

INSTRUCTION COUNCIL

January 15, 2010

204 Whitehurst

MINUTES

Present: Raj Basu, Celeste Campbell, Bruce Crauder, Bob Davis, Bavette Miller, Ed Miller, Jeremy Penn, David Thompson, Chris Ross, Mark Weiser, Elizabeth Whitfield, and Gail Gates.

1. Curricular Request

College of Agricultural Sciences and Natural Resources

BIOINFORMATICS, GRADUATE CERTIFICATE

New Program

The College of Agricultural Sciences and Natural Resources at Oklahoma State University requests the Bioinformatics Certificate Program as the program focuses on training post-baccalaureate students in the techniques required to generate, analyze, and interpret complex biologically-derived data sets. The certificate program is designed to be a multi-disciplinary program that will directly involve faculty in departments across the university and will be administered through the Department of Biochemistry and Molecular Biology. The certificate will improve the employability of post-baccalaureate students, consolidate interests from multiple departments into a cohesive curriculum, and provide critical training for post-baccalaureate students to enhance the competitiveness of projects developed during and after their education.

Members approved.

College of Arts & Sciences

STRATEGIC COMMUNICATION, BS, BA; MULTIMEDIA JOURNALISM, BS, BA; and

SPORTS MEDIA, BS, BA

New Programs

The School of Journalism and Broadcasting in the College of Arts & Sciences at Oklahoma State University requests these new programs as the many changes to the media environment require significant curriculum changes. These degrees will ensure leadership in strategic communication, Multimedia Journalism or Sports Media; ensure expertise in practice; expose students to the principles of life-long learning in the media environment; expand exposure to the principles of democracy; enhance critical thinking skills; ensure that students have the necessary creative orientation; facilitate an international orientation; and set OSU's School of Journalism and Broadcasting apart from other similar programs. The current BA and BS in Journalism and Broadcasting will be deleted after these programs have been approved by OSRHE.

Members approved.

College of Human Environmental Sciences

NUTRITIONAL SCIENCES, BS (097) Program Modification: Program Requirement Change

Program Requirement Change: Course requirement change

The College of Human Environmental Sciences at Oklahoma State University requests an increase in total hours from 120 to 121 hours meet the American Dietetic Association accreditation requirements and to assist Dietetic option majors in being more competitive for Dietetic Internships or for other career options.

Members approved.

2. **Versant English Test to replace SPEAK – Jeremy Penn**

Jeremy noted that University Assessment and Testing has been looking at the Versant English Test as a possible replacement for the SPEAK test for the purpose of identifying students eligible to complete the ITA test effective for the Fall 2010 semester. Benefits to moving to the Versant English Test:

- The Versant English Test can be given any time there is space on the testing center and can also be completed at other certified testing centers (students do not need to wait until right before the start of the semester).
- The Versant English Test has many different question sets so it is difficult to prepare rote answers to all questions.
- The Versant English Test meets high standards for validity and reliability.
- The Versant English Test will cost the same as the SPEAK Test.
- Scores from the Versant English Test are available immediately and do not require local scorers.

Jeremy noted that individuals can also take the Versant English Test over the phone however individuals can't be verified so a proctored administration is preferred.

Members approved the use of the test with the stipulation that the results will be reviewed to determine if the test is meeting our needs.

3. **FERPA Training Requirement – Celeste Campbell**

Celeste noted that communications regarding FERPA training have been distributed and their office has had a moderate response. The Registrar's Office has set up a couple of additional sessions for face to face presentations for advisers through Human Resources (HR) and the information on those sessions are on HR's website. March 1st the Registrar's Office will check the status to identify individuals still needing to complete the online or HR training and will be sending out reminders. By May 15, 2010 the Registrar's Office will remove individual access for those who are not in compliance and will send a notice to Instruction Council members informing them of those individuals one month before access is removed.

4. **Proposed Change in Grade Processing Schedule for Fall 2010 and Fall 2011 (Grades due at noon on Tuesday) – Celeste Campbell**

Celeste noted that for Fall 2010 and 2011 there will be only three days for the processing of grades and the Registrar's Office would like to move the deadline for grades to noon on Tuesday instead of midnight. Some members noted that if a change in the deadline for the grades is made, it needs to remain consistent for the years to come and not be switched back and forth. Members also wanted to take the proposal back to their colleges. Members asked if they can appoint a person in the college to change grades in SIS during the "grade chasing period" and Celeste indicated the Registrar's Office needs to maintain very tight control over access to grades but will investigate further.

5. **Change in Book Order Deadline to Facilitate Section 133 HEA Compliance – Gail Gates & Celeste Campbell**

Information Technology (IT) and the Bookstore are working to get the textbook information process online before enrollment begins for Fall 2010. By law (the Higher Education Opportunity Act), institutions are required to

provide textbook information at the time a student registers for a course. The textbook provisions take effect July 1, 2010. Dr. Gates noted that the university will be required to change deadlines for textbook orders to comply with the new law. Presently only 5% of textbook orders are made by the deadlines (Fall semester, April 1st and Spring semester, October 15th). Enrollment opens March 9th for the Fall semester and October 14-15 for the Spring semester. Currently the textbook submission process is by paper and members discussed transitioning it to an electronic submission. Dr. Gates asked members to take the information back to their colleges and provide feedback in our next meeting.

