

INSTRUCTION COUNCIL
May 15, 2009
143 Telecommunications Bldg.,
Institute for Teaching and Learning Excellence
MINUTES

Present: Raj Basu, Celeste Campbell, Bruce Crauder, Bob Davis, Bavette Miller, Ed Miller, Shiretta Ownbey, Mark Payton, Chris Ross, David Thompson, Tina Meiers, and Gail Gates.

1. **D2L – Tina Meiers**

Tina noted that the D2L upgrade to 8.4 version will take place June 26th and include integration for “Turn-It-In”, Respondes and Live Room. Office 2007 does not work in Live Room for the Center for Health Sciences so Institutional Technology (IT) hopes the upgrade fixes the problem. IT plans to post the upgrade date to their webpage and will send out an IT announcement. Tina asked members if the notification of the upgrade needed to be posted to any other sources. Dr. Gates has been working with all of the campuses to ensure that the timing for the update is not disruptive. Doug Reed has a list of the courses that will be affected so that notifications can be made

▪ **Policy on Retention of Academic Content (D2L)**

The D2L system has been in place for over two years at OSU. Some of the other institutions that use D2L are having difficulties with the amount of academic content that needs to be stored. OSU IT has been discussing the impending overload of academic information in storage and has been considering storing the information in different levels of importance. The tiered levels would include archives and consist of different access speeds to academic information; if the information was older it would take longer to access/pull up the information. Tina asked members to let her know how long to leave the academic information in the fastest level of access before archiving into slower levels. Members suggested leaving content in the fastest level for 2 or 3 years. Dr. Gates suggested asking Jennifer Paustenbaugh of the library, OSU’s record retention expert, how long the content must be retained. Members asked if the grade book and syllabi could be extracted separately from the system and Tina noted that she will check with D2L and Dr. Gates will look at the retention policies on grade books. Dr. Gates asked if large files such as videos could be removed to free space and can IT tell which videos are used. D2L does not have a counter on those files so it would not be able to know which files are being used but can sort by date of creation. Tina will investigate the possibility of tiering and extracting the academic information and bring the findings back to the group.

▪ **Access Policy on D2L Courses (e.g. someone leaves the university and a new instructor wants access to a course).**

What happens if a faculty member leaves and the new instructor needs to access the course? Is the course considered the property of the original instructor such as if a faculty member wrote a book? Would the new faculty member or the university need to acquire permission from the originator of the course to access the information? Members asked if a statement about access to online course content could be added to the Human Resources exit checklist. Members suggested consulting with an attorney and reviewing the copyright policies. Tina will check with other institutions.

▪ **New Role Request**

We have a special request in Desire2Learn. We need a role to be created for staff to have access to only Content, Course Home, Discussions, and Surveys. The reason? We, like Engineering Outreach, hire graduate assistants to produce courses to put on D2L and on CD’s for our distance learning lectures. All of our students we hire are MIS or MBA students, and often enrolled in the same courses we are producing. To keep with academic integrity and to be ethical, we would like to limit these student staff to viewing the Grade book and Quizzes - to view exams.

Tina noted that a variety of staff have the ability to change access to D2L and wanted to know if members wanted to approve these requests before she gives the individuals access. Members agreed that they should sign off on these requests and asked for a list of individuals with current access.

Tina wanted to remind members to encourage their students to change their name with each institution they have attended (there was a recent problem with a student who changed her name after leaving OSU-IT).

2. Curricular Request

College of Arts and Sciences

LEGAL STUDIES MINOR

New Minor

The College of Arts and Sciences requests a new Legal Studies minor to help students become more informed and effective participants in society, enhancing their appreciation of the role of law in such areas as economics, politics, business, education, international relations, employment, social stability and change. The proposed minor would provide students from any major with an interdisciplinary understanding of the law, which is a fundamental aspect of life and the world.

Members approved the minor pending satisfactory discussions with Agricultural Economics and Engineering about the possible inclusion of additional courses.

APPLIED POLITICS MINOR

New Minor

The College of Arts and Sciences requests a new Applied Politics minor for students in any major who are interested in careers in government and politics. In particular, the proposed minor would provide a strong interdisciplinary foundation for students in a variety of academic programs who are interested in such careers as legislative aides, lobbyists, party and campaign professionals, political affairs specialist and analysts for such agencies as the Congressional Research Service.

Members approved.

COGNITIVE SCIENCE MINOR

New Minor

The College of Arts and Sciences requests a new interdisciplinary Cognitive Science minor to provide students with studies in philosophy, psychology, artificial intelligence, neurobiology, linguistics, speech communication, and anthropology. The field has grown in importance over the last fifty years, as techniques for investigating human cognition via brain imaging have become widely used and as advances in computer science and artificial intelligence and robotics have been made.

Members approved.

AFRICAN AMERICAN STUDIES MINOR

Name Change: Africana Studies

The College of Arts and Sciences requests the name change will broaden the appeal of the minor to students and permitting students to enroll in courses that provide a perspective beyond the borders of North America undoubtedly strengthens their overall educational experience.

Members approved.

SPEECH COMMUNICATIONS MINOR

Minor Deletion

The College of Arts and Sciences requests the deletion of the minor as the minor was suspended in 2006 following the retirement of 2 faculty members, and no new students have been allowed to declare the minor since that time.

Members approved.

3. English Proficiency of Teaching Personnel – Gail Gates

The Academic Standards and Policies (AS&P) committee reviewed the proposed modifications to OSU's Policy and Procedures for the Certification of Spoken English Proficiency of Teaching Personnel and noted that it was not clear if the policy applied to only non-native speaking TAs and faculty members and that the policy doesn't mention due process for a faculty member or graduate student who is currently teaching but does not meet the requirements set forth in the policy.

Members noted that these issues were already addressed in the policy and procedures.

4. Faculty Council Recommendation on Short Term Study Abroad Classes – Gail Gates

Faculty Council recommended to President Hargis that each academic college and/or department should develop general purpose, short-term study abroad classes to facilitate the University's international goals and be responsible for the appropriate academic oversight. This recommendation passed. These courses will need to fulfill General Education Advisory Council's (GEAC) criteria and goals for "I" courses.

5. Other

Dr. Gates noted that all of the other Big XII institutions except OSU require mandatory health insurance for international students. One-third of OSU international graduate students do not have coverage because they are not employed as graduate teach or research assistants. Should we require them to purchase health insurance? Discussions will continue in our next meeting

Does anyone use the cumulative GPA calculations? The Oklahoma State Regents for Higher Education is asking institutions if they use the cumulative GPA and members noted that they don't use it with the exception of the Honors College. Dr. Gates will ask the Directors of Student Academic Services (DSAS) for additional input.

Members commented that the Bursar holds are problematic in regards to enrollments and payment plans carry an 18% APR. Should we invite Laura Beets to talk to the group?

Chris Ross asked members if OSU had considered adding plus/minus grading. Dr. Gates noted that the change would have to be approved by the Oklahoma State Regents for Higher Education (OSRHE). OSRHE wants all transcripts for all Oklahoma institutions to be the same.

Members thanked the Registrar's Office for their help in grade input and Dr. Campbell thanked the colleges for their efforts.

Mark Payton will bring information on the Professional Masters degree proposal to the next Instruction Council meeting.

Adjourn: 10:40 a.m.