

INSTRUCTION COUNCIL

October 9, 2009

204 Whitehurst

MINUTES

Present: Raj Basu, Celeste Campbell, Bruce Crauder, Bob Davis, Bavette Miller, Ed Miller, Mark Payton, Jeremy Penn, Chris Ross, David Thompson, Mark Weiser, Brenda Johnson, Kristi Seuhs, Tina Meier, Steve Rogers, and Gail Gates.

1. Health Insurance for International Students – Steve Rogers

Dr. Rogers noted that 86% of international students have health insurance but would like to propose that all international students be required to purchase health insurance because international students who do not have health insurance place an undue burden on the local medical community. This is a common practice in higher education. Dr. Rogers would like to see this implemented by Fall 2010. Members asked if they planned on requiring health insurance for domestic students as well and he replied that he was hesitant to address it at this time with the pending healthcare reform. Members asked for an H1N1 update and he noted that the flu peaked in September then slowed down but has started to pick back up.

2. D2L Update – Tina Meier

➤ Intelligent agents have been enabled

Tina noted that Information Technology (IT) enabled the intelligent agents in D2L to automatically send an alert to communicate with students who meet specific criteria set by the instructor (e.g. they haven't logged in).

➤ Change in D2L patch day

Microsoft patch day is November 3rd, 12:05 a.m. The patch day is being moved to 4th Tuesday of the month due to a change in the Desire2Learn patch review.

➤ Requested Modification to drop box – sort items by last name, first name instead of first name, last name

Members approved modifying the drop box to list last name then first name.

➤ Request for view only access to all courses by Roy Degler in OSU Library for custom code development

Tina's office has had requests from the Library on both the Stillwater and Tulsa campus for access to all D2L courses so that they can notify students of available Library resources and modify MyLibrary code in the Online Classroom. Members did not feel that it was appropriate for the Library staff members to have view access to grades and suggested that they only have access to the test environment. Dr. Basu will review the access of the Tulsa librarians to Tulsa Courses.

➤ Outreach Administrator Access – Need to Enroll Students?

Dr. Gates asked IT if they could remove the outreach administrator access to enroll students so SIS would be the authoritative source on student enrollment for D2L. IT has been working diligently with the Registrar and Outreach to automate enrollment of students through Continuity. Members felt that this discussion needs to occur in Outreach Council and those discussions should be brought back to Instruction Council. Members also noted that Outreach cannot override SIS.

➤ Consolidation of Online Classroom Resources

Tina noted some discrepancies between IT and the Institute for Teaching and Learning Excellence's (ITLE) online classroom resources, therefore; those resources will be consolidated into one source.

➤ **Service overview Document Review**

IT put together a document summarizing decisions made regarding Online Classroom service. A copy of this document was provided in draft form for review and comments. This will be placed on the IT website as reference.

➤ **Possible date for upgrade to the Online Classroom after Fall is complete**

Tina noted that IT would like to perform the upgrade to the online classroom after the semester is over.

3. Program Requests:

College of Arts and Sciences

**POLITICAL SCIENCE, MA (171)
Program Modification: Option Deletions**

Option Deletions: (1) Public Administration/Public Policy, (2) International Relations/Comparative Politics, and (3) American Politics

The College of Arts and Sciences at Oklahoma State University requests the option deletions as the options are not currently in use.

Members approved.

Spears School of Business

**ENERGY FINANCE, MINOR
New Minor**

The Spears School of Business requests this minor in Energy Finance in the Department of Finance. The proposed minor targets undergraduate students majoring in Finance and students in other business related majors. The creation of this minor will enable students with a desire to work in the energy industry to signal potential employers of their knowledge, dedication and passion for a career in the energy industry.

Mark Weiser noted that this request has been created as a result of alumni requests. Members commented that the minor requires 85 hours and it doesn't appear to have much energy related courses and most of the focus is on finance. Members also commented asked if the minor should be multidisciplinary. Suggestions were to take the proposal back to the college for discussions between John Polonchek and Mike Woods/Shannon Ferrell.

**ENTREPRENEURSHIP, MS
New Program Request**

The Spears School of Business at Oklahoma State University requests the new program as it is designed to provide students with advanced competencies in entrepreneurship. There is a growing need in the state for entrepreneurship education. The Kauffman Foundation recently ranked Oklahoma fourth in the nation in entrepreneurial activity.

Members approved.

Graduate College

NATURAL & APPLIED SCIENCE, MS (155) Program Modification: Change of Program Name and Option Deletions

Change of Program Name: Interdisciplinary Science

Option Deletions: (1) Interdisciplinary Science and (2) Natural Science

The Graduate College at Oklahoma State University requests the name change as it is a more appropriate title for the degree and the change of the degree name makes the option unnecessary.

