

**INSTRUCTION COUNCIL
MINUTES
November 20, 2014
204 Whitehurst**

Present: Raj Basu, Celeste Campbell, Cynda Clary, Bruce Crauder, Bob Davis, Cheryl Devuyst, Karen Flaherty, Keith Garbutt, Sarah Gordon, Susan Johnson, Shiretta Ownbey, Chris Ross, Lance Millis, Sheryl Tucker, Van Delinder, Tina Meier, Rae Ann Kruse, and Pamela Fry.

1. Update on D2L Login Page – Tina Meier

The Information Technology (IT) department was contacted by the Title IX Equal Opportunity Office requesting that the paragraph below be added to the Online Classroom and Community Training login page.

Oklahoma State University (OSU) does not discriminate in employment, programs, or activities on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age or protected veteran status. OSU is committed to providing an employment and educational environment that is free of bias, discrimination, and harassment. If you have been the victim of sexual misconduct or discrimination we encourage you to report this matter promptly. On the Stillwater Campus, the Coordinator of Student Conduct (328 Student Union, 744-5470), the Director of Equal Opportunity and the Title IX Coordinator (408 Whitehurst, 405-744-9154) have been designated to handle inquiries regarding the non-discrimination policy. If you confide in a faculty or staff member that you encountered an incident of sexual harassment, sexual misconduct or sexual assault, he or she is obligated to relay the basic facts of the incident to the Coordinator of Student Conduct, the Director of Equal Opportunity or the Title IX Coordinator. For more information regarding reporting Title IX violations at OSU, please go to: <http://1is2many.okstate.edu>.

Presently the request only applies to the Stillwater Campus and plans are to ask the other campuses to post the paragraph to their D2L websites. It was noted that there was a standardized statement on the university syllabus, but it will be revised to include this wording. Members asked if Legal Counsel had reviewed the statement and it was noted that this was uncertain. It was asked that this statement be reviewed by Mackenzie Wilfong in Legal Counsel before members are asked to make a decision.

2. Special Fees

The fee requests, with the exception of the fee request below, will be discussed in the December 5, 2014 meeting.

COLLEGE/ UNIT	FEE CATEGORY	FEE DESCRIPTION	DEPT/COURSE	APPLIED	CURRENT FEE	FEE REQUEST	CHANGE	NEW REVENUE
GRADUATE COLLEGE								
NEW CHARGE	Other Special Fees	Reinstatement Fee for Doctoral Candidates	1,000 (resident) 2,500 (non- resident)	Per Semester	0.00	1,000.00	10,000.00	10,000.00

Members approved the fee request as it is presented on the fee form request. Members suggested revisions to the spreadsheet to accurately reflect the request. The “fee request” section should reflect resident and non-resident numbers and include the wording “up to” in each of the following sections: fee request, change, and new revenue.

3. Curricular Requests

Graduate College

INTERNATIONAL DISASTER AND EMERGENCY MANAGEMENT, GRADUATE CERTIFICATE New Program (Informational Item)

The Graduate College at Oklahoma State University requests a new graduate certificate in International Disaster and Emergency Management. The new program will synergistically combine and build upon the existing strengths of the Fire and Emergency Management Administration (FEMA) program and the International Studies Program (INTL). The graduate certificate is designed to meet the demand for professional development in the area of International Disaster and Emergency Management. The program is unique by filling a critical need to provide training for professionals working internationally in this field.

11/7/14 - Members tabled. The College of Agricultural Sciences and Natural Resources asked that AGCM 5503, Disaster Management and Communication, be included in the curriculum for the proposed program. Dr. Jenswold will consult with the appropriate individuals to determine if this would be appropriate. Dr. Fry suggests that once a decision has been reached, the program proposal can be sent to members via email for a final vote.

11/17/14 – Members Approved via email.

4. **University Academic Regulations 6.12: Violation of Academic Integrity – Rae Ann Kruse**

Dr. Kruse noted that word “fraudulently” has been removed from University Academic Regulations 6.12: Violation of Academic Integrity.
Members approved.

5. **Credit for Extrainstitutional Learning Policy – Pamela Fry**

It was noted that a handout was sent to members regarding the Credit for Extrainstitutional Learning Policy. The title of this policy is changing to “Credit for Prior Learning Policy”. It was noted that OSU’s Undergraduate Admissions is already discussing how to evaluate this credit. It was noted that two-year institutions have already been giving credit for work experience, non-degree granting institutions professional training, military training, or open source learning.

6. **General Education Task Force Recommendations – Pamela Fry**

11/7/14 - Dr. Fry asked members to take the General Education Task Force recommendations back to their areas and provide feedback on the recommendations in the next meeting.

Dr. Fry wanted member feedback regarding the five proposed General Education Task Force recommendations.

It was noted that within the General Education Task Force Report the OSU specific general education requirements for the International (I) and Diversity (D) designations could be met through completion of courses specific to the student’s discipline.

Recommendation One: 30-10 recommendation. With the exception of the designation of levels of Mathematics courses, 30 general education hours (and categories) mandated by the Oklahoma State Regents for Higher Education would be unspecified courses on the degree plan.

Recommendation Two: The OSU General Education program will have oversight by faculty and administration.

Recommendation Three: Number of prerequisites will not be a determination of general education designations.

Recommendation Four: Systematic approach to equipping faculty to teach general education courses.

Recommendation Five: The Office of Academic Affairs should identify avenues to encourage departments to implement service learning, civic engagement, teamwork, sustainability, wellness, creativity, and applied learning throughout the curriculum, within and beyond general education.

Members had concerns in regard to the way the Science general education requirement was listed in the 30-10 recommendation. Members questioned if the wording “a minimum of six hours” should be added to this listing and it was noted that in Academic Regulation 3.4, it indicates the wording “minimum”; therefore, members wanted the listing to reflect “6 hours” not “6 or 7 hours”. Other changes to Academic Regulation 3.4 include; changing the specific required general education courses on degree plans from “15-16” to “16”, and additional general education courses will change from “9” to “10” hours.

Members approved the General Education Task Force recommendations.

It was asked why the “I and D” designations were not waived with the other general education requirements when a student transfers to OSU with an AS degree and it was noted that the “I and D” designations are specific to OSU and this would have to be discussed on an institutional level.

7. Assessment of Undergraduate Student Learning Task Force Report – Pamela Fry

Dr. Fry asked if there were any core group expectations for undergraduate students at OSU. Would it be possible to include research experience or an internship? It was noted that some of the colleges already have a common core process to be used as a best practice. Dr. Fry noted that undergraduate internships and research experiences prove to engage students and aid students as they follow their career paths.

8. Other

Dr. Fry would like to create an advising portal for our website.

Spring IC Topic – Credit for prior learning and credit by exam

9. Adjourn: 10:30 a.m.