6. Formalization of Approval Process for New or Modified Common Exams/Finals After Publication of Class Schedule – Celeste Campbell

Classroom scheduling has revised the “Common Exam Form” to formalize the common exam times/room usage. Classroom scheduling needs to know if these common exams are being changed. Members approved the form.

7. Handling Exceptions to the Enforcement of Course Prerequisites – Celeste Campbell

During the past few semesters, departments have increasingly enforced registration controls on their courses through SIS. These controls allow the system to check a student’s SIS record and restrict course enrollment based on information listed in the catalog description of the course or in State Regents’ remediation requirements. Examples of these controls are: classification status, required minimum test score, declaring a specific major, completion of (or enrollment in) prerequisite courses, and enrollment in corequisite courses (terminology used in SIS is “concurrent prerequisite”). Clear, consistent, and documented methods for waiving these controls for individual students are needed. For example, a transfer student who is enrolled in MATH 1513 at a community college during the fall semester wants to enroll in MATH 1613 for the OSU Spring semester requires someone to be given the authority to evaluate the student’s documents to determine whether a waiver of the prerequisite is appropriate because SIS includes no evidence of the fall enrollment. Methods have been established for waiving remediation requirements for entry-level English and Math courses (advisor approval is required). Academic Regulation 5.6 specifies that prerequisites for upper-division and graduate-level courses may be waived by the instructor (or department head). University policy currently provides no guidance regarding the appropriate process for waiving prerequisites for lower-division courses. In the absence of this specific guidance, the Registrar’s Office is currently using the closest policy, Academic Regulation 5.6, and requiring instructor/department head approval to waive prerequisites.

Possible Solutions

- Modify Academic Regulation 5.6 to address the waiver of lower-division prerequisites by requiring instructor/department head approval.
- Modify Academic Regulation 5.6 to address the waiver of lower-division prerequisites by requiring advisor approval.
- Modify Academic Regulation 5.6 to address the waiver of lower-division prerequisites by requiring either advisor or instructor/department head approval.
- Evaluate the requirement of instructor approval to waive prerequisites for upper-division and graduate-level courses to determine whether related modifications are needed.
- Other options may be considered.

Members preferred #3 but asked if it should only include adviser and department head, not instructor. Dr. Gates would like to refer to the Director of Student Academic Services (DSAS) for feedback then bring back to Instruction Council for discussions.

8. Retention Study Results – Celeste Campbell

- The one-year retention rate at Oklahoma State University for the Fall 2008 freshman cohort was 78.7%, an increase from the 10-year low of 77.1% for the 2007 cohort. The highest freshman retention rate during the past 10 years was 84.6% for the 1999 cohort.
- In this study, retention status for the 2008 freshman cohort was predicted moderately well (81.3%)

accuracy) from a set of academic, financial, and demographic variables. This is a 63% improvement over chance classification as retained or departed one year after beginning college.

- The most important variables that predicted retention status were the college GPA, the number of credit hours earned during the first semester, an unpaid OSU balance at the end of the first semester (bursar hold), the number of credit hours dropped during the first semester, and the high school GPA. Students who were *not* retained:
 - had significantly lower college GPAs;
 - earned significantly fewer credit hours during the first semester;
 - were significantly more likely to have an unpaid OSU bill at the end of the first semester;
 - withdrew from significantly more credit hours of coursework during the first semester; and
 - had significantly lower high school GPAs.
- Other variables that made a relatively small contribution to the prediction of retention were: the need to borrow money for college during the first semester (departed students needed to borrow more money for college); ACT score (departed students had lower scores); amount of scholarships, grants, and tuition waivers (departed students had less assistance that did not require repayment); family income (departed students had lower family income); and gender (male students were more likely to depart).
- A group of students has been identified who were predicted as retained but who in fact have left OSU. These students, who resemble retained students on most of the variables examined in this study, are of particular interest. Interviews are planned with a sample of these students to determine the reasons for their departure.

Celeste noted that Bursar holds were more refined this year. Kathleen Wineland, doctoral graduate student, plans to conduct a pilot study on students who left in good standing and use the results for her dissertation. Dr. Gates has asked Institutional Research to create a list of students most likely to drop (according to these results) and the list will be sent to advisers to contact the students. Discussions will continue.

9. Distance Education Course Recommendations – Mark Weiser

Mark noted that distance education course recommendations are one of six sections of recommendations made to the Provost from the Task Force on International Education and Outreach. The task force recommended centralizing support, requiring enrollment in distance education courses through SIS, charging tuition and most fees plus an off-campus fee, and billing for these course through the regular Bursar process. Consortium and travel courses would be exempt from the process. The Associate Vice President for International Studies (proposed title) would report directly to the Provost. It appears that many of these recommendations made by the task force will be implemented Fall 2010. More details will be provided for further discussions.

10. Academic Integrity – Koofers.com Ad in Residential Life Halls – Gail Gates

Before the holidays Dr. Gates sent members the link to Koofers.com and asked members how they wanted to handle the situation. Should instructors be notified that test and assignments may be posted to this site? Members opted to leave discovery up to the instructor.

11. Other

REMS 5963

A vote was taken on the course action request for REMS 5963, tabled in the December 4, 2009 meeting. Results were: 6 approvals, 1 opposition, and 1 abstention. REMS 5963 is approved.

Adjourn: 10:40 a.m.