

**INSTRUCTION COUNCIL
MINUTES
August 2, 2013
143 Conference Room, Institute for Teaching and Learning Excellence
9:00 – 10:30 a.m.**

Present: Benjamin Bruce, Celeste Campbell, Steve Damron, Cheryl Devuyt, Bavette Miller, Chris Ormsbee, Raman Singh, Jean Van Delinder, Deb Vanoverbeke, Amy Martindale, Rebecca Farr, Susan Johnson, and Brenda Masters.

- 1. Introduction of Lisa Cota, University Assessment and Testing – Brenda Masters**
Dr. Master noted that she was pleased to introduce Lisa Cota, University Assessment and Testing's new Statistical Analyst.
- 2. Success Pathway: A LASSO Achievement Scholarship – Cheryl Devuyt Cheryl is sending edits!!!!!!**
Dr. Devuyt noted that their office sent out a letter for students that are in the two lowest retention rates. Stating that with the "Success Pathway" pilot program there are student requirements. The students will have to earn an A or B in the orientation class, as well as meet other criteria and will earn a \$250 LASSO achievement scholarship. LASSO plans to offer this to their 365 students. The number of participation is expected to grow in the future. The LASSO Office wanted to let the group know in the event the students ask question in the college orientation classes. Members noted that they might be interested in some dual advisement and Dr. Devuyt noted that LASSO tries to involve specific advisement, if needed. Members asked if there was a pdf of the Success Pathway program to share with advisors. It was noted that LASSO is waiting to finalize details. Members asked if transfer students could be a part of this program and it was noted that transfer students are not involved in the program.
- 3. Center for Health Sciences Graduate Programs – Jean Van Delinder and Celeste Campbell**
Even though all three of the graduate programs at the Center for Health Sciences (CHS) are under the Graduate College, the admissions and enrollment are administrated through CHS. This means these graduate students do not have access to the same services that other graduate students have at OSU-Tulsa and Stillwater. The Graduate College and the Registrar's Office have been working together to serve these students better, by providing them access to the online admissions, enrollment and plan of study programs, as well as provide a seamless way for them to take classes at OSU-Tulsa and Stillwater. These administrative changes will not change the current reporting structure for these graduate programs. These procedures involve approximately 200 graduate students. This will also clarify the transcript issues as both institutions would provide the two separate transcripts with duplicate information. Dr. Benjamin noted that he was very pleased with these initiatives.
- 4. OSU Policy 2-0128: Requirements for Undergraduate and Graduate Minors – Celeste Campbell and Amy Martindale.**
The suggested change to the minor's policy was prompted by a review of the A&S minors requirements by the A&S curricular committee and it was decided that the current OSU Policy was too restrictive in regards to the residence requirement with regard to transfer students. Members asked what percentage courses or what number of credits should be taken in residence? It was noted at least six credit hours must be earned in residence at OSU. Dr. Damron noted that the six credit hours in residence seemed low and it was noted that this was a minimum not maximum.

Members approved.

- 5. Projected Long-Term OSU Academic Calendar: Two Options for 2021-2022 – Celeste Campbell**
The Registrar is preparing a projected long-term academic calendar through the year 2025 based on the 2012-13 university-wide focus on the calendar culminated by the February 2013 Faculty Council recommendation to build a consistent four-week break between fall and spring terms. The 2021-22 academic year presented some unusual challenges, and two options were presented for Instruction Council approval/advice. Dr. Campbell will provide members with the completed projected calendar.

Members approved option A. (early start for Fall 2021)

Members asked why faculty are allowed until midnight to turn in grades and noted if we could change the timeline, would this action need to go through Faculty Council. Dr. Vanoverbeke noted that she would have to check. Dr. Campbell noted that she had been told that faculty do not have enough time to get their grading done, particularly for exams that fall at the end of finals week. Members also suggested to perhaps make the deadline earlier, 9:00 p.m. or 10:00 p.m. Dr. Campbell noted that late grades are currently minimal due to the work and effort by the colleges.

6. Fees, Tuition, and Special Charges to Students: OSU Policy #2-0806 – Brenda Masters

Dr. Masters noted that it was brought to our attention that the Fee, Tuition, and Special Charges to Student: OSU Policy #2-0806 was revised in 2008 and approved by IC and Dean's Council but didn't go to E-Team for final approval. Therefore a slightly updated version of this policy is brought to members for approval.

Members approved.

7. Course Deactivation/Reactivation

ACCT 3990 – Undergraduate Internship in Accounting (deactivate)

8. Other

Office hours on Saturday, August 17th - 10:00 – 3:00 or 12:00 – 3:00

Members agreed that they will be open from 12:00 – 3:00 p.m.

Finish Orange – Announcement and Timeline

Next meeting.

Dr. Ormsbee noted that there is a law associated with clicker applications which result in additional costs. Members feel this should have additional discussions.

Adjourn: