

## INSTRUCTION COUNCIL

### MINUTES

July 16, 2015

204 Whitehurst

Present: Cynda Clary, Bruce Crauder, Karen Flaherty, Keith Garbutt, Susan Johnson, James Knecht, Bavette Miller, Shiretta Ownbey, Rita Peaster, John Romans, Richard Shepard, Brenda Masters, Judy Nalon, Chris Francisco, Steve Haseley, Kent Clinkenbeard, Lisa Cota, and Pamela Fry.

#### 1. HLC Assurance Report – Brenda Masters and Judy Nalon

Dr. Masters noted that Judy Nalon has put together an excellent document for the HLC Accreditation. Drs. Masters and Nalon need members to review the information on the report in relation to their college and communicate back to Dr. Masters any inaccuracies. One area to review carefully is the section which refers to the general education of the 30-10 process. Drs. Masters and Nalon are interested in specific bragging points. Dr. Nalon noted that the information sent by individuals has been very helpful and noted that she may ask for some additional clarification at some point. Dr. Nolan commented that this accreditation encompasses OSU-Stillwater, OSU-Tulsa, and OSU Center for Health Sciences. Dr. Fry noted that one thing to emphasize is that OSU is thorough in relation to university processes. Major initiatives are reviewed extensively by numerous university groups. Dr. Masters noted that members may have noticed some repetitive information in the HLC document and explained that each component may have subcomponents and this resulted in some duplication of information. Members of the HLC review committee maybe assigned specific components or subcomponents to review as opposed to the entire document. Dr. Masters asked members to send her any comments or changes and added that it is likely that the HLC will want to meet with some of the university councils. Dr. Taber sent Dr. Masters some background information on the general education 30-10 initiative and it was noted that the main objective is to have the document speak for all the University. It was noted that other university highlights to include would be that all colleges have Student Success Centers and mentioning the efforts of the math department to improve the D, W, F rates.

#### 2. Spring 2015 Lower-Division MATH Results – Chris Francisco

Dr. Francisco noted that the D, F, W rates in 2000 level courses have been at record lows, and most large enrollment math classes have had sustained success. College algebra was a challenge last year particularly due to difficulties with the online homework system, and the department ended up changing vendors as a result. The department has added supplemental instruction for college algebra in a pilot program to allow students to take the course who otherwise would not qualify, and it is piloting labs in Calculus I to assist students in using their natural reasoning abilities. Some of the plans for transfer students are to have them take the ALEKS exam to determine a plan of action for students and offering some remote tutoring opportunities through Skype as students prepare for ALEKS. Pam noted that she felt that supplemental instruction is a positive move. Dr. Clary noted that she appreciated Dr. Francisco coming to talk with their college about the math changes

#### 3. Center for Ethical Leadership: Clearing House Function – Stephen Haseley

The purpose of this effort was to create a resource to work as a clearing house on their website, leadership.okstate.edu, to inform students of leadership opportunities and programs. Mr. Haseley believes this platform is beneficial in getting new students information about events and programs and how students can become a part of leadership opportunities. The center was created a few years ago by Mr. Haseley and Dr. Harrist and the idea was to have a partnership between Academic Affairs and

Student Affairs so that there would be practical application to practice leadership as well as studying leadership. There are three paths for accomplishing this: co-curricular, multimedia, and recruitment. Mr. Haseley asked member to send him any modifications or suggestions in regards to the brochure to Kristi Triplet. The center also plans to take 50 average students to mentor using these resources and opportunities. Dr. Ownbey asked if there were guideline for leadership courses and it was noted that there were. It was asked if there is major specific opportunities and Mr. Haseley noted that there were and added that there was a minor in leadership as well. Dr. Fry said that in the communications sent out it asked for a college liaison and asked if there were certain expectation for the college representative and Mr. Haseley noted that it would be someone knowledgeable about leadership. Dr. Fry noted that this group would more than likely be the best contact for this effort. Dr. Fry commented that it might be good to have Mr. Haseley back to this group to give updates, etc. It was asked if there are opportunities for graduate student and it was noted that graduate student opportunities are being developed.

#### 4. **Banner Student Course Drop Options – Rita Peaster**

Rita noted that in the last DSAS meeting, there were conversations regarding Banner configuration options concerning students' ability to drop courses. Results of the conversations prompted the Registrar's Office to research the subject further in relation Banner functionality. It was noted that the Registrar's Office would like to endorse the choices that will be best for the University and that this change would become effective Fall 2016 and Spring 2017. Rita noted that there were two options and after DSAS discussions it was decided to add an option three, which would be an option "B" with restrictions. Members would like to know what restrictions will work and not work. Rita is not sure how much flexibility there will be due to IT resources at all A&M institutions. Rita will work on providing more detailed information when it becomes available. It was noted that Brenda Masters is the Academic Affairs representative on the executive group.

Proposed options:

**Option A:** No changes to current process: to drop courses, require students to obtain signature from adviser 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 12<sup>th</sup> week and proportional periods for short courses.

