

**INSTRUCTION COUNCIL**  
**February 16, 2007**  
**101 Whitehurst Conference Room**  
**MINUTES**

**Present:** Cyril Clarke, Bob Davis, Ed Miller, Mark Payton, Shiretta Ownbey, Rita Peaster, David Thompson, Mark Weiser, Jim Meinkoth, and Gail Gates.

**1. Incomplete Grade Policy Enforcement – Mark Payton**

Last year the Graduate College presented a proposed change to the “I” grade policy to Faculty Council and the proposal was tabled. The proposal consisted of requiring faculty to assign a “hip pocket” grade at the same time they assign the “I” grade. If the missing examinations/assignments are not completed and a grade assigned within the timeline the “hip pocket” grade would become the permanent grade. The proposal was presented at Faculty Council in the Fall but the recommendation was tabled. At the last Faculty Council meeting Jean Van Delinder, chair of the Academic Standards and Policies Committee, commented that Faculty Council will address the “I” grade issue in an upcoming meeting. Instruction Council’s options are: 1) give Faculty Council more time to address the proposed changes, 2) have Instruction Council strictly enforce the current policy, or 3) Inform Faculty Council that they must respond by a certain time or the proposal will be enacted without their approval. Members agreed to wait and see if Faculty Council addresses the proposal in their upcoming meetings. Mark Weiser asked if a statement regarding Academic Integrity violations should be added to the “I” grade policy.

**2. International Education and Outreach Proposal**

Dr. Gates previously asked members to review the Guidelines for Distance Education Credit Courses/Programs Exchanged Between the Stillwater and Tulsa Campuses and Outreach Credit Courses Offered in the Tulsa Area and give their input. David Thompson proposed ending item e) after “OSU – Tulsa” in the last sentence. Members agreed and approved the policy as amended.

**3. Degree Requests**

**College of Arts and Sciences**

**New Program: Teaching English to Speakers of Other Languages, Graduate Certificate**

The College of Arts and Sciences requests this graduate certificate in Teaching English to Speakers of Other Languages to allow the OSU English Department to help meet the needs of teachers in the Tulsa/Stillwater area and to assist individuals who wish to teach English in other countries.

Approved.

**4. Other**

Gail noted that Denise Weaver wanted to remind everyone that classroom inventories are due on March 2<sup>nd</sup>.

Two candidates are being brought in for interviews for the HES Dean position.

Gail shared a letter of intent from the Oklahoma State Regents for Higher Education listing proposed new programs. Gail asked members to review the programs being requested and let her know if they would like to review copies of the proposed degrees.

**Adjourn:** 9:50 a.m.