

# INSTRUCTION COUNCIL

## MINUTES

November 6, 2015

204 Whitehurst

**Present: Raj Basu, Steve Damron, Karen Flaherty, Susan Johnson, Bavette Miller, Chris Ormsbee, John Romans, Raman Singh, Celeste Taber, Jean Van Delinder, Robin Wilson, Sheryl Tucker, Amy Martindale, and Shiretta Ownbee (chair).**

**1. Developing Teaching Support Programs – Chris Ormsbee**

Dr. Ormsbee noted that she has been asked to review general education in relation to retention and how retention can be approved. Dr. Ormsbee intends to form a group to assist in developing some type of model or plan for a general education course instructor program. Some of the anticipated discussions will include incentives for quality general education teaching and Dr. Damron noted that this is a good idea and that this was a recommendation of the General Education Task Force. Dr. Ormsbee asked members to identify individuals to serve on this committee and noted that the meetings probably won't start until January.

**2. Online Course Approval Program (final approval) – Chris Ormsbee**

Dr. Ormsbee noted that typically online courses go through the approval process every time the courses are offered. The requests come with very little information as to why the courses are offered and the plan is to clarify this process. Also it is intended to have these courses roll from semester to semester without having to create paperwork each semester and to implement by Fall 2017. Only new courses will need approval and first time approvals would have to include substance and an explanation of why the course is being offered with details of the offering. 500 and 600 course sections will be among those falling under this category. It was noted that this way there is some accountability to these offering and to insure that the courses have the appropriate seat time, etc., to assure that the courses include equivalent competencies as to face to face offerings. Dr. Singh asked if the reasoning and some criteria could be added to the form to explain why this is necessary and that there is accountability by meeting contact hours, assuring quality of instruction, and also to include expectations for the courses. Dr. Ormsbee noted that she will work on the document and bring it back for review by members.

**3. Guidelines for Online Courses (first look) – Chris Ormsbee**

Dr. Ormsbee noted that some of the information contained in the handout is a result of conversation with college and unit representatives. A document was put together listing some basic guidelines for online course offerings. The guidelines for online courses include details to consider while creating a course such as, course objectives, organization of the course, course design, assessment of the course, etc. Members suggested compressing some of the subject matters. Members are to take the document back to their colleges and this topic will be brought back to IC.

**4. Collecting Employment Data from Students/Alumni – Sarah Gordon**

Dr. Gordon began by noting that this discussion is a briefing and that there will be a separate meeting to discuss details. Dr. Gordon said that she, Dr. Pam Ehlers, Dr. Sheryl Tucker, and Dr. Christie Hawkins have met and talked about federal mandated regulations in regards to reporting employment data. It appears that there is increasing demand for information about graduates' employment status, and the demand is coming from multiple places/sources. For example, both the Graduate College and Career Services have professional organizations that are asking for the data. OSU already reports employment data to NACE (the National Association for Colleges and Employers), which requires data within six months of graduation. Dr. Tucker anticipates similar reporting requirements for the Graduate College. We also anticipate an employment component will be added to the federal College Scorecard at some point in the near future. At OSU, it appears employment data is being collected in various ways, at various times, and by various entities. For example, the departments and colleges appear to be collecting this data in some capacity, as they report to accrediting bodies and to the general public. Career Services is collecting data on employment to report to NACE. UAT is collecting data on employment as a part of the annual OSU Alumni Survey, which is conducted in fulfillment of

an OSRHE requirement. Dr. Gordon, Dr. Tucker, and Dr. Ehlers are asking for an opportunity to review all processes for collecting employment data university-wide, in an effort to understand what is being asked, when, and why in order to see if these processes could be collapsed into one or two surveys that meet everyone's needs. This would make the process more streamlined, more convenient for all involved, would save money, and would help avoid survey fatigue among this key population (alumni). Consolidating the process may also make it easier to develop a university-wide repository for this information that could be accessed by those who need it (both within and outside our institution). There will be a separate meeting scheduled to discuss these topics. Dr. Gordon asked members to discuss with their colleges about what information is needed at the college level (including accreditation and reporting requirements, costs of what is being surveyed, what is flexible and what is not, etc.) and to identify one or two people per college who should be included in future meetings and discussions on this topic.

