

## INSTRUCTION COUNCIL

May 9, 2008  
204 Whitehurst  
MINUTES

Present: Celeste Campbell, Albert Colom, Bruce Crauder, Bob Davis, Ed Miller, Mark Payton, Shiretta Ownbey, David Thompson, Craig Robison, Tina Meier, and Gail Gates.

### 1. Desire2Learn – Tina Meier

Tina thanked everyone for their assistance with the implementation of the Desire2Learn (D2L) program. The program has been in production for 3 semesters and for the most part has functioned well. There are two areas of concern: incomplete grades and audits. Students with incomplete grades for a course cannot access the course information after the term ends and the faculty must contact Information Technology (IT) to request student access. Tina asked members if it would be acceptable to run a report at the end of each semester to identify students with incomplete grades and allow these students automatic access to the course for up to a year and members agreed that this would be a good solution. VP Colom asked if this would affect the matriculation record and Tina noted that she will find out. IT will put together a process and share with Instruction Council.

Tina commented that some students will officially audit a course and other students will unofficially sit in on the lectures. There is some confusion as to what type of access these students should have. Members agreed that if a student is officially auditing the course then they should have access to the course content, etc. If a student is just sitting in on the lecture and not officially auditing, the student should not have access to the course content on D2L. Dr. Gates asked members for ideas on how to deal with visiting scholars auditing courses and members suggested enrolling the students in the course as officially auditing the course and waive tuition. IT will develop a process for handling these special course audits and share with Instruction Council.

IT also asked the faculty to enter their (teaching assistants) TAs in SIS so that they can have access to the course information when needed. If the faculty member does not want the TAs to enter final grades then the TAs can be removed at the end of the semester before grades are entered. Members asked if TAs can be assigned to specific sections in SIS and they can. IT will work up a procedure and share with Instruction Council.

Tina went on to say that Desire2Learn (D2L or the Online Classroom) will be closed from 5 pm on Friday May 30 to approximately 5 pm on Sunday June 1. Therefore, instructors and students will not have access to D2L during the weekend following the 3 week May session. This is also the weekend preceding the 4 week June and the 8 week June/July sessions. IT will be working with D2L staff to install a U.S. District Court-mandated upgrade to D2L during this time (See <http://www.desire2learn.com/patentinfo/> for additional information on the patent infringement lawsuit). According to the court ruling, OSU is required to complete the upgrade before June 12. Please contact the Institute for Teaching and Learning Excellence (ITLE) at [itle@okstate.edu](mailto:itle@okstate.edu) or 405-744-1000 if you have questions.

### 2. Curricular Request

**College of Agricultural Sciences and Natural Resources**

**ENTOMOLOGY, BS in AGRICULTURAL SCIENCES AND NATURAL RESOURCES (088)**

Program Modification: Option Addition

Option Addition: Bioforensics, Preveterinary and Premedical Sciences

The College of Agricultural Sciences and Natural Resources request the option addition as the proposed option is currently available to students as an emphasis area entitled biotechnology under the general entomology option.

Converting this emphasis area to an option will allow us to better tailor the curriculum to meet the needs of the students pursuing continued education or careers in medical, veterinary, forensic or related fields. It will also increase awareness of this curriculum and allow us to better tailor the curriculum of the department's other option also.

Tabled pending verification of required courses and acquiring input from Chris Ross and Leigh Goodson in answering the following concerns:

1. How do selection committees view applications of students who graduate with a premed or prevet degree?
2. Do the degree option requirements meet the prerequisites required for admission?

The degree request will be placed on the next Instruction Council meeting agenda.

**3. Request to Offer a Program at Another Location – Gail Gates**

Oklahoma State Regents for Higher Education (OSRHE) has asked institutions to submit requests (handout) for approval of programs offered at other locations prior to offering them. Dr. Gates asked members to distribute the form to appropriate individuals including outreach offices. Dr. Gates noted that a student is not eligible for financial aid unless the form is completed and approved by the OSRHE and the Higher Learning Commission (HLC).

**4. SGA Recommendation on Syllabus – Gail Gates**

Dr. Gates noted that the Student Government Association is asking for approval of a recommendation to require faculty to provide a syllabus for courses that they are teaching. Instruction Council supports the SGA recommendation with the following caveat: certain types of courses such as dissertation and thesis courses and some directed readings/research courses (perhaps those without a scheduled meeting time?) should be exempt from this requirement. The Academic Standards and Policies Committee will be asked to review the recommendation.

**5. Excessive Hours Petitions**

This will be discussed at the next meeting.

**6. Academic Integrity Posters – Gail Gates**

Dr. Gates asked members to think about how many Academic Integrity Posters they would like to have and we'll discuss in the next meeting.

**6. Other**

Dr. Gates asked members if the list of faculty teaching TBA courses was helpful in reducing delinquent grades and members agreed that it was not helpful. Members asked if a prompt could be added to SIS in the event that a faculty member forgets to enter some grades.

**Adjourn:** 10:40 a.m.