

INSTRUCTION COUNCIL

August 26, 2011

204 WH

MINUTES

9:00 – 10:30 a.m.

Present: Celeste Campbell, Steve Edwards, Bavette Miller, Shiretta Ownbey, Jeremy Penn, David Porter, David Thompson, Jean Van Delinder, Mark Weiser, Amy Martindale, Tom Wikle, and Pamela Fry.

1. Curricular Requests

College of Human Sciences

**HUMAN ENVIRONMENTAL SCIENCES, MS (427)
Program Modification: Change of Program Name**

Change in Program Name to: Human Sciences, MS

The College of Human Sciences at Oklahoma State University requests the program name change as the name of the college in which the programs are housed changed July 1, 2011 and the requested program modification will align the degree name with the new college name.

Members approved.

**HUMAN ENVIRONMENTAL SCIENCES, PHD (123)
Program Modification: Change of Program Name and Option Additions**

Change in Program Name to: Human Sciences, PhD

Option Additions: (1) Human Development and Family Science – 90 Hours, and (2) Nutritional Sciences – 90 Hours.

The College of Human Sciences at Oklahoma State University requests the program name change as the name of the college in which the programs are housed changed July 1, 2011 and the requested program modification will align the degree name with the new college name. The option additions are requested as the college would like to offer a 90-hour PhD option for two of their departments.

Members approved with a friendly amendment to consider rewording the titles for the option additions.

2. Math Placement Exam – Jeremy Penn

Dr. Penn wanted to give an update on the Assessment and Learning in Knowledge Spaces (ALEKS) discussions. ALEKS is a web-based, artificially intelligent assessment and learning system. The Math Reform Committee recommended the exploration of ALEKS as a replacement for OSU's current math placement process. This recommendation is supported by the Math Department and the Office of Academic Affairs. Other institutions use the system as a placement approach, and ALEKS has a remediation model and found to improve scores. Dr. Penn's group is still working through some issues including the financial aspects. Members asked if it would be charged to all students and Dr. Penn replied yes but noted that he feels it would balance out as students would be taking this at home before coming to OSU. If a student takes the test in advance, the score is good for one year. Members asked if it would be possible to embed some of the cost in the application process or other fees. Members noted that the fee would have to be approved at all levels. A pilot will be given to 2000 students this Fall at no charge to the University. Dr. Penn noted that students who passed but are very close to not passing should be advised and asked members if they would be interested in course specifics. Members would be very interested. Discussions to continue in the November meeting.

3. **Online Exam Submission - Information Update – Jeremy Penn**

Dr. Penn announced a new feature available on the UAT website for faculty members to submit make-up exams and exams for students with disabilities online. For instructions on how to use the new feature you can contact Dr. Penn or Mark Nicholas in the Testing Center.

4. **Academic Alert Update – Amy Martindale**

Dr. Martindale noted that an Academic Alert System is in production and scheduled to open on September 7th. Information Technology doesn't want to make major changes to the system until after the enrollment period is over. A subset of instructors will be piloting/testing the program for the first few days and an announcement from the Provost to all instructors will be sent out. Members asked if an advisor submits comments on a student and an hour later submits another comment, will change the original comment? Which comment will the student receive since the batch run hasn't occurred until the evening? Dr. Martindale will investigate. Instructor comments are sent to the student by email from the program encouraging the student to contact their instructor and advisor. The advisor receives notification of the comments as well. Members asked if a statement could be inserted to state that batch jobs run only at night. Reports by college will be generated by eprint and colleges will be sent a prompt once the report is ready for review. The program will include undergraduate and graduate courses. Members expressed concern that process might be too complicated for faculty and they may not use it. It was noted that faculty aren't required to respond to all of the boxes. During the pilot if it is discovered that some of the boxes are not needed, they can be deleted. There is a timeout function on the program and it is so noted on the top of the screen but anytime a user submits it will start the timeout function over. Instructors with large classes will be able to review 25 students at a time and the timeout function will start over. This process will open the week before classes begin and close the 12th week of classes. The program will remain open for short courses. The process will be assessed and a cheat sheet will be created. Instructors will be sent the announcement and a press release will go out. The excessive absences process will be the same for now during the pilot but might eventually be eliminated if this program is successful in regards to the excessive absence reporting. The six week grade reporting will remain a separate process.

5. **Minors: Single College Administrative Home vs. Multiple College Sponsorship - Celeste Campbell**

A single college should be designated as the administrative home for a minor instead of multiple Colleges sharing this role (unless there are different requirements for students in different Colleges, such as Economics AS and Economics BU). Undergraduate degrees all have a single college home. A single college home for minors reduces confusion for students, advisors, and other staff members during minor declaration and completion times.

Single College Administrative Home for Minors

The college that is designated as the administrative home for an undergraduate minor serves the following functions:

1. Approves that a student is qualified to declare the minor (signs off on the Undergraduate Program Declaration Form).
2. Certifies completion of the minor and sends appropriate documentation of completion to the Registrar's Office.

The minor's administrative home does not appear anywhere on the academic record—not on the transcript and not anywhere within SIS.

The single college administrative home will be displayed in the following locations:

1. [Undergraduate Program Declaration Form and instructions](#) (first-time declaration of minors must be approved by the administrative college)
2. Tables that generate reports in SIS (e.g., MINORGR) (to assist with certifying completion of the minor at the college level)

3. Degree program codes and options charts that appear on [SharePoint](#), in the [Catalog](#), and anywhere else that codes are listed.

Multiple College Sponsorship for Minors

Although a single college administrative home is associated with a minor, two or more colleges may share ownership/sponsorship for the minor. The minor may be publicized under multiple colleges in the following locations:

1. Degree Requirements website under [Minors and Certificates](#) (list under multiple colleges; indicate multiple colleges in alphabetical list)
2. [Minor and Certificate Requirements](#) section of Undergraduate Programs and Requirements book. Add a parenthetical statement to the descriptions of minors with multiple college sponsors specifying the college that is the administrative home.
3. College sections of the catalog: Colleges may choose to include information about minors that they sponsor in their sections of the catalog.

Members approved.

6. Updates – Pamela Fry

Dr. Fry noted that a future agenda item needs to be the textbook policy. There have been issues with faculty selecting a textbook for a class then a different faculty member is assigned to teach the class selecting a different textbook and the student is unable to return the first textbook. Federal regulations have been established and OSU needs to update the textbook policy to comply with the regulations.

The Learning And Student Success Opportunity (LASSO) Center is running well and the current Director's search has been suspended. The Provost is rethinking the LASSO Director position and exploring options.

Adjourn: 10:30 a.m.