INSTRUCTION COUNCIL
MINUTES
June 18, 2015
204 Whitehurst

Present: Raj Basu, Cynda Clary, Bruce Crauder, Bob Davis, Karen Flaherty, Sarah Gordon, James Knecht, Bavette Miller, Shiretta Ownbey, Rita Peaster, Chris Ross, Celeste Taber, Lance Millis, Lynn Lewis, and Jean Van Delinder (chair)

1. **Banner Update – Rita Peaster**
   Rita noted that there has been a significant conversion of information into Banner. It was noted that pre-production testing will occur next week. The current course inventory is being updated in banner and should be complete by July 17th. The departments will then be contacted and will be asked to review the course inventory for accuracy. The course inventory will go live on September 1, 2015. In the next few months staff in the Registrar's Office will be asked to evaluate their existing processes to determine if the processes will work or need to be changed in relation to Banner. Rita noted that in the last Dean's Council meeting members had questions in regards to how classroom scheduling configured the class schedule for sections with theory and a lab. Some of the concerns expressed were in relation to instructor evaluations and members asked if the theory and lab sections could be linked. Rita noted the linking method could have complications as well. Given the amount of changes with the Banner implementation, the plan for Fall 2016 was to leave the process as it is now and look at viable solutions in the future. Members ask if feedback was being solicited and Rita said it was. It was noted that some colleges separate the instructor of record for theory and labs for better distinction for evaluation purposes.

2. **Banner Registration Functionality – Rita Peaster**
   Rita noted that based on the knowledge of Banner's functionality as it is currently, there are two interfaces in Banner. The Self-Service Banner (SSB), the primary online/web interface to Banner used by students, advisors, and faculty and the Internet Native Banner (INB), the administrative interface to Banner used by the Registrar's Office and other administrative offices. Limited access to INB will be needed by some departmental and college administrative employees. The Banner Registration release 9.3 should be available June 30th which would allow continuation of the current model of using advisor holds to control when students can first enroll for a semester. If it is not possible to go live with 9.3, then the alternative pin method will have to be used to control a student's initial enrollment for a semester. Rita noted that they would like to avoid the alternate pin method. Banner empowers students to be responsible for their registration via the SSB throughout the semester. Adding classes during the restrictive registration will still be manual since instructor and advisor permission is required. Rita noted that we have the following options for how we should handle students dropping classes after the non-restrictive drop/add deadline.

   > **Option A:** No changes to current process: require students to obtain signature from advisor on drop/add card as we do today and submit manually to Registrar's Office, beginning with day 7 of a 16-week semester and extending through the 12th week.

   > **Option B:** Allow students to drop courses online via SSB through the end of the W drop/withdraw deadline (12th week of a 16-week semester). This method would not require permission from the advisor, unless the student attempts to drop all classes (full withdrawal).

Dr. Taber noted that University Academic Regulation 5.4 is general and states, "Courses may not be dropped without the approval of the student's academic adviser. Enrollment changes, such as dropping courses, are the responsibility of the student." Currently adviser approval during the nonrestrictive drop period is not required in SIS if the adviser has lifted the advising hold. Some members agreed with the "B" recommendation. It was noted that members will have some time to think about the two options presented and share with their colleges. Rita will have to have a solid decision by August.

Rita noted that there will different options available in regard to Special permissions. Banner has the capability to give precise registration override permits. Instructors can give a registration permit to any student for the courses they teach through the SSB. Departments and their designees will be able to give registration overrides through the INB and advisors will be able to give prerequisite overrides but this will still be a paper process. Students will be able to view their self-service permission status. Banner does have a wait list functionality for seat releases and Rita noted that it is very complicated. Rita noted that the intent is to implement this but it is preferred to pilot a few classes at a time then proceed.

Rita said that if members know of classes to pilot for the wait list function of the program, to let her know. Dr. Clary noted that messaging will be crucial.

