

INSTRUCTION COUNCIL

MINUTES

April 23, 2015

204 Whitehurst

Present: Raj Basu, Celeste Campbell, Cynda Clary, Bob Davis, Karen Flaherty, Keith Garbutt, Sarah Gordon, Shiretta Ownbey, Rita Peaster, Chris Ross, Raman Singh, Richard Shepard, Christie Hawkins, Elizabeth Payne, Rae Ann Kruse, and Pamela Fry.

1. **Banked Hours – Christie Hawkins**

Dr. Hawkins noted that this is the first year to have the block rate and this process will be monitored and adjustments will be made, if necessary. Currently there are 17,400 banked hours from the Fall 2014 and Spring 2015 semesters. Based on current summer enrollment, the estimates for student use of the banked hours are approximately 4,900. As of May 1st, undergraduate students had enrolled in a total 22,647 for Summer 2015, with 3,644 (16%) of those hours being banked. It was noted that possible at some point, before Summer 2016, enrollment discussions can take place regarding offering some of the high need general education courses in the Summer.

2. **Oklahoma State University Center for Sovereign Nation Engagement and Partnerships – Elizabeth Payne**

Dr. Payne noted that she is committed to the threefold mission for the Center for Sovereign Nation Engagement and Partnerships, "CSNEP". The first CSNEP mission is to ensure that sovereignty is the lens through which all interactions with the sovereign tribal nations in Oklahoma are conducted. Tribal sovereignty impacts OSU in areas ranging from IRB within sovereign nation service area land to interpersonal protocol. Second, since sovereign nations are invested in educating their citizens, CSNEP will ensure that OSU is a good steward of that investment through focused student engagement strategies. Third, CSNEP will increase the number and quality of partnerships between OSU and the sovereign nations. Successful new partnerships initiated by Dr. Payne include Choctaw Nation + OSU Collaborate to Educate and Cherokee Nation Health + OSU Center for Innovation and Health. Dr. Payne invited members to join her in identifying opportunities to provide sovereignty instruction and additional partnerships. Dr. Fry noted that effort could be enriched through offering an interdisciplinary MOOC or Open Course.

3. **Curricular Requests**

College of Human Sciences

FAMILY FINANCIAL PLANNING, GRADUATE CERTIFICATE

Program Modification: Program Requirement Change

Program Requirement Change: Course requirement change and a decrease in total credit hours.

Oklahoma State University, College of Human Sciences, requests the change in program requirement changes given that courses within the Family Financial Planning graduate certificate meet the educational requirements approved by the *Certified Financial Planner Board of Standards, Inc.*, allowing certificate completers to take the CFP® Certification Examination. The program requirement changes requested are based on a faculty curricular review and updated requirements from the CFP® Board of Standards. The curricular review and new industry standards result in fewer credit hours/fewer courses.

Members approved.

4. **Academic Integrity – Rae Ann Kruse**

Dr. Kruse noted that it was determined to revise the Academic Integrity Resolution form. The change to the form included changing the word "award" to "earned" in relation to the student's grade. Member expressed that the word "assigned" would make more sense. Dr. Kruse noted that it was decided to add a resource document

as well. Members noted that it might be beneficial to add the following paragraph on the resources document to the University Syllabus.

All academic integrity violations are entered into the University's student conduct database and will remain a part of your permanent educational records. Graduate and professional schools may request a copy of educational records. Your consent is necessary for the release of educational records.

Members asked if there was a way to remove the notation on the student's personal academic records and the response was that the notation remains on the student's educational records. Dr. Fry would like to hold off on adding the paragraph to the resource document pending further discussions. Dr. Fry suggested asking MacKenzie Wilfong and Doug Price to join the next IC meeting. Dr. Kruse is repeatedly receiving questions from students asking if they can sell their class notes and it was said that this can be discussion in the next meeting.

5. General Education 30 – 10 Update – Pamela Fry and Celeste Taber

Dr. Campbell noted that the General Education 30 – 10 processes will be effective with the Fall 2016 degree sheets and curricular requests. October of 2016 or before needs to be the deadline for program changes in order to get these changes implemented. New Program requests should be received in Academic Affairs approximately one year prior to the desired effective date. A small subgroup will be created to discuss future plans. It was noted that a special meeting should be scheduled on May 13th from 2-5 to continue discuss.

6. Banner Update – Rita Peaster

Rita noted that the next steps to the Banner transition will be to translate all of the course information into the course shell and the Registrar's office will begin adding course descriptions and other information. There will be slight adjustments to the format of the course action form in the description area as the request for prerequisites will follow the course description. It was noted that anytime a course is referenced to use the full course number and prefix. The Registrar's Office will have departmental training for the colleges.

7. Plan for Course Inventory Verification in Banner – Celeste Taber and Rita Peaster

In the coming months, the Registrar's Office will manually translate our existing course inventory (or course catalog) into Banner. Course setup is quite different in Banner vs. SIS, and we need to configure courses in an optimal way for the successive implementations of Degree Works, the Student Educational Planner (SEP), and CourseLeaf. Following is a summary of items which may require some degree of translation:

- Course descriptions (ex: move prerequisites to end of description, ensure full course prefix and number are used in a consistent format when other courses are referenced, add variable credit details, remove "Lab 2" and other course information that's reflected elsewhere, identify non-standard grade modes possible, etc.)
- Reflect proper terminology for equivalent, cross-listed, and overlapping/mutually exclusive courses.
- Identify term restrictions (ex: offered in spring only, fall only).
- Degree attributes (general education requirements, upper division, honors credit, leisure/activity course, etc.)
- Prerequisites and other registration controls to enforce at catalog level (applies to all sections of a course).
- Below is a proposed timeline for coordinating this effort:

Tentative Dates	Description
May 4 – July 2, 2015	Registrar's Office translates course inventory into Banner
June and July, 2015	Registrar's Office provides training sessions for department and college personnel who work with curriculum on new definitions and concepts, and familiarize them with the new Banner course catalog
July 6, 2015	Banner course catalog available for departments to review
August 7, 2015	Deadline for departments to review Banner course catalog online and email Registrar's Office with questions and/or needed updates

	<i>(no course action changes may be made during this process, but can be prepared for the Fall 2016 course action cycle)</i>
September 2015	Banner Course Catalog Go Live (eventually replace existing online course descriptions on Registrar's website with link to new Banner course catalog)

8. Standard Class Times – Celeste Taber and Susan Johnson

Dr. Campbell noted that a few more times were added to the "Tulsa Class Times".
Members approved.

9. FERPA Notice to Instructors Assigning TAs in D2L (continued from Apr 23) – Celeste Taber

It was noted that this is a part of a larger picture of addressing the FERPA regulations and maintaining that faculty and teaching receive proper training.
Members approved the wording for the D2L site.

10. Exceptions Pertaining to Information Provided on Course Action Forms (continued from Apr 23) – Celeste Taber

Next Agenda.

11. Update on Search Committees – Karen Flaherty and Shiretta Ownbey

Dr. Ownbey

The Screening Committee for the P-12 Partnerships Director position and Concurrent Enrollment Coordinator position has meet twice. Six semi-finalists have tentatively been identified from reviews of applicants' materials. Video conference interviews will be held on Thursday, May 14 to assist in identifying recommendations of who should be invited for campus interviews. There are 76 applicants for the Director position and 35 applicants for the Coordinator position. The committee is enthusiastic about their work and very serious about identifying qualified applicants.

12. Other

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.

Next Agenda.

Bob Davis will serve as Interim Dean of the College of Education.

Adjourn: 10:30 a.m.