

INSTRUCTION COUNCIL
November 10, 2006
101 Whitehurst Conference Room

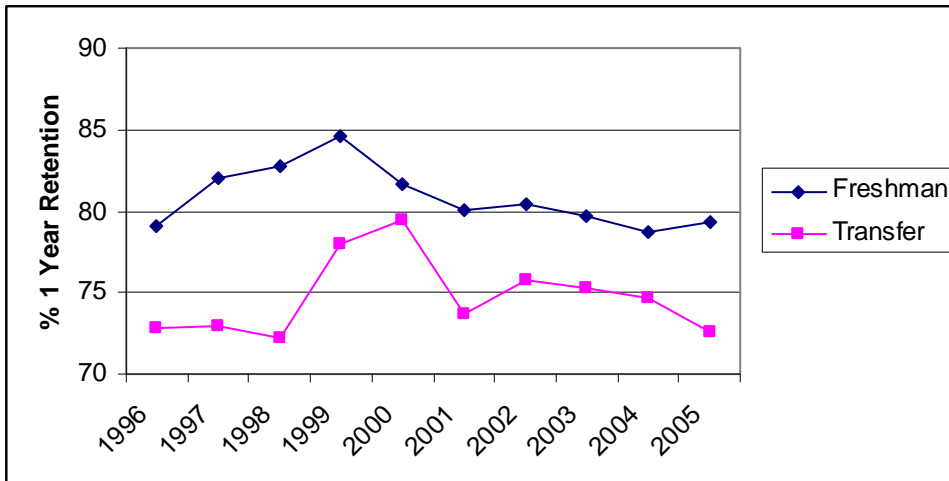
MINUTES

1. **Conversion to D2L – Marshall Allen and Sam Krawczyk**

The Institute for Teaching and Learning Excellence (ITLE) asked the ITLE Faculty Advisory Committee for a functionality wish list for a course management system. ITLE investigated course management systems on the market and with help from the committee, comprised of college representatives, decided to purchase the Desire 2 Learn (D2L) program. The initial switch from Blackboard and WebCT to D2L will occur in January 2007; however, our licenses for Blackboard and WebCT will not expire until June 2007. D2L will be integrated with SIS and changes (drop/add, etc.) will be uploaded every night. Courses will be automatically created in D2L based on the Instructor of Record in SIS. Members asked if individuals would be able to pull up existing courses in Blackboard and WebCT after the implementation of D2L and it was noted that they would be able to. ITLE has been encouraging college/department contacts to either train faculty and staff on the new software or send them to ITLE for training. It was also noted that the training sessions offered by ITLE are presently full and they plan to offer more sessions but due to the time constraints highly encourage the colleges to offer some training sessions in-house. Ron Payne can assist colleges/departments with the training process. ITLE asked for a list of faculty on sabbatical. Members asked that a list of courses presently on Blackboard and WebCT be provided to the colleges.

2. **Retention Rates**

http://vpaf.okstate.edu/IRIM/StudentProfile/2006/pdf_files/Retention%20of%20Students%20-%20final.pdf



Dr. Gates noted that she previously sent the committee the profile that included the Fall 2006 retention information and pointed out that the first year retention of Freshman did not decline and feels that the Living/Learning initiative will help to increase retention next year. Transfer retention rates are down despite increased transfer admission standards and suggested possibly looking at initiatives made in 1999 and 2000 by colleges to increase retention of transfer students. Dr. Gates will obtain a list of transfer students who have not enrolled by Dead Week and will send it to colleges so advisers can call the students to offer assistance. It was suggested that it may be helpful to send OSU advisers to feeder schools to recruit transfer students. What strategies can colleges or the university employ to help transfer students succeed at OSU?

3. "I" Grade – Mark Payton

Mark noted that he, Gordon Emslie, Rita Peaster, and Doug Reed met regarding the "I" grade and discussed attaching the hip pocket grade to the "I" grade. He handed out a proposed recommendation to require instructors to give a default grade in addition to the "I" grade that will be posted on the students "unofficial transcript". The default grade would reflect the current grade earned if the incomplete work was not submitted within one calendar year, for example ("IB", "IC", "ID", or "IF"). If the student does not complete the requirements of the course within the calendar year, the "I" will be dropped and default grade will be posted to the "official transcript" as a permanent grade unless there are truly extenuating circumstances. Members endorsed the proposed recommendations.

4. Degree Sheet Templates – Rita Peaster

Rita noted that the Registrar's Office is making updates to the Undergraduate Degree Requirements Book and asked for feedback and noted that the degree sheet templates will be sent out today for review and changes. Rita said that the changes needed to be made as a markup on the paper documents because the Indesign program being used for the degree sheet templates does not track changes. The Registrar's Office will need to receive the changes by December 10th and will return the edits by January 5th for final review due back the Registrar's Office by January 30th. Members asked Rita to survey the Big XII to see how they post major changes on the official transcript. Dr. Gates noted that any changes "above the box" on the degree sheets require a program modification and would need to go through the curriculum approval process.

5. Summer School Survey Update

Dr. Gates noted that there were 348 summer school surveys sent out to summer 2006 instructors and we have received 100 responses. The majority of the faculty like the 4 day a week schedule. The Bureau for Social Research had sent out an email invitation to the student surveys. About 200 students who attended summer 2006 at OSU and 150 students who did not attend summer school at OSU had completed the web surveys.

6. Other

Dr. Gates noted that Denise Weaver asked that if members had suggestions for renovations in general university classrooms next year to let her know.

Dr. Gates noted that she sent out the minors and articulation agreements to the colleges. These should be updated along with degree sheets.

Murray Hall renovations are expected to be completed by 2009. The Math Learning Resource Center is expected to move to the 4th floor of the Classroom Building in January 2007 and the departments of Sociology, Geology, History, Political Science, Philosophy, Religious Studies and the Communication Science and Disorders Clinic will occupy the new building. It is expected that there will be a large general university classroom in Murray as well.

Adjourn: 10:30 a.m.