

INSTRUCTION COUNCIL

MINUTES

February 6, 2015

204 Whitehurst

Present: Raj Basu, Celeste Campbell, Cynda Clary, Bruce Crauder, Bob Davis, Karen Flaherty, Keith Garbutt, James Knecht, Bavette Miller, Chris Ormsbee, Shiretta Ownbey, Chris Ross, Jean Van Delinder, Lance Millis, Christie Hawkins, and Brenda Masters (chair).

1. **Block Tuition – Christie Hawkins**

Students enrolling in 6xx courses during the fall or spring semesters.

Current Policy:

- Full-time undergraduate students who are enrolled in courses (typically section 6xx) that are not charged regular tuition and University-wide fee rate are automatically charged on a per credit hour basis.

Proposed Change:

- Full-time undergraduate students who are enrolled in 12 to 14 hours in addition to any section 6xx courses are automatically charged on a per credit hour basis.
- Full-time undergraduate students who are enrolled in 15 or more hours in addition to any section 6xx courses will be charged the block rate plus the cost of the 6xx section course(s).

Result:

- Because 6xx are charged varying rates and cannot be included in the block rate, the original intent of this policy was to not disadvantage students taking a 6xx section. The assumption being that it was far more likely for students to be taking 12, 13 or 14 hours plus an additional 6xx section and we did not want to discourage enrollment in a 6xx section.
- As our data has indicated – especially for the spring semester, we have about 130 students taking 15+ hours in addition to 6xx sections. In the same spirit, we do not want to discourage these students from taking a 6xx section either.
- This change would provide consistency in that enrollment in a 6xx section would not put any student at a disadvantage in regards to the cost of tuition and fees.

Important Points:

- 6xx sections are still NOT included in the block rate.
- This does not change the current policy regarding 6xx sections and banked hours. Banked hours will still not be allowed to apply to 6xx sections in the summer.

Dr. Hawkins noted that students need a way to check their banked hours. Dr. Hawkins noted that on the "Student Self-Service (SIS)" page (Student Life, Student Self Services SIS, Login, Block Tuition Banking), students are able to see a snapshot of the banked hours, so that students can keep track of the status of their banked hours. This information is updated nightly. Banked hours will be discarded at the end of the summer term. Banked hours cannot be used for 6xx sections, NOC general education courses, or graduate courses. It is noted that if the students schedule changes to their enrollment, this could change the status of the banked hours. Advisors can view this information on the 148 screen. Member asked if there will be a report generated regarding in regard to block tuition and Dr. Hawkins noted that IRIM can produce a summary of the data and members agreed that there is an interest in receiving this information. About 1,350 students are taking advantage of the block rate and 18,000 hours that have been banked for the Summer. Various projection models indicate that between 7,000 – 11,000 of the banked hours could be used this Summer. The Fall to Spring retention for first year freshmen for students in the block rate was almost identical to the Fall to Spring retention for the overall Fall 2013 cohort. Also, for the Fall 14 cohorts, new freshmen in the block rate had a Fall to Spring retention rate almost 3 percentage points higher than those freshmen who were not in the block rate. Members asked if students use the banked hours to take an online class, will there be any additional revenue and Dr. Hawkins replied that there would not.

Members endorsed the change.

2. Curricular Requests

College of Arts and Sciences

GRAPHIC DESIGN, MASTERS OF FINE ARTS (MFA) New Program

Oklahoma State University (OSU), Department of Art, Graphic Design and Art History, proposes a Masters of Fine Arts in Graphic Design that focuses on a unique combination of Interaction Design and Motion Design, the most rapidly expanding areas in the field of graphic design. Designers with these strengths are highly sought after in both business and academe. Curriculum specializing in these areas is not available in Oklahoma or in any other higher education institution in the region.

Members Approved.

Spears School of Business

BUSINESS ANALYTICS, MS New Program

The Department of Marketing within the Spears School of Business at Oklahoma State University proposes a Masters of Science in Business Analytics offered in both a traditional and online format. The Spears School of Business recognizes that, as the external business environment changes, the school must strive to meet new demands that are valued by the business community and by the student body. In the last ten years due to rapid advances in computing power and the availability of many types of data (for example, numeric, text, audio, video, etc.), a strong demand exists for graduate students prepared in analyzing different types of data for solving business problems.