## 5. Curricular Requests

### College of Arts and Sciences

#### **BIOLOGICAL SCIENCES, BS (030)** **Program Modification: Option Addition**

Option additions: (1) Environmental Science and (2) Pre-Healthcare

The College of Arts and Sciences requests the option additions to meet knowledge and skill requirements of areas of emphasis and future careers within the discipline of biological science. The degree options represent both student and employer demand and will facilitate student retention and graduation rates at Oklahoma State University, as well as future career success. The degree options also will support recruitment efforts both on and off campus.

Members tabled pending further discussions with the College of Agriculture.

#### **BOTANY, BS (031)** **Program Modification: Change in Program Name, Option Name Change, and Program Requirement Change**

Program name change: Plant Biology, BS

Option name change: From: Ecology To: Ecology and Evolutionary Biology

Course requirement change

The College of Arts and Sciences requests the program name change to better align with current terminology. The option name change is requested to increase the breadth of the discipline, and the program requirement changes are requested to include newer courses which have been developed in the past years to allow greater flexibility in the option.

Members approved.

#### **CHEMISTRY, BS (044)** **Program Modification: Option Addition**

Option addition: Pre-Health/Pre-Law

The College of Arts and Sciences requests the option addition as the new option will give students interested in pre-health or pre-law careers a greater focus on chemistry by providing a strong scientific basis for medical or law careers.

Members approved.

#### **FRENCH, BA (103)** **Program Modification: Program Requirement Change**

Course requirement change and change in total credit hours from 121 to 120

The College of Arts and Sciences requests the course and credit hour changes to align the degree sheet with the University's 30-10 General Education initiative and to comply with college credit hour requirements to improve four year graduation rates.  
Members approved.

**GERMAN, BA (113)**  
**Program Modification: Program Requirement Change**

Course requirement change and change in total credit hours from 121 to 120  
The College of Arts and Sciences requests the course and credit hour changes to align the degree sheet with the University's 30-10 General Education initiative and to comply with college credit hour requirements to improve four year graduation rates.  
Members approved.

**HISTORY, BA (120)**  
**Program Modification: Program Requirement Change**

Course requirement change and change in total credit hours from 123 to 120  
The College of Arts and Sciences requests the course and credit hour changes to align the degree sheet with the University's 30-10 General Education initiative and to comply with college credit hour requirements to improve four year graduation rates.  
Members approved.

**MULTIMEDIA JOURNALISM, BA (478)**  
**Program Modification: Program Requirement Change**

Program requirement change: Course requirement change, change in credit hours from 125 to 120, and degree program requirement change increasing entry GPA from 2.5 to 2.75  
The College of Arts and Sciences requests the course and credit hour changes to align the degree sheet with the University's 30-10 General Education initiative and to comply with college credit hour requirements to improve four year graduation rates. The degree program requirement change is requested to better ensure student success in the program.  
Members approved.

**MULTIMEDIA JOURNALISM, BS (477)**  
**Program Modification: Program Requirement Change**

Program requirement change: Course requirement change, change in credit hours from 125 to 120, and degree program requirement change increasing entry GPA from 2.5 to 2.75  
The College of Arts and Sciences requests the course and credit hour changes to align the degree sheet with the University's 30-10 General Education initiative and to comply with college credit hour requirements to improve four year graduation rates. The degree program requirement change is requested to better ensure student success in the program.  
Members approved.

**MUSIC, BA (256)**  
**Program Modification: Program Requirement Change**

Course requirement change and change in total credit hours from 124 to 120  
The College of Arts and Sciences requests the course and credit hour changes to align the degree sheet with the University's 30-10 General Education initiative and to comply with college credit hour requirements to improve four year graduation rates.  
Members approved.

