

INSTRUCTION COUNCIL

MINUTES

February 7, 2014

143 ITLE

Present: Raj Basu, Celeste Campbell, Cynda Clary, Bruce Crauder, Bob Davis, Cheryl Devuyt, Carol Johnson, Bavette Miller, Shiretta Ownbey, Raman Singh, Sarah Gordon, Christie Hawkins, and Brenda Masters.

1. **Block Tuition Proposal – Christie Hawkins**

Dr. Hawkins noted that the idea of block tuition has been presented in the past. Blocking 12-16 credit hours will encourage students to enroll in 15 credit hours. There will be exemptions to this process and it is hoped that some of these exceptions could be identified automatically. Some of those exemptions would include students taking remedial courses at Northern Oklahoma College (NOC), students on the Oklahoma Promise program, students who have opted into the guarantee tuition program, and students enrolled in 600 section courses. There will also be an option to exempt students, through an appeals process, for example, those close to graduation who only need a few hours to complete their degree. Members asked if these students would be flagged and it was noted not at this time; however, if there were ways to accurately track this, it could be an option. It was noted that waivers for current students will be assessed and dollars will be allocated for those that simply can't afford to go to the block tuition. The initiative would encourage students to graduate on target in four years. The proposal is in the process of acquiring interim approval from the A&M Board. Dr. Basu asked how this would affect students solely in Tulsa who may be taking additional classes at Tulsa Community College (TCC). The plan is to count the combination of hours to count toward the block with OSU Stillwater and Tulsa but would not include classes taken at TCC. It was noted that this might be another list that we need to exempt, hopefully automatically. Dr. Hawkins noted that the plan was to include the 500 sections within the block. It was noted that questions on how financially this will be handled through a distribution model, has not been finalized. Members asked will the online courses be inclusive, and it was noted yes. Members asked if students taking only online courses would be included and Dr. Hawkins said that it may be a group that would need to be reviewed. Members noted that this proposal does not favor students that have to work. Dr. Hawkins commented that she will be meeting with The Directors of Student Academic Services (DSAS) at the end of the month and if members have inquiries, they can direct those to her. Dr. Masters asked Dr. Hawkins if the messaging for this initiative could include the "Finish in Four" banner and added that she can provide the logos.

2. **Advisor Evaluation – Brenda Masters**

Dr. Masters began by saying that advisor evaluation is critical and it has been proposed to Dr. Masters to select 2 or 3 individuals to work on this project. Presently advisors and professional advisors job descriptions are being revised to include this evaluation segment. Raman Singh, Carol Johnson, Shiretta Ownbey, and Bruce Crauder or Amy Martindale, and Steve Damron or Cynda Clary will meet to discuss the subject. The plan is to solicit student information on advisors and build this into the advisor appraisal process by this coming summer.

3. **Finish in Four: Eight Semester Degree Maps for all Undergraduate Degree Programs – Brenda Masters**

Dr. Masters noted that since we now have "Reverse Transfer" and in order to recruit more transfer students through the development of additional articulation agreements, eight semester degree plans need to be created. Dr. Masters would like to see the development of eight semester degree plans for each major. The option plans can be developed next year. Eight semester degree maps would be posted and students would be able to find more detail about the degree programs. Dr. Masters plans to have the eight semester degree plans posted to a website by the end of the spring semester. Members noted that students really want that big picture. Dr. Masters noted that this is a request from the President and must be completed by the end of the semester. Within the next week, Dr. Masters would like to receive the college eight semester degree proposals. Dr. Masters noted that she would like to see a general model for the track to the degree, this would not be covering every situation or combination of courses. Members noted that it would be helpful to start with the prerequisites when developing the plans. Members are to make the plans simplistic and easy for students to conceptualize.

Members asked about the articulation agreements currently being reviewed and updated and asked if this should be put on hold. Dr. Masters noted no but commented that there will be a different model for articulation agreements in the future.

4. Proposed Amendments to Honors College Policies and Procedures – Benda Masters

The Honor's College will no longer have a separate admission process as it causes confusion. Presently when students are admitted to the Honor's College the student will receive a letter confirming admission to the Honor's College. Some students interpret this to mean that they have been admitted to OSU even though the letter indicates that it is provisional pending admission to OSU. In these cases, once the student receives verification of admission, it is too late to apply for financial aid and scholarships.

Dr. Spurrier has provided the proposed amendments. Changes include allowing:

- Adding a statement in section 5.5 regarding fourth-year students with a year remaining in their degree programs to make use of the community service option.
- Eliminating wording in the section 5.5 regarding allowing honor's students to volunteer as unpaid tutors.
- Adding a statement in section 7.3 in regards to the deadline to compete the honors contract.
- Editing 3.1.1 regarding the admissions process for honor's students.

Members approved amendments.

Dr. Masters noted that OSU now has a system called "Slate" that allows OSU to communicate with student nationwide which would allow OSU the ability to recruit more applicants to the Honor's College.

5. Course Exception Forms – Evaluation and Process – Celeste Campbell

Dr. Campbell noted that in past years the expectations in regards to the course exception forms have changed. It was concluded that it would be beneficial to articulate the criteria to evaluate these exceptions, who is making those evaluations, what the Registrar's Office is checking, and consequences of those exceptions. The Registrar's Office has created the "Course Exception Form Processing Evaluation Guidelines" document to articulate the process and explain why the forms are necessary. Dr. Campbell asked members if they have suggested changes for this document. Dr. Campbell also noted that the Registrar's Office is trying to clarify the proper use of these forms. In some cases, it has been discovered that the "Class Change with Current Enrollment" form used to move a class from one standard class time to another is being used as a deviation request, moving a class to a nonstandard time. The Registrar's Office felt it might be beneficial to provide a description of the intended use on the form to assist with understanding of the form. The Registrar's Office felt it might be beneficial to provide the "Course Deviation Guidelines for Undergraduate and Graduate Courses" document to provide a better understanding of the forms. Members asked if there was an expectation or preferred process regarding when to notify student of class changes, before or after the forms are approved. Dr. Campbell noted that she would check. Dr. Van Delinder requested that the signature line for all exception forms only ask for the Associate Provost signature and to remove reference to Academic Affairs since the requests for graduate courses are signed by the Graduate College. The Registrar's Office will edit the forms as requested and send to members.

6. Curricular Request

College of Arts & Sciences

PSYCHOLOGY, PhD (178) Program Modification: Option Name Change

Option Name Change to: Experimental Psychology

The department of Psychology at Oklahoma State University requests the option name change as the option was formerly called "Experimental Psychology" and was changed to "Lifespan Development" because this label was thought to be a new trend in psychology. However, over the last decade, it is clear this label is not as

trendy or popular as once thought. In addition, the department has hired new faculty and the expertise of some of the faculty do not fall under the heading of lifespan development. To be consistent with the current field and to more accurately reflect the makeup of current faculty and curriculum structure; it was decided to change the name of the option back to "Experimental Psychology".
Members approved.

7. Course Deactivate/Reactivate (Information Item Only)

Deactivations:

- IEM 4323 – Manufacturing Systems and Processes
- IEM 4733 – Engineering Business Processes
- IEM 4823 – Industrial Ergonomics
- IEM 5233 – Engineering Business Processes
- IEM 5313 – Computer Integrated Manufacturing Systems Design for Lower Volume Products
- IEM 5333 – RFID and Wireless Systems Applications in Manufacturing Enterprise
- IEM 5363 – Management of Cellular Manufacturing Systems
- IEM 5623 – Project Planning and Control Technologies
- IEM 5713 – Statistical Topics in Simulation Modeling
- IEM 5753 – Manufacturing Enterprise Modeling
- IEM 5823 – Performance Management and Improvement
- IEM 5923 – Advanced Energy and Water Management
- IEM 5943 – Hazardous Material and Waste

8. Other

Members noted that their needs to be some attention to the classrooms and classroom furniture. Dr. Masters noted that the classroom maintenance funds have highly depleted in the past three years for other projects that were directed at the Provost level. During the past months there has been a request for more money for this purpose. Dr. Masters asked if any of these concerns had been mentioned in the budget conversations.

Adjourn: 10:15 a.m.