

**INSTRUCTION COUNCIL
MINUTES
April 23, 2015
204 Whitehurst**

1. Dr. Fry noted that Jessica Roark is now the Interim Director for Scholar Development and Undergraduate Research. Ebony Hill Williamson will be taking over the majority of Jessica's duties in the Honor's College during this time. Jessica noted that Scholar Development and Undergraduate Research will be having their poster ceremony tomorrow. Dr. Fry commented that the goal is to take this office to the next level. Plans are to create a working group to work on this initiative and Instruction Council can serve as the focus group. Members noted that there has not been enough communications to the colleges about events held by this unit in the past and colleges would like to be included in the future.

2. Curricular Requests

Course Action:

UNIV 1111 – Change in title and description.

Members asked if the proposed title and description of the course were in parallel and Dr. Fry said that this will be clarified with Missy Wikle.

Members approved pending clarification.

4/27/15 – Dr. Fry talked with Missy Wikle and it was confirmed that both the course title and description were in parallel.

College of Agricultural Sciences and Natural Resources

**FISHERIES AND AQUATIC ECOLOGY MINOR
Change to Existing Minor**

Members approved

College of Arts and Sciences

**APPLIED STATISTICS, MS
New Program Request**

Oklahoma State University, Department of Statistics, requests the new program given it will provide statistical training at the graduate level to students with the goal of being a practicing statistician in industry or government. This is a professional master's degree intended for those not wishing to pursue further graduate training at the doctoral level.

Members approved.

College of Education

**COACHING SCIENCE
Change to Existing Minor**

Members approved.

College of Engineering, Architecture, and Technology

AEROSPACE ENGINEERING, BS (424) and MECHANICAL ENGINEERING, BS (144) Program Modification: Program Requirement Change

Program Requirement Change: (1) An increase in the overall grade point average, (2) the minimum overall grade point average in all Mechanical and Aerospace Engineering (MAE) prefix courses, and (3) the minimum overall grade point average in MAE 4000 level courses from 2.0 to 2.5 required for graduation for both programs.

Oklahoma State University, College of Engineering, Architecture, and Technology requests the program requirement changes to improve rigor and retention within the program, to better prepare students for practice, and to improve consistency between professional school entrance GPA of 3.0 and graduation requirements. Members approved.

CHEMICAL ENGINEERING, BS (041) Program Modification: Option Deletion

Option Deletion: Environmental

Oklahoma State University, Department of Chemical Engineering, requests the option deletion given there is inadequate student demand for this option.

Members approved.

3. Assessment Budget Request Process – Sarah Gordon

Dr. Gordon noted that in the April Assessment and Academic Improvement Council meeting, it was suggested to change the process for requests for budgeting assessment funds. The request for assessment funding will now be routed through the Associate Deans before going to University Assessment and Testing. Members noted that a budget plan is now being required and Dr. Gordon responded saying that there has always been a requirement for departments to provide a budget plan but it is now being enforced and their unit is looking at requiring a five year budget plans in the future.

4. Advisor Survey – James Knecht and Sarah Gordon

James handed out the college results of the Survey of Advisors. The results were very positive most categories received a ranking in the 90 percentile except for the response on question six which was 89.1%. Members asked for the results to be sent to the Associate Deans and would like to receive the results and questions electronically. Dr. Gordon asked if members wanted the results posted on a website and members commented that it would be best to consider this a pilot and not to have the survey posted on a website this year. Dr. Fry asked members if the survey was sent out at the right time and it was noted that it might be better to ask the student to complete the survey immediately after the actual contact with a student.

5. FERPA Notice to Instructors Assigning TAs in D2L – Celeste Taber

Dr. Campbell noted that graduate teaching assistants (TAs) have access to student grades and need FERPA training. Recommendations for action is to add this to the topic to the Graduate Student Orientation. The Graduate College will work on communicating this information and a statement will be added to the D2L website. The statement will be on the landing page and the course landing page. Members asked if this information has been shared with faculty and Faculty Council. Members endorsed adding the statement on the D2L website if approved by the Faculty Council's Academic Standards and Policies Committee. It was noted that there is a screen in SIS to confirm if a TA has completed the FERPA training, screen (1F3). **It was recommended to bring this topic back for the next meeting.**

6. Exceptions Pertaining to Information Provided on Course Action Forms – Celeste Taber

Next agenda.

7. Academic Integrity – Rae Ann Kruse

Dr. Kruse is asking members for a suggested effective date to implement the changes to the Academic Integrity Policy. Dr. Kruse noted that the beginning of the Summer session is May 18th. Members agreed to the May date and asked that this be messaged in the University Syllabus.

Member approved.

Next agenda.

8. General Education 30-10 Implementation Timeline – Pamela Fry

Next agenda.

9. Other

A meeting between key individuals working with Bachelor of University Studies plan took place and it was determine to add the statement below to the plan.

Bachelor of University Studies (BUS) Additional Statement:

I understand this degree does not lead to teacher certification, nor will OSU provide a letter to the State Department of Education indicating that this degree is a concentration in an area of study that corresponds with a certification area.

Adjourn: 10:30 a.m.