

INSTRUCTION COUNCIL
August 22, 2008
143 Telecommunications Bldg
ITLE Conference Room
MINUTES

Present: Raj Basu, Pam Bowers, Celeste Campbell, Albert Colom, Bruce Crauder, Bob Davis, Bavette Leeper, Ed Miller, Shiretta Ownbey, Mark Payton, Rita Peaster, David Thompson, Mark Weiser, Anne Prestamo, Christie Hawkins, Cheryl DeVuyst, Gerry Auel, and Gail Gates.

1. Remote Library Access – Anne Prestamo

This summer the library has been working with Information Technology to resolve issues with remote access to the Library. When the Library purchases a license they are required to sign an agreement that specifies who may receive remote access. Typically the agreement gives access to students, staff, and faculty. Any other individuals would be considered “walk-in users” and would not have remote access under the license agreements. The Library has made provisions for students enrolled in the English Language Institute and emeriti faculty. The Library has created a request form for all other individuals who are not included in the license agreement. Those individuals not included on the license agreement could be faculty actively teaching but not on OSU payroll, visiting faculty or scholars sponsored by a department and on campus for at least one semester, and students on campus for one or more semesters under contract with an OSU program. Alternative access would be granted to adjunct faculty, alumni, USDA employees, and reciprocal distance learning students. Access for adjunct faculty during a “gap” period should be addressed by a ZeroPay EA form. USDA employees working on the OSU campus will have access to online resources by visiting the Orange Connection link on the Library website and reciprocal distance learning students (participants in the Great Plains Interactive Distance Education Alliance) can obtain access by asking the coordinators of the program to contact Anne Prestamo or Robin Leech. Anne noted that businesses are not permitted to use the Library resources for commercial gain and there have been past lawsuits due to the misuse of university access.

2. Calculating Retention – Christie Hawkins

Christie noted that there have been requests for graduation and retention rates by departments. Christie asked members if the calculations should be based on the major a student declares when he/she starts or ends their academic career. Members are interested in receiving information on the flow of students between colleges. Christie asked that members provide feedback from the colleges on which tracking systems would be desirable. Christie will return to Instruction Council once input has been provided. Members noted that they would like to see the handout “Graduation Rates of New Freshmen by College” included with the student profiles.

3. International Travel Policy – Gerry Auel

Gerry Auel presented a draft document of an International Travel policy and noted that the guiding principles for creating the document were to ensure safety of the participants and retain the integrity of the institution. Dr. Strathe requested a centralized tracking of international travel with students. Members asked what defines international travel and it was determined that the definition would be travel beyond the 48 states. Members asked if the international travel approval process could include automatic routing to risk management for insurance purposes. Gerry will contact Mike Bale in risk management to discuss the possibility. Members also asked if one faculty member and one graduate student traveled to an international conference (not part of a credit bearing course) would be included in the policy. Gerry will check and let members know.

4. Collegiate Learning Assessment (CLA) – Pam Bowers

Pam handed out the results of the Collegiate Learning Assessment (CLA) survey for OSU and noted that this information will be a part of the College Portrait. Freshmen and seniors participated in the survey. The freshmen were tested in Fall 2007 and seniors were tested in Spring 2008 (this did not include transfer students). The freshmen scored above the national average and the seniors tested at the expected levels but the valued added was below expected. University Assessment and Testing and Institute for Teaching and Learning Excellence (ITLE) are

offering faculty a \$500 stipend for participating in professional development related to incorporating critical thinking, writing, diversity and scientific problem solving into class assignments. If you have faculty interested in participating please let Dr. Bowers know. Dr. Bowers also asked members to plan to attend the Lynn Priddy presentation and she will resend the flyer.

5. Rounding of Transfer Credit Hours – Karen Lucas

The Undergraduate Admissions Office has historically rounded transfer credits that were earned at an institution that does not follow the semester system. (For example: if a student earns 2.5 hours of credit, the admission staff would round the credit award up to 3. If the student had 3.3 transfer hours, they would round down to 3). Recently a student was upset that his credits had been rounded because it was not an accurate reflection of his transfer work. There is no Oklahoma State Regents for Higher Education (OSRHE) policy with regard to rounding credits, no local policy and nothing in the undergraduate catalog with regard to this practice. SIS can accommodate partial hours of transfer credit and assess the appropriate quality points, etc. Undergraduate Admission proposes changing the process to accurately reflect transfer work. Karen asked members what timeline would be preferred to phase in this initiative. Karen asked members discuss this with their areas and provide feedback. Members would like to look at the list of students that would be impacted and Albert noted that he would check with his technical person to get a report. Members were also interested in the number of students impacted per college and would like to review some case studies.

6. Excessive Hours Petitions – Celeste Campbell

To be discussed in the next meeting.

7. Policy on Fees, Tuition and Special Charges to Students – Gail Gates

To be discussed in the next meeting.

8. Updating 2003-2004 Bachelor of University Studies Plan – Gail Gates

Dr. Gates has received requests to revive the old Bachelor of University Studies degree sheet. This will be discussed at the next meeting.

9. Roles of Advisory Committee Members – Graduate College Proposal – Mark Payton

To be discussed in the next meeting.

10. Other

It was noted that OSU's enrollment was down by 452 students a 2.2% decrease. Graduate student enrollment is up by 54 students, .2% increase. Tulsa enrollment is down by 17-18 students. Members can find this information in eprint.

Adjourn: 10:50 a.m.