

**INSTRUCTION COUNCIL**  
**October 3, 2008**  
**204 Whitehurst**  
**MINUTES**

Present: Albert Colom, Bruce Crauder, Bob Davis, Ed Miller, Shiretta Ownbey, Mark Payton, Chris Ross, David Thompson, Mark Weiser, and Gail Gates.

**1. Certification Letters to Indicate Good Academic Standing (University-Wide Definition of "Good Academic Standing") –**

**Albert Colom**

VP Colom explained that OSU does not have a clear definition of students in "Good Academic Standing". Students will often take courses off campus and some institutions require verification of good standing. In the past the colleges were providing this information and the Registrar's Office offered to send out "Transient Letters" as proof of good standing for those students.

Oklahoma State Regents for Higher Education (OSRHE) policy indicates good standing as students who met retention criteria (<30 hours 1.7 GPA, >30 hours 2.0 GPA).

Members approved the criteria to good standing pending review of proposed catalog wording.

**2. Students Pursuing a Second Degree in the Same Major with Different Options (Academic Regulation 3.10) – Albert Colom**

Oklahoma State Regents for Higher Education (OSRHE) staff indicated that universities may not award two degrees for completing two options within one degree. Dr. Campbell provided example screens from SIS showing how completion of 2 options will appear.

**3. Undergraduate Courses for Graduate Credit – Mark Payton**

Dr. Payton distributed a draft of a proposal for Crosslisting Undergraduate/Graduate Courses. The proposal asked for 4000 level courses that offer graduate credit to be crosslisted with perhaps a 9000 level course in order clearly identify graduate courses for graduate students plan of study and to ensure that those graduate courses are taught by a member of the Graduate Faculty. The Graduate Council approved the proposal and Dr. Payton, Dr. Campbell and Doug Reed will be meeting about the proposal Monday. Members tabled a decision until the next IC meeting.

**4. Entrepreneurship Degree/Minor – Mark Weiser**

Dr. Weiser asked that the discussion be postponed until the next meeting. Dr. Weiser is scheduled to meet with the new department head before the next meeting and needs to talk with the department head prior to the next IC meeting.

**5. Reporting for the Behavioral Assessment Team – Gail Gates**

Dr. Gates noted that Dr. Bird doesn't feel that faculty and staff are reporting all of the possible student behavioral incidents. Please remind individuals to report suspicious student behavior. Members asked to be notified of these incidents if they involve students in their colleges.

**6. Other**

Mark Weiser asked why it is necessary to fill out all of the course information on the excessive hours form if the student plans to take electives and will only be over by a few credit hours. Dr. Gates noted that her interpretation was that the form only needed to be filled out if it exceeded the 50% level but members said that the Registrar's Office staff said the form needs to be filled out whenever students exceed 25% of credit hours for the term. Dr. Campbell is to provide clarification of the process.

Members asked if OSU would be going to a 4 day work week next summer and Dr. Strathe indicated that classes will remain on a 4 day schedule during June and July but the work week would remain on a 5 day schedule.

Mark Payton asked Dr. Gates if she had talked to OSRHE regarding the "PR" grade and she said that Dr. Houston Davis indicated he had worked in other state systems with a similar grade so he was willing to consider a proposal. The item will be added to the next agenda.

**Adjourn:** 9:55 a.m.