3. **OSU Policy and Procedures #2-0208 – Ordering Textbooks – Jean Van Delinder**
   Dr. Van Delinder noted that Faculty Council has made recommendations to the OSU Policy #2-0208 – Ordering Textbooks.
   Members approved.

4. **Changes to COMPASS and CLEP – Sarah Gordon**
   Dr. Gordon noted that prior to last week, University Assessment and Testing (UAT) knew that changes needed to occur in regards to the science reasoning remediation to clear science remediation by allowing students to take the residual ACT. Then they were informed that the COMPASS testing was being phased out, therefore; UAT would like to move to ACCUPLACER. ACCUPLACER does not have a science remediation; however, James noted that he has been working with the English Department to find a solution. UAT plans to switch to ACCUPLACER in September to coincide with Banner implementation.
   Dr. Lynn Lewis from the English Department noted that OSU requires a minimum score of 50 on the College Composition Exam which is lower than other institutions in the Big Twelve. Dr. Lewis shared a handout which listed the other universities and their Exam/Essay Requirements where higher than OSU's requirements. To better align with peer institutions and the current curriculum taught at OSU, the English Department recommends OSU allow students to earn credit using the CLEP College Composition exam (instead of College Composition Modular) and award up to 3 credits for English 1113 for students who score a 54 or higher on the exam. CLEP credit would no longer be available for English 1213 as the current CLEP exams lack any performative measure of library research skills, appropriate citation/documentation, skills, or academic integrity education. The recommended change would allow the examination to be completed at a larger number of testing sites, would bring the scoring on the exam in line with OU and NOC, and is the same model in use at TCU and WVU. It would also require students to submit two essay to be scored by human graders. Below is a description of the College Composition Exam from the CLEP website:
   "College Composition contains multiple-choice items and two mandatory, centrally scored essays. The essays are scored twice a month by college English faculty from throughout the country via an online scoring system. Each of the two essays is scored independently by two different readers, and the scores are then combined. This combined score is weighted approximately equally with the score from the multiple-choice section. These scores are then combined to yield the candidate's score. The

resulting combined score is reported as a single scaled score between 20 and 80. Separate scores are not reported for the multiple-choice and essay sections. College Composition contains approximately 50 multiple-choice items to be answered in 50 minutes and two essays to be written in 70 minutes, for a total of 120 minutes testing time."

Other Avenues to Earn Credit for ENGL 1213

These changes would only affect the English CLEP exam. Students would still be able to earn credit for ENGL 1213 through Advanced Placement (AP) credit, International Baccalaureate (IB) credit, transfer credit, or by completing the course at OSU.

Members endorsed the changes to the CLEP process as recommended by the English Department.

5. **Changes to ALEKS – Sarah Gordon**
   It was noted that the University Assessment and Testing (UAT) will be switching to the new version of ALEKS. The scores are higher in the newer version of ALEKS and students will have to take ALEKS before September or wait until the new version is in place after September. Kristi asked if they should push students into to taking their testing now if they know the students will need the test for Fall or Spring. Kristi also asked if the messaging of the changes need to come from the College or from central administration. Dr. Gordon noted that she needs to talk to Dr. Fry about the appropriate messaging for ALEKS and COMPASS. Members ask if there could be a function in ALEKS that could mandate the time of training and how often students can take the modules. James noted that mandated module use is a function in the new version, but there has been no discussion about requiring this at this time, so it will be turned off to start. Dr. Martindale noted that the Statistics Department is going to require ALEKS before students can enroll in their classes.
   Members approved.

6. **Online SSI Timeline – Sarah Gordon**
   Dr. Gordon noted that University Assessment and Testing (UAT) will be implementing the online Student Survey of Instruction and shared with members the timeline for implementation. In the Spring, UAT will offer best practice workshops for the new online Student Survey of Instruction.

7. **Course Reactivations:**
   (Informational Item Only)

MUSI 1250 – Major Organ	MUSI 2250 – Major Organ
MUSI 3250 – Major Organ	MUSI 4250 – Major Organ

   Adjourn: 10:35 a.m.