

INSTRUCTION COUNCIL
November 2, 2007
101 Whitehurst Conference Room
MINUTES

Present: Raj Basu, Albert Colom, Bruce Crauder, Bob Davis, Ed Miller, Mark Payton, Shiretta Ownbey, David Thompson, Mark Weiser, Celeste Campbell and Gail Gates.

1. Policy on Retention of Grade Books – Gail Gates

Dr. Gates pointed out that this policy was about grade book retention rather than retention of final grade rosters. Members asked Rita Peaster if the grade reports could be sent to the Deans Office in a format that could be filed. Rita commented that they could do that.

2. Six Week Grades for All Undergraduate Courses (1000-4000)

In the last Directors of Student Academic Services meeting, they strongly recommended extending six weeks grade reporting for all undergraduate courses. Dr. Gates talked to Dr. Strathe who discussed the recommendation with Faculty Council Executive Committee who agreed that this would be beneficial. Members suggested using the wording when notifying faculty of this endeavor "recommend" as opposed to "encourage". Dr. Gates will take this recommendation to the Academic Standards and Policies Committee of Faculty Council.

3. Add to Official Time Offerings – Celeste Campbell

Classroom scheduling proposed adding 8:00 a.m. – 9:15 a.m., MWF classes to the official schedule to utilize the classrooms more efficiently. Dr. Gates' didn't want anyone to be bumped from a classroom if they teach an 8:30 MWF class. Raj commented that he does not want Tulsa to be held to this schedule, however it was explained that the proposal adds an option to the list of official times. Members approved of the proposal and asked that the final be scheduled at the 7:30 a.m. MWF final schedule. Celeste will find out if that would be acceptable. The new class time will be effective Fall 2008.

4. Late Drop Policy – Rita Peaster

Rita noted handed out a copy of the revised Late Drop Policy and explained that the purpose of these changes is to expand upon the process of dropping/adding and appealing for tuition refunds. The revised proposal brings these processes together. Members asked that section 4.03b include Tulsa. Members also asked about exceptions for extraordinary circumstances or hardship situations and that administration should be able to make final decisions in the event of a catastrophic withdrawal. Members will let Celeste know who should represent the colleges in the committee. The proposal was endorsed by Instruction Council and the proposal will be forwarded to the Academic Standards and Policies Committee of Faculty Council.

5. Holistic Admission – Albert Colom

Every year the Chancellor sends institutions a document showing approved admission standards for undergraduate students and if students do not meet the standard admission criteria the student cannot be admitted. Enrollment Management is developing a "Holistic Admission" program to allow students who are close to meeting the admission criteria to be considered. They plan to conduct a pilot study and track the academic success. If successful Enrollment Management intends to fully implement the program in Fall 2009.

6. College Deans Tours of Texas – Albert Colom

Action: Discussion

Enrollment Management will be working with the Colleges to provide some travel, facility, and equipment for the Deans Tour of Texas to encourage High School Juniors and Seniors to attend Oklahoma State University. Members agreed that the week of 1/28/08 – 2/1/08 would be the best time for the tour and noted that they would probably send their recruitment personnel. Enrollment Management will provide some historical data on whether students are enrolling and their majors.

7. Other

Dr. Gates handed out a report from Pam Bowers in University Assessment and Testing on Certification Examination requests. Pam will contact members for more information.

It was noted that Hong Lin in the Institute for Teaching and Learning Excellence (ITLE) is informing faculty who take the on-line course development training that they only have to teach a distance education course one time. Dr. Gates noted that ITLE and Academic Affairs are looking at offering a similar training opportunity for diversity courses.

Ed Miller asked that the General Education Advisory Council (GEAC) reconsider allowing one course to receive both the "D and I" designations and Dr. Gates noted that GEAC will revisit the criteria at some point.

Adjourn: 10:40 a.m.