

**INSTRUCTION COUNCIL
MINUTES**

January 11, 2013

204 WH

8:30 – 10:30 a.m.

Present: Raj Basu, Bruce Benjamin, Celeste Campbell, Cynda Clary, Bruce Crauder, Bob Davis, Cheryl Devuyst, Carol Johnson, Bavette Miller, Shiretta Ownbey, Jeremy Penn, Chris Ross, Jean Van Delinder, Lynn Brown, and Pamela Fry.

Dr. Fry began by saying that she appreciates everyone's responsiveness and help with problem calls.

1. Curricular Requests (approval)

College of Agricultural Sciences and Natural Resources

Course Requests

AGCM 5503 – Arts and Sciences has a graduate program in Emergency Management out of Political Science. Were they contacted?

The request needs to be taken to the Political Sciences Department to ensure that there are no objections.

12/7/12 - Tabled pending conversations with Political Sciences and Fire Protection Services Departments.

Bring request back in January.

1/11/13 – Dr. Clary was told that there no objections and Dr. Crauder agreed.

Members Approved.

12/7/12 - LA 4453 – Arts and Sciences has an entire GIS program including a Certificate out of Geography.

Was the Geography Department contacted? It is asked that the Geography Department be contacted.

Tabled pending conversations with the Geography Department. Bring requests back in January.

Geography looked at the syllabus and noted there was overlap with their introductory course. Take introductory info out of the description.

1/11/13 - Continue to table pending a meeting between the two colleges.

College of Arts and Sciences

Course Requests

12/7/12 - Tabled GWST 5103 – "Introduction to Gender and Women's Studies"

Members noted that the course needs a different title.

Tabled until January.

1/11/13 - It was suggested to change the title of the course to: "Gender and Sexuality"

Members Approved.

College of Education

Course Requests

12/7/12 – Tabled due to the course descriptions on CIED 4093, 4193, 6070 and 6090.

New Course Descriptions

CIED 4093		Teaching Grammar in the Secondary Schools	Inductive teaching of grammar and usage for writing and oral communication. Includes learning to teach literary devices, poetic nomenclature, etymology of idiomatic expressions, and such linguistic elements as	New Course
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			homonyms, synonyms, and antonyms.	
CIED 4193		Teaching Writing in the Secondary Schools	Teaching writing inductively to build reasoning skills ultimately leading to cogent, cohesive, audience-appropriate writing.	New Course
CIED 6070*		Seminar in Arts and Humanities Education	Prerequisite: graduate status or instructor permission. Topics, research trends, theories, themes, and/or problems of interest and use in research, theorizing, publishing, and teaching. Particular focus on the skill of writing a theoretical lens and analyzing texts through that lens.	New Course
CIED 6090*		Readings in Arts and Humanities Education	Prerequisite: graduate status or instructor permission. In-depth readings specific to research and theorizing in arts and humanities education. Focusing on analysis, students examine primary texts and related secondary texts.	New Course

Members Approved.

Graduate College Course Requests

ENVR 5353 - take out first sentence and start description with “technique” and

ENVR 5453 - the description should begin with “Theoretical foundations”.

Members asked if the ENVR courses were presented to the other departments to verify that there are no objections to the offerings and Graduate College representation wasn’t aware that this was done.

12/7/12 – Tabled until January ENVR 5353, 5453, 5443, 5573, 5633, 5753, 5853, and 6023.

ENVR 5353*		Environmental Outreach and Education	For a number of environmental issues, an educated and active public can make a considerable difference in achieving environmental goals. This course presents techniques for environmental education and outreach programs for adults and children in the classroom and in the public arena. Learned techniques will be put to work in the real world through field trips and an outreach term project.	New course Add Grad Credit
ENVR 5453*		Bioremediation for Environmental Managers	This course provides students with a theoretical foundation for understanding the fundamental biological mechanisms that allow microorganisms and plants to degrade and/or remove contaminants from the environment. Additionally, this course integrates several disciplines such as biology, chemistry, and mathematics to address bioremediation aspects for ENVR scientists.	New course Add Grad Credit
ENVR 5443*		Hazardous Waste	This course focuses on air, water, and	New course

