

**INSTRUCTION COUNCIL  
MINUTES  
November 1, 2013  
204 WH  
9:00 – 10:30 a.m.**

**Present: Raj Basu, Lynn Brown, Celeste Campbell, Ken Clinkenbeard, Bruce Crauder, Steve Damron, Bob Davis, Pam Fry, Shelia Kennison, Bavette Miller, Shiretta Ownbey, Chris Ross, Mark Weiser, Sarah Wilkey, and Brenda Masters.**

**Agenda Topics for Discussion**

**1. Advisor Evaluation and Use of Technology by Advisors – Pamela Fry**

1. What is a reasonable process for evaluation of advisors?
2. Does additional training needs to be available for advisors to strongly encourage (enforce) the use of STARS? Which college advisors use STARS? Which college advisors partially use STARS?  
Dr. Fry asked if there was a best practice to encourage and reward advisors. An issued that has never been resolved is advisor evaluation with systematic student feedback. Advisor evaluation could feed into the advisors' professional development and appraisal review processes. A few years ago, the Student Government Association (SGA) called for a resolution for a process for students to evaluate advisors. Dr. Fry has been optimistic that the STARS system would have a mechanism that could aid in this endeavor and has been told that this is being investigated. Lynn stated that their office has developed comment cards for students to fill out preceding their appointments with their advisors. The comment cards contain five questions and were developed after discussions with a student advisory group. Arts and Sciences is considering an electronic system where students login anonymously. Human Sciences is doing an electronic survey using a program called Qualtrics through their student success center. The survey is sent automatically to those students that have been advised in the center. The survey contains sixteen statement and the responses are sent anonymously. Three years ago the Spears School of Business used a survey developed by NACADA but recently have switched to the Qualtrics program where students complete the survey at the end of the semester. Dr. Weiser noted that their college is very happy with the results of this survey and have streamlined this to their professional evaluation process. Dr. Fry asked members if this group would be interested in a similar process throughout the University. Spring would be a good time to pilot these surveys. Dr. Fry also noted that OSU's first year retention numbers aren't looking any better remaining at 79% with ranges through the colleges from 75% - 87%. Deans will be getting a letter asking for budget requests for next year. This budget request is for state allocation monies. Dr. Fry noted that this would be a good time to assess the advisement needs. Members asked if staff positions could be requested and it was noted that some of the other colleges questioned budget money for staff positions and it had been approved. The spotlight will get stronger for retention accountability. Dr. Masters noted that she is getting reports that the STARS systems is not being utilized fully and commented that while it is not required for units to use this system, but it is strongly encourage to use this system that the University has purchased. Colleges want to get everything on STARS but if it comes down to quality advising or scanning documents into the system, then their focus will remain quality advising. There should be a goal to keep scanned students records but there needs to be sufficient time to do so. Dr. Masters asked members to keep this in mind as a goal for the benefit of the students.

**2. Orientation Courses – Common Core Topics Across All Colleges – Pamela Fry**

Dr. Fry asked if colleges could agree on two or three common goals for the orientation courses, then the remaining topics could address college specific information. Dr. Fry asked members if they would be interested in agreeing on a common reading for their orientation classes. Once a book has been

identified and agreed upon, it would be good to bring in a speaker. Human Sciences has brought in discussion leaders who are key alumni. Dr. Fry suggests coming up with ideas to engage student's first year experiences by offering a reading that would stimulate campus discussions. Dr. Basu noted that conceptually it is a good idea but didn't feel that faculty would agree on one book. It was noted that the book would be selected by university representatives.

### **Agenda Topics Requiring a Vote**

#### **3. Curricular Requests**

##### **College of Agricultural Sciences and Natural Resources**

###### **AGRICULTURAL EDUCATION, BS in Agricultural Sciences and Natural Resources (007) Program Modification: Option Additions and Program Name Change**

Option Additions: (1) Agricultural Business and Economics, (2) Animal Agriculture, (3) Horticultural Sciences, and (4) Natural Resources.

Program Name Change to: Agricultural Education, Bachelor of Science in Agricultural Sciences and Natural Resources.

The College of Agricultural Sciences and Natural Resources at Oklahoma State University proposes these option additions for those students interested in teaching school-based agriculture education the technical skills needed to offer agricultural communications at the secondary level. The Department of Career and Technology Education in cooperation with the State Department of Education have recently approved offering Agricultural Education as a Fine Arts credit that can be used for Higher School graduation. This option will address the technical competencies required to deliver agricultural communications in the context of school based agricultural education with an emphasis on achieving the requirements needed to satisfy the Fine Arts designation.

