

INSTRUCTION COUNCIL

January 4, 2008

204 Whitehurst

MINUTES

Present: Raj Basu, Bruce Crauder, Bob Davis, Leigh Goodson, Mark Payton, Chris Ross, Shiretta Ownbey, David Thompson, Mark Weiser, Celeste Campbell, Steve Damron, Mitch Kilcrease, and Gail Gates.

1. Special Fee Requests

Fee Requests (Summary Emailed)

Dr. Gates gave a brief summary of the fee requests and asked members if they approved the requests. Members asked for further justification of the proposed Student Union Renovation Fee. Mitch Kilcrease, Director of Student Union Services, recently conducted a study survey with students, the Student Government Association, Faculty Council, and staff and all were in agreement that the Student Union Building needs upgrades for functionality and safety purposes. The main portion of the building was built in 1950 and there are some failing infrastructures (life/safety issues) within the building that will have to be addressed in the near future. Certain services need to be more accessible to students and there are plans to upgrade Student Life and Campus Life as well as the food services areas. Mitch commented that the Student Union is an auxiliary so the only source of funding is fees and the last fee increase was in 1997. The first year the fee will only be charged to incoming freshman and transfer students who take courses in Stillwater and will be phased in to include the other classes one year at a time.

Members approved the fee requests.

2. Curricular Requests

College of Agricultural Sciences and Natural Resources

PLANT AND SOIL SCIENCES, BS (014)

Program Modification: Option Name Change

Option Name Change: Crop Science to Plant Science

The College of Agricultural Sciences and Natural Resources at Oklahoma State University requests the option name change as the reorganization of faculty in Agriculture have changed the professional disciplines within the unit.

Tabled - members asked that Plant and Soil Sciences discuss the proposed option name change with Botany.

Graduate College

Course Requests (Summary Emailed)

Approved pending title change of ENVR 6011.

3. Student Activity Fee Waiver Policy Proposal – Celeste Campbell

Celeste commented that the Student Activity Fee Waiver Policy was approved in 2004 but has not been carried through as written. The policy specifies that departments may request the waiving of some fees for specific courses. The proposed changes allow the policy and practice to match.

Celeste asked for approval of the policy and noted that Student Affairs, Career Services, University

Assessment & Testing, the Budget office, Enrollment Management, and Academic Affairs approved the proposed policy. The policy was approved.

4. Proposed Graduation Certification Timeline – Celeste Campbell

Celeste said that the Registrar's Office wanted to bring structure to the process of Degree Certification by creating deadlines. Fall 2007 was used as a trial run for the deadlines and Celeste asked members to let her know if there have been issues. The process will become final this semester, Spring 2008. Members discussed issues with students who take courses at another institution during their final semester and asked if students indicate if they are taking courses at other institutions on the diploma application. Celeste will let members know.

5. Documentation Required for Degrees, Majors, Minors, Certificates in Progress and at Completion – Celeste Campbell

Celeste commented that if a student has more than two degrees, majors or minors the Registrar's Office doesn't know about it because SIS can accommodate a maximum of two entries. Members felt that the DSAS group should discuss the required documentation for declaring or changing degrees, majors, or minors and bring input from their units.

6. "Diploma" for Completion of Certificate

Dr. Gates noted that the Oklahoma State Regents for Higher Education (OSRHE) consider a certificate program to be a degree and asked if the University should provide "diplomas" or guidelines for "diplomas" for the certificates. Some certificate programs had asked the Registrar's Office to provide official certificates or guidelines for programs to create their own certificates. Presently each program creates their own certificates. Members also asked if the certificate appears on the transcript. Celeste will check with other universities to see how they handle the certificate process and let members know.

7. OSU Texas Previews – Albert Colom

Enrollment Management asked members to give them input as to which dates in January or February would be better for scheduling the OSU Texas Previews for Spring 2008. Celeste will have Karen Lucas email Instruction Council for input.

8. Other

Dr. Gates commented that currently degree sheets and program modifications and requests have different processes so colleges may not coordinate the information. Dr. Gates asked members to think about ways to better coordinate these processes within the colleges and it will be discussed in the next meeting.

Adjourn: 10:45 a.m.