

## INSTRUCTION COUNCIL

October 23, 2009

204 Whitehurst

### MINUTES

Present: Celeste Campbell, Bob Davis, Steve Edwards, Bavette Miller, Ed Miller, Shiretta Ownbey, Jeremy Penn, Chris Ross, David Thompson, Rick Wilson, Tom Wikle, and Gail Gates.

#### 1. ITA/SPEAK Exam – Gail Gates

Dr. Gates noted that members are in agreement with the decisions to clear students with scores 26 or better on the speaking portion of the iBT to be a teaching assistant (TA) with no further testing and to allow students scoring 21-24 to take the ITA exam. There is still some question about what steps to take to help students who score 20 and below. Currently students can take GRAD 5981 and 5991, courses covering oral proficiency and ITA preparation. In addition the CDIS clinics offer "Dialect Deduction Therapy" which is appropriate for students who do poorly on the speaking portion of the iBT due to heavy accents. Kay Keys from the English Language Institute and Carol Moder and Gene Halleck from English plan to discuss possible changes to classes to enhance oral proficiency. Members asked Jeremy if UAT had identified possible replacements for the SPEAK test. Consensus is to phase out the SPEAK test within the next few years.

#### 2. Responsible Conduct of Research (RCR) Policy & Procedure, Suggested Revisions – Gordon Emslie

Dr. Emslie noted that the purpose and scope of the policy hasn't been changed however 2.01 a short CITI training module for undergraduate students has been developed. Undergraduate students also have other alternative training processes such as attending a seminar or taking a course that would count as a substitution for the training module. Section 2.03 refers to certificate seekers and special students and 2.04 addresses the enrollment holds. Enrollment holds will be placed in May for the Fall 2010 term. Mark talked to Doug Reed of Institutional Research and Information Management (IRIM) regarding the holds being placed by the Graduate College and Doug noted that the adviser couldn't remove an enrollment hold that had been placed by the Graduate College. Section 3.2 has been revised to state that it is up to the individual college to ensure compliance with the policy. Should departments be responsible for placing holds on student enrollment for students who haven't completed training? Celeste suggested changing the enrollment hold to adding a requirement to the plan of study and members agreed.

#### 3. Graduate Assistant Employment Limit – Mark Payton

Graduate Council tentatively approved a limit on graduate assistants to 0.5 FTE in Fall/Spring and 0.75 FTE in Summer. Departments would be permitted to request exceptions for exceptional circumstances. Members asked that the approval process for exceptions go through the department to the Dean to the Graduate College.

Members approved the recommendation provided exceptions can be made.

#### 4. Undergraduate Students Enrolled in Graduate Courses – Celeste Campbell

Undergraduate students who are enrolled in graduate courses will be identified during the first week of the semester and sent an e-mail message to describe the actions that may be required to point the graduate courses toward the appropriate transcript (undergraduate or graduate). The purpose of this communication is to ensure that the graduate courses that are taken by undergraduates apply toward their intended degrees. Student Academic Service Offices will receive a report of the students who received the e-mail, their majors, the graduate courses in which they are enrolled, and their advisor names. Members asked if a flow chart could be created. Members wanted to know if an undergraduate student takes a graduate (5000 level) course and doesn't need the course for their undergraduate degree can it apply towards graduate credit.

Graduate credit can only be granted with approval from the Graduate College at the time of enrollment in the class. #2, second sentence, member recommended change the word "both" to "either".

Members approved.

**5. Six Week Grade Prompting – Celeste Campbell**

Dr. Gates commended everyone for their efforts in six week grade submission and noted that there was 85% participation. Dr. Gates asked if it would be helpful to send out reminders to ask colleges to remind faculty to submit grades when appropriate. Members agreed it would be helpful. The report members will receive will include the course dates for short courses and members can decide which instructors to remind. Members would like the report by Monday at noon and Celeste noted that she will schedule updates more often.

**6. Early Alert System – Gail Gates**

In the First Experience and Directors of Student Academic Services meetings discussions have taken place regarding whether it would be helpful to develop an "Early Alert System" at OSU. The handout includes on the top half the current "Early Alert System" from Mississippi State and the bottom half reflect the proposed sample for OSU. If we implement an early alert system would this be a more appropriate place to post six week grades?. Members asked if "never logged in" could be added to the options for courses that use D2L. Discussion on this topic will continue.

**Adjourn:** 10:35 a.m.