

INSTRUCTION COUNCIL
February 5, 2010
143 Institute for Teaching and Learning Excellence (ITLE)
MINUTES

Present: Raj Basu, Celeste Campbell, Bob Davis, Steve Edwards, Bavette Miller, Ed Miller, Shiretta Ownbey, Mark Payton, Jeremy Penn, Chris Ross, David Thompson, Mark Weiser, Tom Wikle, Carol Moder, and Gail Gates.

1. **Handling exceptions to enforcement of Course Prerequisites - Celeste Campbell**
Directors of Student Academic Services (DSAS) members approved #3 "Modify Academic Regulations 5.6 to address the waiver of lower-division prerequisites by requiring either advisor or instructor/department head approval" and asked that these individuals be added to the signature line. Members agreed with the recommendation and also asked that a space be added to the form so that individuals can add a "brief explanation" for the request.
2. **Proposed modifications to OSU Policy 2-0206: Adding and Dropping Courses and Withdrawing from the University (and related changes to Academic Regulations 1.10 and 5.4) – Celeste Campbell**
The Registrar's Office discussed modifications to the add/drop policy with the Late Drop Committee and Tuition Appeals Committee. They recommend not requiring students to withdraw from the university if they drop their summer courses but are still enrolled in the Fall. In addition, they recommend allowing students who complete a short course but wish to withdraw from all remaining courses to do so without a petition. The Registrar's Office is also asking to change the deadline for tuition appeals to six months after the date when grades are due. Another suggestion was to add a representative from the Bursar's Office to the tuition appeals committee. DSAS approved the changes. Dr. Basu asked for an exception to the policy to allow him to overturn an appeal decision but members felt it was more appropriate to follow the established procedures. Members approved the policy changes.
3. **Proposed Change in Grade Processing Schedule for Fall 2010 and Fall 2011 - Celeste Campbell**
Celeste noted that the deadline to submit grades has been the Tuesday following finals week since 1992 with the exception of 1997 when the deadline had to be on a Monday due to the holiday schedule and this didn't appear to have an adverse affect on the university community. The Registrar's Office proposes moving the grade deadline to noon on Tuesday for Fall 2010 and Fall 2011 as there will be a short timeline again this Fall. Members approved and the Registrar's Office will circulate a reminder.
4. **Printing hard copies of the OSU Catalog and the Undergraduate Programs and Requirements Book – Celeste Campbell**
Due to time constraints this topic will be discussed in the next meeting.
5. **Demo of links to textbook information within student registration system (Higher Education Opportunity Act, Section 133) – Celeste Campbell**
Due to time constraints this topic will be discussed in the next meeting.
6. **Versant English Test to replace SPEAK – Carol Moder**
Dr. Moder commented that international students who desire to be a teaching assistant (TA) are currently required to take the SPEAK test if they did not take the internet-based TOEFL (iBT). Dr. Moder and University Assessment and Testing have been searching for a replacement for the SPEAK test; the Versant English Test appeared to be the best available test. The Versant English Test is 15 minutes, computer scored, and can be taken anywhere, even over the phone. Dr. Moder commented that she doesn't want the Versant English Test to substitute for the iBT Test. It was noted that it is possible for international students to transfer from another American University without having to take the iBT and OSU will require the students to test before they can become a TA. University Assessment and Testing will be administering the Versant

English Test.

Members approved the Versant cutoff suggested by the English Department with the understanding that the cutoff may be adjusted in the future. Students who pass Versant or the speaking portion of the iBT will be required to complete orientation for the ITA. Members asked if the orientation could be available on D2L and this will be investigated. The English Language Institute directed by Kay Keys plans to establish a noncredit class for graduate students who need to improve their speaking ability before retaking a test of spoken English.

7. Titling of Thesis and Dissertation Courses – Mark Payton

Mark noted that the Graduate Council recommends that each course involving research leading to master's degree be titled "Master's Thesis" or "Master's Report" and each course involving research leading to a doctoral degree be titled "Doctoral Dissertation". Gail Gates will send members a list of courses that need new titles. Departments will need to complete course actions next Fall 2010 to make the change for Fall 2011.

8. Retention (First Semester Retention Data) – Gail Gates

Action: Discussion

End of Semester	Retention of New Freshmen	
Unit	Number of New Freshmen	(1 st to 2 nd Semester)
University	3,007	91.0%
CASNR	383	90.3%
A&S	792	90.7%
COE	252	92.1%
CEAT	550	92.2%
HES	270	92.2%
SSB	442	93.2%
UAS	318	85.9%

Dr. Gates sent out the list of students who were high risk and encourages advisers to follow up with students.

9. Other

Welcome Week – College Reception 2:30 p.m. – 4:30 p.m.

Convocation – 5:00 p.m.

The Welcome Week Committee plans to keep the "College Event" on Friday from 2:30-3:30 with the "Convocation" to follow at 5:00. Members noted that there should be no other events taking place at this time, including Greek events and the President's Office should make sure that there are no other events occurring at this time.

Lawrence (Larry) Crosby will be the new Dean of the Spears School of Business effective July 1, 2010.

Members noted that the FERPA training was very beneficial and asked if more sessions could be offered and the Registrar's Office will schedule more training sessions. Should department heads be required to attend the sessions?

Adjourn: 10:40 a.m.