##### **Members Approved.**

###### **BIOSYSTEMS ENGINEERING, BS (010) Program Modification: Option Deletion and Option Name Change**

Option Deletion: Food Processing

Option Name Change: From: Bioprocessing and Biotechnology To: Bioprocessing and Food Processing

The College of Agricultural Sciences and Natural Resources at Oklahoma State University proposes the option deletion as few students have elected the option in the past ten years and the option requirements are similar to the Bioprocessing/Biotechnology option. The option name change is requested as the term "biotechnology" is often misinterpreted and misleading and the "food processing" term is more general and encompasses the food processing specialization.

##### **Members Approved.**

###### **ENTOMOLOGY, BS (088) Program Modification: Option Addition, Option Name Change, and Program Requirement Change**

Option Addition: Bio-Forensics

Option Name Change: From: Bio-Forensics, Pre-Med, and Pre-Vet To: Pre-Med and Pre-Vet

Program Requirement Change: Course requirement change.

The College of Agricultural Sciences and Natural Resources at Oklahoma State University proposes the option addition to better education students in Bio-Forensics and the option name change will separate the Bio-Forensics, converting it into a single, stand-alone option. The option name change will allow

students interested in Veterinary or Medical School a more streamlined curriculum for (1) entering one of these professional schools earlier in their academic career, (2) attracting a larger cadre of students into our undergraduate degree program, and (3) allowing students seeking to become primary physicians in rural and underserved Oklahoma the opportunity to complete pre-doctoral training in seven years, with the first three undergraduate years on the Stillwater campus, and their fourth year at OSU Center for Health Sciences. Students would be able to earn a bachelor's degree from OSU and subsequently progress through 2-4 years of the Doctor of Osteopathic Medicine degree. 4) allowing pre-veterinary students similar opportunities for early admission and faster completion of a Doctor of Veterinary Medicine degree while also earning a bachelor's degree from OSU.

**Dr. Crauder would have liked to see an endorsement from our medical school. Bavette Miller said that we should contact Dr. Robert Allen and then we could request an email vote for final approval.**

### **College of Arts and Sciences**

**BIOLOGICAL SCIENCE, BS (030)**

**CHEMISTRY, BS (044)**

**GEOLOGY, BS (111)**

**PHYSICS, BS (161)**

**Program Modification: Option Addition**

Option Addition: Secondary Teacher Certification (STCH)

The College of Arts and Sciences at Oklahoma State University proposes the option addition as a result of an initiative supporting OSU's application to join and implement her on OSU's campus the nationally recognized program of secondary teacher preparation developed by the U-Teach Consortium and sponsored by the National Science Foundation. A grant proposal is being submitted jointly by the Colleges of Education and Arts and Sciences to support our implementation and adoption of this program. The proposed curriculum revisions follow guidelines developed by the U-Teach program.

**Members approved.**

**MATHEMATICS, BS (141)**

**Program Modification: Option Additions**

Option Addition: (1) Secondary Teacher Certification (STCH) and (2) Actuarial and Financial Mathematics (ACFM)

The College of Arts and Sciences at Oklahoma State University proposes the option addition in Secondary Teacher Certification (STCH) as a result of an initiative supporting OSU's application to join and implement her on OSU's campus the nationally recognized program of secondary teacher preparation developed by the U-Teach Consortium and sponsored by the National Science Foundation. A grant proposal is being submitted jointly by the Colleges of Education and Arts and Sciences to support our implementation and adoption of this program. The proposed curriculum revisions follow guidelines developed by the U-Teach program. The option addition of Actuarial and Financial Mathematics (ACFM) is being proposed as OSU's Department of Mathematics has offered an advising "track" emphasizing actuarial and financial mathematics since 2008 and the program has grown considerably since that time. Students will be better served by creating this new option as the program can now be recognized by the Society of Actuaries.

**Members tabled pending support from Finance.**

**JOURNALISM AND BROADCASTING, BS (137), BA (179)  
Program Deletions**

The College of Arts and Sciences at Oklahoma State University requests the program deletions as new degree programs were created in 2010, to replace the programs in Journalism and Broadcasting, BS, BA. Programs include: Multimedia Journalism, Sports Media, and Strategic Communications

**Members approved.**

**College of Education**

**HEALTHY PROFESSIONAL (WORKER), UNDERGRADUATE CERTIFICATE (Embedded)  
New Program**

The College of Education at Oklahoma State University proposes the new certificate as it will aid in the enrichment of the lives of future workers and has the potential to aid in reducing healthcare costs which should aid in reducing the burden on the economic development of the State of Oklahoma, the nation, and beyond. The certificate will serve as a significant outreach component to aid the University in the outreach endeavors by providing individuals with the knowledge and abilities to function at optimal health in the workplace.

**Members approved.**

**College of Human Sciences**

**HOSPITALITY ADMINISTRATION, MS (404)  
Program Modification: Program Requirement Change**

Program Requirement Change: Course requirement change and decrease in total credit hours to 32. The College of Human Sciences at Oklahoma State University proposes these changes based on current trends in the hospitality industry. The creative component plan will become research focused specifically on hospitality business and students will have more flexibility to choose appropriate electives that will help them focus on their industry career plans.

