before graduation. He noted that in the past the Registrar’s Office could only list one major and one minor on the transcript even though a student had multiple majors and minors. Jerry commented that the colleges need to establish guidelines for posting a second major or minor. Members wanted to discuss the implications of this decision on eligibility for scholarships and would like to establish a set of uniform policies and procedures. Member asked if this should be discussed by Instruction Council or DSAS.

Linda Sanders, the Degree Audit Specialist in the Office of the Registrar, has been working with the colleges to implement OnCourse, the electronic degree audit module of OSU's Student Information System (SIS). The date for university-wide implementation is expected to be spring 2007.

## 5. Other

Ed Miller reminded members that the War on Hunger's initial meeting is Thursday and encouraged involvement from students, advisers, and other interested in this effort.

Proposed changes in the Oklahoma State Regents for Higher Education (OSRHE) remediation requirements need to be discussed in DSAS. Members asked if there was a way to flag a student's records on SIS if remedial courses are needed. OSRHE staff indicated it is not appropriate to place students in college-level courses if they have not remediated. Gail will share the information regarding validation of ELPA when she receives it from Institutional Research Information Management (IRIM).

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