

**INSTRUCTION COUNCIL
MINUTES
August 20, 2015
204 Whitehurst**

Present: Bruce Crauder, Karen Flaherty, Keith Garbutt, Sarah Gordon, Bavette Miller, Chris Ormsbee, Shiretta Ownbey, Rita Peaster, John Romans, Chris Ross, Raman Singh, Toni Shaklee, Rick Hansen, Keith Owens, and Pamela Fry.

1. Rick Hansen, Coordinator, Veteran Academic Services – Pamela Fry

Rick Hansen will be working with the University as well as off campus organizations, such as the Veteran's Administration, regarding veterans' services. Dr. Fry noted that Rick has planned a welcome back veterans' reception for next week. Dr. Van Delinder asked if he had been invited to speak with the graduate student organization and it was noted that he had not and Dr. Van Delinder commented that she would visit with the group about this. Dr. Garbutt asked which group of veterans this would encompass and it was noted active military and their dependents. Dr. Fry noted that there is a tremendous potential with the post 9/11 GI bill as there are over a million students around the nation in college as a result of initiative. Dr. Fry noted that there are faculty and other units, including the OSU Foundation, who are interested in partnering with in this effort. Dr. Ownbey noted that there are veterans that take outreach classes and asked if there would be financial support for these students through this office and it was noted this could be a possibility, if it was academically related. Dr. Ormsbee asked if there is was a Veterans Services Website and it was noted that there was through Disability Services and the Registrar's Office and Dr. Ormsbee noted that her office could add the veterans' service link to the Online Campus Website. Dr. Garbutt asked if academic support would be available to veterans who have to take a break from classes for basic training.

2. Frequently Asked Questions (FAQs) for NSF Scholarship in Science, Technology, Engineering, and Mathematics (S-STEM) – Toni Shaklee

Toni noted that the information on the NSF Scholarship in Science, Technology, Engineering, and Mathematics (S-STEM) was sent to the Deans this summer and noted that it is open to each college. The scholarship program is for low income students who are academically talented. Toni noted that the grants are competitive. Toni commented that her office wanted to be sure that this group had the opportunity to coordinate this effort. There are two deadlines, one in September and again in May. Toni add that there are grant writing assistants to help in this effort. This information will send out again to the ADR's in the colleges so they can be contacted. If you need more information or have questions, let Toni know.

3. Curricular Requests

Spears School of Business

**MARKETING, BSBA (451)
Existing Program Online Delivery**

Spears School of Business at Oklahoma State University proposes the online option to allow students to complete the existing marketing major, asynchronously online and prepare students for successful professional careers. The electronic delivery of this degree will advance the mission of Oklahoma State University by extending access to place bound and nontraditional students, and enhance institutional

efficiency by expanding the number of students that can be taught with the same physical resources and labor.

Members Approved.

4. Degree Sheets – Pamela Fry

Dr. Fry noted that are discussions currently taking place about the 30/10 degree sheet template as a result of converting to the general education 30/10 process. The State Regents want a reporting of the current degree sheet and the proposed degree sheet. Members asked for a summary of the types of changes and processes for those changes and it was noted that the Registrar Office will be sending this information out today. It was also noted that the request for degree sheet changes will be due in October instead of November.

5. Online Course Approval Form – Chris Ormsbee

Dr. Ormsbee noted that every semester a request is made for changes to online courses and this process is being reviewed. A review of the online course approval process, with representation from the outreach directors and the Registrar's Office, was conducted to determine if the current process is efficient and thorough. A recommendation for a new approval process that would integrate previously offered online courses in the regular course proof system and approval of new online courses was proposed. The proposed approval process would consider quality issues including how the course meets "seat time" requirements and to ensure that the quality of course is comparable to the face-to-face sections. The proposed change in online course approval would hopefully begin with new course requests for the Fall 2017 semester. Members asked if the department head approves, what would possibly trigger a rejection, and Dr. Ormsbee noted that typically this is if the course section numbers don't appear to be correct or a lack of information regarding the course. Dr. Fry noted that she will check with Dr. Masters in regards to the accreditation requirements or recommendations. Bavette asked if this could be included in with the course action process and it was noted that this will be considered. Dr. Fry wanted to give members the opportunity to take this back to their colleges for review. This will be brought back to Instruction Council on a month.

6. Online Course Class Complaint Process - Chris Ormsbee

Dr. Ormsbee noted that in the next month OSU will be submitting their request to be included in the National Council for State Authorization Reciprocity Agreements (SARA) for online course/program delivery. As part of that application institutions have a process in place for students to express complaints. Dr. Ormsbee noted that a link for this process will be added to the new OCampus website and. Members asked if the university had a current process for this and it was noted that communications go to the department head then the associate dean but there is not an official process at this time. Members asked if there could be a list on the website of different complaint scenarios with directions on how to proceed. It was noted that complaints should be brought the attention of the instructor prior to submitting the complaint online. Dr. Ormsbee will provide more information in a future meeting.

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

Dr. Taber noted that exceptions pertaining to changes in information provided on course action forms outside of the annual process were discussed in the Spring. This is a recommended process developed when discovering course action errors, typos, changes in class purpose, and requests to

change variable credit for graduate student completion, etc., after the course process has been completed. It was noted that this process needs to include the college curricular coordinators. Members endorsed.

8. Banner Update – Rita Peaster

Rita noted that the course inventory (catalog) is on schedule to move to production September 1, and their office is preparing for mock testing in early October. Ellucian didn't deliver advising hold functionality with the latest release, so it will not be possible to continue our current model of using advisor holds. We will plan to use Banner's alternate PIN functionality to give advisors control of when a student first enrolls for a semester. Rita noted that there are several decisions that need to be made regarding Banner registration, and a separate meeting will be scheduled to discuss.

9. Other

Dr. Ormsbee noted that she has put together a working group to review the effectiveness of D2L, determine if it is meeting instructional needs and to possibly look at other Learning Management Systems now available. Dr. Ormsbee wanted to assure members that this review would not be necessarily to replace the current D2L system but to assess the effectiveness and efficiency of the current process.

Dr. Fry noted that in a future agenda, discussions regarding other general education recommendations will occur.

Dr. Fry noted that in a future meeting, she plans to have the Concurrent Student Coordinator visit with members regarding proposals to expand services for current students.

Amy Cole will also be invited to Instruction Council.

Learning Management Systems/D2L Working Group

The meeting schedule is listed below:

Tuesday, September 8, 9:00 am – 12:00 pm

Tuesday, September 22, 9:00 am – 12:00 pm

Tuesday, October 6, 9:00 am – 12:00 pm

Tuesday, October 20, 9:00 am – 12:00 pm

Tuesday, November 3, 9:00 am – 12:00 pm

Karen Flaherty will serve as both the GEAC and IC rep.

Dr. Fry noted that there are future initiatives: students going in to pre-professional fields and how can this process be improved. There is a working group which Dr. Fry will convene, Chris Ross will chair. There will be a task force on English proficiency which Dr. Van Delinder chair several years ago.

Adjourn: 10:30 a.m.