

**INSTRUCTION COUNCIL
MINUTES
June 6, 2014
204 Whitehurst**

Present: Celeste Campbell, Rae Ann Kruse, Missy Wikle, Jean Van Delinder, Bruce Crauder, Bob Davis, Chris Ross, Shiretta Ownbey, Mark Weiser, Sarah Gordon, Susan Johnson, Bavette Miller, Cynda Clary and Pamela Fry.

1. Curricular Requests

College of Education

**TEACHING, LEARNING AND LEADERSHIP, MS (057)
and
EDUCATION, PhD (435)
Program Modification: Option Name Change**

Option Name Change: From - Occupational Education Studies To - Workforce and Adult Education
The College of Education at Oklahoma State University requests the option name change to more accurately reflect up-to-date, nationally used terminology in the field, and to aid in job recruitment for individuals completing the degree. The option name change also will better align with industry demand.

Members approved.

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 change and change in total credit hours for Dietetics from 121 to 120, and 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.

2. Academic Integrity Policy – Rae Ann Kruse

Dr. Kruse noted that there are eight revisions to review and approve.

1.03 b1 - added "Standards set by instructors in their classes should be consistent with the guidelines provide within this policy." Members approved.

2.02 - changes were made to this section in regards to the discovery period with the intent to make the discovery period more specific. It was also noted that at the end the last sentence, first paragraph in 2.02 the sentence should read "A school day is defined as a regular class day during the fall or spring semester (if

the student is enrolled in a class during summer school or intersession, a school day includes regular class days during that term).

2.04 and 2.05 - were reversed.

2.04 a - the instructor will recommend a sanction rather than award a sanction

Dr. Kruse asked if this meant that the Academic Integrity Coordinator inputs the "F!". It was noted the instructor should input the initial grade of "F!".

2.04 a, b, and c – remove award and recommend in each sentence.

2.09 – charged students who are accused of a second alleged violation second violation of academic integrity will be referred to the Academic Integrity Panel to “students who are accused of a second “F!” are referred to the Academic Integrity panel”.

3.03 – added time limit of 30 calendar days for instructors to submit the necessary forms and sanction. Add “recommended” sanction.

3.08 – added “the student or instructor” will use the following procedures to file a final appeal.

4.01 – was changed to increase the number of panel members due to the increased volume of violations.

Members approved.

Faculty Council’s Academic Standards and Policy group will need to approve the suggested changes.

3. Graduate College Academic Policies – Jean Van Delinder

Dr. Van Delinder noted that the Graduate Council and Graduate College have been reviewing the Graduate College Academic Policies and suggest a few changes. Member noted that in reference to #2 members were opposed to changing the minimum grade requirements to include all graduate coursework and requested that only the plan of study grades be used to calculate a student’s academic standing. Graduate Council suggested limiting the opportunity for individuals to earn graduate minors after graduation. Members had some concerns regarding this suggestion and do not feel that students should have to delay graduation in order to earn a minor. It was also noted that individuals in the workforce who choose to earn a minor, will now not be allowed to do so. Previously pass/fail grades could not be used on a student’s plan of study and the Graduate Council suggested including those pass/fail grades on the student’s plan of study. Dr. Van Delinder noted that the Graduate College has been making exceptions to this policy and wanted this addition added to the policy and catalog. The Graduate College also wanted to change the stipulation that no more than three credit hours taken during the first summer session (intersession) may count toward a degree, to no more than one graduate-level intersession course should be taken at a time. Under Grade Interpretation 6.2, Dr. Fry noted that the letter grades listed be identified and Dr. Campbell noted that the grades are identified in a prior section in the catalog. Dr. Fry suggested referencing that section with the listing of grades. A revision was made to #9 regarding the “Thesis/Dissertation Approval Page”. Graduate Council suggested that the section read as follows: “The [above/below] signatures acknowledge the successful completion of the body and content of the [thesis/dissertation] and signify approval of that material. The signatories do not review preliminary pages.” Members suggest further discussion.

4. Addition of Watermark to Diploma – Celeste Campbell (Information Item)

Dr. Campbell showed members the proposed watermark to be placed on the diplomas.

5. Replacing “50% Refund” with “Partial Refund” in UAR 5.4, Academic Calendar, and Registrar’s Section of 2014-15 Catalog – Celeste Campbell (Approval)

Dr. Campbell requests approval to make changes to wording in UAR 5.4. Academic Calendar and Registrar’s Section of 2014-15 Catalog from “50% refund” to “partial refund”.

Members approved.

6. Reflection of Options Within the Same Major on Transcripts – Celeste Campbell

(Discussion)

Dr. Campbell noted that in 2008 a stipulation was adopted to only allow a student's transcript to list one degree even if the student completed two different degree options. It was noted that options are floating in SIS and are not tied to a degree. Members decided that it was best not to attempt to change the process now as we will be converting to the new Student Information System Banner and should be able to solve this issue with the new system.

7. Course Deactivation/Reactivation Request

(Information Item)

Deactivation:

BIOL 3243 – Biological Rhythms

8. General Education Task Force Recommendations – General Discussion

(Discussion)

Dr. Fry asked members to provide ideas on how best to address the General Education Task Force recommendations. Dr. Fry asked if the university should have a General Education Summit. Dr. Campbell noted that UAR 3.4 was still on the table.

9. Other

Finish in Four – Missy Wikle

Missy Wikle handed out a "Finish in Four" publication for new students. The information is located on the New Student Orientation and Enrollment website at newstudents.okstate.edu. All freshmen get the publication which consists of a combination of information and tips on how to "Finish in Four". New Student Orientation session include information on "Finish in Four" as well as other beneficial information including how to manage money, budgeting, transitioning from high school or from a two year institution, a four year academic planning worksheet, etc. During New Student Orientation, the "Finish in Four" concept is discussed with students and parents. The chants and cheers used in New Student Orientation have been modified to include the idea of "Finish in Four". Members are to let Missy know if changes are needed.

In the next Instruction Council (IC) meeting it was suggested to discuss block rate with Christie Hawkins. Dr. Masters was asked to possibly schedule a special meeting with Dr. Hawkins and IC main members.

Dr. Fry asked members if IC should meet two times a month instead of only once a month and members were open to meeting twice a month. Dr. Fry asked members if the 1st and 3rd Fridays might work and they commented it probably would if major holidays and events could be avoided.

Adjourn: 10:42 a.m.