

INSTRUCTION COUNCIL

September 30, 2011

MINUTES

Present: Raj Basu, Bruce Crauder, Steve Edwards, Shiretta Ownbey, Jeremy Penn, David Porter, Chris Ross, David Thompson, Jean Van Delinder, Mark Weiser, Floyd Cobb, Chris Nichols, and Pamela Fry.

1. **New Faculty/Departments/Advisors Section of Registrar Website – Celeste Campbell**

Dr. Campbell gave a brief demonstration of the changes to the Registrar's website. Dr. Campbell noted that their office collapsed the website and added some new information to benefit students, faculty, and departmental advisors. On the student site a section has been added that gives information about grades and GPAs. A new section "Faculty and Departmental Advisors" provides sections on:

Advisors FAQ

Academic alert

Class rolls

Course management and classroom scheduling which includes demos with audio.

Grade reporting

Dr. Campbell asked members to provide suggestions for updates.

2. **Occupancy Limits for Departmental Classrooms – Celeste Campbell**

The purpose of this review is to attend to the safety of our students and instructors by ensuring that OSU classes are scheduled in appropriate rooms according to their occupancy limits (often referred to as *fire code capacity*). Although occupancy limits for the 154 general university classrooms have been established and recorded in SIS, occupancy limits for the 360 departmentally controlled rooms that are used for instructional purposes are less certain. Approximately 80 departmentally controlled rooms have been identified as concerns, because classes with regular meeting patterns (non-TBA courses) are scheduled in these rooms and the maximum enrollment exceeds the occupancy limit that is recorded in SIS.

Floyd Cobb, OSU's Fire Marshall, attended the meeting to discuss a plan to "cleanup" information in SIS regards to the classrooms so that the classrooms can be used appropriately and safely. There is a concern that these rooms are filling in excess of fire code specifications and the plan is to work with the Fire Marshall and the departments to make sure we're following compliance. The Registrar's Office in conjunction with the Fire Marshall will be looking at max enrollment vs. occupancy load noted in SIS. The description of occupancy load and fire code load are based on the area of the rooms and intended use. A mathematical equation is used to calculate this status. The standard for one person in an office is one person per 100 sq. ft., and the calculations are have to include all free standing objects including furniture. If a classroom has 100 fixed seats but only one exit door the maximum capacity can only be 48 students and one instructor. Even if the room has two doors only four foot apart, those two doors are considered one exit. The "cleanup" process will occur in two phases: 1) evaluation and cleanup, and 2) reevaluation.

3. **Textbook Policy – Pamela Fry**

Dr. Fry noted that the group will have a more in depth discussions regarding the textbook policies later. Under Federal law institutions must inform students of the cost of their education at enrollment, including what textbooks are required at what price. Departments/faculty will now have to decide on their textbooks much earlier. Dr. Fry asked if members foresee problems with this and members replied yes, faculty sometimes change the textbook days before classes begin. It was noted that department heads need to look at their present practices and consider an earlier/different approach. Discussions will continue on a future agenda.

4. Undergraduate Research Scholars Designation – Pamela Fry

Dr. Fry noted that recommendation to approve the Undergraduate Research Scholars Designation was tabled by Instruction Council (IC). Conceptually IC members were in favor of the recommendation but had concerns in regards to the process. A group was formed to discuss the process and to make recommendations. The following recommended changes were suggested:

- A student should work on original research or creative work for a minimum of two semesters with their mentor at Oklahoma State University
- A student must provide evidence of presenting such research at a symposium or conference
- A student must provide evidence of publishing an article associated with the research
- Three representatives should be appointed by the nomination committee of Faculty Council to review the applications

Dr. Graalman's office, Scholar, Development and Recognition, will oversee the process and ensure coordination of the committee each semester. The Registrar's Office has drafted an application form. Members asked what will be the function of the faculty committee, and it was noted that this group would confirm that the student has met the requirements for the designation and make recommendations to the Provost. It was noted that the Center for Health Sciences plans to present a similar plan for their students. Members approved.

5. Updates – Pamela Fry

Dr. Fry noted that the Provost is motivated to fill the position for the Assistant Provost for the Learning And Student Success (LASSO) center.

There have been discussions in Directors of Student Academic Services (DSAS) regarding an advising tool called GradesFirst. Hopefully your DSAS representatives have informed you about this opportunity as feedback will be requested from you. Presently the university is looking at the cost and how to implement this program. DSAS is very impressed with the capabilities and functionality of this program. Discussions to continue.

6. Other

Dr. Basu noted that OSU-Tulsa plan to host a summit in Tulsa with Tulsa Community College (TCC) to work on, among other things, five program and consortium agreements: Health & Human Performance, History, Human Development and Family Science, Elementary Education, and Strategic Communications. Plans to discuss Engineering programs are scheduled for Spring.

Adjourn: 12:00 p.m.