		Regulations for Environmental Managers	waste permitting and plans, as well as DOT transportation of hazardous materials and several OSHA standards. The course utilizes hands-on "how-to" exercises involving calculations, completing applications, creating plans, reporting scenarios and recordkeeping.	Add Grad Credit
ENVR 5573*		Applied Standards for Environmental Managers	This course provides students with a foundation for understanding the complex regulatory framework related to waste management. Students will address both the philosophical and ethical issues commonly encountered by waste management decision-makers within the regulatory context.	New course Add Grad Credit
ENVR 5633*		Physical Geology for Environmental Managers	This course presents an overview of the physical and chemical nature of the solid and fluid earth. It also addresses the physical and chemical processes that govern the flow of materials on and within the earth. This course focuses on how these physical attributes and governing physical processes influence and control interactions between humans and the earth's environment.	New course Add Grad Credit
ENVR 5753*		Environmental Site Remediation	The course introduces concepts associated with environmental site remediation. Emphasis will be placed on the application and assessment of site clean-up.	New course Add Grad Credit
ENVR 5853*		Field Stream Assessment	This field course lays out the theoretical background and practical techniques for evaluating the health of streams. The course will focus on laboratory techniques for fish and aquatic insect collection, habitat assessments, chemical water quality analysis, and stream discharge measurement. The techniques learned are those used by OK state employees.	New course Add Grad Credit
ENVR 6023*		Research Methodologies in Environmental Science	The course introduces newly admitted environmental science doctoral students to the research process and the rich collection of literature in the field of environmental science. Students will learn how to develop problem statements, conduct literature reviews, and frame research questions.	New course Add Grad Credit Change to course modification, name change

Members Approved pending editing of the course descriptions.

1/15/13 - Edits to the course descriptions were submitted.

**PUBLIC HEALTH, MASTER OF
and
PUBLIC HEALTH, CERTIFICATE
New Program**

Oklahoma State University requests the new Master of Public Health (MPH) program as public health is the most widely recognized professional practice degree in this area of study. The new Certificate of Public Health will provide current and future public health and medical practitioners with additional knowledge to expand the breadth of their public health practice. The programs are multidisciplinary in nature and multiple areas of emphasis are offered as part of an integrated interdisciplinary, cross-cutting set of over-all competency domains with a concentration on rural and underserved populations. The program will build on the strengths of faculty expertise in several colleges, including the Center for Veterinary Health Sciences and Center for Health Sciences.

Members Approved

College of Engineering, Architecture, and Technology

**ARCHITECTURE, MA (023)
and
ARCHITECTURE, MARCH ENGR (022)
Program Deletions**

The College of Engineering, Architecture, and Technology at Oklahoma State University requests the program deletions as the programs have been suspended since 2007 due to low enrollments and the decision was made to delete the programs.

Members Approved.

College of Human Sciences

**HUMAN DEVELOPMENT AND FAMILY SCIENCE, BS (094)
Program Modification: Program Requirement Change**

The College of Human Sciences at Oklahoma State University requests program modification as the Department of Human Development and Family Science underwent a two-year curriculum review and revision process to meet their desired goals. Goals include:

- Make the Child and Family Services program eligible to become Certified Family Life Education (CFLE)
- Create clear paths to multiple professional careers in the Human Development and Family Science field
- Meet requirements for additional accreditations and certifications at the baccalaureate level and/or prepare students for specific graduate programs
- Fulfill the instructional missions of HDFS, the College of Human Sciences, and OSU

Dr. Davis noted that the minor in Health Education Promotion is encapsulated in one of the professional tracks, Health and Well Being. Shiretta will check on this. Another issue is difficulties in getting into the NSCI courses due to prerequisite noting for majors only. Shiretta will discuss with Dr. Betts. Bob believes that any issues can be worked out. Dr. Romans, Dr. Sue Williams, and Bridget Miller will meet to discuss the minor and courses in NSCI.

1/11/13 - Tabled pending discussions.

1/28/13 - Members approved of the program modification via email.

