

**INSTRUCTION COUNCIL  
MINUTES  
January 13, 2012  
204 WH**

Present: Bruce Benjamin, Celeste Campbell, Bruce Crauder, Cheryl Devuyt, Steve Edwards, Bavette Miller, Chris Ormsbee, Shiretta Ownbey, Jeremy Penn, David Porter, Chris Ross, David Thompson, Jean Van Delinder, Mark Weiser, Tina Meier, Christie Hawkins, and Pamela Fry.

**1. Set Date for D2L Upgrade – Tina Meier**

Tina noted that the date for the D2L upgrade will be May 24<sup>th</sup> and there will be a test environment available eight weeks prior to the upgrade. Tina noted that her office asked D2L for a backup date for the upgrade of early April or early June. Members agreed that early June would be preferred. OSU's D2L system is five versions behind. During the upgrade "Real Audio" will still be available. Members noted that communications about the upgrade will need to occur by a message to instructors. Tina also asked member to start thinking about a date in this Fall for another upgrade. Information Technology (IT) is considering making two upgrades a year if there are no objections to capture all the new features offered by the program. Members suggested the Wednesday before Thanksgiving or the Friday after Thanksgiving. Spring 2013 dates will be determined later. Tina said that Faculty Council recommended storing electronic course content for three years and grades for five years so IT is working on storage. There are plans to discuss this with Darlene Hightower.

**2. Curricular Requests**

**College of Agricultural Sciences and Natural Resources**

**LANDSCAPE CONTRACTING, BS in Agricultural Sciences & Natural Resources (453)  
Program Modification: Change of Program Name**

Change of Program Name to: Landscape Management

The College of Agricultural Sciences and Natural Resources at Oklahoma State University requests the name change for Landscape Contracting, a nationally-accredited program, to Landscape Management. The Professional Advisory Committee for the Landscape Contracting major (a component of the accreditation program) recommended changing the name to Landscape Management as the industry representatives on the Advisory committee determined that Landscape Management was a more positive term for student recruitment and a better reflection of the career. Departmental faculty members associated with the Landscape Contracting program, including the Program Director, support the change.

Members Approved.

**AGRIBUSINESS, BS in Agricultural Sciences and Natural Resources (263)  
Program Modification: Option Addition**

Option Addition: International

The College of Agricultural Sciences and Natural Resources at Oklahoma State University requests the option addition as the Department of Agricultural Economics is moving the International Agricultural Marketing option from the Agricultural Economics major to the Agribusiness major and is renaming it the International option. Students in potential 2+2 programs have requested an International option under the Agribusiness major. Further, the Department prefers only one international option.

Members Approved.

**AGRICULTURAL SCIENCES AND NATURAL RESOURCES, BS (004)**  
**Program Modification: Option Deletion**

Option Deletion: International Agricultural Marketing

The College of Agricultural Sciences and Natural Resources at Oklahoma State University requests the option deletion as Agricultural Economics is moving the International Agricultural Marketing option from Agricultural Economics to Agribusiness and renaming the option to International. Students in potential 2+2 programs have requested an International option under the Agribusiness major. Further, the Department prefers only one international option.

Members Approved.

**College of Engineering, Architecture and Technology**

**ELECTRICAL ENGINEERING TECHNOLOGY, BS in Engineering Technology (077)**  
**Program Modification: Option Deletion**

Option Deletion: Telecommunications

The College of Engineering, Architecture and Technology at Oklahoma State University requests the Telecommunications option deletion as there is no student enrollment in the option or faculty to teach the program.

Members Approved.

**Spears School of Business**

**INTERNATIONAL COMPETENCY, 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. (1/12/12 - Revised Version)

12/16/11 – Instruction Council Approved.

1/12/12 – Dean's Council Tabled.

Members Approved.

**3. Faculty Teaching Load Reporting – Celeste Campbell and Christie Hawkins**

The purpose of this initiative is to record in SIS accurate instructor information for OSU courses. A simplistic definition of the "instructor of record" is the individual who is responsible for teaching the course and determining student grades. A variety of more complex scenarios has made it difficult or impossible to retrieve meaningful instructor information from SIS. This initiative creates new options for recording course instructor information in SIS and provides a plan to help departments submit instructor information accurately using these new options.

Accurate instructor information is essential for published course listings, grade and attendance submissions, accreditation reports, annual appraisal and development reports, reports to the State Regents, legislative requests, and many other reporting functions.

Responsibility for establishing course offerings and assigning instructors rests with the academic departments and colleges. The Office of the Registrar is responsible for collecting class schedule information from the

departments, maintaining course information in SIS, ensuring that classes are assigned to appropriate classrooms, and publicizing the class schedule. Institutional Research and Information Management is responsible for extracting course information for official reporting purposes, including instructor of record, number of students enrolled, and student credit hours generated.

Beginning with the class schedule for Fall 2012, departments will assign instructors for each OSU course using new categories that accurately reflect the individual(s) teaching the course and additional individuals who may assume certain instructor-related roles.

The ability to assign grades for a course (Y/N) will be separated from the instructional assignment (percent load) for an instructor. Individuals who teach a course should be listed with an appropriate percent load for their teaching responsibilities. For example:

1. A course with a single instructor would result in 100% load for that instructor.
2. A course with two instructors who equally team-teach would result in 50% load for each instructor.
3. An individual who is supervising a course and needs grade reporting ability or D2L access to the course could still be listed, but with a 0% load, if that individual does not directly deliver instruction.

