

**INSTRUCTION COUNCIL
MINUTES
March 8, 2013
204 WH
8:30 – 10:30 a.m.**

Present: Raj Basu, Bruce Benjamin, Celeste Campbell, Bruce Crauder, Cheryl Devuyt, Chris Ormsbee, Shiretta Ownbey, Jeremy Penn, David Thompson, Jan Van Delinder, Lee Bird, Bridget Miller, Carol Johnson, Susan Johnson, Estella Atekwana, and Pamela Fry.

Dr. Fry welcomed Estella Atekwana to Instruction Council.

1. Planning for OSU-TCC Articulation – Susan Johnson

Susan Johnson recently met with TCC folks regarding the need for articulation updates. Dr. Johnson distributed a list of articulation agreements and planning guides and asked members to look at the list and advise if there is agreement on where to start. It was noted to add Strategic Communications, Beverly Bailey, faculty member at TCC is concerned that the work could be lost if not reviewed first. Dr. Crauder asked if anyone has communicated with Theren Holtzhausen regarding this request. Dr. Basu noted that Northeastern is less expensive, easier to transfer to and has built a nice new campus in Broken Arrow. Dr. Clary noted that Agriculture is not on the list and would be interested in getting something started, and it was suggested she meet with TCC. Example formats of articulation templates were given out from academic years 91-92 and members were asked if all agree that we should be using an OSU template. Members agreed that formalizing a template would be beneficial and urged folks to finalize their agreements. It was determined that articulation agreements need to have Academic Affairs approval. Dr. Clary was to pull some articulation information and will present it in the next meeting. Human Sciences not only list the courses on their articulation agreements but also indicates the instruction and timeline to take the courses. It was noted that there is a need to list the TCC equivalent on each agreement. Dr. Fry noted that once we have the articulation agreements in place, they will be reviewed annually along the same time frame of catalog updates. It was stated that problems occur when the agreements aren't dated in relation to an academic year. Dr. Basu asked if we have a deadline. There was some discussion about removing the professional pilot from the list and Bridget will check with Bob. Dr. Crauder and Dr. Johnson will work on the Strategic Communications program. Deadline for this initiative should be August 1st. It was noted that OSU needs to beef up our website in relation to the articulation agreements. What should the Associate Deans role be in this? Dr. Thompson noted that Engineering doesn't need department head representation, Lynn Brown will represent Engineering. Associate Deans will let us know how to prioritize the list. Susan will also be working with TCC to identify their individuals.

2. Faculty Teaching Fellows Update – Chris Ormsbee

Dr. Ormsbee noted that there is an update to the stipend process for the Faculty Teaching Fellows. Once folks are identified, a permanent change will be made to their employment action and it won't be considered overload. It will be a monthly stipend.

Reminder, the Mooc webinar will be presented soon. Some of the topics to be covered are clicker applications and applications for smart phones. This type of information helps faculty make accurate decisions on what tools are best. Making clicker decisions can be a complicated. There is an effort to get folks to use similar clicker tools so that students don't have to have several types and added expense. ITLE will meet with college IT personnel and they can communicate the discussions with the department heads.

