

INSTRUCTION COUNCIL
October 12, 2007
101 Whitehurst Conference Room
MINUTES

Present: Albert Colom, Bruce Crauder, Bob Davis, Ed Miller, Mark Payton, Rita Peaster, Chris Ross, Shiretta Ownbey, David Thompson, Mark Weiser, Karen Lucas, and Gail Gates.

1. Textbook Policy

Dr. Gates asked members to review the proposed policy on ordering textbooks. Members suggested changing the wording on 1.01 to "It is the intent of Oklahoma State University to utilize high quality instructional materials and make the materials available to students in the most economical manner". Members approved the proposed Textbook Policy pending clarification of the statement.

2. Academic Calendar Proposed Change Regarding Fall Break 2008 – Rita Peaster

Rita asked members to review the proposed Academic Calendar for Fall 2008. The proposal suggests changing Fall Break from a Monday and Tuesday to a Friday then the Wednesday before the Thanksgiving Holiday. Instruction Council members approved the revised Fall break for 2008.

3. Review of New Grade Report – Rita Peaster

Members were given an Excel spreadsheet of the new Grade Report by College. The Registrar's Office will be providing CD Roms of the reports to the departments and colleges each semester. It was noted that the report will be available on Eprint as well. Another concern was who should have access to the grade reports and Rita asked colleges to identify which individuals should have access. Members will review the policy on retention of grade records and have further discussions in the next Instruction Council Meeting.

4. Summer School Student Credit Hours and Revenue

Dr. Gates asked members to review the Summer 2006 and 2007 Revenue/Expense Analysis and noted that student credit hours are down. The budget office is questioning why colleges are receiving funds to increase summer school student credit hours if student credit hours are down. Members had concerns that they know very little about the process of administering the summer school funds and Dr. Gates asked members to discuss strategies within colleges to increase enrollment in the summer.

5. Grade Change Wording

Dr. Gates noted that the Grade Change proposal was taken to the Academic Standards and Policies Committee and members suggested a change to the heading from "Grade" to "Grade Changes" and to add "grade change as a result of a grade appeal" in 6.9. Members approved the proposal as amended.

6. Proposed Catalog Change – Requirements for Special Students – Mark Payton

Non-degree seeking ("Special") graduate students at OSU are permitted to use up to nine hours "on a plan of study to meet requirements for a degree." Any credit towards a graduate degree in excess of this amount must be earned after the student has been formally admitted to a degree program. The Graduate College deals with students on a fairly regular basis who continue to take hours well in excess of the nine-hour limit, are then admitted to a program, and subsequently petition to allow these excess courses to be applied toward a degree. The Graduate College would like to propose

that an enrollment hold be placed on the graduate student's record after they complete six credit hours if the student has not declared a major. The hold would have to be placed manually and the Graduate College would maintain those holds with special reason codes. Enrollment Management and the Graduate College will meet to work out the details. Members gave conceptual approval to proceed with the proposal.

7. International Students and Scholars

Dr. Gates noted that a bill had been passed at the State level that requires International students or scholars to be cleared by Immigration before they can be employed at a public institution. Human Resources believes they must have a Social Security card before they can be cleared (note: after the Instruction Council meeting Human Resources determined they could process before receiving the Social Security Card). This law takes effective on November 1, 2007. Undergraduate international students need to be processed through the International Students and Scholars Office and international graduate students need to go to the Graduate College.

8. Other

Undergraduate Admissions has proposed changing the "P" grade for international transfer students to the actual grade when transferring undergraduate course work to OSU to make the system more equitable and so that others can have a better idea of the student's academic history. Members recommended that the proposal be taken to the Academic Standards and Policies Committee of Faculty Council for approval.

Members received a proposed itinerary of the College Deans Tour of Texas. Sessions will be held during the day with Principals and Counselors and with parents and students during the evenings. Presently the dates for the event are February 1-15, 2008. Individuals interested in attending would fly from OKC/Tulsa to Dallas and Enrollment Management would provide transportation from Dallas to Houston. Enrollment Management will put a program together and provide the facility and advertising, with some transportation costs provided. Members asked if the tours could be set for an earlier date and Enrollment Management will look at some earlier dates.

Adjourn: 10:40 a.m.