

INSTRUCTION COUNCIL

April 24, 2009

204 Whitehurst

MINUTES

Present: Raj Basu, Celeste Campbell, Bruce Crauder, Ed Miller, Shiretta Ownbey, Mark Payton, Chris Ross, David Thompson, Mark Weiser, and Gail Gates.

1. Curricular Request

College of Engineering, Architecture and Technology

Master of Architecture in Architecture (022)

Program Modification: Program Deletion

The College of Engineering, Architecture and Technology requests deletion of this program as enrollments are below State Regents requirements and there are not enough available funds needed to energize the program and increase enrollment.

Members approved.

Master of Architectural Engineering in Architectural Engineering (023)

Program Modification: Program Deletion

The College of Engineering, Architecture and Technology requests deletion of this program as enrollments are below State Regents requirements and there are not enough available funds needed to energize the program and increase enrollment.

Members approved.

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

Dr. Weiser suggested moving the statement “although you may not be allowed to make up certain in-class activities.....” in the syllabus attendance policy as follows: Some Departments and professors have mandatory attendance policies. If no written attendance policy is provided before the last day to add a class without instructor permission, no penalty may be assessed for class absences **although you may not be allowed to make up certain in-class activities.**

Members approved the revised wording and asked that the wording be included in the summer syllabus.

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

- Dr. Campbell noted that revisions to Academic Regulation 5.11 (Auditing Courses) were discussed in the last meeting and members asked to review the “Request to Audit a Course” form. Changes were made to the policy and a newer version has been distributed. The purpose of the proposed changes includes charging tuition and fees (previously only tuition was charged) to comply with Oklahoma State Regents for Higher Education (OSPRE) policy and to establish an audit enrollment mechanism that is transparent on SIS and that will:

1. Automate appropriate tuition and fee charges for audited courses.
2. Allow auditing students to receive the services associated with their fees, such as D2L and computer lab access.
3. Recognize audit enrollments when determining room capacity for fire codes.
4. Provide designation of audit enrollments on instructor class rolls.
5. Allow advisors to view audit enrollments on SIS 109 and 136.

Members previously asked that the request form include wording about student conduct and Celeste add a statement on the form as follows: "By signing this form I verify that I will not petition for the privilege of obtaining credit as a result of my visiting the course, that I will be responsible for the full amount of tuition and fees for the course, and that I will abide by the policies of the University and the Student Code of Conduct". It was noted that the Directors of Student Academic Services (DSAS) approved the changes and member asked if other institutions include wording in regards to expectations for students auditing a course. Should students expect feedback on assignments, grades, etc.? Dr. Campbell commented that 7 of the Big XII schools do not include anything in regards to student expectation and 5 schools include some type of wording. Members asked if a statement should be added to the form to inform students that the testing and class assignments are at the discretion of the instructor. Dr. Campbell will draft some wording to email to members.

Members approved pending agreement on the additional wording.

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

Dr. Campbell noted that members had previously approved portions one, two, and the first half of three of the policy changes so the Registrar's Office could include in the catalog. The first major amendments to FERPA in 20 years were recently published. Discussions were made regarding "student development" and "legitimate educational interest" and members asked that other terminology be considered. Members asked that the wording of "elements" in #3 be changed to "identifiers". Dr. Campbell noted that the changes to #4, 2.05 were made to update the policy to reflect the current practice of directing requests for directory information from off-campus parties to OSU Communication Services. #5 was added to formalize Oklahoma State University's commitment that school officials acknowledge and understand the necessity of FERPA compliance and #6 adds to the policy information clarified in the December 2008 FERPA amendments regarding the release of student information in emergency situations and documentation of such releases [FERPA 99.36 (a) and (c)]. The addition of #7 adds to the policy information clarified in the December 2008 FERPA amendments regarding the authentication of identity of individuals to whom education record information is released [FERPA 99.31(c)]. This section of the policy will probably cause the University to invest the most time and effort toward implementation. Pin numbers and challenge questions might have to be setup, etc. because our current practices are not in compliance with FERPA. Section #8 adds to the policy information clarified in the December 2008 FERPA amendments that institutions maintain a record of disclosures to allowable authorities and agencies to trace further disclosures [FERPA 99.32(a)(1) and (a)(4)] and to remove redundant information that is included in section 2.05. Members asked what about agencies that request student information for employment purposes? The agency must present a FERPA release/consent. Edits to section #9 were made to update reference to the Residence and Records Appeal Board in the procedures for student challenges to the content of education records.

Members approved the proposed changes to OSU's Policy 2-0701: Buckley Amendment – Family Educational Rights and Privacy Act with the exception of the definition of “legitimate educational interest”. Dr. Campbell will email members. Members approved by email vote the wording “A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility to the University”.

5. **Proposed Amendments to The Honors College Policies and Procedures – Gail Gates**

The Honors College will begin to use OSU email in addition to home address in communicating with their students and amended the policy to include this practice and added an amendment to address Academic Integrity violations associated with honors contracts.

Members approved.

6. **Bachelor of University Studies (BUS) – Multidisciplinary Studies – Gail Gates**

Dr. Gates met with the Faculty Advisory Committee and discussed the Bachelor of University Studies degree sheet and they suggested modifying #3 on the left hand side to include the AAS degree. The proposal was then taken to DSAS and members noticed that in section #1 on the right hand side of the degree sheet UAS and Tulsa weren't mentioned. Members also commented that in section #3 on the right hand side it mentions obtaining a signature from a faculty member and suggested changing “faculty member” to a “departmental representative (faculty member or adviser)”.

Members approved.

7. **Other**

The “G” grade implementation will take place in Fall 2010.

Raj Basu updated members on the Tulsa campus presidential search. He A&M Board has approved the job description and the position opening is being advertised in the Chronicle for Higher Education. On June 15th the search committee will begin reviewing the applications and hope to hire a new president by September 2009 or January 2010. Presently members of the search committee include: Al Carlozi, Emonica (Nekki) Reagan-Neeley, Laura Welsh, Calvin Anthony, Jay Helm, and Larry Mocha; and others may be appointed.

Adjourn: 10:20am.