Members Approved.

ENTREPRENEURSHIP, MINOR AND ACCOUNTING, MINOR Minor Modifications

Members Approved.

3. Advising and Orientation Classes Working Group Updates – Shiretta Ownbey

Dr. Ownbey noted Dr. Fry asked the advising working group to think about a mission and the philosophy for advisors at OSU. There have been conversations in regard to advisor appraisals and how career advising could be a part of academic advising. There have also been discussions regarding advisor salaries. The group talked about coming up with an overall brand for advising at OSU. Ideas included developing students as a person, as a scholar and as a professional. The group has created a mission statement.

The Orientation working group talked about a message or a brand for orientation courses at OSU also in concert with the concepts of the six pillars.

Dr. Masters noted that these initiatives are two of the five major parts of the quality initiative for the Higher Learning Commission.

4. Advisor Survey – James Knecht

James noted that advisor ID photos, names, and students' majors were added to the advisor survey. The plan was to send the survey out in March and have the data back in April for possible evaluation of advisors.

Members asked if this should be sent out later, giving students the opportunity to see their advisors in order to make that any assessments. James asked when members need the survey results back and it was noted late April. James told member to let him know if they want the survey run on specific advisors or if there are advisors which should be excluded. If there are advisors who do not have a photo ID, make sure they get one. Let James know if honors or athletics wants to participate in the survey of advisors.

5. **Hybrid/Blended Courses – Celeste Campbell**

The upcoming transition to Banner is an opportune time to improve the documentation of delivery method/mode for OSU's classes. Currently online classes are identified primarily by section number (500-range), but there is no consistent mechanism to set up or designate hybrid/blended classes. Consistent procedures for the setup of hybrid/blended classes are needed to ensure the following.

- Students and advisers are aware of the hybrid/blended delivery method.
- Hybrid/blended classes can be identified for tracking, reporting, and other purposes.
- Appropriate classroom space/time can be assigned.
- Instructional delivery (instructional minutes) can be documented to ensure compliance with the OSU, State, and Federal definitions of a credit hour (basic unit of student aid eligibility and a proxy measure of student learning¹).

For OSU to denote hybrid/blended course delivery in Banner, the following need to be determined/established:

1. Determine whether to primarily use the term "hybrid" or "blended" when referring to courses that use both face-to-face and online instructional delivery methods. Undoubtedly both terms will be used interchangeably, but is hybrid/blended preferred or blended/hybrid? Sample definitions/descriptions at the end of this document.
2. Establish an operational definition/guide to help determine which courses are hybrid/blended. At least 33% online (TCC)? 50% online (UCO)? Sample definitions/descriptions are provided at the end of this document.

Dr. Campbell noted that there needs to be some decisions on what to call the types of courses that are offered online and in a traditional format. Should these classes be called hybrid or blended? What should OSU refer to in Banner as an operational definition? Members agreed that the description of those type of courses should be referred to as "blended". It was noted that the terminology "online" will be reserved for 100% online courses not offered on campus. Members agreed that the operational definition for "blended courses" is a course consisting of partially online instruction in relation to seat time.

6. **Freshman Not Returning to OSU - Spring 2015 – Brenda Masters**

Dr. Masters noted that Dr. Fry will soon provide information to the colleges about the non-returning freshman from fall 2014. Once that data are provided the IC members want a discussion about the focus and objectives of the calls and other possible contacts to these students.

7. **Higher Learning Commission (HLC) Accreditation Update – Brenda Masters**

Input from Instruction Council concerning specific Higher Learning Commission Subcomponents has been requested. Ideally, this input will focus on how the academic programs satisfy the land-grant mission. It was indicated in the meeting that brief input of 3-4 bullet items is adequate at this time. Mark your calendars for the HLC site visit on October 19th and 20th, 2015.

8. **Other**

Dr. Masters asked if the university had a policy for requiring textbooks. Member noted that OSU does have a policies on copyrightable material and ordering textbook but are not aware of a policy requiring textbooks.

Adjourn: 11:20 a.m.
