

INSTRUCTION COUNCIL
March 30, 2007
101 Whitehurst Conference Room
MINUTES

Present: Bruce Crauder, Cyril Clarke, Ed Miller, Mark Payton, Rita Peaster, Shiretta Ownbey, David Thompson, Mark Weiser, Bill Ivy, Adrienne Hyle, and Gail Gates.

1. First Semester Retention Study

Dr. Gates said that "Financial Problems" was the number one reason first semester students did not return to OSU after Fall 2006. Discussions will continue in the First Year Experience Task Force meeting on how to improve first year student retention and offer linked courses.

2. Revisions to Policies:

a. Summer School Period

The Summer School Period Policy was last updated in 1970. Members suggested changing the wording or removing the word "nature" from "and in recognition that a substantial part of the work now offered during summer session is in the 'nature' of short courses and workshops" in 2.1. 2.4 replace "undergraduate" with "undergraduates or undergraduate students".

Members approved the policy as amended.

b. Standards for Semester-Credit-Hours

Members asked that when referring to "one semester-hour of credit" the policy should also state it is equivalent to 50 minutes per hour for 16 weeks and under "Regular Classes" to add "typical" to students.

Members approved the policy as amended.

c. Priority Enrollment for Continuing Students

Members wanted to add scholarship and/or employment to section 1.01, in section 2.01 change the word "extended" to "offered", and add the word "scholarship" to section 2.03. Under section 2.03b it was suggested to remove "scholarship" from "scholarship students" and remove the sentences "Such scholarships that qualify students for enrollment priority include University Marching Band, or athletics, and graduate teaching or research assistantships scholarships. This list is not to be considered all inclusive." Remove the wording "on the computerized student information system" in section 3.02 and add a statement that "undergraduate students must be cleared by an adviser".

Members wanted to table the approval until the next meeting.

3. Letters to Graduate Assistants – Mark Payton

Dr. Payton handed out three samples of letters to send to graduate assistants and noted that a template letter is on their webpage. Mark noted that the graduate coordinators of each college had been sent the letter. Members asked if the letter should go out with the I20 forms and Mark replied that he didn't think that the graduate assistant letter was an I20 issue because the I20 form goes out after the graduate assistant letter. Mark asked members to encourage department heads and graduate coordinators to look at the letters that they are presently sending to their graduate assistants and be sure they include the full salary and benefits. Members asked that the graduate college create an Excel document that could be used to calculate these numbers automatically. The package would explain salary, benefits, and financial aid. Members also asked if there were IRS implications. [Mark has checked and there are no tax implications regarding classification of graduate student into either TA, RA, or GA positions.] However, there are tax implications that are tied to enrollment. If students fail to enroll in sufficient hours, they have more taken for FICA.

4. Other

The Academic Standards and Policy Committee approved the recommendation on revoking degrees.

College nominations for members of the Academic Integrity policies committee are due April 2nd.

The budget forecast for next year will be flat or decreased compared to this year and mandatory expenses have increased.

College of Agricultural Sciences and Natural Resources and the College of Arts and Sciences both celebrated student success as two students from CASNR won the Udall Scholarship (one is also enrolled in CEAT) and an OSU-Tulsa student from A&S won the Truman.

Dr. Miller noted that the Natural Resources Ecology and Management options used to be majors and said that students would like to post multiple options on their transcript. Rita Peaster said she would investigate that possibility.

Dr. Ownbey said that she and Dr. Miller had been working on the "War On Hunger" initiative and 2 undergraduate and 2 graduate students attended the National Summit to participate in discussions on hunger. Shiretta and Ed are planning to organize a group of faculty and students who might be passionate about this effort and will be sending out a letter to Instruction Council asking for help identifying people who would like to be involved. Auburn University has a nice website on the "War On Hunger" if you would like more information.

The Registrar's Office is working with Institutional Research and Information Management to setup a shopping cart type program for courses in SIS and is preparing an email to students to heighten awareness about drop dates.

SCT will no longer be supported by the company after 2011 and members wanted to know if efforts to set up On-Course would be wasted. Rita noted that she didn't believe efforts towards learning On-Course would be in vain as the backbone of the new system should remain similar.

Adjourn: 10:20 a.m.