

INSTRUCTION COUNCIL

April 11, 2008

204 Whitehurst

MINUTES

Present: Celeste Campbell, Albert Colom, Bruce Crauder, Bob Davis, Robert Dooley, Ed Miller, Mark Payton, Rita Peaster, Chris Ross, David Thompson, Kristi Thrift, and Gail Gates.

1. Degree Certification Timeline and Process for Degrees Posted Late – Celeste Campbell

The degree certification timeline was implemented last Fall and seemed to work well. There were some concerns about the processing of transcripts but Undergraduate Admissions resolved those issues. The Registrar's Office plans to use the same deadlines in the future. Members agreed it was acceptable to refer students with questions about degree completion to the College Student Academic Services offices. Members asked if students were reminded of unchanged "R" grades prior to graduation. The Graduate College agreed to send out an email to all students that have the "R" grade.

Degrees for 24 students (including 20 graduate students) were posted after the February 1st deadline. The Registrar's Office wants to reduce the number of degrees posted late but will consider the following factors for posting degrees late:

- Written request required from student's college (Associate Dean or Dean).
- Documentation of university error preventing timely posting of the degree required.
- Verification by College/Registrar's Office that degree requirements have been met.
- Proximity to degree posting deadline.
- Acceptability of alternatives (ex: completion letter).

2. Incomplete Grade Policy – Celeste Campbell

Dr. Campbell noted that Dr. Emslie, Dr. Payton, and individuals from Institutional Technology met to discuss process and implementation of the "Incomplete Grade Policy" and the policy should be implemented in Fall 2008. Once an instructor enters an "I" grade in SIS a prompt will ask for a letter grade. After one year the letter grade becomes the permanent grade. If a faculty member wants the timeline to be less than a year they will need to notify the student. The Registrar's Office plans to run a test of the process in August. Dr. Campbell asked members how they would like to handle situations concerning students graduating that have Incomplete grades pending and suggested the following solutions:

- Don't allow students to graduate with any incomplete grade pending, the grade must be changed to a letter grade.
- Leave the Incomplete grade on the transcript and allow it to convert to the permanent grade after one year.
- Leave the incomplete grade on the unofficial and official transcript permanently.

Members agreed to leave the incomplete grade on the transcript and it will be changed after one year. If the grade is needed for graduation the grade must be changed to a letter grade prior to graduation.

3. Penalties for Late Grades – Gail Gates

Dr. Gates noted that about 1/2% of OSU's grades are submitted after the deadline. Dr. Gates asked members for ideas on how to decrease the number of late grades and referred the handout of an article from Inside Higher Ed, "Late Grades? Pay Up, Professor". Members didn't feel it was appropriate to charge faculty members a fee if they don't turn in grade in a timely matter but felt more could be done to encourage faculty to cooperate. Members asked if they could receive a report of individuals teaching TBA courses and Celeste agreed to provide the list.

4. OSU-Tulsa Degree Requests – Gail Gates

OSU-Tulsa asked the A&M Board of Regents to approve delivery of 16 new programs in Tulsa and sent requests to the Oklahoma State Regents for Higher Education (OSRHE). OSRHE staff asked OSU to submit the equivalent of new program requests to address curriculum, faculty, costs, etc. Departments have been asked to submit requests to the Provost through the Dean. Five or six of the 16 requests will be submitted soon (English, Sociology, History, Economics, Hotel & Restaurant Administration and possibly Accounting). Faculty Council asked President Hargis, President Trennepohl and Dr. Strathe to send written assurances the programs will not be delivered in Tulsa without department faculty approval.

5. Other

VP Colom noted that there is a projected decline in enrollment of about 1% for Fall 2008. The President has asked what is being done to increase enrollment. Albert noted that financial aid has been released to continuing students 2 ½ weeks early. Orientation numbers are looking better but housing contracts are running behind by about 380 for new students and contracts are also down for continuing students. Graduate student and transfer numbers have both increased from last year. Albert noted that he can share this information electronically at member's request.

A committee has been created for Holistic Admission or Comprehensive Admission process called the Admission Review Committee (ARC). The committee will review and approve/decline applicants for the programs. The committee is considering asking Emeriti faculty and graduate students to score the writing component of the program. This program will be marketing to High Schools, etc. Members asked for an electronic copy of the marketing piece.

Some time ago the Graduate College asked colleges for specific information on their assistantship programs. Members noted they thought the Graduate College was going to make a request through the graduate coordinators. The Graduate College will send a request to the Graduate Coordinators.

Adjourn: 10:40 a.m.