

**INSTRUCTION COUNCIL  
RETREAT MINUTES  
August 1, 2014  
204 Whitehurst**

**Present: Bruce Crauder, Bob Davis, Susan Johnson, Bavette Miller, Shiretta Ownbey, Raman Singh, Sarah Wilkey, Robin Wilson, Lee Bird, Carol Johnson, Kyle Wray, and Pamela Fry.**

**1. Title IX Training – Lee Bird**

OSU is on the list for an Office of Civil Rights (OCR) compliance review and this will occur this Fall. Students will have holds placed on their enrollment for Spring 2015 until they complete the 45 minute training. Faculty and staff are also mandated by Federal Law to complete the training. Student Affairs would be happy to set up informational meetings for colleges if there is a need.

**2. Update – 2013 Freshmen Not Enrolled for 2014 – Pamela Fry**

Dr. Fry noted that everyone should have received the list of students who did not return to OSU from the previous semester. Dr. Fry asked members if they noticed any common patterns or reasons as to why these students did not return. It was noted that in some cases students were not returning due to financial reasons. Members commented that most colleges felt that calling these students to encourage them to enroll has proven to be beneficial. Dr. Fry noted that she would like for offices to continue the practice of contacting students who do not return and would like feedback from members on the results of this process.

**3. Report from Admissions – Kyle Wray**

VP Wray shared a handout reflecting past, current, and predicted Stillwater campus enrollment from 2008 – 2018. VP Wray also shared information on past, present, and predicted Oklahoma high school graduate numbers from 2008 – 2018 showing a decline and of the 37,280 Oklahoma high school graduates predicted in 2015; 10,000 students will enter the workforce immediately following their high school graduation and never go to college. Another 10,000 students are Oklahoma Promise and their families make less than \$50,000 per household. This leaves around 17,000 Oklahoma high school graduates of which to recruit against a highly competitive market. With this in mind, academic areas are to be commended on their efforts in recruiting students as it is expected this year's freshman class to be over 4,000. VP Wray noted that out-of-state waivers are awarded to new out-of-state students with a 24 ACT and 3.0 high school GPA. These students are required to maintain a collegiate GPA of 3.0. VP Wray proposed to members to relax the collegiate requirement to 2.5 GPA and members asked if the terminology "Satisfactory Academic Progress" could be used to replace the GPA terminology. Instruction Council supports the collegiate maintenance requirement of "Satisfactory Academic Progress" for out-of-state tuition waivers. Also members asked if VP Wray could extend the waivers for transfer students into the 6<sup>th</sup> semester, as presently those waivers only apply to the first four semesters and he noted that this would certainly be reviewed.

**4. Implementing the OSU Student Success Collaborative Model**

**Attachments:**

**A. Current Retention Numbers**

Dr. Fry would like for colleges to create a plan for retention, a solid plan to create an infrastructure for the retention initiative. Dr. Fry noted that a director and one advisor will be hired to work with transfer students and a director and an advisor will work with concurrent students and the P-12 initiative to build relationships with high schools. Dr. Fry would like to see the number of concurrent students coming to OSU increase. Dr. Fry would like for areas to determine the most logical and beneficial course offerings that could attract concurrent students. Dr. Fry noted that she would like to get feedback from members on the idea of possibly changing the name of the LASSO center. Dr. Fry felt that the unit should have more of an academic name such as "University College". Members felt this suggestion was an improvement of the name but some members expressed concern about the word "college". VP Wray noted that the LASSO center was first set up as a "fix-all" but the unit did not have the resources to function as such. One member suggested calling the center "University Student Services".

**B. Student Success – EAB**

The purpose of the Education Advisory Board Student Success Collaborative (SSC) is to create ongoing collaboration among universities nationwide focused on becoming best-in-class at student retention and timely graduation. The SSC will help university advisors proactively work to keep students on track toward graduation and provide academic

administrators with insights into systemic and correctable problems impeding student progress using predictive analysis and determining graduation success risk.

**C. Performance by Admissions Type**

Members noted that it must be marketed and communicated to faculty the importance of trying to assure that students stay in school. Members asked for a list of students with high ACT scores from IRIM.

**D. Comparison Enrollment**

The state is reporting that concurrent student enrollment have more than tripled since 2004.

**E. New Student Enrollment**

Missy Wikle's group has been working with new students and the student's first year experience.

**F. Concurrent Enrollment**

Dr. Fry noted that concurrent enrollment across Oklahoma has increase by 33% while OSU has enrolled 91 concurrent students for the past 5 years. Data suggests building relationships with the High Schools and High School students to increase concurrent enrollment. Dr. Fry asked members how can OSU better serve concurrent students? Would it make sense to offer 7:30 classes or offer hybrid courses giving these students the opportunity to take courses at OSU while continuing to complete their high school requirements. The goal is to increase concurrent student enrollment at OSU.

**G. Orientation Courses (working Group Report)**

Dr. Fry asked member if there were any core concepts to guide orientation classes. Is there one person in each area tasked with coordinating the orientation programs? Are there some share or standard activities which should be common across the University?

**5. Advisement**

**Attachments:**

**A. 2011 Report on Undergraduate Advisement**

The report was prompted by a Student Government Association resolution that calls for OSU to set "academic advising standards according to the academic goals of each individual college" and to create an annual performance based evaluation process for advisors that reflect input by students.

**B. NACADA Article**

Members were given a NACADA article emphasizing the importance of regular advisor assessment and evaluation.

**C. Payrates for Academic Advisors**

It was noted that the payrates for advisors need to be addressed considering advisors' levels of responsibility and levels of degrees required for the positions.

**D. Proposed Position Description for Academic Advisor**

Members were provided a copy of a revised position description for advisors.

**E. 2014 Student Survey about Advisement**

Members were provided a copy of the 2014 Advising Survey.

Dr. Fry asked members to work with their deans to initiate a plan for the college advising units and to consider what type of funding would be needed to support it.

**6. Planning for Summer School 2015**

**7. As Time Permits:**

**General Education Recommendations**

**English Proficiency**

Include on future meeting agendas.

**8. Other**

**Curricular Requests:**

**College of Human Sciences**

**NUTRITIONAL SCIENCES, BS (097)**  
**Program Modification: Program Requirement Change**  
**Options: Dietetics, Human Nutrition/Pre-Medical Sciences, and Community Nutrition**

Program Requirement Change: Course requirement changes and change in total credit hours for the Human Nutrition/Pre-Medical Sciences from 122 to 120.

The College of Human Sciences at Oklahoma State University requests the program requirement changes as follows:

- (1) Dietetics – program requirement changes are being made to comply with accreditation requirements;
- (2) Human Nutrition/Pre-Medical Sciences – required courses and electives are being modified to increase skills needed for successful application to medical school;
- (3) Community Nutrition – the current Community Nutrition option does not lead to a specific career path. The proposed program requirement changes provide the coursework and experiential learning needed to prepare students for new career opportunities.

Members Approved.

**Course Action Request:**  
**New Course**

UNIV 3910	Niblack Research Scholars – Advanced Second year Niblack Research Scholar performing advanced scientific research in a laboratory environment.
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Members did not want make a decision at this time unless there were imminent extenuating circumstances. Members felt that the course could be offered under a special topics section and the permanent change could be made through the annual curricular process.