

INSTRUCTION COUNCIL

November 14, 2008

204 Whitehurst

MINUTES

Present: Raj Basu, Celeste Campbell, Bob Davis, Robert Dooley, Ed Miller, Mark Payton, Chris Ross, Mike Bale, Mica Lyman, Arthur Webb, Bavette Miller, and Gail Gates.

1. D2L – Mica Lyman

Today students with incomplete grades in the past year will be able to automatically access the on-line classroom so they can get back into D2L. Last semester IT modified SIS for Faculty to add the capability to combine separate labs and discussions into a single online course. Presently faculty have to submit a help ticket to allow their teaching assistants access to the student's grades in D2L and IT is implementing a process to allow the students with 1% or more course load in SIS to be recognized as a teaching assistant and allow them to access student grades. Members asked if IT planned to send out an email to departments to let them know of the changes.

International Travel Policy – Gerry Auel and Mike Bale

Gerry commented that her office began creating the International Travel Policy in 2002 with a committee of approximately 12 members and a 10 page document using NAFSA's Best Practice policy as an example. Now the document has been reduced to 5 pages and once the policy is approved Gerry will begin to create the faculty guidelines. Dr. Gates suggested adding comments a2 and a4 to the policy. Members asked if the process for obtaining insurance for international travel could become automatic through the out-of-state travel request and Mike Bale replied that he felt that the process should remain the same. Members expressed that faculty/staff don't always remember to get the insurance and wouldn't the university be better off if the process was made automatic since risk management receives a list from Academic Affairs of individuals planning to travel internationally. Members asked if an international travel checklist could be created and if colleges/units should have a specific person to do international travel to make sure all bases were covered.

Members approved the policy with the additional comments.

2. Curricular Request

College of Agricultural Sciences and Natural Resources

AGRICULTURAL ECONOMICS, BS in AGRICULTURAL SCIENCES & NATURAL RESOURCES (004) Program Modification: Option Deletion

Option Deletion: Agricultural Education Double Major

The College of Agricultural Sciences and Natural Resources at Oklahoma State University requests the option deletion due to the lack of interest in the option.

Approved.

College of Arts & Sciences

MICROBIOLOGY/CELL & MOLECULAR BIOLOGY, BS (149) Program Modification: Program Requirement Change

Program Requirement Change: Increasing the overall GPA to 3.00 for the Biomedical Science option.

The College of Arts and Sciences at Oklahoma State University requests a degree program change to require a 3.00 GPA for the Biomedical Science option under Microbiology/Cell & Molecular Biology, BS. This option had previously been approved by the Board of Regents for a minimum overall GPA of 3.00 when it was a separate degree program; however when it was recently converted from a degree to an option, the overall GPA was submitted incorrectly as

2.00. A higher (3.00) GPA is required because students in this option are applying to professional programs without a 4 year degree so they must be very competitive.

Approved.

AMERICAN STUDIES, BA (416)
Program Modification: Program Requirement Change

Program Requirement Change: Increasing the overall GPA to 2.5.

The College of Arts and Sciences at Oklahoma State University requests a degree program requirement change to require a 2.50 overall GPA to align the program with requirements for English and History Bachelor of Arts degrees.
Approved.

ENGLISH, BA (085)
Program Modification: Option Name Change

Option Name Change: Technical Writing to Professional Writing

The College of Arts and Sciences at Oklahoma State University requests the option name change to make the name more consistent with the content of the program and current national trends.

Approved.

GEOGRAPHY, BS (109)
Program Modification: Option Deletion

Option Deletion: Applied Resource Management

The College of Arts and Sciences at Oklahoma State University requests the option deletion due to lack of enrollment.

Approved.

WOMEN'S STUDIES, CERTIFICATE (244)
Program Modification: Program Deletion

The College of Arts and Sciences at Oklahoma State University requests the program deletion as the program is no longer needed and as structured did not meet students' needs. The College created a minor in Women's Studies.
Approved.

Spears School of Business

ENTREPRENEURSHIP, BS in Business Administration
New Program

The Spears School of Business at Oklahoma State University proposes a new program, Bachelor of Science in Business Administration in Entrepreneurship. The program is designed to provide students with advanced educationally based competencies in entrepreneurship. There is a growing need in the state for entrepreneurship education and entrepreneurs account for the majority of the job growth in the state and are the key creators of value and wealth.

Approved.

DOCTOR OF OSTEOPATHIC MEDICINE (001)
Program Modification: Option Addition

Option Addition: Rural Health

Oklahoma State University's Center for Health Sciences will provide an educational model in primary care to support the mission and encourage subsequent employment in rural and under-served Oklahoma through this program.

Approved.

3. Academic Good Standing – Celeste Campbell

Dr. Campbell noted that sometimes students are in need of a document that confirms that a student is in "Good Standing" at Oklahoma State University (OSU) and it is necessary to have an overall definition. The Registrar's Office has added "good standing" to the heading of 1.6 and added the 2.00 GPA and Financial Aid agreed to the wording.

Members approved the statement.

4. "PR" Grade – Mark Payton

Dr. Payton noted that due to changes in the "I" grade, grades for some courses need to indicate the course was not designed to be completed during the semester (such as "PR"). Dr. Campbell would prefer to set up a deviated course and noted that it would be best to have the course end in the term that it is being graded. Financial Aid said the "PR" grade would be treated the same as the "I" grade. Members noted that the "I" grade is sometimes considered detrimental if appears on the transcript. Members suggested that the catalog could state that the "I" grade should not be considered punitive. Members agreed to suggest faculty continue using the "I" grade.

5. Retention and Graduation Rates of New Freshmen and Transfers – Gail Gates

Dr. Campbell sent out some raw data on retention and noted that they need to add financial data. Members indicated they wanted a list with the student's name and identification numbers. Members noted that they would like to know which of these students went to professional school as these counts against retention. Dr. Gates asked if the university should make contacting students who did not return a centralized effort and noted that University Assessment and Testing has the ability to do a web-survey but it may not be effective and she has asked Undergraduate Admissions if they could assist and has not received a response. Dr. Campbell noted that she will discuss the request with the Provost. Discussions will continue in the next meeting.

6. Other

Dr. Gates asked if students who graduate from a Tulsa high school attend OSU, then Tulsa Community College (TCC) were eligible for free tuition at TCC. Dr. Basu said the program is for graduating high school students from Tulsa County with no break in schooling. Funding comes from millage from the county and federal financial aid and scholarships. The county is asking for an increase in the millage rate. Tulsa students would not be able to return to the program if they attended OSU first.

Dr. Gates noted that OSU needs working on recruitment efforts at Tulsa Community College and other community colleges.

Adjourn: 10:35 a.m.