

**INSTRUCTION COUNCIL
MINUTES
October 3, 2014
204 Whitehurst**

Present: Raj Basu, Cynda Clary, Bruce Crauder, Bob Davis, Cheryl Devuyst, Karen Flaherty, Susan Johnson, Bavette Miller, Shiretta Ownbey, Chris Ross, Jean Van Delinder, Tina Meier, Rae Ann Kruse, Lisa Cota, and Pamela Fry.

1. D2L – Tina Meier

Tina noted that members need to decide on an appropriate date for a D2L upgrade. Members noted that a mid-May date would be best, possibly May 15th. Dr. Fry will work with Tina on communications of the upgrade to the University. Dr. Fry would like to standardize the D2L upgrade dates each year. Tina has received several requests from faculty requesting the ability to change instructor roles in the D2L system after the initial setup of employee status. If a faculty member wants to change roles after the initial setup he/she can contact the college Information Technology point person. Tina mentioned that A&S would like to have access to VideoNotes in order to add notations to videos and this information would be saved and housed in Amazon Cloud Services. It was noted that the benefits of using VideoNotes is that it improves user engagement. The program captures webcam recording capabilities without having to use a third party service. Members agreed to try the program on a pilot basis for one year. Tina also had a request from faculty asking to review the D2L class information from previous semesters and Tina suggested placing this request on hold until Banner is implemented. Members agreed.

2. Suspended or Deleted OSU Academic Programs: Requests to Allow New/Additional Students – Celeste Campbell

Dr. Campbell would like to propose a standard practice for adding students to suspended or deleted degree/major/option programs. Program changes receive Oklahoma State Regents for Higher Education (OSRHE) approval and receipt of the OSRHE approval letter prompts a chain of processes in SIS, the catalog, etc. It was noted that sometimes special requests result in confusion and treads violation of OSRHE policy. Members noted that there will be exceptions to the practice especially in the case of the "Military Leave Absence". It was said that if approval of a suspended/deleted program is required by OSRHE, any exception would have to have OSRHE approval (in addition to Academic Affairs approval). Members approved.

3. Process for Academic Services Fees – Pamela Fry

Dr. Fry noted that there have been requests to increase consumable materials fees on certain high maintenance courses. Dr. Fry said that the consumable materials fee was rolled into the college program fees and suggested that members look at that distribution. Dr. Fry will ask to place this topic on the October 9th Dean's Council agenda.

4. Summer 2015 – Pamela Fry

Dr. Fry sent a message clarifying that banked hours cannot be used toward 600 sections. Dr. Fry is waiting to receive information on the Summer 2015 budget.

5. Academic Integrity Policy – Rae Ann Kruse

Dr. Kruse noted that the Academic Integrity Policy was sent to the Academic Standards and Policy Committee of Faculty Council and to Faculty Council. The policy then went to Legal Counsel who recommended a few changes prompting another review by Instruction Council. Revisions were made in sections 2.04, 2.04c3, 2.09.

Members approved of the revisions.

6. Other

Banner Student Business Process Modeling Sessions are at OSU Tulsa on October 28-30. RSVP to Darlene Hightower to indicate your College participation.

The list of current participants was distributed to members.

Cybercrime – How is the FBI Protecting You?

Presentation to be held at 2:00 p.m. on October 9th in the Student Union Theater.

Members asked if the Haven training holds are being lifted automatically and if there was an eprint report that would reflect those holds. It was noted that the eprint report “enrlhlds” list all student holds.

Adjourn: 10:22 a.m.