

INSTRUCTION COUNCIL
March 9, 2007
101 Whitehurst Conference Room
MINUTES

Present: Bob Davis, Ed Miller, Mark Payton, Rita Peaster, Shiretta Ownbey, David Thompson, Mark Weiser, Bill Ivy, Susan Weir, and Pam Ehlers.

1. Employment Data Report – Pam Ehlers

Pam Ehlers referred to the graduation survey that the university uses and noted that Career Services uses this information on the graduation surveys for several required reports. Career Services presently has a 23% return rate on this survey and needs a 60% or better return rate and is therefore looking at revising the survey. Pam handed out a proposed half-page "Employment Data Report" for students to fill out. University Career Services' goal is to get the basic information and colleges can ask for more specific information. Members liked the revised report and asked if a watermark with "confidential" could be added and asked that "employment location" be changed to "Employer Location". Also when referring to the internship information to change "company" to "organization" and remove the word "confidential" from the bottom section and list "75,000 or more" as the last choice on the salary range. Pam also noted that their office will be working with the Alumni Center and the Foundation to increase response rates. Pam mentioned that their office receives the NACE Career Services Benchmark Survey for Four-Year Colleges and Universities and members asked if they could receive an electronic copy. Diane sent the report to members.

2. Degree Requests

College of Arts and Sciences

New Program: Geology, Ph.D.

The College of Arts and Sciences requests this new program to provide students with advanced training and field experience in geology. The goal of the program will be to promote and maintain a growing statewide, national, and international workforce from the added geologic research capabilities at the Ph.D. level, while also supplying the Oklahoma and national petroleum and environmental industries with the highest caliber research scientists in the field of geology.

Approved.

3. Six Week Grades

Dr. Gates thanked members for their help in securing six week grades and noted that the response from faculty for 6 week grades after the extension was good. Some members suggested asking for six week grades on all undergraduate courses and asking the Registrar to send the reminder to faculty sooner. Dr. Gates noted that the deadline for six week grades will be moved to a Tuesday to align with regular grade reporting, members agreed that this was an excellent idea.

4. Timeline for Program Requests

Dr. Gates noted that we have received comments from the A&M Board Office that they would prefer not to have program requests at every meeting, therefore requests could be delayed in the future.

5. Revisions to Policies:

- a. **Guidelines for Initiating and Discontinuing Academic Options or Degree Programs**
- b. **Review of Requests for Changes in Educational Programs and Course Offerings by Oklahoma State Regents for Higher Education**
- c. **Academic Program Review**

Dr. Gates noted that she reviewed the above policies and made revisions for members to review. Members agreed to delete "Review of Requests for Changes in Educational Programs and Course Offerings by Oklahoma State Regents for Higher Education". Members approved the initial revisions and Dr. Gates will ask for approval from the Academic Standards and Policies Committee before asking for a final approval from Instruction Council at a later meeting.

6. Other

Dr. Gates handed revised copies of the Oklahoma State University Policies and Procedures for the Summer School Period and Standards for Semester-Credit-Hours, and asked that members review and bring feedback to our next meeting.

Dr. Gates also handed out a draft of the Proposed Amendments to the Policies and Procedures of the Honors College which includes addition of a section to allow students to submit electronically thesis, reports, or other creative components. The proposal also modified the qualifications for teaching honors sections and supervising honors contracts and added an Honors Alumni Board. Members asked that clinical faculty be added to the "Faculty Teaching Honors Sections" and approved the proposal.

Bill and Rita wanted to thank members for attending the On-Course demonstration and noted that Linda Sanders will be keeping track of the status.

Some members are concerned by requests for donors to be involved with the scholarship selection process and feel this would be a violation of FERPA. Other members noted that donors can have input but that applicants have to sign an agreement or release.

Adjourn: 10:30 a.m.