

INSTRUCTION COUNCIL

MINUTES

January 15, 2015

204 Whitehurst

Present: Raj Basu, Celeste Campbell, Bruce Crauder, Karen Flaherty, Keith Garbutt, James, Knecht, Bavette Miller, Shiretta Ownbey, Rita Peaster, Chris Ross, Raman Singh, Jean Van Delinder, Steve Damron, and Pamela Fry.

1. **Banner Implementation Update - Rita Peaster**

Rita noted that she wanted to give some brief updates regarding the Banner implementation. Efforts are currently focusing on the technical aspects for all the A&M institutions. The student information side of the implementation is being address by the individual institutions and efforts to migrate personnel information has initiated. Rita noted that there are going to be some upcoming discussion points in which units will need to make decisions within a short timeframe. Rita welcomes ideas for handling the decision making. It is the assumption from the Registrar's Office that the associate deans would be making decisions related to the colleges. If other individuals need to be included, let Rita know. It was noted that there will be some upcoming demo sessions. Dr. Campbell noted that this is a good opportunity for colleges to make desired overall changes, including changing the name of a college, etc. It was noted that there were a few changes to the fall graduate diplomas, a watermark has been added and the doctoral diplomas are now similar to the undergraduate diplomas 14 X 17.

Follow-up from Class Schedule PDF Discussion: Communicating Enrollment and Other Registrar-Related Information – Celeste Campbell

Dr. Campbell shared the Office of the Registrar Student Communication plan and provided a demo of sections of the Registrar website related to enrollment. As an example of such communications, it was noted that anytime a student's class schedule changes, students receive an automated email confirmation indicating that the schedule has changed. Diploma application confirmation messages are also sent to students. If a student files an online application, a confirmation is sent to the student reflecting the name of the declared degree and the student's name as it will appear on the diploma. Members indicated-that it would be beneficial to have the final exam schedule in some type of correspondence to the students, possibly add the link to the University Syllabus. Dr. Fry asked if there could be a quick link to the Registrar's Office enrollment guide, especially during the enrollment period. Dr. Campbell noted it would be beneficial to have easy access to information regarding commencement and courses as well.

2. **Fall Break Survey Results – Celeste Campbell**

Dr. Campbell noted that last year Fall Break was the week of Homecoming and there office sent out a survey as faculty, staff, and students soliciting opinions about Fall Break. The survey sample consisted of 2500 students and 1,691 faculty/staff. The response rate was 38.7% and the students preferred to move Fall Break back to a non-football Friday rather than have it during Homecoming. Forty-six percent of faculty/staff preferred homecoming Friday, 30% preferred a non-football Friday, and 24% recommended other options. If anyone is interested in the full report to let Dr. Campbell know. Members asked how other institutions handled Fall Break and Dr. Campbell responded that in the Big 12 three schools have a Friday break, three schools incorporate Fall Break with Thanksgiving, and three take a Monday and Tuesday off in the middle of the term.

3. **Grading Period Options in Banner – Celeste Campbell**

Dr. Campbell wanted to bring this to members to think about the grading periods as it relates to Banner. Dr. Campbell noted that a decision needs to be made on an appropriate timeframe for when the system is opened for grading. SIS is open for thirteen days for grading in the Spring (includes winter intersession courses) and Fall (includes August session). In the Summer, with three grade submission periods, it allows grade submission at the end of the May, June, and at the end of the Summer session. There are options available in Banner in regards to opening the system for grade entry. It will need to be decided when students should be

allowed to view grades. Members agreed that more discussions are needed in regards to allowing the students to view the grades. Dr. Campbell asked members to discuss this topic with your colleges. Dr. Fry noted that it might be good to get feedback from the Academic Standards and Policies committee of Faculty Council and Dr. Campbell agreed that this was a good idea.

4. Student Evaluation Surveys of Their Advisors – Pamela Fry

Dr. Fry asked members if they agreed that students should be asked about their specific advisor in a systematic way and should everyone use the questions used in the 2014 survey. Members noted that a systematic student advisor survey would be beneficial. Dr. Fry asked if members would be agreeable to sending this survey out again. Members noted that the way the advisors are listed on the survey maybe problematic as students don't always know their advisors name. Members suggested adding photos or using a dropdown menu by major. Dr. Fry will work with Steve Brown and James Knecht on this issue in March prior to evaluations. Members did not want to go forward with the survey in its present form.

5. Other

The Banner training for advisors is scheduled for January 21st and 22nd and will focus on DegreeWorks, Student Educational Planner, and Banner Student Registration Preview.

Dr. Fry noted that an Orientation Classes Working Group has been formed and one of the topics being discussed is core concepts shared in orientation classes university-wide. Core concepts could be based on ways OSU can help students develop as an individual, as a scholar, and as a professional for a career. This concept is a crosswalk to the six pillars; Academic Excellence, Leadership, Service Civic Engagement, Finding Your Purpose, Broadening Your Horizons, and Wellness.

Dr. Fry noted that Instruction Council members will be the leadership for the University College. Dr. Fry plans to bring this group together to make decisions on employment of staff members needed for these positions as well as making decision on other issues. LASSO students will be moved to the University College and the tutoring services will remain in LASSO. Under the University College will be the Transfer and Veterans Student Services, Concurrent Student Services, and P-12 Academic Services.

Dr. Fry noted that the Finish in Four website is close to being completed and the Finish Orange and the University College websites are being worked on. Drs. Fry and Campbell are working with Dr. Carol Jones of the Academic Standards and Policies committee in regards to the 30-10 general education changes. Dr. Fry asked members to let her know if Instruction Council needed to focus on any specific topics this semester. It was noted that there should be more updates on assessment. Dr. Fry mentioned that Dr. Masters could give an HLC update and members asked if Undergraduate Admissions could join Instruction Council to discuss "prior learning credit".

Adjourn: 10:20 a.m.