

## INSTRUCTION COUNCIL

### MINUTES

March 9, 2012

204 WH

Present: Brue Benjamin, Celeste Campbell, Bruce Crauder, Steve Damron, Cheryl Devuyt, Steve Edwards, Bavette Miller, Shiretta Ownbey, Jeremy Penn, David Thompson, Jean Van Delinder, Mark Weiser, Bob Spurrier, and Pam Fry.

#### 1. Honors Policies and Procedures Recommended Amendment – Bob Spurrier

One purpose of raising the GPA from 3.00 to 3.20 for freshman honors participants is increased enrollment beyond capacity in the program. There is a request for new money for new sections. The Honors College might have to limit the sections in the future. It was noted that the Honors' College might have to consider partnering with the colleges to share the funding for faculty for the honors' sections. Dr. Spurrier asked members to consider when hiring faculty if they could assist in teaching honors' classes. Members expressed concerns about the lack of funding to support the honors' program. Arts and Sciences is exhausting all their resources trying to meet the general education demands including the Mathematic lectures and lack the funding for honors' courses. Dean Sherwood plans to address with the Provost. Dr. Spurrier noted that some colleges are using emeriti faculty or visiting professors to teach those courses. The proposal was unanimously approved by the student groups.

Dr. Fry reemphasized the need to look at enrollment management. Members noted that this can be problematic when Enrollment Management moderately projects numbers, and the enrollment exceeds those numbers. Dr. Spurrier asked if it would be helpful to receive the list of those honors students and members agreed that it would be helpful. Members noted that colleges are struggling with the increased enrollments to find resources to add more sections of the regular courses let alone honors sections. Dr. Fry again encourages members to have conversations with their Deans about what they are able and not able to do.

#### 2. Curricular Requests

##### College of Arts and Sciences

##### MUSIC, BM (153)

##### Program Modification: Program Requirement Change

Program requirement change: Course requirement change and increase in total credit hours from 120 – 122 for the **Elective Studies and Business (157)** option.

Program requirement change: Course requirement change and increase in total credit hours from 128 - 130 for the **Performance (Instrumental) (156)** option.

Program requirement change: Course requirement change and increase in total credit hours from 133 – 134 for the **Performance (Vocal) (156)** option.

Members Approved.

**MUSIC, BA (256)**  
**Program Modification: Program Requirement Change**

Program Requirement Change: Course requirement change and increase in total credit hours from 122 – 124.  
3/9/12 - Members tabled the request as there were concerns that the course being added (MUSI 3582) didn't exist.

Tabled – members questioned whether MUSI 3582 existed.

4/3/12 – an email was sent to IC members confirming that MUSI 3582 is a new course to become effective Fall 2012.

4/4/12 - the majority of members voted via email to approve of the program modification.

**MUSIC EDUCATION, BM (241)**  
**Program Modification: Program Requirement Change**

Program Requirement Change: Course requirement change and increase in total credit hours from 128 – 130.

The Music Department in the College of Arts and Sciences at Oklahoma State University requests all the above program requirement changes as a result of the National Association of Schools of Music accreditation visit. The addition of the major courses and credit hours are necessary in order to provide the required competencies.

Members Approved.

3. **Proposed Deletion of Lower-Division Restriction Clause of Academic Regulation 3.4 – Celeste Campbell**  
Dr. Campbell noted that there is a recommendation to delete the “lower-division restriction” portion of Academic Regulation 3.4. This restriction, which was added by OSU and is not part of State Regents’ (OSRHE) policy, specifies that, for OSU undergraduate degrees, 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. Some colleges adhere to the restriction and some do not.

Members Approved.

4. **Changes in Procedures for Incomplete Grade Extension Beyond One Year – Celeste Campbell**  
The maximum time allowed for a student to complete the course is one calendar year after the end of the semester for which the incomplete grade was awarded. The dean of the student’s college (for graduate students, this is the Graduate Dean) may recommend to the Office of the Registrar an adjustment of this period in exceptional circumstances, which must be clearly documented with supporting evidence when deemed appropriate. Instructors have the prerogative to require a shorter period of time to complete the remaining requirements.  
Formerly, no incomplete grades remained on the transcript after the programmatic change to the default grade at the end of one year. Exceptions to the one-year time limit were handled by a grade change form when the student completed the coursework, but the default grade remained on the transcript until that time. Recently the default program was changed to detect not only incomplete grades from one year prior but also incomplete grades from two years prior to the current term. For example, shortly after the Spring 2013 term, incomplete grades from Spring 2012 will change to their default grades. In addition, the default program will check the Spring 2011 term to detect any remaining incomplete grades and change them to the default.  
Dr. Campbell noted that there is no need to change policy and that she just wanted members to be aware of the change in procedures.

5. **Updates – Pamela Fry**

Dr. Fry noted that the new Dean of Education will be Dr. Sissi Carroll and her start date is July 1, 2012. The Engineering Dean candidates will be brought back to campus and there are eight Arts and Sciences dean candidates. Agriculture is working on filling an Interim Associate Dean position. The Institute for Teaching and Learning Excellence, Assistant Provost and Director Position has been posted. Dr. Houston Davis, Vice Chancellor of Academic Affairs at the Oklahoma State Regents for Higher Education is leaving.

The Memoranda of Understanding for the OSU NOC Gateway Program will be review for possible revisions.

There are efforts being made to strengthen relationships among OSU-Stillwater and OSU-Oklahoma City and OSUIT-Okmulgee. Both the OSU-OKC and OSUIT campuses were not familiar with Oklahoma State University's Bachelor of University Studies degree and attempts are being made to educate the campuses about the degree and to figure out how transfer credit hours from those campuses could apply to the university degree. Discussions are taking place to better inform the campuses of what will transfer and what will not as in the past there has been a misunderstanding as to why AAS degrees can't seamlessly transfer to OSU. Please email and let Dr. Fry know of any activities or initiatives occurring with the Oklahoma City or Okmulgee campuses.

Task Forces:

The Retention Task Force is giving recommendations to the Provost and the spinoff of this task force is the Advising Task Force.

The General Education Task Force is looking at a draft of a revised set of goals and multiple ways to accomplish the general education requirements throughout the curriculum by infusion general education within the disciplines. It is a multiyear process.

Assessment of Teaching Task Force - Dr. Lorenz is investigating what has been done in past years and looking at best practices at other institutions. Challenges are how to assess best practices for teaching. Member asked about the status of the online assessment tool that Dr. Henneberry talked about a few months ago. Human Sciences will have to create a separate tool for their faculty for Reappointment, Promotion, and Tenure purposes. Members commented that the assessment tools must not enter into faculty development.

Transfer Task Force.

Missy Wikle is the chair for this task force and it was noted that a better website is being created for transfer students.

Dr. Ownbey noted that there had been a webinar sponsored by Student Affairs on First-Generation Students. Missy Wikle's office sent out an email to the webinar attendees inviting them to attend a meeting to brainstorm about things OSU might do to better serve first-generation students.

Dr. Campbell noted that there were concerns regarding the capacity of 80 of the departmentally controlled rooms which have now been resolved.

Dr. Devuyt received information that there are 400 more student undergraduate applications compared to last year at this time.

**Adjourn:** 10:40 a.m.