**Members Approved.**

**Spear School of Business**

**ACCOUNTING, MINOR  
ENTREPRENEURSHIP, MINOR  
FINANCE, MINOR  
HUMAN RESOURCE MANAGEMENT, MINOR  
INFORMATION ASSURANCE, MINOR  
INTERNATIONAL BUSINESS, MINOR  
MANAGEMENT SCIENCE AND COMPUTER SYSTEMS, MINOR  
Changes to Existing Minor**

**SUSTAINABILITY  
New Minor**

**Members suggested changing name to Business Sustainability and member agreed to approve pending name change.**

## **Graduate College**

### **UNIVERSITY FACULTY PREPARATION, GRADUATE CERTIFICATE (468) Program Suspension**

The Graduate College at Oklahoma State University requests the program suspension as the weaknesses outweighs the strengths of the current degree program in terms of its structure, low enrollment, high cost for students, lack of continuity, availability of faculty mentors, low visibility, and inefficient use of financial resources.

**Members Approved.**

### **Agenda Topics for Discussion**

#### **4. Demo of New Class Schedules/Course Information Section of Registrar Website – Celeste Campbell**

Dr. Campbell noted that their office had been receiving some communications from individuals having difficulties in finding class schedules, short course drop/add deadlines and other course information. This has resulted in a need for a small update to the Registrar's Office website in regards to the class scheduling page on the website specifically the short course, internet and outreach courses. The Registrar's Office encourages individual to use SIS for the course scheduling information. Also, there is a link to the building names and locations including a map.

#### **5. Hybrid Courses – Brenda Masters**

##### **1. Definition of hybrid course.**

Proposed: A hybrid course is a course with more than 0% face to face content, but less than 50% face to face content.

##### **2. Terminology - hybrid or blended?**

##### **3. Scheme for placement in schedule**

Should the web component listed in a similar manner as discussions or labs have been listed?

There are courses that are comprised of both face-to-face contact but include a web component. We need a clear definition of these courses. There is also a need for a clear identification process for these courses for several reasons, one being international student status. For immigration purposes, international students must have a percentage of face-to-face instruction. Do we use the term hybrid or blended courses, should there be a scheme in the schedule book to identify these courses? There needs to be an agreement on a definition of these courses. Dr. Weiser noted that this conversation was prompted by SSB request to select track these courses as a result of accreditation reporting. Dr. Masters asked if it was reasonable to ask Dr. Weiser to distribute the accreditation criteria that is associated with this so that we could review the terminology and address this topic in our next meeting. Dr. Campbell handed out a document explaining some of the issues and possible solutions to this issue. It was asked if there was an Oklahoma State Regents for Higher Education (OSRHE) standard for these courses, contact hours are a relevant issue. Dr. Campbell noted that there are some suggested definitions listed on the handout which could be used as a starting point.

**6. One Week Courses – Brenda Masters**

There has been a great deal of attention and concern with courses less than 8 weeks in length and this is also a concern at the state regents level. OSU recently had to report all courses less than 8 weeks in length to the Oklahoma State Regents for Higher Education. Dr. Masters noted that course requests offered in a one week time period will not be approved. There were deviation requests that were denied recently which prompted these discussions.

**7. Official OSU Grade Warning, Based Only on Institution GPA – Brenda Masters**

Often transfer students come to OSU having a higher GPA than they will possibly maintain after taking courses at OSU. It provides them a mental padding or cushion against the reality of their academic status at OSU, it also does not provide realistic data to their parental units and other who are concerned about them and their GPA. Dr. Masters would like to have a process in place to identify when this happens by tracking institutional GPA and perhaps initiating an academic warning with helpful resources. Dr. Masters asked if there was something in place already. Dr. Campbell noted that Academic Affairs used to send out a letter. Dr. Masters noted that she will ask about the letter sent out by Academic Affairs.

**8. Clarification for College-Level Approvals – Celeste Campbell**  
**Next meeting**

**9. Routing of Course/Classroom Forms: Course Deviations, Class Change with Current Enrollment, Supplemental and Distance Course Requests, etc. – Brenda Masters**

Initial routing of course requests to begin at the Registrar's Office.

**Next meeting**

**10. Other**

In the coming weeks, the recommendations from the General Education Task Force will be divulged. One of the items in the recommendations is associated with Academic Regulation 3.4 standardizing general education requirements throughout the colleges. Of the 40 hours of general education credit, the colleges would only be able to designate 10 hours. There has also been some discussions regarding accreditation concerns. Dr. Kennison asked that colleges give feedback if they encounter of issues with these recommendations.

**Adjourn:**