INSTRUCTION COUNCIL
April 30, 2010
204 WH
MINUTES

Present: Raj Basu, Celeste Campbell, Bruce Crauder, Bob Davis, Ed Miller, Shiretta Ownbey, Mark Payton, David Thompson, Mark Weiser, Darlene Hightower, Tina Meier, and Gail Gates.

1. **OSU Email Update – Darlene Hightower**
   Information Technology (IT) has been working with Gmail and the Alumni Association to investigate email programs so that OSU could implement student email for life in order to keep students/alums connected to the University. This would apply to graduated students. Bill Handy is working on improving social networking for the University. About 1 1/2 years ago IT distributed a survey about Microsoft Outlook and the results were mostly positive except for the issue of disc storage. Darlene asked members for suggestions on the best way to get faculty input on a possible email change and members noted that IT needs to create focus groups that include Tulsa and the Center for Health Sciences. Once input is gathered, Darlene will bring results back to the council. Members asked what are the FERPA issues on student email security of sensitive information if student email is hosted by Gmail. Members asked if there was a way to authenticate the identity of a student/individual (e.g. answers to challenge questions) and it was noted that this information is being collected in New Student Orientation.

2. **D2L Upgrade Date – Tina Meier**
   On June 25, 2010 IT will upgrade D2L. Tina noted that there are numerous new functions with this upgrade which has prompted IT to offer a training session scheduled for May 11 at 2:00 p.m. in 402 Classroom Building. The test environment will be upgraded on June 14th.

3. **Procedure for Purging D2L Courses from Spring 2007 – Tina Meier**
   Tina handed out graphs which displayed the number of classes that have participated in the online classroom and the amount of disc storage usage. IT needs to purge old online courses. Previously there had been discussions to keep information for two years then the information will be moved to archive. Faculty members have the ability to burn their information on to CDs. Members asked Tina for a list of courses being taught online and the instructors. Members would also like IT to provide instructions on how to save or export the information presently being stored in D2L. Tina noted that she will send an email to Instruction Council members to use to communicate to faculty. The notification should be sent out mid March for purging Spring courses and mid October for Fall courses. Members asked how IT was going to handle information from instructors who are no longer with the University and Tina said they plan to send communications to the department heads to decide.

4. **Faculty Focus Group for D2L Mobility (Available on PDAs) – Tina Meier**
   IT has been communicating with D2L regarding a mobile product that would allow D2L access on PDAs and needs to know what functions instructors would wish to have included in the program. IT would like to receive input from both the faculty and students and would like to form a focus group. Tina will send out the request to members.

5. Curricular Requests

College of Agricultural Sciences and Natural Resources

ANIMAL SCIENCES, BS in AGRICULTURAL SCIENCES AND NATURAL RESOURCES
Program Modification: Option Deletion

Option Deletion: 1) Food Industry and 2) Food Science
The College of Agricultural Sciences and Natural Resource requests the option deletions as the Animal Science Department created a separate Food Science BS degree in 2006. All students that were previously enrolled in these options have now graduated or changed majors to the Food Science BS program.

Members approved.

College of Engineering, Architecture and Technology

ELECTRICAL ENGINEERING, BS (071)
Program Modification: Option Deletion

Option Deletion: Electrical
The College of Engineering, Architecture and Technology, Department of Electrical and Computer Engineering at Oklahoma State University request the option deletion as it is an unused option that was apparently added in error many years ago.

Members approved.

College of Human Environmental Sciences

HUMAN ENVIRONMENTAL SCIENCES, PHD (123)
Program Modification: Program Requirement Change

Program Requirement Change: Course requirement change and degree program requirement change. The College of Human Environmental Sciences at Oklahoma State University request the admission requirement changes to establish consistent admission standards across all options (prior academic work, GPA, letters of recommendation, statement of purpose/goals, resume, GRE or GMAT and test of English proficiency). The college is requesting a change in the distribution of coursework (dissertation, area of specialization and research methods/statistics) within the degree to provide more flexibility.

Members approved.

6. **Suggested Changes to Graduate Courses on Undergraduate Degree Sheets – Celeste Campbell**
   Some OSU bachelor's degrees require graduate-level courses, such as Bachelor of Architecture, BS in Civil Engineering, and Bachelor of Landscape Architecture. As such, undergraduate students commonly enroll in these graduate courses intending for them to apply toward bachelor's degree requirements. If a course is set up in SIS strictly for graduate credit, then individual undergraduate students or their advisors must request that the Registrar's Office "point" the course to their undergraduate transcripts. This action enables the course to apply toward full-time enrollment and financial aid and results in a transcript that shows they have earned credit for the course upon completion. Celeste recommended that departments set up such courses to earn either Graduate or Undergraduate credit, which would allow the course to automatically point toward the undergraduate transcript for students with primary matriculations that are undergraduate (students pursuing a bachelor's degree) and toward the graduate transcript for students with primary matriculations that are graduate (students pursuing a graduate degree). The Council approved a plan for the Registrar to contact the department and Associate Dean for selected courses that are required on bachelor's degree sheets to request their authorization for the dual credit setup. As a long-term solution, the group preferred that graduate courses not be included as requirements on undergraduate degree plans. Council members were also provided with a list of courses that are currently set up for both undergraduate and graduate credit and were asked to contact the Registrar if modifications are needed.

7. **General Education Policies and Procedures – Gail Gates**
   Dr. Gates noted that we have a counter proposal from Faculty Council on the General Education Policies and Procedures. The counter proposal does not include the additional Faculty Council members. Colleges will suggest General Education Advisory Council representatives and the list of representatives will be approved by Faculty Council.

8. **Honor's College Policies and Procedures Proposed Amendments – Gail Gates**
   Gail noted that in the last meeting members approved 4.1 of the Honors College Policies and Procedures but denied changes in 6.4 and sent the proposal back with recommendations. Those recommendations were included in the document.

   Members approved the changes to 6.4.

9. **Other**
   Bob Davis would like to change the prefix to "ATVY" for activity leisure courses that don't count toward graduation unless a student has 120 hours (Oklahoma State Regents for Higher Education policy). Until this can be implemented a statement underlining the restrictions should be added to the course description.

   Celeste noted that there are still 500 individuals who have not completed the FERPA training and the Registrar's Office will send a list of these individuals to Instruction Council members. Faculty who do not complete the training will be allowed to enter grades for Spring but not for Summer.

Adjourn: 10:30 a.m.