

INSTRUCTION COUNCIL
February 26, 2010
204 Whitehurst
MINUTES

Present: Celeste Campbell, Bruce Crauder, Bob Davis, Leigh Goodson, Shiretta Ownbey, Mark Payton, Jeremy Penn, Chris Ross, David Thompson, Mark Weiser, and Gail Gates.

1. Curricular Requests

College of Human Environmental Sciences

**HUMAN DEVELOPMENT AND FAMILY SCIENCE,
BS IN HUMAN ENVIRONMENTAL SCIENCES (094)
Program Modification: Option Addition**

Option Addition: Family and Consumer Sciences Education

The College of Human Environmental Sciences at Oklahoma State University requests the option addition to address a significant shortage of college graduates educated to serve as public school teachers in the field of Family and Consumer Sciences and to serve as County Extension Educators within the state of Oklahoma.

Members Approved.

Spears School of Business

ENTREPRENEURSHIP, MINOR

The minor in entrepreneurship is designed to complement the student's major, encouraging students to apply entrepreneurial concepts and competencies in a wide variety of professional contexts. The overarching purpose is to help students discover their innate entrepreneurial potential and apply that potential throughout their lives. In addition, for those students wishing to start ventures, especially (but not limited to) ventures related to the discipline of their major, the minor will provide a rich exposure to principles, conceptual tools, skills and implementation issues related to the creation of for-profit and social ventures.

Members approved one minor for entrepreneurship.

2. Printing Hard Copies of the OSU Catalog and the Undergraduate Programs and Requirements Book – Celeste Campbell

The Registrar's Office is looking at the current printing of the OSU catalog and degree requirements book. Considering future budget cuts their office has been discussing the possibility of reducing the number of books being printed. Celeste noted that the Registrar's Office does not have plans to stop printing the catalog this year but they will need to consider a plan to reduce the number of printed catalogs for next year. Celeste commented that there are both the HTML and PDF versions of the catalog available on their website and individuals have the option to print either all or sections of the catalog. Also CD's of the catalog are made available to students. Members noted that advisers use the printed versions quite often as they assist students with advising. Celeste asked members to check with their colleges to determine the desired usage and The Registrar's Office will ask Dionne to provide numbers of what is currently being distributed.

3. Demo of Links to Textbook Information Within Student Registration System (Higher Education Opportunity Act, Section 133) – Celeste Campbell

Celeste noted that there has been major progress on getting the textbook information linked online. The online application of the textbook ordering process will be implemented July 1, 2010. Students can click on a course and it

takes them to the Stillwater or Tulsa bookstore (depending on the section) where they will find a list of books (new and used), pricing, and payment options. There is also an option to obtain detailed information on the books (e.g. ISBN) and if there are no books listed the link will advise students to contact the instructor. The University plans to be in compliance with the Higher Education Opportunity Act this summer. Members are asked to encourage faculty to get their book orders submitted as soon as possible. The University may implement an electronic book request process in the future.

4. Signatures for Incomplete Grades Extending Beyond One Year and Other Grade Changes (Graduate College Dean/Designee for 5000-6000 level courses) – Celeste Campbell

The Registrar's office proposed adding wording below the Dean's signature line of the Grade Change Form to include "Graduate College Dean for Graduate Courses". Some members have concerns regarding approval by the Graduate College and believe that final approval should be at the college level especially during the grade entry periods. Discussion to continue.

5. Communication Plan for Compressed Grade Processing Schedule for Fall 2010 – Celeste Campbell

Celeste wanted to remind members to communicate within their colleges about the compressed grade processing schedule for Fall 2010 and to encourage them to include the schedule change in their individual college meetings. This information will be included in the annual letter from the Provost to the faculty about changes in academic policies.

6. Student Survey of Instruction Data – Jeremy Penn

Jeremy noted that University Assessment and Testing put together a database that includes the Student Survey of Instruction (SSI) results and told members to let them know if they would be interested in any type of report that could be generated from database. Members noted that it would be helpful to be able to access college summaries or to request data for a period of time. Will faculty be able to request results from their own SSIs? Members asked for samples and a draft policy on use of the data.

7. Proposed Revisions to the Approval of General Education Courses (P&P 2-0212) – Gail Gates

Faculty Council passed a resolution to revise the General Education policy and procedure to add two Faculty Council Representatives to the General Education Advisory Council (GEAC) and one of the Faculty Council representatives would give a report to Faculty Council in May. GEAC approved the suggested revisions but recommended that the Faculty Council representatives come from different colleges. Members were not in support of Faculty Council's resolution to add two Faculty Council members to GEAC but recommended that the college representatives be approved or appointed by the college curriculum committees rather than the Dean. Dr. Gates will draft some wording for Instruction Council to review. Discussions will continue.

8. Early Alert – Gail Gates

Back in the Fall there were discussions regarding a centralized website in which faculty could report concerns about students. Please discuss with your colleges and let Dr. Gates if there is interest in pursuing this.

9. Other

Celeste noted that the second FERPA training message has been sent out. Celeste also commented that they made a FERPA presentation to Tulsa and the Center for Health Sciences. The Registrar's Office will send out a list which includes all of the individuals who have completed their FERPA training. Members asked if FERPA could be covered in New Faculty Orientation and it was noted that all new employees are required to take the FERPA training in order to access SIS, however it can be mentioned at the event.

Mark Weiser was introduced as the new Interim Associate Vice President for International Studies and Outreach.

Adjourn: 10:30 a.m.