The percent load and grading authority will be visible on SIS screen 132 after course data entry in the Registrar's Office, and the individual with the highest percent load will be listed first to ensure appropriate names are included on students' detailed class schedules and other course displays within SIS.<sup>1</sup>

<sup>1</sup> Up to 9 instructors and individuals with grading authority may be listed for a course.

One instructor is displayed on the course section screen of SIS (105) (the first one appearing on the section faculty assignments screen of SIS (132)).

One instructor is displayed on the detailed schedule that the student sees on SIS (the first one appearing on the section faculty assignments screen of SIS (132)).

Up to two instructors are displayed in SIS web course searches (the first two appearing on the section faculty assignments screen of SIS (132)).

All individuals listed with instructional load or grading authority will be given a "faculty role" for the course in D2L.

SIS screen 1F4 may be used by departments to document faculty activities that are related to teaching but that do not include direct teaching or grade assignment for courses. Activity categories on this screen include "Instruction – Dept. Administration" and "Committee – Thesis/Doctoral."

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It was noted that we need to figure out how to ask for proper recording of the teaching load. It was noted that the Academic Alert process is tied to faculty reporting in SIS. Dr. Campbell noted that her office will be prompting individuals each semester for a while in hopes to expand effective reporting. It was asked how this affects the consortium offerings outside of the university. Dr. Penn asked if it was necessary to send the evaluations to instructors with "0" teaching loads and members suggested only if they are requested. Should adjustments be made to the Student Survey of Instruction? In general members felt this was a positive move forward.

#### 4. **Review of Enforcement of Degree Requirements & Related Policies – Celeste Campbell**

The purpose of this review is to ensure that OSU undergraduate degree requirements are certified accurately, efficiently, and consistently across the university according to State Regents and OSU policies. Degree certification processes that are sound, documented, and understood are essential to support the integrity of OSU degrees.

Certifying degree requirements includes verifying that all requirements have been met, posting the degree to the transcript, and placing supporting documents in the students' imaged files. The responsibility for certifying undergraduate degrees is shared by degree certification offices in the six undergraduate colleges and the Office of the Registrar. The Office of the Registrar provides the timeline and coordination for degree certification, supports the OnCourse degree audit and diploma application systems, and, together with IRIM, provides e-print reports to monitor the degree certification process.

Undergraduate degree requirements that have been approved by the State Regents are specified on the degree sheets that are published annually in *Oklahoma State University Undergraduate Programs and Requirements*. This publication serves as the primary degree guide for students, advisors, and degree certification personnel. However, not all degree requirement policies are reflected on all degree sheets, and the degree certification process must include additional checks. For example: (1) The OSRHE requirement (3.14.5.C) that students must earn at least 30 credit hours at OSU, exclusive of correspondence work, is not found on degree sheets; (2) The OSU requirement that at least one course in each of four general education areas (A, H, N, S) must come from the approved general education *lower-division* course list (Academic Regulation 3.4) is reflected in degree sheets from some Colleges (CASNR, COE, and COHS) but not others (CAS, SSB, and CEAT).

##### Proposed Action Plan

1. Instruction Council establishes a working group with representatives from the six undergraduate colleges, the Office of the Registrar, and others as appropriate.
2. Registrar compiles a comprehensive list of university-wide degree requirements citing OSRHE and OSU policy.
3. Colleges compile a comprehensive list of additional college-specific undergraduate degree requirements citing source policies.
4. Document how each requirement is verified during degree certification and which office is responsible for the verification.
5. Identify requirements that are potentially outdated, overly cumbersome, or not feasible to verify, and recommend appropriate modifications (particularly if sources are OSU or College policies).
6. Make necessary changes to enforce all policies, such as modifying degree certification processes to close gaps (and improve efficiency) and modifying degree sheets to clarify requirements.

Dr. Campbell noted that her office would like to move toward consistency throughout the university and would like to make the degree sheet changes needed for next year. Dr. Campbell needs to know who from the colleges will be working with her office on this endeavor, and members suggested that Dr. Campbell meet with the Graduation Certification staff first, and then schedule another meeting to include the Associate Deans.

#### 5. **Letters of Intent for 100% Online Degree Offerings – Pamela Fry**

Dr. Ownbey noted that Human Sciences has been participating in the Great Plains IDEA program since 1999. Now changes have been made at the Oklahoma State Regents for Higher Education (OSRHE) level requiring new forms for new and existing online offerings. Should existing degrees and letters of intent notifying of the intent to go online be reviewed by Graduate and Instruction Councils? Members noted that it was good to know, not necessarily approve.

6. **The Council for Adult & Experiential Learning (CAEL) – Pamela Fry**

<http://www.cael.org/home>

Dr. Basu and Dr. Barnett sent this link to Dr. Fry. It is an initiative to consider giving college credit for work experience. Dr. Fry asked Dr. Masters to investigate how this would blend with the Higher Learning Commission specifications, and it was noted that this might be problematic. Please take a look at the information provided as this topic will be placed on a future agenda. It was noted that departments can create their own test for credit, it is called "Credit by Exam", Academic Regulations 4.6. Discussions will continue in a future meeting.

7. **Other**

Be sure to provide Mary Bryans any feedback about the summer school budget process.

Dr. Fry noted that with increased student enrollment, departments need to look at how they are going to manage the enrollment. Faculty Council is interested in the numbers. Think about a plan on how to manage enrollment.

The letter regarding Academic Alert is going out. This is Round II of the program. Dr. Campbell will discuss the survey results in a future meeting.

Carol Johnson will be the new Associate Dean for Spears School of Business.

It was noted that certificates are considered stand-alone degrees but financial aid can't be applied.

**Adjourn:** 10:38 a.m.

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