

**INSTRUCTION COUNCIL
MINUTES
August 3, 2012**

Present: Raj Basu, Steve Damron, Bob Davis, Cheryl Devuyst, Carol Johnson, Bavette Miller, Shiretta Ownbey, Rita Peaster, Jeremy Penn, David Thompson, Jean Van Delinder, Amy Martindale, Robin Wilson, and Pamela Fry.

1. Changes to OSU's English CLEP Policy – Jeremy Penn

Dr. Penn noted that there were previous discussions in the Directors of Student Academic Services meeting. University Assessment and Testing is working with the English Department regarding the CLEP process. The English Department is recommending a change to the CLEP policy for English. OSU would require the College Composition CLEP exam (instead of the College Composition Modular) and would award up to 3 credits for English 1113. CLEP credit would no longer be available for English 1213. The recommended change would:

- be implemented through the transition plan (below),
- increase the wait time for receiving scores (up to 4 weeks),
- allow the examination to be completed at a larger number of sites, and
- decrease the total number of CLEP credits available for English from 6 to 3.

Background

Several years ago CLEP created an additional option for the English CLEP exams. Institutions were required to select either the "College Composition" or the "College Composition Modular" exam. At that time OSU selected the College Composition Modular exam which was split into two parts: a multiple-choice section (from CLEP), and a written essay exam (e-write, scored on the computer by ACT). Students could earn credit for English 1113 and English 1213 (3 or 6 credits, depending on the student's score on both parts of the exam). Since it had been several years since this policy had been set, a group of faculty members from the English Department were convened to re-examine the suitability of the selected CLEP exam for granting credit for English 1113 and 1213.

Recommendation

The English Department, after consulting data from CLEP and with the composition directors at Kansas State University and the University of Oklahoma, has decided to recommend moving to the College Composition Exam, specifically the test which is described as in their brochure as follows:

"College Composition contains multiple-choice items and two mandatory, centrally scored essays. The essays are scored twice a month by college English faculty from throughout the country via an online scoring system. Each of the two essays is scored independently by two different readers, and the scores are then combined. This combined score is weighted approximately equally with the score from the multiple-choice section. These scores are then combined to yield the candidate's score. The resulting combined score is reported as a single scaled score between 20 and 80. Separate scores are not reported for the multiple-choice and essay sections. College Composition contains approximately 50 multiple-choice items to be answered in 50 minutes and two essays to be written in 70 minutes, for a total of 120 minutes testing time."

As is the case with our peer institutions, we recommend that students be able to receive 3 credits for English 1113 with the score of 50, but due to the lack of a performative measure of library research skills that students not be able to receive credit for English 1213.

Members said that the initiation of this would have to have a timeline of at least two years for the change. Members would like to see more data regarding the initiative and suggest that the proposal be table. Members

need to have further discussions after looking the data and would like to have a representative from English present to answer questions. Discussion will continue in a future meeting.

2. Degree Program Letters of Intent – Pamela Fry

The Oklahoma State Regents for Higher Education (OSRHE) requests that “Letter of Intent” be sent to them 30 day prior to receiving any new program proposals. Present process has been that the “Letter of Intent” is sent once the A&M Board approves the proposals which results in OSRHE receiving both the “Letter of Intent” and the proposal at the same time. Dr. Fry asked do we want to send the “Letter of Intent” ahead to OSRHE or wait until it is approved by our board. The best process would be to first communicate with institution that might see problem with the proposal and work with those institutions to work out any conflicts or concerns prior to sending OSRHE the program proposals. It was agreed that the “Letter of Intent” should state that the proposal has been approved by the college curricular body. It was mentioned that maybe the entire curricular process should go back to a twice a year submission. Members asked that the Curricular Workshop be presented again. Need to discuss the advantages and disadvantages in continued discussions.

3. UNIV Zero Level Course Descriptions – Rita Peaster

Rita noted that there had been some concern that the zero beginning courses do not accurately/consistently reflect in the course descriptions that they do not count for OSU credit. Members are asked to suggest wording to be included in the course description to emphasize that the zero ending courses cannot count towards a student’s degree. Members suggested using the wording for “Not acceptable for degree credit at OSU”. A final version of the course descriptions will be review in the December 2012 IC meeting.

4. Other

MATH prerequisites

In the last meeting members had some concerns regarding the timing of the prerequisite changes for MATH 2103 and Dr. Campbell checked with the Mathematics Department and was told that the requested changes were to be effective Spring 2013.

Dr. Martindale said that they are MATH prerequisite have been applied for the Fall 2012 semester. Rita will check the request and the status in SIS.

Dr. Fry is still working on the two OSU-NOC Memoranda (MOU) of understanding and noted that the Provost had request additional information. The Transfer Guide goes to the department heads and is included in the MOU. Is this the correct process? Dr. Fry noted that the Transfer Guide can be found on the Academic Affairs website. Dr. Fry noted, what is a “Gateway Program”? What is transferable and what is not? How do courses get place and removed from the Transfer Guide? It was noted that some had the impression that NOC students earning an Associate Degree could only complete that at Tonkawa. Diane will send out the link and once you receive it, think about your process so that you may be able to share with the group.

Dr. Fry noted that Amanda Droste replaced Michele Tillman in Academic Affairs.

Adjourn: