

INSTRUCTION COUNCIL

July 30, 2010

204 WH

MINUTES

Present: Celeste Campbell, Bruce Crauder, Bob Davis, Steve Edwards, Bavette Miller, Shiretta Ownbey, Jeremy Penn, Chris Ross, David Thompson, Jean Van Delinder, Mark Weiser, Cheryl Devuyt, Rick Wilson, Tina Meier, and Gail Gates.

1. CourseSmart in D2L for Etextbook Delivery and Other Items – Tina Meier

Tina noted that CourseSmart, an etextbook delivery provider, has sent Information Technology (IT) announcements about their program that integrates with D2L. Should Oklahoma State University (OSU) pilot the program in the Spring? It was noted that there are cost savings for some textbooks, however, if students printed the books out in the computer labs, this would make printing costs increase. Tina noted that students can only print 10 pages at one time. Tina commented that the affiliate agreement pays 5% to OSU and proposed it should go to the bookstore. Members asked if there were other providers and Tina will investigate.

Dr. Weiser asked Tina to discuss course evaluations for online courses and changes to the model. Tina will set up a separate shell in D2L prepopulated with the survey and it will be open to the students 3 weeks before the class end date for 16 week courses. For 8 week courses or less the online evaluation is available one week prior to the class end date. The faculty will be added to the courses the week after grades are turned in. Members asked if a prompt could be added to remind students and faculty of the survey. Mark will take this to the Outreach Council to try to get them to agree on a single set of questions. The survey is presently long and he would like to cut it down. Tina said that she would set up the administrator access for Associate Deans and Department Heads.

Tina noted that other institutions have been involved in lawsuits over electronic access to material in library reserves. IT will provide a link to folders containing the content. Each semester the authorization to the content will change based on course enrollment in SIS. In order to do this the librarians will need to have access to the content of the courses in D2L. Member agreed to allow electronic librarians access to course content.

IT is releasing bids to outsource email services for students. This is a result of a move to have students keep their email addresses permanently. Faculty who resign from OSU have email access to their okstate account for 30 days after their separation (retirees have permanent access).

2. Minors and Degree Graduation Checks Procedures – Celeste Campbell

Celeste noted that on average 20% of degrees are issued with at least one minor and agreed that the attention given to the minor's policy was good. The Registrar's Office met with the graduate certifications staff and other college contacts to learn of their procedures in regards to processing/tracking student minors. As a result of the meeting, the Registrar's Office made some changes to the minor's policy under the section "Posting an undergraduate minor to the Academic Transcript" and recommendations for information that should be included on the documentation of completion of minors. Celeste asked if the recommendation should be part of the policy or just used in practice. Members felt it was appropriate to have as an expectation but not necessarily needed in the policy. Members were asked to share the recommendations with college contacts.

3. **OSU-Tulsa Degree Offerings – Gail Gates**
OSU-Tulsa's request to offer additional degrees has been on hold for 2 years and Oklahoma State Regents for Higher Education (OSRHE) is going to ask if we still wanted to offer these degrees. OSRHE staff will ask how programs will be funded. Raj will continue discussions.

4. **Prior Learning Assessment – Executive Summary of a report on Prior Learning Assessments:**
http://www.cael.org/pdf/PLA_Executive-Summary.pdf - Gail Gates
OSRHE had a workshop in June to promote use of prior learning assessment. Regional institutions have been involved and OSRHE asked if one of the research institutions would participate. Students would take a class on how to put a portfolio together to demonstrate what they learned from prior experience. Gail asked members if OSU should participate and members did not support this idea due to lack of faculty, resources, and time.

5. **Other**
Proposed Modifications to Reporting Options for Excessive Absences and F Grade Submission – Celeste Campbell
Celeste noted that the purpose of the modifications was to improve the quality of attendance data obtained from faculty by providing more accurate reporting options for excessive absences and F grade submissions. Faculty are asked to provide the date the student last had evidence of attendance. The date is important as it dictates termination of Veteran Administration and Financial Aid benefits as well as playing a part in the appeals process. Faculty Council has volunteered to send out a notice to faculty explaining this in an attempt to clarify the language.

Students who live in Stillwater but take courses in Tulsa do not have access to fee based services in Stillwater such as the Student Health Center, Library, Colvin Center, etc. because they are not paying the fee. English Language Institute (ELI) students pay the fees to gain access. Gail noted that 001 section can be created for these students and the fees will apply. Students can enroll in one credit hour in Stillwater and fees will be applied. Members asked if students could just pay for the access separately and Gail noted that there is not a mechanism set up for that but could investigate the possibilities.

The College of Arts and Sciences is adding sections to accommodate the increase in student enrollment.

Jeremy Penn will send out the college results of the alumni survey next week.

Adjourn: 10:30 a.m.