**MUSIC, BM (153)**  
**Program Modification: Program Requirement Change**

Course requirement change and change in total credit hours from 122 to 120  
The College of Arts and Sciences requests the course and credit hour changes to align the degree sheet with the University's 30-10 General Education initiative and to comply with college credit hour requirements to improve four year graduation rates.  
Members approved.

**MUSIC EDUCATION, BM (241)**  
**Program Modification: Program Requirement Change**

Course requirement change and change in total credit hours from 130 to 129  
The College of Arts and Sciences requests the course and credit hour changes to align the degree sheet with the University's 30-10 General Education initiative and to comply with college credit hour requirements to improve four year graduation rates.  
Members approved.

**PHYSIOLOGY, BS (164)**  
**Program Modification: Option Addition**

Option addition: Physiology Pre-Medical Sciences  
The College of Arts and Sciences requests the option addition to meet the needs of our students by providing a degree option that prepares students with the knowledge and skills necessary to pursue careers in the medical field, including professional school degrees. The degree option represents both student and employer demand and will facilitate student retention and graduation rates at Oklahoma State University, as well as future career success. The degree options also will support recruitment efforts both on and off campus.  
Members approved.

**SOCIOLOGY, BA (258)**  
**Program Modification: Program Requirement Change**

Course requirement change and change in total credit hours from 121 to 120  
The College of Arts and Sciences requests the course and credit hour changes to align the degree sheet with the University's 30-10 General Education initiative and to comply with college credit hour requirements to improve four year graduation rates.  
Members approved.

**SOCIOLOGY, BS (184)**  
**Program Modification: Program Requirement Change**

Course requirement change and change in total credit hours from 121 to 120  
The College of Arts and Sciences requests the course and credit hour changes to align the degree sheet with the University's 30-10 General Education initiative and to comply with college credit hour requirements to improve four year graduation rates.  
Members approved.

**SPANISH, BA (188)**  
**Program Modification: Program Requirement Change**

Course requirement change and change in total credit hours from 121 to 120  
The College of Arts and Sciences requests the course and credit hour changes to align the degree sheet with the University's 30-10 General Education initiative and to comply with college credit hour requirements to improve four year graduation rates.  
Members approved.

**SPORTS MEDIA, BA (479)**  
**Program Modification: Program Requirement Change**

Program requirement change: Course requirement change, change in credit hours from 125 to 120, and degree program requirement change increasing entry GPA from 2.5 to 2.75  
The College of Arts and Sciences requests the course and credit hour changes to align the degree sheet with the University's 30-10 General Education initiative and to comply with college credit hour requirements to improve four year graduation rates. The degree program requirement change is requested to better ensure student success in the program.  
Members approved.

**SPORTS MEDIA, BS (480)**  
**Program Modification: Program Requirement Change**

Program requirement change: Course requirement change, change in credit hours from 125 to 120, and degree program requirement change increasing entry GPA from 2.5 to 2.75  
The College of Arts and Sciences requests the course and credit hour changes to align the degree sheet with the University's 30-10 General Education initiative and to comply with college credit hour requirements to improve four year graduation rates. The degree program requirement change is requested to better ensure student success in the program.  
Members approved.

**STRATEGIC COMMUNICATION, BA (476)**  
**Program Modification: Program Requirement Change**

Program requirement change: Course requirement change, change in credit hours from 125 to 120, and degree program requirement change increasing entry GPA from 2.5 to 2.75  
The College of Arts and Sciences requests the course and credit hour changes to align the degree sheet with the University's 30-10 General Education initiative and to comply with college credit hour requirements to improve four year graduation rates. The degree program requirement change is requested to better ensure student success in the program.  
Members approved.

**STRATEGIC COMMUNICATION, BS (475)**  
**Program Modification: Program Requirement Change**

Program requirement change: Course requirement change, change in credit hours from 125 to 120, and degree program requirement change increasing entry GPA from 2.5 to 2.75  
The College of Arts and Sciences requests the course and credit hour changes to align the degree sheet with the University's 30-10 General Education initiative and to comply with college credit hour requirements to improve four year graduation rates. The degree program requirement change is requested to better ensure student success in the program.  
Members approved.

