

INSTRUCTION COUNCIL

MINUTES

February 8, 2013

143 ITLE

9:00 – 10:30 a.m.

1. Fees Update – Joe Weaver

Joe wanted to give members an update regarding University funding. The Governor's "State of the State Address" revealed that there will be cuts to funding. OSU will not get any more appropriations and will more than likely experience more cuts. In addition, in 2014 OSU will have to begin making principal payments on the five building projects totaling 4 million dollars. Administration and Finance is looking at trying to develop a new model to manage our funds and grow our base to deal with issue we have today. One of the ideas that have been considered is proposing elimination the Consumable Materials Fees and applying similar funds to the College Excellence Fees which changes the fee category from a mandatory fee to an academic services fee. The State Regents are very concerned about transparency; therefore, areas will need to be accountable and will need to track funding by program. The Collegiate Excellence College Fees will be the key tool to raise revenue going forward. Joe wanted areas to think about what type of collegiate excellence fee expenditures are deemed appropriate. Administration and Finance plans to meet with the college fiscal officers to discuss these issues.

2. Update on Math Placement Exam – Pamela Fry and Bruce Crauder

Dr. Crauder noted that it was decided to begin requiring proctored testing for students taking the ALEKS exam after their first attempt. Dr. Crauder noted that only one-fourth of the 1000 level ALEKS testing requires proctoring. The 2000 level testing presents a higher risk for failure and it is evident that more cheating is occurring at this level. There were discussions in regards to proctoring all the testing but this would be labor intensive. Dr. Fry noted that we are looking forward to having the Math Resources Center available for proctoring needs. Members asked how this effort was being funded and Dr. Fry noted by Assessment Fees. Members asked, what is the cost for taking the ALEKS testing and Dr. Penn noted that it depends on where the testing is taking place. ALEKS testing taken in Dallas, Oklahoma City or Tulsa range from \$30 to \$40. Members noted that they approve but will want to discuss if additional funds are needed.

3. Faculty Council's Recommendation on Copyright Usage Warnings (approval) – Pamela Fry and John Price

Dr. Nick Materer is out of town and Anne Prestamo is present in Nick's place. John Price noted that "course materials" are considered "instructor material". Dr. Clary asked if student notes are considered "instructor material" and doesn't feel that student should be penalized for sharing, not selling their class notes. Members questioned the statement regarding sharing materials and consider that it may be too restrictive. Dr. Clary agreed to go to the next Faculty Council subcommittee meeting to discuss this issue on behalf of Instruction Council. Members noted that "course materials" need to be defined in the recommendation.

4. OSU-TCC Articulation – Susan Johnson

Dr. Fry asked Dr. Johnson to share her conversations with Kevin Clayton from Tulsa Community College (TCC) regarding the transfer population and articulation agreements. Some of the agreements are outdated and TCC has removed them from their website. Dr. Johnson provided a list of these agreements and it is asked that the colleges review these agreements and update the information. Dr. Basu noted that OSU needs to have plans and agreements in place for TCC students to think about where they want to go after TCC. Dr. Basu also noted that if you look at TCC's website of options for students, OSU is barely present. TCC is a large feeder school to four year institutions. It was also noted that Council should look at the process for these agreements. Dr. Fry noted that she is not aware of any central coordination of routing or approval and would like to initiate discussion for the processes. Dr. Johnson and Dr. Fry discussed have a meeting with the four colleges to talk about definitions and templates for the documentation. If members have a template, please share with Dr. Fry. Need to create a "Best Practice" for these agreements. Members noted that this needs to happen with the other branch campuses as well. Need to have a planning meeting and include all the Associate Deans. Another issue is the "Complete College American" which refers to "Reverse Transfer". Maybe this subgroup can have buy-in on proposed processes for the articulations as well.

5. Faculty Fellows – Chris Ormsbee

Dr. Ormsbee noted that members of Instruction Council will be responsible for overseeing the Faculty Teaching Fellows program. Provided is a brief overview of the expectations and qualifications for participation in this initiative. Dr. Ormsbee asked members if wanted to the Institute of Teaching, Learning, and Excellence (ITLE) to broadcast this program or would members prefer to share the information themselves. Members prefer to send out the announcements. Dr. Ormsbee would like to have 2 experienced individuals identified by May 1, 2013. There is going to be a three day Summer training event. Dr. Ormsbee noted that their advisory committee meets next week. The stipends are considered “overload”.

6. Curricular Requests

College of Agricultural Sciences and Natural Resources

Course Request

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.

1/11/13 - Geography looked at the syllabus and noted there was overlap with their introductory course. Take introductory information out of the description.

Continue to table pending a meeting between the two colleges.

College of Engineering, Architecture and Technology

**MATERIALS SCIENCE AND ENGINEERING, MASTERS
and
MATERIALS SCIENCE AND ENGINEERING, PhD
New Programs**

Oklahoma State University requests the new programs in Materials Science and Engineering through the College of Engineering, Architecture and Technology. Four research focus areas at the Helmerich Advanced Technology Research Center (HATRC) at OSU have been identified by industry leaders in and around Tulsa, with Materials Science and Engineering (MS&E) as the overall umbrella. These four focus areas are: Materials for Energy Technologies, Bio-Materials for Medical Technologies, Advanced Materials for Aerospace, and Materials for Electronics and Control Technologies. This is the first such degree offered by Oklahoma State University and is in support of the rapidly growing research and graduate program in material science and engineering at the Helmerich Advanced Technology Research Center located on the OSU-Tulsa Campus.

Members approved.

7. 2012 Student Survey of Instruction Update – Jeremy Penn

Dr. Penn noted that University Assessment and Testing will be piloting an online Student Survey of Instruction and will be asking for colleges to provide courses for testing the program. Dr. Penn will be in touch with members to get the information needed for the pilot. Summary of the Fall 2012 report provided responses of 80%, average number of SSI per course and the average was 20.

8. Increased Usage of Computerized Testing for Regularly Scheduled Classes – Mark Weiser

Next agenda.

9. Incomplete Grades for Thesis and Dissertation Courses – Jean Van Delinder and Celeste Campbell
Background and Rationale

During implementation of the 2008 incomplete grade policy revision, thesis and dissertation courses were designated as courses for which instructors could not assign incomplete grades (at the direction of the Graduate College Dean). However, students in thesis and dissertation courses sometimes experience circumstances that qualify for incomplete grades, and instructors have no appropriate options. They must assign either a grade of “SR” or “UR.” Including thesis

and dissertation courses in the incomplete grade implementation will provide an appropriate alternative for instructors when they submit final grades on SIS.

Summary of Proposed Changes

Modify the implementation of the incomplete grade policy to include thesis and dissertation courses (courses numbered 5000 and 6000). That is, modify the SIS Web for Faculty to allow instructors in thesis and dissertation courses to submit incomplete grades when students meet the criteria described in Academic Regulation 6.2. The composite incomplete grade for a thesis or dissertation course would be "IUR." Similar to other incomplete courses, the incomplete grade will default to "UR" after one year if coursework is not completed and the instructor does not change the grade to "SR" prior to that time. Note that completion of the coursework does not imply completion of the entire thesis or dissertation, but instead refers to completion of the portion of the thesis or dissertation associated with the course for the particular term of enrollment.

Members approved.

Members asked that this issue be revisited concerning the one year limitations.

10. **Five-Year Course Prompt and Proposed Process for Course Deactivation/Reactivation – Celeste Campbell and Pamela Fry**
Next agenda.

Adjourn: 10:30 a.m.