

# INSTRUCTION COUNCIL

August 21, 2009

204 Whitehurst

## MINUTES

Present: Celeste Campbell, Bruce Crauder, Bob Davis, Ed Miller, Shiretta Ownbey, Mark Payton, Chris Ross, David Thompson, Mark Weiser, Tina Meier, and Gail Gates

### 1. D2L Update – Tina Meier

- Possible Dates for D2L Upgrade – 7 a.m. – 9 a.m. on September 2, 3, 8, 9, or 10

Tina noted that the consortium complained enough regarding the current D2L issues with Internet Explorer 8 that the company sent a “hot fix” to resolve some of the problems. Tina told members that an upgrade needs to take place as soon as possible and asked what date would be less disruptive to perform the upgrade. Members commented that September 2 from 7-9 a.m. would be best. Information Technology (IT) will send out an email to Instruction Council on Tuesday and will post the notification in D2L.

- Request for activation of Intelligent Agents

Tina said that there have been some requests for specific functions such as the capability to email users with grades below a certain level, check for users who have not logged in within a specific number of days, and to check for users who view a specific content topic. Members approved the addition of the functions.

Tina noted that there had been two incidents of corrupt computers causing IT to have to bring down 40,000 users and this situation has been corrected. Tina commented that IT has had to manually process crosslisted courses so information is not lost. The courses can be process automatically but depending on when the entries are made, there is a chance data might be lost. Tina asked members if a statement should be created to warn faculty of this potential and members agreed that this communication would be good. Tina noted that she will create some wording and send to members and this function would be initiated in January 2009.

Tina said that IT is developing an interface with the Student Health Center to send students an email when the student has been diagnosed with an illness so that the student can email their instructors. For the students who give permission there will be a secure website faculty can access to view the names of the student with the illness.

Directors of Student Academic Services (DSAS) group has been looking at a program called “Starfish”, a scheduling software that integrates with Outlook but it may not be appropriate to use because it needs to integrate with D2L (but Starfish hasn't integrated with D2L yet).

### 2. Curricular Request

#### College of Arts and Sciences

#### MUSIC PERFORMANCE, B.M. (241)

#### Program Modification: Program Requirement Change

Program Requirement Change: changing total credit hours from 126 to 128 and change in course requirements.

The College of Arts and Sciences at Oklahoma State University requests the requirement change in vocal

curriculum and credit hours to match the hours required for Instrumental Certification and will enable the department to meet both Oklahoma Teacher Certification requirements and National Association of Schools of Music (NASM) standards.

Members Approved.

**THEATRE, BFA (439)**  
**Program Modification: Program Suspension**

The College of Arts and Sciences at Oklahoma State University requests the program suspension as the department needs time to review and reconsider the degree as enrollments have decreased and recruitment efforts have fallen. A five-year suspension will allow the department the minimum time to assess and consider the ultimate status of the degree.

Members Approved.

**NEGOTIATION AND ALTERNATIVE DISPUTE RESOLUTION, GRADUATE CERTIFICATE (456)**  
**Program Modification: Program Deletion**

The Spears School of Business at Oklahoma State University requests the program deletion as the Negotiation and Alternative Dispute Resolution certificate program has attracted little interest since its inception. To date, one student has completed the certificate, and there are currently no students enrolled in the program and one of the key faculty members involved in the program has retired from the university which limits our ability to offer courses in support of the program.

Members Approved.

**3. Grade Change Form Update – Celeste Campbell**

To reduce confusion surrounding the grade change process the Registrar's Office is revising the form by providing more detailed information about required signatures and grade change reasons that are permitted by OSU policy and to provide a type-able, printable form that faculty can access online (SharePoint). The form is being made available to faculty and staff but not students and can be accessed on-line. In the past the form was in duplicate but now you can access copies online. Members wanted to know if college could send scanned pdf copies of the form and if the form could be savable Celeste noted that they would have to perform a test on that. Members asked that the wording "print instructor name" by "Date course work completed". Celeste said she would do the testing and share the results with Instruction Council and DSAS.

**4. Retention – Gail Gates**

The President is concerned about retention and University goals of a 95% retention rate and 75% six year graduation rate have been mentioned. Dr. Strathe will be talking to the Deans and may be asking them to identify 5 retention strategies that won't cost money and 5 retention strategies that will require funding.

**5. Proposed Standard Data Requests – Gail Gates**

The College of Arts and Sciences had put together some data requests related to retention. The college has created an email address to receive inquiries and assist students. Dr. Strathe expects all colleges to follow-up on this information. All reports are available via Eprint and individuals need to review these reports.

Proposed Standard Data Requests  
Amy Martindale

Data Requests. A&S will be requesting reports scheduled throughout the academic year. We will use the data to identify and intervene with students as early as possible. If other colleges are interested in similar data, we can make just one set of requests to be parsed by college.

- 1) On the existing monthly report of students by advisor, we would like to add date of birth and diploma application.
- 2) On the Tuesday of the second week of classes, we would like list of students who were enrolled full-time before the semester, but dropped below full-time during the first week.
- 3) At the beginning of week 6 (while there is still time to enroll in later short courses), we would like a list of students who were enrolled full-time during the second week, but have dropped below full-time.
- 4) At the beginning of week 8 (before pre-enrollment for the next term begins), we would like a list of undecided/undeclared students with more than 45 cumulative hours, so we can encourage them to declare a major before enrollment.
- 5) At weeks 4, 6, 8, 10, and 12, we would like a list of students who have a diploma application on file for the current semester and have dropped a course.
- 6) At the start of the freshmen enrollment period (after senior, junior, and sophomore enrollment have passed), we would like a list of students whose advisor hold has not been cleared and who do not have a diploma application on file.
- 7) At the start of the open enrollment period (after all restricted enrollment periods have passed, but while students are still on campus), we would like a list of students enrolled in the current term who have not enrolled for the next term and who do not have a diploma application on file.
- 8) As soon as grades are submitted each term (December, May, and August), we would like a list of students who earned a D or F in any course that term.

**6. Other**

Mark Payton handed out a summary of the review of results from the ITA exam. Students have the option of completed either the paper or internet based exam, however the internet based exam includes an additional speak/vocal portion. Students must make a 26 or higher score on the TOEFL to be eligible to take the remainder of the exam. Should the qualifying score be lowered?

Discussions will continue in the next meeting.

Dr. Gates noted that it does appear that the University will likely initiate a furlough process this year. More will be communicated as plans are finalized.

**Adjourn:** 10:40 a.m.