**Option B:** Allow students to drop courses online via Self-Service Banner through the end of the W drop/withdraw deadline (12<sup>th</sup> week of a 16-week semester and proportional dates for short courses). This method would not require permission from the adviser, unless the student attempts to drop all classes (full withdrawal).

#### **Limiting Drop Ability for Specific Student Groups**

The June 17 and 18 discussions included ideas for requiring certain groups of students (such as first semester freshmen and international students) to obtain adviser permission before dropping courses after the nonrestrictive drop period and preventing students from dropping below full-time status. Because we do not yet have access to the newest version of Banner that we will use, we have been unable to verify whether manageable processes are available to block dropping ability for specific student groups. We will continue to explore such options, but the Banner configuration decision for Fall 2016 – Spring 2017 will need to be made without guarantees that specific groups of students will be treated differently than the general student population.

The majority of the members present agreed that “B w/restrictions” would be the best option but are interested in knowing what type of restrictions will be allowed.

**5. Recent Changes in In-State Status for Specific Veterans and ROTC Participants –**

Keila noted that there are a few changes to legislation in regards to in-state status for specific veterans and ROTC participants. Information will be sent out to students who qualify for this.

Changes are listed below:

Two new pieces of legislation became effective July 1, 2015:

- Veterans Access, Choice & Accountability Act of 2014 (HR 3230 § 702)  
Oklahoma Senate Bill 138
- State system institutions will classify in-state status to “covered individuals” under VACAA and SB 138. “Covered individuals” include the following:
- A veteran eligible for Ch. 30 or Ch. 33 VA educational benefits who enrolls in the school within 5 years of discharge from a period of active duty service of 90 days or more.
- A spouse or child using transferred Ch. 33 VA educational benefits who enrolls in the school within 5 years of the transferor’s discharge from a period of active duty service of 90 days or more.
- A spouse or child using benefits under the John David Fry Scholarship who enrolls in the school within 5 years of discharge from the service member’s death in the line of duty following a period of active duty service of 90 days or more.
- Person who is participating in an Air Force ROTC, Army ROTC, or the Navy/Marines ROTC program.
- Eligible veteran or dependent must currently live in the state in which the institution of higher learning is located (regardless of his/her formal state of residence).
- Individuals who initially meet the requirements as a “covered individual” will retain the status as long as they remain continuously enrolled at any state system institution (satisfying OSRHE admission and retention standards), even if they move outside the 5-year window or enroll in multiple programs.

**IMPLEMENTATION:**

- Updated In-State/Out-of-State Residency website (within the next few days):  
<http://registrar.okstate.edu/In-State-vs-Out-of-State>
- Student veterans who may qualify for a residency change will be contacted this week by the Veteran Benefit Services office. ROTC participants are currently being notified by the ROTC offices.

This change went into effect July 1<sup>st</sup> but will be implemented at OSU on Aug. 1<sup>st</sup>.

**6. ACCUPLACER Cut Score Determination – James Knecht**

James noted there were three handouts. The ACT COMPASS tests will be phased out and two ACCUPLACER exams (Sentence Skills and Reading Comprehension) will be replacing the COMPASS exams for English and Reading Placement starting in September, 2015. James noted that members need to agree on the cut scores. ACCUPLACER does not have any recommendations but does give some information on potential cut scores and what other institutions use. University Assessment and Testing (UAT) worked with the English Department in recommending this proposal, presenting a

recommended cut score for English Placement (Sentence Skills) of 86 and a recommended cut score for Reading Placement of 80.

Members approved of the recommended cut scores.

**7. Course Deactivations:**

**HRAE 6871 – Doctoral Seminar: Level 1**

**HRAE 6881 – Doctoral Seminar: Level 2**

**8. Other**

Dr. Fry noted that a list of non-returning freshman will be sent to members and it would be beneficial to keep track of why the students are not returning.

Dr. Fry is preparing an announcement to be sent out soon about the staff hires for the University College. The Director of Transfer Student Services, Coordinator of Student Veteran Academic Service, and the Coordinator, Concurrent Enrollment has been hired and the position for Director for PK – 12 is still pending. Amy Cole will be the Director of the Transfer Student area and at some point there will be a grand opening for the University College Office. Dr. Fry will be scheduling a meeting the first of August with the University College Committee which will consist of Instruction Council members.

The Advising Working Group and the Orientation Classes Working Group will need to pull together the final documents to share with members. One of the suggestions of the Orientation Classes Working Group was to change the name of the course from first-year orientation class to orientation seminar. In the Advising Working Group there was general agreement on a framework on evaluating advisors in a unique form separate from the HR form and format.

Debbie Quirey is retiring and Shannon Cunningham has been hired as her replacement.

Dr. Crauder noted that Human Resources has mandated that units use Cornerstone for faculty recruitment and it was noted that this was because this program makes it easier to track.

Jessica Roark is the Interim Director Scholar development.

**Adjourn: 11:25 a.m.**