

## INSTRUCTION COUNCIL

### MINUTES

October 26, 2012

2:00 – 3:30 p.m.

204 Whitehurst

**Present:** Celeste Campbell, Bruce Crauder, Steve Damron, Bob Davis, Bavette Miller, Shiretta Ownbey, Jeremy Penn, Chris Ross, Mark Weiser, Lynn Brown, John Price, Nick Materer, Ron Brooks, and Pamela Fry.

1. **Course Material Statement on the University Syllabus – Pamela Fry, John Price, and Nick Materer**  
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.”**  
9/7/12 - 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.  
10/26/12 – Dr. Fry noted that John Price provided some suggested wording for the University Syllabus in regards to sharing course materials. Dr. Nick Materer has also been working with a Faculty Council group on this issue. Dr. Materer noted that students are emailed by Information Technology with warnings of the copyright issues with ownership of course materials and publishing copyright. Dr. Materer noted that D2L has the proper security foundation. OSU has many security processes in place but with the continual advances and expansion in technology, it is difficult to cover all bases. Members please let Dr. Materer know if there are requested changes to the suggested wording.
2. **Changes to OSU’s English CLEP Policy – Jeremy Penn and Ron Brooks**
3. The English Department, represented by Dr. Brooks, is proposing to change the English CLEP process from the College Composition Modular to the College Composition CLEP. This would result in moving away from computer scoring and would be more in line with our peer institutions who do not allow students to CLEP out of ENGL 1213. Students would only be able to CLEP out of ENGL 1113 and the new version of the exam would use human scorers. At the recommendation of Instruction Council, Dr. Brooks and Dr. Penn met with Undergraduate Admissions to discuss recruitment and admissions issues related to the change. The Admissions office did not have any particular concerns since the change would keep OSU’s policy similar to regional competitors, although they did suggest an extended roll-out period to allow for students to make changes in high school (to take the AP English exam) if they wish and to allow current students who were planning on taking the English CLEP time to be informed about the change. Dr. Fry asked if members would like to share with the program areas prior to any discussion making. Member noted that they would like to take this back to their Colleges. Dr. Brooks will send additional information. Discussions will continue in the next meeting.
4. **Curricular Request**

#### **Agricultural Sciences and Natural Resources**

#### **AGRICULTURE EDUCATION, BS in Agricultural Sciences & Natural Resources (007)**

#### **Program Modification: Option Addition**

##### Option Addition: Agricultural Communications

The College of Agricultural Sciences and Natural Resources at Oklahoma State University requests the option addition as many students come to the College of Agricultural Sciences and Natural Resources with the objective to promote and educate the public about the industry of agriculture. This option will allow students to combine both of these objectives in one degree plan, which will facilitate a more efficient approach to retaining and graduating students interested in education and communication.

Members Approved.

**AGRICULTURAL LEADERSHIP, BS in Agricultural Sciences & Natural Resources (458)**  
**Program Modification: Option Addition**

Option Addition: General

The College of Agricultural Sciences and Natural Resources at Oklahoma State University requests the option addition to provide clarity for undergraduate students related to degree options within Agricultural Leadership. Currently students may major in Agricultural Leadership or select one of two options in Agricultural Leadership (Extension Education and International Studies).

Members Approved.

**ENVIRONMENTAL SCIENCES, BS in Agricultural Sciences & Natural Resources (401)**  
**Program Modification: Program Requirement Change**

Program Requirement Change: Reducing total credit hours from 128 to 124 for all three of their options: (1) Natural Resources, (2) Environmental Policy, and (3) Water Resources.

The College of Agricultural Sciences and Natural Resources at Oklahoma State University requests the program requirement change to reflect campus-wide initiatives to on-time graduation.

It was suggested to add "Keeping quality of program by reducing hours".

Members Approved.

**PLANT & SOIL SCIENCES, BS in Agricultural Sciences & Natural Resources (004)**  
**Program Modification: Option Deletion, Option Name Changes, and Program Requirement Changes**

Option Deletion: (1) Forage and Livestock Production, (2) Plant Science, and (3) Soil Geotechnology.

Option Name Change: (1) Plant Biotechnology to Plant Biotechnology and Improvement, (2) Bioenergy Production to Crop Production and Management, and (3) Agribusiness to Agronomic Business.

Program Requirement Changes: Course requirement changes and changes to total credit hours from 124 and 125 to 120.

The College of Agricultural Sciences and Natural Resources at Oklahoma State University requests the option deletions as the Department of Plant and Soil Sciences is restructuring their degree options to better reflect the size of their department. Key components of the deleted options have been incorporated into emphasis areas in the remaining options.

The proposed option name changes better reflect the content of the degree program and will eliminate confusion with other existing program names.

The program requirement changes reducing the total credit hours are proposed to reflect campus-wide initiatives to on-time graduation.

