

**INSTRUCTION COUNCIL  
MINUTES  
September 7, 2012  
204 Whitehurst**

**Present: Celeste Campbell, Cynda Clary, Bruce Crauder, Steve Damron, Bob Davis, Bavette Miller, Shiretta Ownbey, Jeremy Penn, Chris Ross, Jean Van Delinder, Mark Weiser, Lynn Brown, and Pamela Fry.**

**1. Curricular Request**

**Agricultural Sciences and Natural Resources**

**BIOBASED PRODUCTS AND BIOENERGY, GRADUATE CERTIFICATE (484)  
Program Modification: Change of Program Name**

Name Change to: Bioenergy and Sustainability Technology, Graduate Certificate

The College of Agricultural Sciences and Natural Resources at Oklahoma State University requests the program name change as the consortium (consisting of four universities of which the program is a part) voted to change the program name in order to emphasize the sustainability portion of the program. In order to effectively administer and market the program, the name needs to be consistent among all participating institutions.

Members Approved.

**Center for Veterinary Health Sciences**

**INTERDISCIPLINARY TOXICOLOGY, CERTIFICATE  
New Program Request**

The Center for Veterinary Health Sciences at Oklahoma State University proposes this new certificate program to provide a current understanding of complex issues surrounding chemical hazards. The overall goal for this program is to educate students from a wide range of backgrounds on the basic concepts of chemical toxicity, enabling graduates to think critically about concerns over chemicals in the environment.

Members Approved.

**OSU-Center for Health Sciences**

**FORENSIC DOCUMENT EXAMINATION, GRADUATE CERTIFICATE (430)  
Program Modification: Program Suspension**

The Center for Health Science at Oklahoma State University requests the program suspension in order to assess the need for resurrection of the program as the program has not met its projected enrollment and graduation numbers.

Members Approved.

**2. Faculty Council Recommendation – Attendance Policy # 2-0217 – Pamela Fry**

4/13/12 - Members approved the recommendation pending a modification to remove the first two sentences in 1.09. Faculty Council is now adding a new policy **1.07, Absence Due to Military Service**.

Members asked that part of the last sentence in section 1.11 be removed, "and granted only in the most extreme circumstances".

3. **Course Material Statement on the University Syllabus – Pamela Fry**

Suggested wording from John Price, 7/20/12 - **“Absent the express and advance approval of the instructor, students may not reproduce, share, or distribute notes or other Course Material made available by an instructor for any commercial purposes or for compensation.”**

Members wanted to table as there were some concerns that the statement may be confusing. Members asked can you restrict students from sharing their notes, etc. Members suggested inviting John Price to a future meeting to continue discussions.

4. **Proposed Modifications to Academic Regulation 4.2: Courses Offered Through Outreach and Correspondence (Round 2) – Celeste Campbell**

Dr. Campbell noted that there were discussions regarding Academic Regulations 4.2 back in June and it was decided to take the document back to the working board. There is now a different version of Academic Regulation 4.2. Proposed modifications include: (1) 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; (2) Update the wording to better clarify what constitutes “outreach credit”; and (3) Update the wording to better clarify what constitutes “correspondence credit.” There is not an Oklahoma State Regents for Higher Education rule on this. The revisions were approved by the Outreach and Correspondence areas to make sure that the language was appropriate. Reports were generated for advisors and graduation certification staff on those correspondence courses. It was asked, can students earn a degree by taking online courses solely?

Members Approved.

5. **Disclosing to Students Fees Associated with Individual Courses – Celeste Campbell**

Background and Rationale

Tuition, mandatory fees, special fees, and college-based fees are published annually in the OSU Catalog. The Office of the Bursar website also provides tuition and fee information and a tuition/fee estimator. A recent VA audit brought to the attention of the Office of the Registrar that fees associated with individual OSU courses are not adequately disclosed to students at the time of enrollment. For Fall 2012, approximately 400 courses carry fees, and only 40 of these (10%) provide fee information on the student SIS.

Recommended Action

Fully disclose to students at the time of enrollment any fees associated with individual courses. Ask departments to add fee disclosure memos to appropriate courses in the Spring, Summer, and Fall 2013 class schedules and to continue this practice going forward. Ask Colleges to review with affected departments. Add the Registrar's Office to the distribution list to be notified when new course fees are approved at the State Regents so they can contact the appropriate departments to ask them to add disclosure memos to the courses.

6. **Exceptions to the Six-Year Time Limit on Undergraduate Degree Plans – Pamela Fry and Celeste Campbell**

University Regulations 3.2, Changes in Degree Requirements. A student generally follows the degree requirements associated with his or her matriculation year. Although the curriculum may be revised before a student graduates, students will be held responsible for the degree requirements in effect at the time of matriculation and any changes that are made, so long as these changes do not result in semester credit hours being added or do not delay graduation. A student has the option of adopting the new degree requirements that have been established since matriculation. The time limit for following a given undergraduate degree program is six years. Time limits for graduate degrees are described under “Academic Regulations” in the “Graduate College” section of the Catalog.

Dr. Campbell noted that relative to the Academic Regulations 3.2, she wanted to make sure that all colleges understood the consequences when exceptions are requested. These exceptions shouldn't be encouraged as it will take the student longer to graduate and this affects the institutions accountability. Members asked, how does this apply to the military students and it was noted that students must be continuous but exceptions can be made. Dr. Fry will keep a record of the requests and decisions.

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

Dr. Penn commented that in the last meeting of the "Evaluation of Faculty Teaching Task Force" it was decided that Instruction Council would be the deciding group for changes to the student survey of instruction. Dr. Penn is asking for volunteers from each college who will look at vendors and participate in the development a pilot of an online student survey of instruction system. This particular team will not make modifications to the actual items, but will focus instead on the method of delivery of the student survey of instruction.

8. **Report of Academic Alert Student Survey – Celeste Campbell**

The Academic Alert Student Survey was finished the end of May. The survey was sent to all students who received Academic Alerts and the survey asked students if they received the alert and what actions were taken and was it helpful to contact the advisor for help. There was a 6.8% response rate and 56% found the Academic Alert process helpful. The email message that goes out to students was revised to add, how we care about you type wording.

**Adjourn: 11:37 a.m.**