

## INSTRUCTION COUNCIL

### MINUTES

July 13, 2012

**Present:** Raj Basu, Bruce Benjamin, Celeste Campbell (Chair), Steve Damron, Bob Davis, Cheryl Devuyt, Bavette Miller, Chris Ormsbee, Shiretta Ownbey, Chris Ross, David Thompson, Mark Weiser, John Price, Amy Martindale, Christy Crenshaw, and Kari Alldredge.

**1. Undergraduate Admissions Updates – Christy Crenshaw and Kari Alldredge**

The Alternative Admit Program will transfer to the Panorama Program. In 2008 the alternative admit program was created and a University committee was created to review the applications for these students. With the help of Institutional Research and Information Management (IRIM), data was collected from the student profiles up to 2010 and a decision was made to allow Undergraduate Admissions to admit students alternatively without having to go through the committee rather through OSU's Panorama Holistic View. Panorama refers to OSU's holistic admissions option – specifically the development of new essay questions designed to assist in identifying future students by considering different strengths of students including leadership potential. The student's official transcript will be reviewed in the seventh semester to verify their academic standing. Students are eligible for OLAP and Financial Aid once they are moved from Holistic Admission to Alternative Admit. Members asked if the information should be shared with Tulsa and it was noted to forward the information about the Panorama Project to Instruction Council. Kari commented that Undergraduate Admissions has been working with peer institutions while developing this process. This process should be included in the scholarship report. This process should be discussed with the Directors of Student Academic Services (DSAS) as well.

**2. Proposed Changes to Academic Regulation 7.4: Minimum Hours for Graduation – Celeste Campbell**

The reason for the proposed changes to Academic Regulation 7.4 is to clarify that for OSU bachelor's degrees the minimum number of upper-division credit hours required in the major field is 15. This clarification is in keeping with minimum standards provided by the State Regents. The current wording of the policy has created some confusion related to whether (a) At least 15 hours in the major field must be upper division; or (b) At least 50% of the hours in the major field must be upper division. According to interpretation (a), a degree based on 36 hours in the major field must include at least 15 of those hours at the upper division level. According to interpretation (b), a degree based on 36 hours in the major field must include at least 18 of those hours at the upper division level. Most OSU degrees meet both conditions, but a few rely on interpretation (a). An example is the Bachelor of Arts in Art with option Studio Art, which requires 48 hours in the major field of which 19 are upper-division. The 15 hour minimum is in keeping with minimum standards provided by the State Regents. Changes to OSU Academic Regulation 7.4 are as follows:

Minimum Hours for Graduation. Each degree program requires a specific minimum number of semester credit hours for graduation, as indicated in the *Catalog*. No degree program shall require fewer than 120 semester credit hours for graduation. (By OSRHE policy, these 120 hours are exclusive of physical education activity courses.) No student shall be permitted to graduate having completed fewer total hours than the requirement specified for that degree. At least 40 hours of upper-division course work shall be required in every baccalaureate degree program. (By OSRHE policy, these 40 hours are exclusive of physical education activity courses.) A minimum of 30 hours is required in the major field. Of these 30 hours, ~~fifty percent~~ 15 must be upper division. Hours of "S" or "U" earned in remedial courses may not count toward total hours.

These updates were recommended by the Undergraduate Degree Policies and Processes Working Group, which includes representatives from the six undergraduate colleges and the Office of the Registrar.

Bob Davis recommended adding clarification that "physical education activity courses" are leisure activity courses.

Members Approved.

**3. Proposed changes to Academic Regulation 3.6: Substitution of Required Courses – Celeste Campbell**

The reason for the proposed changes to Academic Regulation 3.6 is to: (1) Add a definition of *course substitution*; (2) Clarify the authority to substitute courses in undergraduate degree plans; (3) Reference other regulations that govern substitutions; and (4) Remove the implication that colleges may allow a lower-division course to substitute for an upper-division course.

The term *course substitution* was defined to distinguish between substitutions and waivers. (A *course waiver* is defined in simultaneous proposed changes to Academic Regulation 3.7). The final sentence was moved toward the beginning of the regulation because the current placement implies that colleges may allow a lower-division course to substitute for an upper-division course in a degree plan. None of the six undergraduate colleges allow such substitutions. References to other regulations that govern substitutions were added, and a section was added to clarify the appropriate levels of approval for substitutions related to general education requirements. Changes to OSU Academic Regulation 3.6 are as follows:

Substitution of Required Courses. A course substitution is a specific course that takes the place of a required course on a degree plan because it meets the content and/or spirit of the requirement. Individual colleges have the authority to approve substitutions for required courses on degree plans with two exceptions: (1) Substitutions related to university general education requirements require approval from Academic Affairs (see Academic Regulation 3.4), with the exception of the English composition substitutions described in Academic Regulation 3.5; (2) In meeting degree requirements A lower-division course may not be substituted for an upper-division course to meet degree requirements. Substitution policy is governed by the individual colleges.

These updates to Academic Regulation 3.6 were 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.

**4. Proposed changes to Academic Regulation 3.7: Waiving of Required Courses – Celeste Campbell**

The reason for the proposed changes to Academic Regulation 3.7 is to: (1) Add a definition of *course waiver*; (2) Provide clarification that credit hours are not earned through a waiver; (3) Remove the reference to “waive cards” that are not the only mechanism used to document waivers; and (4) Clarify that Academic Affairs approval is necessary for waivers that involve general education requirements.

The term *course waiver* was defined to distinguish between substitutions and waivers. (A *course substitution* is defined in simultaneous proposed changes to Academic Regulation 3.6.) The phrase indicating that the total number of credit hours required for a degree cannot be reduced was expanded to clarify that other degree-related credit hour requirements are not reduced by a waiver. The final sentence was added to clarify the current practice of requiring the additional level of approval from Academic Affairs for waivers that involve general education requirements. A similar approval process for general education substitutions is described in Academic Regulation 3.4. The reference to “waive cards” is replaced with more general language, because such cards are not the only mechanism used to document waivers.

Changes to OSU Academic Regulation 3.7 are as follows:

Waiving of Required Courses. A course waiver excuses a student from completing a required course on a degree plan because the student has fulfilled the content requirement of the course by completing other courses or academic experiences. A course waiver does not result in awarding credit hours and consequently does not reduce the number of semester credit hours required for the degree or for any other degree-related requirements. A maximum of six semester credit hours may be waived, and waiver approval is granted only in special circumstances. Required courses in English, American history and American government cannot be waived, and the total number of semester credit hours required for the degree cannot be reduced. Waivers Waive cards must be approved signed by the student's adviser, the head of the student's major department, and the dean of the college. Waivers involving university general education requirements must in addition be approved by Academic Affairs.

These updates to Academic Regulation 3.7 were 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.

**5. MATH prerequisites – Celeste Campbell**

There has been a request to have the SIS enforced prerequisites for MATH 2103 expanded to include MATH 1483 or MATH 1513 or MATH 1715 instead of just MATH 1513 as stated in the official course description. The Mathematics Department intends to make this change during the next course action process, and SSB has indicated that it would be beneficial to make the change in the enforced prerequisites as soon as possible (prior to the completion of the course action process). Because this change offers more options for students and is not more restrictive than the published course prerequisites, the Registrar's Office could make this change at any time upon request from the Mathematics Department.

Dr. Campbell noted that enforced prerequisites are determined by the department and must get in the catalog but if a department wants relax a prerequisite, it could be done without a special course action approval and the change could become effective immediately. The course action requesting the change can be submitted during the normal timeframe. Members had some concerns in the timing of the change during Fall enrollment. Dr. Campbell will check to see how this will affect the Fall enrollment.

Dr. Campbell checked on this and the Mathematics Department requested the change effective with the Spring 2013 term.

**6. Graduate Teaching Assistant's Conference on Teaching – Jean Van Delinder**

Dr. Van Delinder noted that on Wednesday, August 15<sup>th</sup> the Graduate College, Provost Office, and Institute for Teaching and Learning Excellence will host Oklahoma State University's Annual Graduate Teaching Assistant Conference on Teaching. The morning sessions will address international issues for international teaching assistants. The afternoon sessions will provide useful information for all graduate teaching assistants. The topics for the sessions were based on feedback from the conference last Spring. Dr. Ormsbee added if colleges have any type of promotion materials or giveaways that they could donate to the event, it would be welcome. Members asked how this conference was being messaged and it was noted, on a voluntary bases. The goal is to make the event required at some point. Members are to encourage attendance. Members asked for a copy of the attendance list by college and department.

**7. Spring 2012 Student Survey of Instruction Summary - Jeremy Penn**

Dr. Penn noted that his office has conducted the fifth Student Survey of Instruction Summary and there are a few new tables because freshman had lower scores and added tables to reflect those lower scores. Should this group take a look at the questions? There have been some comments from students that we should put more questions about the student learning outcomes. Should this group be the body that reviews the questions? Members all agreed that they should review any changes. Members asked about getting the survey online and it was noted that there was a task force addressing that issue. Members reiterated that they should review any changes before the document is finalized. **Dr. Penn will return to IC to visit about the next step once the recommendations from the Task Force have been finalized.**

**8. Web Site Hosting Course Information – David Thompson and John Price**

It was noted that there are websites that reward students for posting class notes, etc. to the websites. Copyrights tend to be one of the most complicated issues. "Course Hero" keeps a repository of notes, test, slides, etc. and students can post their course materials to the website. There are other websites following the same protocol. If students participate, is this considered cheating? It depends, if "unauthorized" course materials are posted, it would be considered cheating. "Unauthorized" is the key word. Copyright is a separate legal question. Does faculty want to go to the trouble to go to the websites and tell them to take down or make the effort to make sure that their class materials are copy written? What questions should we investigate and do you think it is worth looking into our policies. Maybe incorporate a statement in the University Syllabus. John will consult with other university counselors and draft a statement for the syllabus.

9. **Instructional Technology Projects: SMART Boards and Lecture Capture Pilots – Christine Ormsbee**  
Next Agenda.

10. **Report of Academic Alert Student Survey Results – Celeste Campbell**  
Next Agenda.

11. **Other**

Dr. Fry is working with others on developing a “year-long” New Faculty Series and will share that information as soon as it becomes final.

Saturday before classes start, August 18, 2012. Members voted to open on Saturday, August 18<sup>th</sup> from 12:00 – 3:00.

**Adjourn:** 10:53 a.m.