

INSTRUCTION COUNCIL
August 10, 2007
101 Whitehurst Conference Room
MINUTES

Present: Albert Colom, Bruce Crauder, Bob Davis, Mark Payton, Rita Peaster, Chris Ross, Shiretta Ownbey, Linda Martin, Susan Phillips, and Michele Tillman.

1. Michele Tillman showed the new video on Academic Integrity. Dr. Gates will show the video in New Faculty Orientation. Members asked if a copy of the DVD could be made available to each of the colleges. Members asked Michele for a breakdown of Academic Integrity (AI) violations by class and Michele said that she would send that breakdown to members. Michele noted that the Academic Integrity video will be available on D2L, the on-line syllabus attachment, and on the AI website.

2. **Undergraduate Admissions – Albert Colom**
Albert Colom noted KOSU is reporting to Enrollment Management (EM) and EM is conducting a national search for the position of Director for KOSU. Albert said that he was pleased to announce that Celeste Campbell will fill the Registrar position being August 20, 2007. Albert also wanted to share some discussions presented to the Deans related to enrollment and retention. Enrollment Management has been discussing ways to share recruitment activities with the colleges to promote enrollment and retention. EM would fund the conference site, equipment costs, refreshment for the meeting, etc., if the college could fund the travel expenses for the college representative. Albert also noted the enrollment is down by 3.2 %. EM has been collaborating with TCC to come up with ideas to better recruit students in the next two years. Members asked for statistics on transfer students including numbers on transfer students that weren't as academically successful after transferring to OSU. Members also noted that they felt the articulation agreement needed an overview as some classes don't appear to be on the same academic levels between institutions. Albert also handed out an admissions report and noted that this information is available on the "admincomp" report in Eprint. Albert said that the state has recently asked OU and OSU to provide a report summarizing funding for International Students. If changes were made they would not take effect until 2009-10 academic year. Albert commented that admissions had not been requiring SAT or ACT scores from international undergraduate applicants which is an Oklahoma State Regents for Higher Education policy and said that admissions is now requiring those scores. Albert also asked if members wanted the Registrar's Office to continue posting "P" grades for international students. Albert went on to address concurrent enrollment and noted that he feels the current policy is too loose and wants to recommend that students score a 19 on all ACT subscores to enroll at OSU. Albert noted that there is a screen in SIS which displays Advanced Placement grades however it can't be posted on the transcript until the following Spring semester. Albert did said that there is a screen called "AP Admits" under the "In Progress Work" that displays those AP scores. Lastly Albert said that the Admissions Office had not been admitting high school juniors who met OSU's admission requirements and noted that this procedure will change to admit applicants immediately once they have met the admission requirements regardless of their High School grade.

3. **Graduate Teaching/Research Assistants Eligibility, Contract, Out-Of-State Tuition, etc. – Mark Payton**
Mark discussed the revised "Waiver of Resident Tuition for Graduate Teaching and Research Assistants" policy and procedures. Mark noted that in past meetings members expressed concern about the definition of .25% FTE being 170 hours instead of 160 per semester and Mark noted that the number hours (170) that a student must work a semester to be at 25% FTE is determined by Human Resources. The 170 employment hours encompass employment from the week before classes start through finals week. Mark also said that members expressed a desire to have a minimum rate,

possibly based on the Federal Minimum Wage rate, established 15 months prior to intended distribution and Mark said that he and Dr. Emslie discussed this possibility and with the minimum wage rate increasing in the future they didn't feel it was the best solution. The Graduate College also didn't like the negative connotation of linking graduate student stipends to a "minimum wage". Mark did note that he and Dr. Emslie decided that a minimum stipend could be determined by the Office of the Provost, on recommendation of the Dean of the Graduate College, and would be set no later than 18 months prior to the start of the academic year. Members asked if the proposed rate of the stipend would be brought to Instruction Council before implementation and Mark noted that a natural process that the Provost could use in this situation would be to have Dr. Gates would bring the proposed minimum stipend to Instruction Council for vote before it is implemented. Mark asked members to present this proposal to their colleges and members will vote on approval in the next meeting.

4. "Ghost Sections" – Rita Peaster

Rita commented that cancelled course sections roll over to the next semester and appears on the SIS screens as being cancelled and asked members if they wanted these cancelled sections to appear on the screen or if they wanted them deleted so the sections won't appear on the screens. Members asked if the sections were deleted would it be possible to offer those sections later and Rita said that the deleted sections could be put back on the screens if the department decided to offer the section later. Rita noted that "cancelled sections" roll from semester to semester and "deleted sections" do not. Members asked Rita to send a memo explaining the process so that they can get feedback from their colleges. One of the members asked Rita to help clarify why there was a delay in approving a degree check that included a substitution of leisure hours for elective hours (over the 120 hour minimum requirement). Rita indicated that the delay in approving the degree check was due to a recent ruling that only allows students who have been continuously enrolled since 1994 to use leisure hours earned before 1994 toward their 120 hour minimum – this is a change from past practice of allowing leisure courses taken prior to 1994 to count and the delay was due to her reading the policies to make sure we were in compliance.

5. Final Grade Roster Reports – Rita Peaster

(Should the Registrar's Office continue providing a printed SIS3275 report or is access to the 1G7 Screen sufficient?)

Rita asked members if they still wanted to receive printed copies of the SIS3275 reports as this information is available on the 1G7 screen and members asked if everyone had access to the 1G7 screens and Rita noted that she will find out. Education and HES noted that they do not need the printed reports and others wanted to check with their college before making a decision. Members asked Rita if some college could still receive the reports and she commented that she could provide paper copies of the reports if colleges requested them.

6. Degree Requests

College of Education

New Program: Aerospace Administration and Operations, MS

The College of Education requests a new masters program in Aerospace Administration and Operations which will replace the Aviation and Space Science option in the Masters of Natural and Applied Science. The new program is in high demand by students and employers and will be the only one of its kind in the state of Oklahoma. Aviation and space executives want the degrees to enhance their professional credentials, Military officers want the degree to become more competitive in qualifying for promotions, and there is a high demand in industry for individuals with these qualifications.

Approved

New Program: Aerospace Security, Graduate Certificate

The College of Education requests a new graduate certificate program in Aerospace Security which emphasizes management, leadership, legal and regulatory issues, current issues, and content regarding security issues within the aerospace industry and related government programs and missions. Students participating in this certificate program come from a variety of backgrounds including aviation, military and government. The scope of this certificate program is designed to prepare professional leaders for positions in aerospace security.

Approved

Graduate College

Program Modification: Natural and Applied Science, MS (155)

Option Deletion: Aviation and Space Science

The Graduate College requests deletion of the Aviation and Space Science option as there is a new programs request through the College of Education for an Aerospace Administration and Operations MS degree which will replace the option.

Approved

Adjourn: 10:45 a.m.