Add "to reflect fields of study".

Members Approved.

**College of Arts and Sciences**

**BIOMEDICAL SCIENCE, BS (402)**  
**CELLULAR & MOLECULAR BIOLOGY, BS (260)**  
**CLINICAL LABORATORY SCIENCE, BS (148)**  
**Program Modification: Program Deletions**

The College of Arts and Sciences at Oklahoma State University requests these program deletions as the programs are no longer stand-alone degree programs but rather an option within the Microbiology & Molecular Genetics degree program.

Members Approved.

**POLITICAL INFORMATION AND SECURITY ANALYSIS  
NEW UNDERGRADUATE MINOR**

Members Approved.

**CHINESE LANGUAGE  
NEW UNDERGRADUATE MINOR**

Members Approved

**College of Education**

**ATHLETIC TRAINING, BS (434)  
Program Modification: Program Suspension**

The College of Education at Oklahoma State University requests the program suspension in Athletic Training as the current curriculum is being suspended while approval is being sought for the entry level Masters of Athletic Training. In order to meet accreditation standards through Commission on Accreditation of Athletic Training Education (CAATE), the faculty member is creating graduate courses to meet the educational competencies and discontinuing undergraduate courses. This request is in response to the national educational trend of ATEPs converting to a graduate curriculum as the entry point for the profession.

Members Approved.

**UNDERGRADUATE LEADERSHIP, CERTIFICATE (454)  
Program Modifications: Program Deletion**

The College of Education at Oklahoma State University requests the program deletion of the Undergraduate Leadership Certificate as a minor was created after the certificate program and the minor is where enrollment is now focused.

Members Approved.

**College of Engineering, Architecture and Technology**

**CONSTRUCTION MANAGEMENT TECHNOLOGY, BS IN ENGINEERING TECHNOLOGY (076)  
Program Modification: Program Requirement Change**

Program Requirement Changes: Degree program requirement changes

The College of Engineering, Architecture and Technology requests the program requirement changes as this modification is needed to ensure students obtain understanding of strength of materials specifically as it relates to construction. Students must grasp this knowledge in order to be successful in future course work and in the construction industry.

Members concluded that the course changes were too minor to justify a program modification.

5. **Proposed New Section in OSU Catalog Course Descriptions Preface Regarding Equivalent and Overlapping Courses (for approval) – Celeste Campbell**

Summary

Add a new paragraph to the preface of the Course Descriptions section of the *OSU Catalog* to clarify descriptions for courses that are equivalent or contain content that overlaps to a degree that prevents a student from using both courses to satisfy degree requirements. Such clarification will help ensure uniform and consistent interpretation of the course descriptions by students, advisors, and degree certification personnel.

Proposed Wording for New Section of Course Descriptions Preface

**Courses with Equivalent or Overlapping Content**

Equivalent Courses. Some courses are academically identical or equivalent to other courses that are at a different level or are offered in different departments. Such equivalent courses (sometimes referred to as *cross-listed*) should include “same as...” statements in their catalog course descriptions. Equivalent courses are denoted on the official transcript in accordance with the repeat policy (see [Academic Regulation 6.13](#)). Credit for only one of the courses will count in the earned hours section of the transcript.

Overlapping Courses. Other courses that are not identical/equivalent but contain similar or significantly overlapping content include “no credit for...” or “may not be used with...” statements in their catalog course descriptions. Overlapping courses are not listed as repeats in SIS, but students may not apply credit for both significantly overlapping courses toward a degree. For example, if the description for Course X indicates “No credit for students with credit in Course Y” or “May not be used for degree credit with Course Y,” this means that a student may not use both courses to meet requirements for a single degree program. The student may use either Course X or Course Y, regardless of the order in which the courses were completed, but both courses may not be used to fulfill requirements for a single degree program. Thus, once a course is applied to a degree program, the (overlapping/redundant) course may not be used to fulfill requirements for that program, including major hours, elective hours, total hours, etc.

6. **Consumable Materials Fee – Pamela Fry**

Dr. Fry noted that she would like to form a small group to discuss the frozen consumable fees. Joe Weaver should be a part of this group and Shiretta Ownbey and Cynda Clary (volunteered by Steve Damron) volunteered to be a part of the group.

7. **Complete College America Initiative – Pamela Fry**

Dr. Fry said that she would like to form a small group to discuss. This is an initiative the Governor Fallen ranks among the top and part of the “Complete College America Act”, funded by Lumina and Gates. Need to get on top of this and think of what can be done, more articulations, etc. Celeste Campbell agreed to be a part of the group

8. **English Proficiency Forms and Procedures – Pamela Fry**

Need a group to develop English Proficiency best practices. It was noted that each College is responsible for tracking this information. Jeremy Penn volunteered to participate.

Adjourn: 3:20 p.m.