

**INSTRUCTION COUNCIL
MINUTES**

November 4, 2011

Present: Celeste Campbell, Steve Damron, Steve Edwards, Brenda Masters, Shiretta Ownbey, Jeremy Penn, Chris Ross, David Thompson, Jean Van Delinder, Mark Weiser, Linda Avant, Ina Agnew, Cheryl Devuyt, Marilyn Middlebrook, and James Knecht.

1. GradesFirst – Marilyn Middlebrook and James Knecht

Dr. Middlebrook noted that Academic Services for Student Athletes has been using the same adviser software for the past 5-6 years and they were informed recently that GradesFirst was buying the company that provided their advising software. GradesFirst advising software is a comprehensive communications system for advisers, students, faculty, and staff. The GradesFirst program has been highly recommended and approved by the Directors of Student Academic Services and Information Technology. The web address, advise.okstate.edu, will be the address to access the central advising system. James Knecht noted that the program integrates with Outlook, CowboyMail, and OrangeMail and has the capability to provide:

- Automated appointment reminders
- Advisers the ability to contact specific groups of students using customized email messages
- An early alert and instructor – adviser communication tool
- Access to student data/files with the option to share secure student files with ease
- A managing tool for tutoring centers

OSU controls what data is loaded into the system and which users have access to what data. Every feature in the system can be turned on or off depending on OSU's preference. Members asked if the program could pull from SIS, and James noted that it works with the SIS system. It was noted that individuals do not have to log into SIS 3270 to access the program. Members asked if holds could be released through this system, and it was noted, not at this time. Members asked if a separate tutoring website could be created, and it was noted that there are currently efforts underway to create the site. The hope is to pilot GradesFirst in Spring of 2012 with one or two areas and plans are to involve additional units beginning February 2012. It was noted that this program is a wonderful retention tool. Members asked if Career Services would have access to the program and it was noted that the university can involve any unit it chooses. James commented that GradesFirst is open to suggestions to different adaptation functions. Members noted that this program will force colleges to keep current adviser lists. Members asked if adviser pools could be created. Funding has been secured at the university level and if anyone has any questions, please let Dr. Middlebrook know.

2. Discussions about OSUIT from Special Guests – Linda Avant and Ina Agnew

Dr. Avant thanked members for giving her the opportunity to come here to discuss developing a partnership with Stillwater and will provide a plan on how they can accomplish this. Ina Agnew presented a PowerPoint presentation and explained their student profile. 50% of their student body is first generation, and 70% require some level of remediation. OSUIT's success in students earning their degree can be attributed to their hands-on, applied pedagogy. As a technical institution with degrees leading directly into the workforce, OSUIT is highly attuned to the needs of employers, and the curriculum must be evaluated and modified to meet the changing demands of employers. Students in most programs are involved in internships, and several in the Aggreko program completed their internship at the Winter Olympics in Canada. OSUIT was recognized by OSRHE for a 9% gain in retention gain over a four year period placing them in the top tier of colleges addressing remedial coursework leading to graduation. OSUIT hopes to develop a transfer pathway between institutions by developing articulations with OSUIT and OSU-Stillwater. Ina went on to state that we are all interested in helping students achieve their educational and career aspirations, and one way to accomplish this is by working with students on probation or who have been suspended (academic or financial aid). She feels that OSUIT can help in this effort, given their performance record with students needing remediation. Dr. Avant noted that in the past there have been problems with students transferring from OSUIT to Stillwater and OSUIT has been working on these issues. It was noted that some of the OSUIT programs are not a close match with OSU Stillwater's.

3. Curricular Requests

College of Engineering, Architecture and Technology

MECHANICAL AND AEROSPACE ENGINEERING, BS (144) Program Modification: Option Addition

Option Addition: Biomedical Engineering

The College of Engineering, Architecture and Technology at Oklahoma State University requests this option addition to provide a recognized emphasis in Mechanical Engineering for undergraduate level work in the area of Biomedical Engineering. Currently only one university in Oklahoma offers an undergraduate program in Biomedical Engineering.

Members approved.

FIRE PROTECTION SYSTEMS New Minor

The proposed minor in Fire Protection Systems is designed to complement existing OSU programs in the science, technology, engineering, and math disciplines. Students completing this minor would be able to seek employment through the Fire Protection and Safety Technology (FPST) department's extensive employer network.

Members approved.

HOMELAND SECURITY SCIENCE AND TECHNOLOGY New Minor

The proposed minor in Homeland Security Science and Technology is designed to complement existing OSU programs in the science, technology, engineering and math disciplines. Completion of this minor will prepare students for graduate study in homeland security, industrial safety, industrial hygiene, terrorism studies, biosecurity, and forensic sciences.

Members approved.

NUCLEAR ENGINEERING New Minor

The proposed minor in nuclear engineering is designed to complement engineering major degrees and prepare the student for positions in the nuclear power industry or in applications requiring nuclear radiation for sterilization, pasteurization or scientific/medical measurement.

Members approved.

PETROLEUM ENGINEERING New Minor

The proposed minor in petroleum engineering is designed to complement engineering major degrees and to prepare the students for positions in the up-stream side of the oil and gas industry. Students having an academic preparation through courses in this program will complement students' abilities in these positions.

Members approved.

SAFETY AND EXPOSURE SCIENCES
New Minor

The proposed minor in Safety and Exposure Sciences is designed to complement existing OSU programs in the science, technology, engineering, and math disciplines. Having academic preparation in the course for this minor will increase employment opportunities in the fields of safety, emergency response, and industrial hygiene.

Members approved.

Spears School of Business

INTERNATIONAL PROFICIENCY, UNDERGRADUATE CERTIFICATE
New Program Request

The Spears School of Business at Oklahoma State University proposes this certificate to document a specific proficiency that complements a student's degree and major requirements. Based on feedback from recruiters and the Accounting Advisory Board, we expect students with this certificate to be more heavily sought after than their counterparts with the same BS degree and major.

Next meeting.

MANAGEMENT, BS (449)
Program Modification: Option Addition

Option Addition: Business Sustainability

The Management Department at Oklahoma State University request this option addition as there is a growing need for individuals with training in sustainable enterprise and the job opportunities for well-tained undergraduates will continue to grow.

Next meeting.

4. Math Placement – Jeremy Penn

Next meeting. Discussion will occur in the assessment presentation today.

5. Consumable Materials Fee – Shiretta Ownbey

Dr. Ownbey noted that years ago the university tried to simplify the fee process by compacting the consumable materials fees and it has stayed that way since its inception. Colleges would like the opportunity to find a way to break the fees back out or increase the present amount. College expenses are increasing and the set fee is not. Members asked if the university would consider allowing colleges to set their own fee structure and do away with the course by course fee structure. Members said that administration needs to show evidence of the distribution of the fees and explain the process. Departments and schools are dipping into their maintenance accounts to cover the increased costs and are in need of an explanation of the fee process, distribution process, and plans for the future from Administration and Finance. Instruction Council plans to present a recommendation to institute college specific fees or have an increase to the current consumable materials \$1.50 fee.

Extension of the December Instruction Council Meeting Time
8:30 – 10:30

Adjourn: 11:00 a.m.