

**INSTRUCTION COUNCIL
MINUTES
June 2, 2006
9-10:30 a.m.
101 Whitehurst Conference Room**

Present: Bruce Crauder, David Thompson, Bob Davis, Ed Miller, Jeretta Nord, Jerry Montag, Mark Payton, Shiretta Ownbey, Bill Ivy, Pam Bowers, and Gail Gates

1. Proposed Diversity Designation

There was a suggestion by some members to use the letter "V" for the diversity designation. Most members preferred using the "D" letter. Dr. Gates noted that there will be further discussions about the diversity designation after the General Education Advisory Council receives feedback from the assessment group before a final decision will be made. Members noted that sexual orientation should be included in 1.b under the Criteria and that throughout the document "the groups" should be changed to "these groups". Under the Goals, 2.c, it was suggested to change "themselves" to "personally or professional" and change "their academic discipline" to "students' academic discipline".

2. Degree Modification Request – Master of Business Administration

Option Additions: (1) Accounting, (2) Economics, (3) Risk Management, (4) Information Assurance, (5) Telecommunication Management, (6) Management Information Systems, (7) Business Intelligence, and (8) MBA Professional Program.

Instruction Council approved the MBA program options.

3. Student Government Association Recommendation to Post Course Syllabus On-Line

The Student Government Association recommended that all teachers post syllabi on-line. Members were asked to share this request with department heads and faculty.

4. Faculty Textbook Policy – Bruce Crauder

Dr. Crauder asked if the University needed a policy about adopting faculty-authored textbooks. There is concern that faculty members could profit from the sale of textbooks required in courses they teach (leading to conflict of interest). Should a policy be added to the current textbook policy to address this concern? Members were asked to consult department heads on procedures in place in their areas and if this issue should be included in the textbook policy and give feedback in the next meeting.

5. University Catalog – Faculty Page – Jerry Montag

Jerry commented that there were inconsistencies in the types of faculty who are listed in the catalog and asked if the colleges wanted a uniformed system, i.e., listing tenure-track faculty only or letting departments list anyone they wished. Members agreed to leave that decision up to each college since there are faculty in some colleges that are not on tenure-track but deserve recognition in the catalog.

6. Graduation Check – Bill Ivy

Dr. Ivy noted that there was redundancy in the graduation check process. The colleges complete a graduation check and then the Registrar's Office conducts a similar check. Bill is asking for members to consider if it would be appropriate to have the graduation check conducted at the college level only. Members commented that they like the security of an addition audit and that some of their staff had vast knowledge and experience with the process while other colleges will have new employees learning the process and it would be helpful to have an individual in the Registrar's Office who could help train, answer questions for those cases, and audit a higher proportion of graduation checks. Members were asked to discuss the proposal with the Director of Student Academic Services and staff and give feedback to the Registrar's Office. This topic will be discussed at the next DSAS meeting.

7. Transfer Course Equivalency – Bill Ivy

The Undergraduate Admission Office will be streamlining operations and empowering colleges to make the decisions on transfer courses for 3000 and 4000 level courses. Members asked for central review of courses for general education and courses on the OSRHE transfer matrix. Bill asked members to discuss this proposal with their college. He will present the suggestion to DSAS in the June 12th meeting.

8. "R" Grade Proposal – Mark Payton

Dr. Payton noted that the Graduate College has proposed three possible scenarios to replace the "R" grade for research hours. Most graduate students receive an "R" grade while completing their research and then are assigned a grade when they complete the thesis or dissertation. There have been situations in which a graduate student completed their dissertation and received a "C" in research hours, which is not a passing grade. The Graduate College has proposed allowing the "R" grades to remain on the transcript or limiting the number of credits that are converted to a letter grade. Dr. Gates asked the committee if a "P" grade would be appropriate. Dr. Gates also asked if we know how the other Big XII schools grade research hours. Jerry said that he would contact other schools in the Big XII and Dr. Payton asked that members take the proposals to their colleges for input.

9. Other

Gail asked members if the faculty webpage should be included in the quick links on the OSU Home Webpage and the group agreed that it should. (Faculty SISWEB is now on the quicklinks.)

Jerry said that the degree sheets were reprinted and members should be receiving their copies and asked members to check the degree sheets for accuracy.

Bruce noted that some faculty had complained about the Monday through Thursday Summer School Schedule for May courses and asked if the other colleges had been receiving complaints. Gail asked members to bring feedback to the next meeting. Instruction Council will evaluate the schedule for next year at the end of the summer.

Bill commented that the credit hour breakdown for class classification does not make sense as it currently exists and asked if it could be changed. Presently the classification for a freshman is 27 credit hours, a sophomore 57, etc., the Oklahoma State Regents for Higher Education suggests using 1-30 credit hours for freshman, 31-60 for sophomores, 61-90 for Juniors, and 91-120 for seniors. Members agreed to this proposal and asked if this would affect NCAA eligibility. Jerry will check the NCAA regulations and if this complies, will change the catalog and send out an email to colleges.

Jerry also handed out a proposed index for the on-line catalog and asked members to review and send him comments and corrections.

Adjourn: 10:30 a.m.