

INSTRUCTION COUNCIL

MINUTES

April 12, 2013

204 WH

9:00 – 10:30 a.m.

Present: Celeste Campbell, Bruce Crauder, Bob Davis, Cheryl Devuyt, Chris Ormsbee, Shiretta Ownbey, Jeremy Penn, Chris Ross, Mark Weiser, Steve Damron, Lynn Brown, Bob Spurrier, Tina Meier, Richard Shepard, and Pamela Fry.

1. Course Management (D2L) Downtime For Major Upgrade Scheduled May 29th – Tina Meier

Tina wanted to give members an update online the course management (D2L) upgrades. The upgrade is scheduled for the end of May. The vendor has expressed that they will have to extend the downtime to two days to upgrade data properly. Tina noted that communications on the upgrade will include active users and IC. Information Technology (IT) will work with the Institute for Teaching and Learning Excellence (ITLE) communications. Individuals will have access two weeks prior to downtime to prepare. ITLE will provide training related to the upgrade and there will be a mobile piece to the upgrade as well. IT is trying to get into incorporate the branding scheme into the upgrade. If members have any other desired communication from IT, let Tina or Chris know. Members asked how this interfaces with STARS and James Knecht has a user's group working on all these issues.

Members noted that July 31 – Aug 1 or 2 would be better dates to perform the upgrade.

2. Proposed Amendment to Honors College Policies and Procedures – Bob Spurrier

Dr. Spurrier noted that student receiving OSU transcript hours based on International Baccalaureate (IB) credit are becoming more common in The Honors College, and rather than handling their cases on an *ad hoc* basis it is recommended that this amendment to the Policies and Procedures of The Honors College be approved by the Provost. A score of "6" or "7" on the IB examination is the equivalent of a score of "4" or "5" on the AP examination. Members Approved.

3. Planning for OSU-TCC Articulation – Pamela Fry

Dr. Fry asked how members felt about the list of articulation programs for their particular college. The College of Agricultural Sciences and Natural Resources would like to be more involved in the articulation process, and Dr. Clary is investigating possible articulation agreements for Agriculture. Dr. Davis noted the College of Education is still in discussions deciding if the professional pilot program should be a part of the articulation. Dr. Fry noted that OSU can have a more central leadership to facilitate. Dr. Fry needs to know college representation for this initiative. A request for names and meetings will be forthcoming.

4. Curricular Requests

College of Education

LEISURE STUDIES, MINOR

Minor Name Change

to

RECREATION MANAGEMENT AND THERAPEUTIC RECREATION

Members approved

5. Faculty Council Recommendation: Copyright Usage Warning – Pamela Fry

Faculty Council (FC) recommendation regarding "Copyright Usage Warning" continues to be pending until there can be an agreement on the wording. Dr. Clary has made suggested revisions to the recommended language. Dr. Fry wanted to express thanks to Dr. Clary for her efforts towards improvement of this recommendation.

Members approved.

6. Transfer Orientation Course – Cheryl Devuyst

LASSO, Campus Life, and New Student Orientation developed a new orientation course. Dr. Devuyst noted that this is orientation for students transferring to OSU without an AS degree. This is not a required but an opportunity for students to gain beneficial information about campus resources. Comments from transfer students negated a reason to have this orientation course for transfers. The orientation class is a one credit hour course offered twice a week for the first 8 weeks in AG Hall. This course is a pilot this year and a syllabus is being developed. It was noted that there was a general university-wide transfer orientation years ago. Members asked if it was possible to capture this information for our website. Dr. Devuyst noted that they will be revising their website to include a combination of information. Members also noted that there has been some criticism asking if these orientation courses should count in credit hours. Research reflects that the orientation classes are definitely beneficial to the students. Members asked if the syllabus could be shared with members at some point.

7. Non-Degree Students Admitted to a College (Enrollment/Advising Procedure) – Cheryl Devuyst

Dr. Devuyst noted that non-degree students are admitted to a college and admissions sends those students to the college. The college then sends students to LASSO. One of LASSO's goals is to improve the frustration levels of students by not sending students all around campus. There is a high level of frustration for the student and LASSO would like to decrease that level of frustration by improving the process. There seems to be a procedural problem. Members need to know where it is happening, maybe make note of these students and share that information with the appropriate area. It was suggested to discuss in DSAS, and then bring back to Instruction Council. It was noted that Undergraduate Admissions is a part of the confusion as well.

8. Majors Fair – Cheryl Devuyst

Dr. Devuyst asked members who they would like to receive the Majors Fair information. It was noted that last year there were some departments saying that had not received any information on the Majors Fair. Dr. Devuyst noted that UNIV 1111 (University Academic Services Freshman Orientation) is designed to help students ease the transition from high school to college and become aware of campus resources and administrative structures as well as various majors and careers and up until last year the orientation course was manageable but it is not now and that is why this event was necessary. It was also noted that it is not feasible for these students to become part of OSU's Open House tour. LASSO needs to know where to send this information. Some members noted it would be fine to send this information to department heads and some preferred that the information filtered through the student services areas. Members agreed that the information should be sent to the coordinators and associate deans for academics to be distributed.

9. Enrollment Holds Implementation Demonstration – Celeste Campbell

Dr. Campbell gave a demo of the new Enrollment Holds website and the revised student hold information that students see on SIS. The website is linked in a couple of different places and provides more detailed information on why students have the holds and gives some direction on what needs to be done to remove the holds. Members noted that the new information is clearer and very helpful.

10. Course Repository in the Imaging System Demonstration – Celeste Campbell

Dr. Campbell past out a form for access to the Imaging System Course Repository and provided a demo of the site. The Course Repository holds course actions and other forms in relations to courses. Members asked if the degree information could be imaged as well and it could be a subset of the Registrars. Celeste will send a follow-up email with the link to this webpage and a beginning tutorial.

11. Scheduling of Friday Undergraduate Classes – Pamela Fry

Dr. Fry noted that Dr. Bird shared concerns related to the decrease in Friday classes with Faculty Council and reminded members to have some discussions about Friday classes within their colleges. Members noted that the deans need to hear Dr. Bird's concerns and presented statistics related to the decrease of Friday classes in Deans Council. The consequences of not scheduling Friday classes result in increased alcohol abuse and space issues as well as affecting class scheduling and eventually timeline to degree completion. Given the increased enrollment it will be even more difficult to compressed schedules. **It was noted to bring this topic back as a follow-up then share with department heads.**

12. Other

Dr. Fry noted that this is the first year for OSU System Information Technology (IT) Summit created as a way to share and possibly synchronize technology efforts on all campuses. Instruction Council will be involved in future meetings.

Dr. Campbell asked members if they were aware of the IT communications regarding the student information system vendors' demos and members noted no. Members need to know details about the demo. Diane is to check and relay any information to Dr. Campbell.

Dr. Davis asked members if their college was routing general education credit request for short term courses through the General Education Advisory Council (GEAC). Dr. Davis noted that they have a particular course under a UNIV prefix offered short term and the instructor is submitting general education substitutes for students after class as opposed to requesting general education credit for the course through GEAC. Members agreed that the course should be approved for general education credit prior to offering the course and Dr. Weiser will send Dr. Davis the template for the permanent course that they created. Dr. Shiretta Ownbey has a form used by their college in Human Sciences that helps inform others of general education requests and requires approval for the same. Dr. Ownbey noted that she will share the form.

Adjourn: 12:00 p.m.