3. Curricular Requests

Academic Affairs Course Requests

TO	FROM	TO	FROM	TO	ACTION
	TITLE		ACTION		
				<u>Course Descriptions:</u>	
UNIV 0023		Concepts of Algebra	Previous study in algebra is not assumed. Linear equations, laws of exponents, factoring applications, story problems, and substituting data into formulas. A comprehensive review of arithmetic procedures incorporated throughout the course. Students must complete the COMPASS test and score 45 or less to enroll in this course. Does not count for college credit. Graded on a satisfactory-unsatisfactory basis.	Previous study in algebra is not assumed. Linear equations, laws of exponents, factoring applications, story problems, and substituting data into formulas. A comprehensive review of arithmetic procedures incorporated throughout the course. Graded on a satisfactory-unsatisfactory basis. This course is not acceptable for degree credit at Oklahoma State University. This course alone will not satisfy remediation requirements.	Change in Course Description
UNIV 0113		Development Science Process Skills	Study and investigate the natural world. Emphasis on critical thinking processes. Observation, classification, metric measurement, data table construction, graph construction, and interpretation. May be used to fulfill the science remediation requirement as established by State Regents policy. Graded on a satisfactory-unsatisfactory basis.	Study and investigate the natural world. Emphasis on critical thinking processes. Observation, classification, metric measurement, data table construction, graph construction, and interpretation. May be used to fulfill the science remediation requirement as established by State Regents policy. Graded on a satisfactory-unsatisfactory basis. This course is not acceptable for degree credit at Oklahoma State University.	Change in Course Description
UNIV 0123		Intermediate Algebra	In-depth coverage of applications of factoring, arithmetic operations with polynomial and rational algebraic expressions, review of laws of exponents (integers, fractions), simplifying radical expressions, equations (linear, radical, quadratic, rational), and graphing linear equations in two variables. Students must complete the COMPASS test before enrolling. Does not count for college credit but satisfies high school curricular deficiency in mathematics. Graded on satisfactory-unsatisfactory basis.	In-depth coverage of applications of factoring, arithmetic operations with polynomial and rational algebraic expressions, review of laws of exponents (integers, fractions), simplifying radical expressions, equations (linear, radical, quadratic, rational), and graphing linear equations in two variables. May be used to fulfill the mathematics remediation requirement as established by State Regents policy. Graded on satisfactory-unsatisfactory basis. This course is not acceptable for degree credit at Oklahoma State University.	Change in Course Description
UNIV 0133		Basic	Intensive instruction in	Intensive instruction in sentence and paragraph structure,	Change in Course

		Composition	sentence and paragraph structure, punctuation, grammar and work usage. May be used to fulfill the science remediation requirement as established by State Regents policy. Graded on satisfactory-unsatisfactory basis.	punctuation, grammar and work usage. May be used to fulfill the English remediation requirement as established by State Regents policy. Graded on satisfactory-unsatisfactory basis. This course is not acceptable for degree credit at Oklahoma State University.	Description
UNIV 0143		Improving College Reading Skills	Instruction to improve reading comprehension, vocabulary building, study and reference skills, and critical thinking. Graded on a satisfactory-unsatisfactory basis.	Instruction to improve reading comprehension, vocabulary building, study and reference skills, and critical thinking. May be used to fulfill the reading remediation requirement as established by State Regents policy. Graded on a satisfactory-unsatisfactory basis. This course is not acceptable for degree credit at Oklahoma State University.	Change in Course Description

Members approved.

College of Agricultural Sciences and Natural Resources

Course Request

LA 4453 – GIS for Comprehensive Landscape Analysis

Analysis of landscapes for design and management decision-making using real-world projects utilizing geographic information systems (GIS) technologies. Applications will be related to landscape architecture and natural resource management.

12/7/12 – 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.

2/8/13 – Continue to table pending a meeting between the two colleges.

3/8/13 – New course action proposed with email confirmation.

Members approved.

**INTERNATIONAL AGRICULTURE, MASTER OF AGRICULTURE
and
INTERNATIONAL AGRICULTURE, MASTER OF SCIENCE
New Programs**

The College of Agricultural Sciences and Natural Resources at Oklahoma State University proposes two programs to provide students with the skills necessary to work in globally oriented positions in the agricultural sector. The program will provide students an opportunity to explore other areas of growth including enhanced leadership, organizational skills, professional communication, and project management that blends theory and practice to develop professional and networking skills. The programs are intended to provide students the theoretical, science, and research backgrounds necessary to design, implement, and manage agricultural programs in developed and developing countries.

Members approved.

