

**INSTRUCTION COUNCIL
MINUTES
October 4, 2013
204 WH
9:00 – 10:30 a.m.**

Present: Raj Basu, Bruce Benjamin, Lynn Brown, Cynda Clary, Bruce Crauder, Bob Davis, Shiretta Ownbey, Chris Ross, Jean Van Delinder, Mark Weiser, Chris Campbell, and Brenda Masters.

Agenda Topics Requiring a Vote

1. Attendance Policy – Brenda Masters

Dr. Masters noted that this topic was on the agenda last month but the handouts were not clear as to what changes were being requested, therefore; the group tabled the recommendation. Dr. Masters noted that the Attendance Policy was discussed in length yesterday in Faculty Council. Dr. Clary noted that the discussion was more about culture and academic freedom and faculty feel they have the right to determine what is appropriate.

Dr. Clary suggested adding the statement from 1.05: "instructors are encouraged to make reasonable accommodation for any student involved in University-sponsored activities" to 1.03 and 1.09 to reinforce a reasonable accommodation. Members agreed that it would be good to add the statement, but will approve the recommendation without twice repeating the statement.

Members approved.

2. Pre-Final/Finals Week Classroom Request Form – Brenda Masters

Dr. Masters is requesting members' opinions regarding a change to process and final approval for the Pre-Finals/Finals Week Classroom Request Forms. The proposal is for the Associate Provost and VP to assign final approval at the college dean level, specifically the associate dean.

Dr. Masters will send out notification and clarification.

Members approved.

Dr. Weiser asked members asked how others handled 8 week course finals that result in giving a final exam the last day of dead week and if they felt that giving a final during dead week was appropriate. Others do not see a problem with this.

Agenda Topics for Discussion

3. The University Center at Ponca City – Jean Van Delinder

Dr. Van Delinder noted that she and Dr. Fry met with a representative from the University Center (UC), a higher education learning site located in Ponca City. Its purpose is to make bachelor and graduate level degrees available in northern Oklahoma for those who would not otherwise be able to pursue their educational goals. Multiple degree programs are available from 3 accredited colleges and universities, but it is not allowed to offer lower division courses. The UC is funded by state appropriations. UC would like to expand its course offerings, such as offering science courses, but lacks adequate lab space. The majority of classes are offered online and around 400 students are currently taking classes through the facility. There is a \$25 per student usage charge that helps pay for the course delivery. Dr. Fry plans to

have conversations with Dr. Henneberry (outreach) and Dr. Ormsbee (ITLE). Members were asked if there was any interest in participating and to share this information with their college outreach offices.

4. Embedded Certificate Programs – Brenda Masters

Members asked how this was different from the regular certificates. The embedded certificates are earned while completing the course requirements for in the degree. Dr. Masters will review the policy and see if the certificates have to be named differently from the degree, to provide transcript clarity. Dr. Van Delinder noted that certificates were included in the Gainful Employment Act and loss eligibility to Federal Financial Aid. The Graduate College is working to get graduate certificates eligible for financial aid.

5. Course Deactivation/Reactivation

ECON 4913 – Urban and Regional Economics (reactivation)

6. CourseLeaf Software – Brenda Masters

Dr. Masters noted that after our discussion last time, members decided to report curricular changes as we have in the past for at least one year until OSU can implement an automated solution. OSU has hired Sandra Megan as coordinator of the project. The software will automate the curricular process and will send automated messages in the approval processes. The University of Oklahoma (OU) has CourseLeaf software to perform these tasks and has implemented the catalog phase. We have been encouraged to implement the catalog phase first as OU is doing. Dr. Masters noted that she had thought it might be beneficial to have members review the CourseLeaf webinar. Members noted either an extended meeting or a separate meeting would be fine, but to make sure to include the staff that are involved in the process.

7. Other

Higher Education Opportunity Act (HEOA)

A reminder is needed as departments finalize course schedules and book orders, the Higher Education Opportunity Act (HEOA) of 2010; Universities are required to provide students with information about the cost of enrolling in each class. That information should include books, course packets, instructional technology such as clickers or apps, and lab costs. Members noted that there is a problem with the bookstore order form that doesn't accommodate this regulation.

Education Advisory Board - Student Success Collaborative

Dr. Masters noted that OSU has bought a membership to the Student Success Collaborative of the Education Advisory Board. Dr. Fry, Dr. Masters and Lynn Brown viewed a presentation of some advising software that does a thorough statistical analysis of historic student data from our institution to identify core courses that are significant to whether a student finishes successfully in a specific degree program. This information is utilized to analyze current student progress and to give probability structure to identify programs/degrees best suited for that student. The main goal of the software is to insure student success through this collaborative tool. Dr. Masters wanted members to consider what questions are essential to pose and what needs to be asked of the statistical analyst. Membership in the Academic Forum of the Education Advisory Board (EAB) is included with membership in the Student Success Collaborative. Log on information for the website will be provided to all interested parties once it is available.

Adjourn: 10:33 am