INSTRUCTION COUNCIL
MINUTES
July 11, 2014
204 Whitehurst

Present: Celeste Campbell, Cynda Clary, Bob Davis, Cheryl Devuyst, Karen Flaherty, Shiretta Ownbey, Raman Singh, Jean Van Delinder, Tom Wikle, Sarah Wilkey, Robin Wilson, Keely James, Rae Ann Kruse, and Pamela Fry.

Introduction of Karen Flaherty.

1. **Law School 3 + 3 Update – Keely James**
   Keely James noted that law schools have had for some time an opportunity to admit students early into their programs after the student's junior year. Students would complete 90-98 undergraduate credits and be eligible for early admittance to law school. This opportunity would also apply to students on BUS plans. Keely noted students enrolled in this program will still keep their OSU advisors in the individual colleges. Dr. Fry asked if there was a way to assure that students returned to finish their degrees and it was suggested to have the students to sign a notice of intent to return to OSU to finish their degrees. It was noted that these students can be tracked in the STAR system and a prompt can be set to remind advisors to make contact with these students. The email can include the admissions paperwork, etc. There was some concern with the upper division hours regarding the BUS. Keely noted that she can work with the BUS point people to work out any issues. Keely will need member feedback by next week.

2. **Graduate Minors – Jean Van Delinder**
   Dr. Van Delinder noted that the minor policy was updated to stipulate a minor must be completed simultaneously with a degree program. A minor may not be completed by itself, independent of a major program. This means a student cannot earn a minor after they have already earned their degree, as the policy now reads. Members asked if there were other institutions allowing graduate students to complete a graduate minor after obtaining a graduate degree and Dr. Van Delinder was not aware of any. It was suggested to have a data assessment in order to make an appropriate decision. In general it appears that members agree that it is awkward to allow a student to obtain a minor after they received their graduate degree. Members would like to go back to their colleges and ask for feedback from their departments. Dr. Van Delinder will do some investigating, check with the Statistic Department and bring back to members.
   Next Agenda

3. **"I" Grade – Bob Davis**
   Dr. Davis noted that he would like members to revisit the current process for incomplete grades. The current process is problematic in regards to certain degree programs such as the Professional Pilot degree. Dr. Davis researched processes used for incomplete grades at other institutions. The University of Texas has a permanent "I" for these situations. Dr. Campbell noted that the original reason for going to the "I-grade" was to encourage faulty to give a grade and give students incentive to complete the grade. Dr. Davis noted that faculty are forced to give an "I – grade" and really shouldn't in the case of the Professional Pilot program. Members asked if exceptions for certain programs could be made and asked if the incomplete grade process could be reevaluated.

4. **Academic Integrity Forms and Records Retention – Rae Ann Kruse**

Dr. Kruse noted that she has searched policies and procedures to see if there is a time limit to retain Academic Integrity (AI) records and could not find one. The only information she could find was from a PowerPoint presentation which noted that AI records should be kept for 10 years. Dr. Kruse noted that this is longer than the time limit for keeping student conduct records which is 7 years and asked members if this should be the case for the AI records. Members noted that from recent cases this could be problematic. It was asked if the records were in a paper format and Dr. Kruse noted that this was the case. It was asked if the records could be imaged and Dr. Kruse noted that the documents are being scanned be stored electronically. Members didn't feel it was necessary to keep the paper copies longer than a year if the documents are stored electronically. Dr. Kruse updated the AI forms and asked members if this there were comments. Dr. Davis noted that the facilitator needs a copy of the documents associated with form "A". Form "D" is for student's appeal of the AI violation and once Dr. Kruse learns of a student appealing an AI charge she emails the faculty member notifying them that the student has appealed and asks for the course syllabus, any documentation not already submitted, and for the student's current grade. Members asked if faculty members feel uncomfortable with emailing student grades. Dr. Campbell noted that our OSU system email is considered a secure source due to FERPA requirements. It was suggested to make the notification to the faculty member in formal manner rather than in an email. Dr. Kruse noted that slight changes were made to form "E". Dr. Kruse asked members if it was acceptable to post the revised forms to the website and members agreed that this would be fine.

5. **Issues that Instruction Council Should Address this Year – Pamela Fry**

Other issues or focus areas or IC:

- Student Success
- General Education transferability for student with an associate degrees from Oklahoma in regards to the "I and D". All other general education credit is waived for these students with the exception for the "I" and "D" designations.
- OSU is now requiring faculty to have a syllabus for each course. Does the policy address syllabus retention? If not, should this be added to the policy and how long should the required syllabus be kept?

6. **English Proficiency – Pamela Fry**

Dr. Fry would like to develop an appropriate process for tracking the status of English proficiency at OSU. It would be preferred to develop a process infused with the Human Resource employee signup process. Dr. Fry is responsible for providing a statement summarizing OSU's status in regards to English proficiency of instructors. This statement is sent from the President to the Oklahoma State Regents for Higher Education (OSRHE). Dr. Fry would like to see a process in place to evaluate how department heads address these complaints. At what level do we want to track this? Dr. Fry would like to begin a new process. Dr. Fry would also like to talk to Dr. Ormsbee regarding training for these individuals. Dr. Fry would like discuss this topic again in a future IC meeting.

7. **Other**

The Registrar's Office will be calling colleges about courses that do not meet instructional minutes to resolve

Adjourn: 10:38 a.m.