

**INSTRUCTION COUNCIL
MINUTES
July 12, 2013
204 WH
9:00 – 10:30 a.m.**

Present: Lynn Brown, Cynda Clary, Bob Davis, Cheryl Devuyst, Bavette Miller, Chris Ormsbee, Shiretta Ownbey, Jean Van Delinder, Tom Wikle, Bob Cornell, Jeremy Penn, and Brenda Masters.

1. Dr. Masters wanted to welcome Tulsa and note that this would be the last Instruction Council (IC) meeting that Dr. Penn will attend as he has taken another job and next week is his last week with OSU. Dr. Penn thanked members for their support.

2. **Curricular Requests**

College of Education

**ELEMENTARY EDUCATION, BS (074)
Program Modification: Program Requirement Change**

Program Requirement Change: Increase GPA from 2.50 to 2.75.

The College of Education at Oklahoma State University requests the program modification to align with other elementary education programs in the state and strengthen the overall quality of elementary education teacher candidates.

Members Approved.

Spears School of Business

**Customer-Employee Interactions, Undergraduate Certificate
New Program**

The Marketing Department at Oklahoma State University is seeking approval of the new program aimed at undergraduates who typically join organizations at entry positions where the focus is on customer-related activities, including sales, retail, and customer service. The proposed certificate targets these individuals by offering a range of courses that will give specialized training on effective customer interaction.

Members Approved.

3. **Degree Programs – Substantive vs Non-substantive Changes – Brenda Masters**

In the past OSU has submitted degree program changes if the change involved requirements listed above the box of the degree sheets; name changes, GPA requirements, total credit hours, etc. For some time the Oklahoma State Regents for Higher Education (OSRHE) has required that any degree program change involving program requirements changes for completion of the degree be reported to them but this encumbered a massive amount of reporting that it was decided to report the changes above the line of the degree sheet. In recent communications with OSRHE and explaining to OSRHE that OSU would have a minimum of 200 – 300 degree modifications annually, it was agreed that OSU would be permitted to submit the marked-up degree sheets to reflect the desired changes. Sending scans of these changes should bring OSU into compliance. Once we hear from OSRHE about their choice of process, Dr. Masters will pass this along to members.

Course Deactivation/Reactivation

CDIS 4222 – Language Analysis (deactivate)

CDIS 5123 – Clinical Audiology (deactivate)

CDIS 5741 – Advanced Professional Issues (deactivate)

Members Approved.

4. Other

Dr. Penn noted that this past Spring IC asked for guidance on a recommendation provided by the Evaluating Faculty Teaching Task Force and one of their recommendations was to pursue an online student survey of instruction. The group wanted to conduct a small pilot this Spring with 87 course sections. The response was 64% about 15% less than the paper evaluations. The survey responses were very positive. There was a sense that an expanded pilot would be helpful to get a better idea of what information would department heads and administrators find valuable. Members had some concern about the incentives that could be offered to promote participation such as receiving class bonus points, etc. as it does these do not have anything to do with course content or competencies. It was noted that there has been a body of literature on how to look at the online survey and incentives are included as it is noted that there is a decreased percentage change in the response rate for online surveys. Another recommendation of the task force was to change the tool used, so that could be helpful as well. Bavette noted that there is a process where students receive an incomplete grade until the evaluation is completed. Dr. Masters noted that with her large class she has offered small bonus incentives and the percentage of participation was high, around 80% and the evaluation feedback was invaluable. Can the evaluations be conducted mid-semester so that adjustment can be made? Students would then be able to see those improvements. Dr. Penn noted that it appears that there is interest in the expanded pilot and asked if there were particular issues or topics that need to be included in the pilot. Engineering, Human Sciences, and Education volunteered to participate in the pilot. Mark will be proceeding with the pilot and hired Annette Moore which will be working with the SSI items. Two major concerns is who really teaches these classes and the expense. It appears that there are expenses with the process in the departments.

Adjourn: 10:30 a.m.