

**INSTRUCTION COUNCIL**  
**August 31, 2007**  
**9:00 – 10:30**  
**101 Whitehurst Conference Room**  
**MINUTES**

Present: Raja Basu, Pam Bowers, Celeste Campbell, Bruce Crauder, Bob Davis, Ed Miller, Mark Payton, Rita Peaster, Chris Ross, Shiretta Ownbey, David Thompson, Mark Weiser, and Gail Gates.

**1. General Education Course Artifacts – Pam Bowers**

**Action: Provide list of college courses for artifacts**

Pam distributed some handouts and noted that faculty who provided artifacts last spring have agreed to provide artifacts this semester but artifacts from different courses are still needed. Pam asked members to identify three upper division and three lower division courses in their college from which assignments can be obtained. Pam also handed out pass rates from certification exams from the last Institutional Report for Oklahoma State Regents for Higher Education (OSRHE) and asked members to provide updated information.

**2. Graduate Teaching/Research Assistants Eligibility – Mark Payton**

**Action: Approve Policy and Procedures**

Mark noted that he had made one change to the proposed policy and procedures regarding the Bursar bill. Members approved the proposal pending Graduate Council approval.

**3. Proposed Graduate College Liaison Officer at OSU-Tulsa – Mark Payton**

**Action: Recommend changes to proposed position**

Dr. Payton was alerted to certain graduate student issues (e.g. slow faculty responses to student requests for information) in Tulsa. So the Graduate College felt it would be beneficial to have a Graduate College Liaison on the Tulsa campus. The proposal is modeled after the Spears School of Business liaison. Dr. Basu commented that in the past, graduate enrollment had been level but has recently declined and felt that recruitment efforts were needed. This liaison would work solely with Tulsa graduate students to help provide guidance in the admission and enrollment process. Members approved the proposal.

**4. 2 + 2 Plans with Tulsa Community College**

**Action: Devise plan to update plans & agreements**

Gail Gates, Raja Basu, Susan Weir, and Albert Colom met with administrators from Tulsa Community College (TCC) to discuss articulation agreements with TCC. Most of the agreements have not been updated in the past few years with the exception of computer science. Dr. Gates handed out the articulation agreements with OSRHE Standards for Program Articulation, copies of the current TCC catalog, information on the agreements and draft articulation agreements for colleges involved. These agreements need to be updated this fall. Raja suggested that he would be willing to facilitate meetings between TCC and OSU if requested by colleges. Gail will need to sign off on the agreements when finalized.

**5. Diversity Course Added to Degree Requirements**

**Action: Discuss communication plan**

Dr. Gates said that she had sent out an email requesting departments to submit more diversity courses, reminding departments that the diversity course will appear as a requirement on the Fall 2008 degree sheets, and wanted suggestions on how to get the word out.

**6. Ongoing Proactive Examination of Contact Hours – Celeste Campbell**

**Action: Approve plan**

Celeste commented that new courses are examined to make sure the instructional minutes meet minimum requirements but continuing courses have not been checked recently. The Registrar's Office staff has run a report identifying courses that do meet those requirements and are contacting the departments to correct the errors. Members asked Celeste to send them a copy of the report.

**7. Grade Change Policy – Rita Peaster**

**Action: Recommend changes to University Academic Regulations 6.9**

"An Instructor who reports an incorrect grade to the Office of the Registrar may request that office to correct the grade. The request must be in writing and must have both the department head's and the dean's approvals. In no case will a grade be lowered after the student has been graduated."

Rita commented that the reasons for acceptable grade changes received at the Registrar's Office are not always clearly stated in the catalog, therefore the Registrar's Office wanted to add a sentence pertaining to grade changes due to additional work. Members approved the recommendation, but the proposal needs to be approved by Faculty Council Academic Standards & Policies Committee.

**8. Degree Requests**

**Graduate College**

**New Program: Preparation for College Teaching, Graduate Certificate**

The Graduate College requests a new graduate certificate in Preparation for College Teaching which will provide doctoral students and holders of earned doctorates a foundation in core concepts of college teaching. The program will give participants knowledge of discipline-specific teaching techniques and effective classroom practices and enhanced competitiveness of OSU graduates in obtaining faculty positions. Students will be taught to promote and disseminate effective educational practices through training the next generation of faculty.

The program request was tabled pending discussions with college graduate coordinators.

**9. Other**

Dr. Gates noted that students did not have access to Turnitin.com unless registered by instructor and is asking Hong Lin of ITLE to address this. Members noted that the committee and Provost requested access for all students.

Denise wanted to remind members to send her their input sheets on the ITLE Director candidate.

**Adjourn: 10:36**