

## INSTRUCTION COUNCIL

### MINUTES

June 8, 2012

204 Whitehurst

**Present:** Bruce Crauder, Steve Damron, Steve Edwards, Bavette Miller, Shiretta Ownbey, Rita Peaster, Jeremy Penn, Chris Ross, David Thompson, Jean Van Delinder, Carol Johnson, Lee Bird, and Pamela Fry.

#### 1. **Welcome Week – Lee Bird**

Three years ago the ALPHA program for new freshman changed its name to “Welcome Week”. Welcome Week was based on the six pillars of success. Your colleges have been essential to the success of the program. Sunday and Monday, August 12<sup>th</sup> and 13<sup>th</sup>, will be the Residence Hall move-in. August 14<sup>th</sup>-August 19<sup>th</sup> will offer new freshmen a variety of programs. The programs will cover what college life is and should be. Please let Dr. Bird know if there are programs not already in place that colleges would like to offer. The program will be focusing on college spotlights. The President wants 200 faculty behind him during the convocation, so please encourage faculty attendance. Members asked if any of the programs focus on financial wellness and Dr. Bird replied that some programs addressing financial wellness were offered in the past but the programs were not well attended. Dr. Bird added that her staff is working on developing some online programs addressing financial wellness and offers financial counseling. Members asked how can we stress the importance of a timely graduation and Dr. Bird noted that this is addressed all of the time and the President emphasizes this as well. Dr. Bird noted that some institutions give the students a tassel with the anticipated year of graduation on the tassel. An IC member noted that their son attends OSU and does not know what his plan of study is. Dr. Fry suggested that we share this topic with Dr. Amy Martindale who chairs the Advising Task Force. Members asked, what are the biggest concerns for students; financial costs or time to earn a degree?

#### 2. **STAR Demo – James Knecht**

The Star program is designed for our advising units. The program assists advisors in scheduling appointments with students online. The program helps advisors on the SIS side as it requires keeping the student’s academic status updated and current. The program feeds into Outlook as an overlay and appears in different colors. Members asked how the program works with the Learning and Student Success Opportunity (LASSO) Center. When LASSO sends a student to a college, LASSO will provide a list of those students to the college. If a student has more than one advisor this system will reflect that. The College of Agriculture has double majors and asked, does the system have the capability to reflect more than one major, and James replied that it would. The system can be tweaked to include any information needed. If an advisor hasn’t been assigned to a student, a temporary advisor can be assigned. The system will allow faculty and advisors to communicate early alerts and pull in mid-term grades as well as look at the student’s class schedule. Reports can be created, such as progress reports, absences, etc. Rita asked if faculty will want to use another system since they are used to SIS reporting for student progress and grades, and it will keep track of all conversations. It was noted that our current system will not change immediately and when making any changes, it will have to be done carefully. James noted that they have developed in the Star System advising reports and notes for the College of Arts and Sciences and have built degree sheets forms that can be saved in the system. This can be done for the other colleges as well. Creating these forms takes a lot of work but does get academic areas closer to a move toward degree plans. The plan is to roll out the program after the meeting next week and then proceed college by college. It was noted that this doesn’t include “on-course”. Members asked if access could be given to the graduation certification staff and it was noted that this could be done. Members asked if the university should keep On Course. James noted that they can build in specific functions per college preference. Members asked if the students are advised that they may not be able to visit with an advisor immediately and that the student should contact the college to make an advising appointment.

**3. Changes for Satisfying Science Deficiency – Jeremy Penn**

It was noted that remediation at the Oklahoma State Regents for Higher Education (OSRHE) is complicated. In order to remain in compliance, it was necessary to take another look at our science remediation. An option four has been added for science deficiencies. The COMPASS allows institutions to build an area manually. A science reading test was created making a streamline for students and keeping it similar to past testing. A chart with updated guidance on clearing science remediation requirements will be sent to members.

Members Approved.

**4. NSSE Interpretation of “Peer” Institutions – Jeremy Penn**

Dr. Penn noted that this was discussed in the last meeting and members asked for a listing of institutions similar to OSU that were participating in NSSE to use as a comparison groups. The list contains three different comparison groups. Some members preferred identifying group three specifically instead of using a default group identified by NSSE. It was noted that community colleges do not participated in NSSE. The final comparison groups, based on recommendations from Instruction Council, were sent to NSSE in June. Additional comparison reports can be ordered for a fee if there is interest in additional comparisons. The reports should be available later this summer.

**5. New OSU Policy: In-State/Out-of-State Status for Tuition Purposes (Residency) – Rita Peaster**

The purpose of the new policy was to clarify and formalize the University's procedures for enforcing the related OSRHE policy as this is a high stake issue with significant financial implications.

Members Approved.

**6. Proposed Modifications to Academic Regulation 7.2: Residence Credit Requirements – Rita Peaster**

Rita noted that the changes to Academic Regulation 7.2 to remove the portion of the policy that requires approval from the academic dean will bring the policy in line with State Regent's policy. It was recommended by the Undergraduate Degree Policies and Processes Working Group, which includes representatives from the six undergraduate colleges and the Office of the Registrar.

Members Approved.

**7. Proposed Modifications to Academic Regulation 4.2: Courses Offered Through Outreach and Correspondence – Rita Peaster**

The summary of proposed changes to modify Academic Regulations 4.2 to delete the restriction that a maximum of eight semester credit hours earned through extension from another accredited institution may be applied toward an OSU degree. The correspondence Education office name is also updated. Transfer courses taken through extension cannot consistently be identified on transcripts received from other institutions, and there is nothing to distinguish extension courses from other coursework on the OSU transcript. Consequently, it is not possible to enforce a maximum of eight degree-applicable semester credit hours earned through extension. In addition, this restriction does not seem to be keeping with OSRHE policy 3.16.3. These recommendations were made by the Undergraduate Degree Policies and Processes Working Group.

Members did not have any concerns regarding the proposed changes but did have some concerns regarding the first paragraph in Academic Regulation 4.2 and felt that revisions should be made and also asked that the wording “extension” should be changed throughout the document to read “outreach”. Discussions will continue in the next meeting.

8. **Web Site Hosting Course Information – David Thompson**  
This item has been sent to Legal Counsel and will be discussed in a future meeting.
9. **Curricular Request**

Graduate College

**ENVIRONMENTAL SCIENCE, MS (091)**  
**Program Modification: Option Addition**

**Option Addition: Environmental Management Professional Science Masters**

The Graduate College at Oklahoma State University requests the option addition as it is designed to allow students to pursue advanced training in environmental management, while simultaneously developing professional workplace skills highly valued by employers. Students with a Professional Science Masters (PSM) are often viewed by employers as better prepared to enter the workforce. This results in a higher marketability and starting salaries for graduates (PSM). The Professional Science Masters option will require 15 additional credit hours in science courses than the Masters of Science in Environmental Science degree.

Members Approved.

**Adjourn: 10:30 a.m.**