

## INSTRUCTION COUNCIL

April 3, 2009  
204 Whitehurst  
MINUTES

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

### 1. Enrollment Management Update - Kyle Wray

Enrollment Management plans to recruit more heavily in Tulsa and Oklahoma City and will talk to students about the advantages of attending OSU in quality and value of their education. Enrollment Management is recruiting three more employees to assist in this effort. Applications are up with 1,100 received with 800 admits. However enrollments may decrease because of the economy and cheaper schools such as TCC, University of Central Oklahoma (UCO), and Oklahoma City Community College (OCCC). OSU has received more applications from Texas than ever before. Kyle indicated the office in Dallas was not closing and he plans to hire more recruiters to interact with prospective students and parents in Texas. Kyle noted that OSU does well with enrolling higher and lower income students but we've lost ground with middle income families that make too much to receive any financial assistance for their children. OSU needs to provide scholarships to these students. Members noted that OSU is not providing enough transfer scholarships. Kyle noted that recruitment counselors are now monitored by the number of applications submitted in their recruiting area. Please contact Amy Ahyo with any prospective student inquiries. Undergraduate Admissions is committed to admitting students earlier (half of the Center for Veterinary Health Sciences' students were admitted early). Members asked why prospective students weren't receiving more information from OSU. Students are getting many promotional materials from other schools while they receive few materials from OSU. Kyle noted that they are sending brochures or postcards every 28 days. Kyle asked if college information could be included with the mailings and members agreed that this would be beneficial. Undergraduate Admissions staff will be contacting colleges. Enrollment Management will be hiring a Director of Admissions soon.

### 2. Proposed Revision to Syllabus Attachment (Attendance) – Gail Gates

Dr. Gates noted that she made some revisions to the syllabus attachment in regards to the attendance statement based on comments at the last meeting. Members commented that some faculty are concerned about the last sentence "You may be required to submit assignments or take examinations before the planned absence" in regarding to class assignments such as pop quizzes. Dr. Gates suggested that colleges create a statement about class assignments. Members noted that instructors can refuse to allow makeup assignments and Dr. Gates noted that she will draft a statement about making up in class activities and send to Instruction Council.

### 3. Syllabi Surveys for Colleges – Gail Gates

Dr. Gates passed out a list of Spring 2009 classes that are scheduled with regular meeting times and asked that Instruction Council send to instructors to find out if they provide a written syllabus. Due date for submitting this information is May 1, 2009.

### 4. English Proficiency Policy – Gail Gates

Dr. Gates asked members if we should request information about English proficiency of teaching

assistants from departments this fall. Members agreed we should ask for this information every semester. They suggested scheduling the International Teaching Assistant (ITA) exam at least a week earlier in the Fall. Dr. Payton will visit with English about the request. Members suggested adding "overall" before TOEFL scores and "for instructional purposes" to the end of 1.02. Dr. Payton noted that the Graduate College has changed the course number ITA training courses from GRAD 5990 to 5981 and 5991. One member asked that we drop the requirement to complete the courses before retaking the ITA, but the request was not approved.

Members approved the policy and procedures as edited.

**5. Revision of Academic Regulation 5.11 (Auditing Courses) - Celeste Campbell**

Dr. Campbell noted that OSU had not been following OSRHE policy in regards to Academic Regulation 5.11, Auditing Courses. 20-30 audits are taken per academic year and 1/3 of those qualify for free tuition/fees because the individuals are over 65 or are retirees who met the rule of 80 or 90. Studio art classes have been audited with special permission in the past, should those classes be restricted? Dr. Crauder wanted restrictions for studio art and private music lessons. Instructors are required to approve each audit request. Members wanted to present the proposal changes to their colleges and discuss in the next meeting. Members asked if this policy included outreach courses and noted that seats should be reserved for credit seeking students. Audit enrollment takes place starting the 1<sup>st</sup> day of the semester. Some instructors restrict suspended students from auditing courses. Members asked what appears on the transcript, if any, when a student audits a course. Dr. Campbell noted that an "AU" will be reflected on the transcript but the class doesn't count toward enrollment. Members asked if students could withdraw from an audited course. Members asked to see the form used in the audit process. Members would also like a statement added in regards to student conduct and asked that the form require dean or designee's signature. Dr. Campbell will make revisions and continue the discussion at the next meeting.

**6. Further Revision of OSU Policy 2-0701 (Buckley Policy) – Celeste Campbell**

Next agenda.

**Adjourn:** 10:44 a.m.