- 2. Faculty Council's Recommendation on Copyright Usage Warnings (approval) – Pamela Fry**
Dr. Fry noted as members might recall, Nick Materer came to the group and discussed. What do you think about the recommendation to add this to the University Syllabus? Members noted that there are still some concerns about the statement in regards to sharing materials, studying together, etc. The statement appears to be too broad. It was noted that members would like to have additional discussions in regards to the statement with Faculty Council. Do we need John Price to be involved? Yes, both.
Nick Materer is not available for the Feb. 8th IC meeting, John Price has agreed to attend.
- 3. Academic Calendar Review with Faculty Council (information and discussion) – Celeste Campbell**
Dr. Campbell noted that President Hargis was interested in looking at the Academic Calendar so she volunteered to be a part of this group. Dr. Campbell met with Faculty Council Officers to assess if the Fall semester could begin later in the semester or if it was feasible to consistently build into the schedule a four-week break between the end of the Fall semester and the beginning of the spring semester. Dr. Campbell evaluated all scenarios and concluded that to be able to close the Fall semester and hold commencement prior to the holidays, it is not feasible to move the begin date one week later. The current start date of the Fall semester is consistent with nearly all of the other higher education institutions in Oklahoma. It is feasible and desirable to consistently build into the schedule a four-week break between the end of the Fall semester and the beginning of the spring semester. This would require an adjustment of the spring term and summer term start dates (move them one week later) for 2017, 2018, and 2019. No adjustment of Fall start dates would be necessary. Other question is how Fall break was determined. Prior to Fall 2008, Fall break occurred on a Monday and Tuesday in October, and the Wednesday before Thanksgiving was a class day. Beginning Fall 2008, the Wednesday before Thanksgiving became a student holiday and Fall break was moved to a Friday in October. Determination of the Fall break depends on the football schedule. It is scheduled on a Friday that does not precede a home football game. This will probably come back after Faculty Council decides to agree on a recommendation in a more formal way. There are also discussions to use the Friday before Homecoming for Fall break. Members noted to leave the Fall schedule unchanged and supported the motion to consistently build into the calendar a four-week break between the Fall and Spring semesters. This break currently varies from three to four weeks, depending on the year.
- 4. Agreement Between SIS Course Inventory and Catalog Course Descriptions (discussion) – Celeste Campbell**
Course actions are the historical record for the Registrar's Office. Have over 5500 active courses. There needs to be an agreement with what students are taking and the information in the catalog. 60 class in SIS but not showing up in the catalog. For some of these, there have been some errors in reporting. Dr. Campbell categorized the courses and proposed an action. It is determined that some of these are the result of an email chain at some point between the Registrar and Departments to pull the courses from the catalog but the course is still active in SIS. This is separate from the "courses not offered in five years". Should we go through the course action process or create an activate/deactivate form? Members noted that if there is a review, it needs to be more often. It was asked, should this be treated similar to the five year reviews? Can the course the catalog flagged denoting that the course is active or not? What if a request involves changes? A course action would be required in this case. What about the deactivate/retroactive process. Should paperwork go through Associate Deans? Is there a summary list of activated or deactivated courses? We use activate or deactivate terminology but does it matter if someone is dropping courses? Need to think about what should be done and who should track. This needs further discussions to come up with a recommendation, and Dr. Campbell will follow-up.

5. Concerns About the Low Number of Friday Classes – Pamela Fry

Dr. Bird had some concern about the reduction of Friday classes resulting in increased student drinking, etc. Dr. Bird should be invited to the March meeting and data should be collected on the subject from Christie Hawkins.

Working Groups:

Consumable Materials Fees – Dr. Ownbey will be meeting with her group.

Complete College American Initiative – Dr. Campbell and Dr. Clary would like to be included in this group.

English Proficiency of Instructors - needs to meet. Members feel that this could be address in the appointment process for new faculty.

Dr. Fry noted that discussions need to occur regarding interdisciplinary program approval processes.

Dr. Fry noted that she needs to talk to Susan Johnson to see when and what she wants to discuss. Susan is working with Okmulgee on articulation agreements. There are also some issues with NOC as far as articulation. Maybe Bob's group can address this issue as well.

Dr. Fry asked that the groups create recommendations from their group.

Dr. Campbell noted that everyone did a great job turning in Fall grades. Out of 107,000 grades only 119 were late which is excellent and everyone did a fine job.

Dr. Penn is working with an action team which is visiting with Student Survey of Instruction vendors. The group has narrowed the selection down to three vendors and will get samples to demonstrate to the group. Once Jeremy's group decides on a vendor he will share the pilot.

Adjourn: 10:25 a.m.