

**INSTRUCTION COUNCIL
MINUTES
September 4, 2014
204 Whitehurst**

Present: Celeste Campbell, Cynda Clary, Bruce Crauder, Robert Davis, Cheryl DeVuyst, Karen Flaherty, Pamela Fry, Sarah Gordon, Rae Ann Kruse, Bavette Miller, Shiretta Ownbey, Chris Ross, Raman Singh, and Jean Van Delinder.

1. Proposed Name Change / Zoology – Bruce Crauder

Information Item – Dr. Crauder reported that the proposed departmental name change will be from Zoology to Integrative Biology. The question was asked if the course prefix will stay the same or change. It was noted that the department name only is changing at this point. Also, degree names will not change at this point.

2. Retreat Follow-Up: Proposed University College Mission Statement and Description – Pamela Fry

Dr. Fry discussed the mission statement for the creation of an umbrella academic unit for several offices that function for undergraduate education at the central level. Dr. Fry asked if there were levels of concern or support for the statement. After some discussion it was decided to revise the mission statement making clear it reflects coordination at the university level. It was also requested that the role of the advising group be clearly articulated. Dr. Fry will revise the mission statement and will send a new draft proposal to Instruction Council members to be shared with the deans and department heads. Dr. Fry asked that the IC members get feedback to her prior to the next Dean's Council meeting.

3. Academic Forgiveness Policy – Celeste Campbell

Dr. Campbell reminded the council members of the three components of the Academic Forgiveness Policy – repeated courses, academic reprieve, and academic renewal. These three components are grounded in State Regents policy and OSU has two policies that describe these components – Policy 2-0820 and University Academic Regulation 6.13. Examination of the policies arose because it was noticed that the two policies were not worded exactly the same and clarification was needed. After some discussion it was decided that Rae Ann Kruse and Dr. Campbell will review and draft a new introductory section to make it more forthright, will send it to IC for review, and will bring it back for approval next time.

4. Incomplete Grade Analysis – Celeste Campbell

In reviewing the Incomplete Grade Analysis policy, Dr. Campbell looked at two questions: How did the policy change affect the quantity of incomplete grades assigned by instructor? And, how did the policy change affect students' likelihood of finishing incomplete work? Dr. Campbell found that there was a 23% reduction in undergraduate incomplete grades and a 29% reduction in graduate incomplete grades comparing the three-year periods before and after the policy change. It was also found that the policy change resulted in an increased likelihood that students would finish incomplete coursework.

Dr. Campbell mentioned that a project manager from Banner and Darlene Hightower will attend the next IC meeting. It was noted that there are concerns and questions that IC will need to decide. There will be a three-day meeting in Tulsa in October to work out details between institutions.

5. Welcome Week Saturday Office Hours Feedback – Pamela Fry

It was reported that there were 6 participants from CEAT, 6 from EDUC and 4 from HS for the Welcome Week Saturday Office Hours. It was noted that NOC is not open during this time. It was also mentioned that New Student Orientation may be organizing Welcome Week going forward and it was suggested that it be organized more like commencement.

6. Updates on Working Groups – Pamela Fry

Dr. Fry has been looking in literature for the best practices for evaluation of advising and it seems to be similar to the evaluation of teaching. Skills, attributes of advisers, knowledge of advisement, etc. can be looked at as well as peer input. She also now has a list of all orientation courses and can begin forming groups to look at the suggestions/recommendations.

7. Course Deactivation/Reactivation Requests

(Information Item)

Reactivation:

MUSI 3733 – Survey of Rock and Roll

(Information Item)

Deactivation:

NATS 5990 – Topics in Natural and Applied Sciences

(Information Item)

Deactivation:

NATS 5050 – Report

8. Other

Dr. Celeste Campbell announced that a new Associate Registrar position has been established and will be open in the next day or so. This position will oversee student records, enrollment services, degree certifications, residency petitions, and tuition appeals.

Adjourn: 10:30 a.m.