**ZOOLOGY, BS**  
**Program Modification: Option Addition**

Option additions: (1) Ecology and Conservation, (2) Pre-Medical Sciences, and (3) Pre-Veterinary Science  
The College of Arts and Sciences requests the option additions to meet knowledge and skill requirements of areas of emphasis and future careers within the discipline of biological science. The degree options represent both student and employer demand and will facilitate student retention and graduation rates at Oklahoma State University as well as future career success. The degree options also will support recruitment efforts both on and off campus.

Members tabled pending further discussions with the College of Agriculture.

**BIOLOGICAL SCIENCE, MINOR**

**Change of Minor Name**

Members approved.

**DANCE, MINOR**

**New Minor**

Members approved.

**LINGUISTICS, MINOR**

**New Minor**

Members approved.

**THEATRE, MINOR**

**Change in Total Credit Hours**

Members approved.

**ZOOLOGY, MINOR**

**Change of Minor Name**

Members approved.

**College of Education**

**COLLEGE TEACHING, GRADUATE CERTIFICATE**

**New Program**

The College of Education proposes the Graduate Certificate in College Teaching as the program can serve as a stepping stone to graduate degrees or as advancement in an individual's career development. The certificate program is intended to help current and future faculty develop and improve knowledge skills and capacities for successful college teaching as well as advance their teaching vision, philosophy, and adaptability in a rapidly changing society in higher Education.

Members approved.

**TEACHING, MAT**

**New Program**

The College of Education proposes a Master of Arts in Teaching as it is recognized that the State of Oklahoma has a shortage of qualified teachers for special education, elementary education, secondary science and secondary mathematics. The proposal consists of a common core that would help prospective teachers

understand teaching as a profession; understand characteristics of diverse learners and strategies for addressing those needs, and how to effectively manage a classroom.

Members approved.

## College of Human Sciences

### **DESIGN, HOUSING AND MERCHADISING, BSHS (050)**

#### **Program Modification: Program Requirement Change and Other Degree Program Modification**

Course requirement changes and to delete the professional area choice of "Interiors" in the Merchandising option

The College of Human Sciences requests the course requirement changes to allow students to take courses that align with their personal and professional goals after graduation and to allow greater portability for students in general education courses as a result of the University's 30-10 General Education initiative. The other degree program modification is requested to remove product distinctions that industry does not recognize.

Members approved.

### **HUMAN DEVELOPMENT AND FAMILY SCIENCE, BSHS (094)**

#### **Program Modification: Program Requirement Change**

Family and Consumer Sciences Education Option: Course requirement changes

Early Childhood Education: Course requirement changes

Child and Family Services: Course requirement changes and increase of total credit hours from 121 to 122

The College of Human Sciences requests the degree changes to meet the needs of the profession and to allow greater portability for students in general education courses as a result of the University's 30-10 General Education initiative.

Members approved.

## Spears School of Business

### **CUSTOMER-EMPLOYEE INTERACTION, UNDERGRADUATE CERTIFICATE (495)**

#### **Program Modification: Change of Program Name and Program Requirement Change**

Change of program name: From: Customer-Employee Interaction To: Customer Interface Excellence

Course requirement changes

The Spears School of Business requests the program name change to match the name of the Center that oversees the certificate program to avoid confusion in communications. The course requirement changes focus on enhancing stronger customer interactions skills via specialized coursework specifically designed to improve customer interaction skills.

Members approved.

#### **6. Course Deactivation/Reactivation Request (Informational Item Only)**

Deactivations:

IEM 5153 – Process Design and Integration

IEM 5803 – Human Factors

#### **7. Other**

Dr. Taber noted that the Registrar's Office needs to know if there are transcript credentials needing to be identified. The only one detected in the Registrar's Office is the Certified Cooperative Education credential. There have been approximately 55 transcripts noting this credential. Dr. Singh commented that this credential would be best offered as a minor. Dr. Taber asked members to let her know if there are other credentials needing to be recognized.