DESIGN, HOUSING AND MERCHANDISING, MS (051)
Program Modification: Option Addition

Option Addition: Retail Merchandising Leadership

The Department of Design, Housing and Merchandising at Oklahoma State University proposes the new Retail Merchandising Leadership option to the MS in Design, Housing and Merchandising for electronic delivery. The online option will further extend the reach of a traditional university program to audiences typically not reached by on-campus programming. Consistent with OSU's institutional mission, the Retail Merchandising Leadership option prepares students for careers directed toward business, industry, and post-secondary teaching. The option will be delivered collaboratively through the Great Plains Interactive Distance Education Alliance (Great Plains IDEA). OSU faculty will join with merchandising faculty from four other partner institutions that participate in the Alliance program to share faculty resources for greater academic and resource efficiencies. OSU's College of Human Sciences is a founding member of the Great Plains IDEA which has delivered successful, collaborative online master's programs since 1999.

Members Approved.

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

Dr. Johnson noted that there is a trend in reducing their number of computer labs as more students have their own computers. At the same time, reliance on computer labs for large class testing has become more prevalent. Business has been getting increased usage in the computer labs for class testing and sometimes the labs filled over capacity. It was suggested that Mark talk to Jeremy and Cheryl noted that the new MATH Learning Success Center will have 120 computer stations.

5. Five-Year Course Prompt and Proposed Process for Course Deactivation/Reactivation – Celeste Campbell and Pamela Fry

This is referring to active courses that do not appear in the catalog but were still in SIS. This group decided that this process could be separate from the course action process. Course Activation and Deactivation, we've talked about initiating this process in the summer and to clean up some of the pending courses by asking departments to process a course action in the fall. The process included part one, to identify those courses; and part two create the activation/deactivation form. Courses can be dropped and reactivated if it is the same course. Members suggested adding definitions to these terms. For example, if you want to drop the course and never use it again use the course action, if it is desired that a course be removed from the catalog, submit a course deactivation form. Diane will keep a list of the courses and present a list in IC each month. Registrar's Office has imaged the CAFs from 1999 and can get access to members. Will also put the activate/deactivate forms on AppExtender. Members can do a search in the catalog of the course descriptions, pull up the pdf, and bring up list.

6. Enrollment Holds Implementation Report – Celeste Campbell

This was a sub-part of the retention task force charged with examining enrollment holds. What type of communication goes out in regard to the enrollment holds. Bursar, University Health Services, and Student Affairs, etc. were involved. Some colleges are addressing this in a proactive way, scheduling time in a computer lab and showing students what the hold are and what to do about it. Some of the communications going around were that students did not understand their holds. Work was done to create more descriptive information about the student holds and direction of where to go and what to do to resolve the hold. Members noted that this change will be a great benefit.

Demonstration next agenda.

7. Withdrawal Supplement Replaced by New Final Grade Submission Feature – Celeste Campbell

Dr. Campbell noted that this has been presented to DSAS. During the 12th week of the semester, students can withdraw from the university and students submit their own grades. No longer do we have the old process. If instructor has a student in that situation the instructor will be notified and directed on what to do. No more forms.

8. Bachelor of University Studies Revised Forms – Celeste Campbell

Dr. Campbell worked with a sub groups representing all the colleges to make the revisions to the BUS forms. There were suggestions to add to the form some of the OSRHE and OSU requirements as a type of checklist as well as other helpful information.

9. Scheduling of Friday Undergraduate Classes – Lee Bird

Dr. Bird noted that it came to her attention that there has been a decrease in Friday classes and research shows that this increasing behavioral issues such as drinking. NSSE data shows we aren't doing as well although it shows moderate levels of engagement. We are up to 41% of students admitting binge drinking and 18% drink 3 or more times a week. In regards to Opiate abuse and drug abuse, Oklahoma is number one in the nation as well as abuse in prescription drugs. There are more students dying from substance abuse than ever before. Some of the research indicates that holding classes on Friday and giving tests on Monday reduces the engagement of substance abuse. Dr. Fry asked members to talk to department heads to bring awareness to this. NSSE shows that students want to be challenged. Dr. Bird noted that OSU used to deal with 7 catastrophic issues per year now it is 20 drug/alcohol related cases alone. More engagement more challenge. Members would like for Dr. Bird to come to their department head meetings to present this information. Drugs and alcohol is a national problem. Need to reflect on what we want from our students and give them our best efforts.
Review the materials and bring to next agenda.