Members approved.

4. ITA/SPEAK Exam – Gail Gates

Jeremy investigated the IELTS (British test similar to the TOEFL) and noted that only 12 students can take the exam at one time and didn't know if this was a viable option in lieu of the SPEAK test this year but it could be an option for next year. Members asked about the students who score 20 or below on the exam and noted that there should be options for these students to improve their scores. Dr. Gates commented that if the university is going to implement a change next fall, a decision needs to be made as soon as possible. Could ELI or English develop modified learning curriculum devised to help those students scoring 20 or below? Discussions to follow.

5. Draft Syllabus Wording – Gail Gates

Current policy 2-0207 "University Academic Format and Final Examination Policy"

<https://stillwater.sharepoint.okstate.edu/Policies/Shared%20Documents/University%20Academic%20Format%20and%20Final%20Examination%20Policy.pdf>

1.04 Faculty members are urged to provide students with a semester course plan showing the schedule of examinations and other course requirements, as well as details of the grading system which will be used in the determination of final grades.

Proposed Revision:

1.04 Faculty members are expected to provide students with a written syllabus prior to the end of the nonrestricted drop/add period. Each syllabus should include details of the grading system that will be used in the determination of final grades. The inclusion of additional information, such as a schedule of topics to be covered, textbooks and other source materials, is also encouraged. Thesis (5000) and dissertation (6000) courses are exempt from the syllabus requirements; however, faculty directing students in thesis/dissertation hours are encouraged to specify their expectations of the students that warrant the granting of the "SR" grade.

The Graduate Council wanted to require that faculty provide a written syllabus for graduate courses (except thesis/dissertation) and Provost Strathe asked if the university should ask all faculty to provide syllabi for students in all courses. The Academic Standards and Policy committee of Faculty Council will be discussing this issue in their next meeting.

Members approved.

6. Responsible Conduct of Research (RCR) Policy & Procedure, Suggested Revisions – Mark Payton and Mark Weiser

The Responsible Conduct of Research (RCR) policy had been approved but there have been a number of issues with the policy since it was approved, (primarily with undergraduate students, professional students, etc.), therefore a subcommittee of Instruction Council recommended some modifications to the RCR policy. Members said they did not feel that a blanket enrollment hold for graduate students was necessary. The colleges should be able to place and lift holds as necessary since the colleges are going to be responsible for enforcing the policy. Mark Payton will share member's comments with Dean Emslie. Members commented that for the most part they agree with the intent and feel ethics education in research is important. Members also asked if Dean Emslie and Toni Shaklee could join the next Instruction Council meeting.

7. Converting Remaining Thesis and Dissertation R Grades to SR – Celeste Campbell

Mark and Celeste have been working on the conversion of Thesis and Dissertation "R" grades to "SR". For students who earned graduate degrees during Fall 2008, Spring 2009, and Summer 2009 they suggested converting the remaining "R" grades (assigned prior to Fall 2008) for thesis and dissertation courses to "SR" (satisfactory research) grades so they would be reflected as earned hours. Beginning Fall 2009, as students submit diploma applications, the Registrar's Office will examine the transcript and, if any "R" grades for thesis and dissertation grades assigned prior to Fall 2008 still remain, these grades will be converted to "SR" grades. This action will allow the OSU transcript to accurately reflect the number of earned hours for the degree conferred. Grades of "SR" count toward earned hours, but grades of "R" do not. Neither "R" grades or "SR" grades affect GPA. Thesis and dissertation "R" grades that were assigned prior to Fall 2008 and were not changed to letter grades by faculty before the beginning of the Fall 2008 semester are to be interpreted as satisfactory research. As students are applying graduation they would like to go back into the transcripts and change the grade to "SR" as a batch process and this would involve an amended request to the Oklahoma State Regents for Higher Education (OSRHE). The Academic Standards and Policy (AS&P) committee has approved the request and it will be presented to Faculty Council. Members noted that there needs to be a report created by department so that the departments can see the grades that are being changed.

Members approved the action subject to Faculty Council approval.

8. Retention – Gail Gates

Dr. Miller noted that he doesn't feel that the student success projections are accurately reflected. Students who are enrolled in a specific degree program for 3 years and in the 4th year enroll in Veterinary Health Sciences or nursing school do not count as being retained. It was noted that the National Clearinghouse tracks student success and this tool might be helpful.

Adjourn: 10:47 a.m.