

**INSTRUCTION COUNCIL  
MINUTES  
September 17, 2015  
204 Whitehurst**

Present: Raj Basu, Bruce Crauder, Karen Flaherty, Keith Garbutt, Sarah Gordon, Susan Johnson, Bavette Miller, Shiretta Ownbey, Rita Peaster, John Romans, Chris Ross, Celeste Taber, Jean Van Delinder, Brett Rowh, and Pamela Fry.

**1. Introduction of Brett Rowh – Pamela Fry  
OSU Concurrent Enrollment**

Dr. Fry noted that there is a significant interest by the Oklahoma State Regents for Higher Education (OSRHE) in increasing concurrent enrollment in the state. The Schusterman Foundation is supporting this effort, as well as the Oklahoma State Regents for Higher Education (OSRHE) with legislative support. Brett noted that when reviewing other institution's information on current or dual enrollment, the definitions vary. Brett said that presently concurrent enrollment in the state of Oklahoma refers to a high school student taking a college course for dual credit or college credit only. Concurrent students, once admitted, are allowed to take any course offerings unless ineligible due to prerequisites. High School students must be of Senior status with a 3.0 GPA or top 33% rank in high school graduating class. Or 24 ACT/1090 SAT, or better, Junior status with 3.5 GPA or better unweighted cumulative or 25 ACT/1130 SAT or better. Oklahoma State University ranks next to last in student concurrent enrollment compared to the other institutions in Oklahoma. Brett commented that accessibility needs to be a concentration for this effort. Dr. Fry noted that creating more class offerings for these students, online and blended, need to be considered. Brett noted that presently 77% of concurrent enrollments, in the nation, include providing classes at High Schools. Only 8% of the concurrently enrolled students are retained at the institution of which they were initially enrolled. Dr. Fry noted that a model on how to address this effort will need to be developed. Dr. Fry noted to invite Brett back on October 15<sup>th</sup> for an update.

**2. Curricular Requests**

College of Arts and Sciences

**THEATRE MINOR  
Modification**

Members Approved.

**3. Banner Registration – Celeste Taber and Rita Peaster**

Dr. Taber noted that on September 8<sup>th</sup> members and others participated in a Banner Implementation Decision making meeting and there were several topics to which decisions were made and are noted below. Rita described the changes and asked members for feedback and it is noted below.

**1. Limiting Registration after Nonrestrictive Drop/Add Period for Select Student Populations:**

- a. The method we will use to limit registration after the nonrestrictive drop/add period will be to issue new random alternate PINs for the select student population(s). Students would be directed to contact their advisor if they're prompted for an alternate PIN.
- b. The consensus of the group who participated in the September 8 meeting was that we want to keep the student population(s) simple and consistent across colleges, and to limit the timing of adding the alternate PINs to avoid confusion.
- c. Proposed student populations include (undergraduates only):

- New freshmen in their first semester
  - New transfer students in their first semester (possibly exclude OSU-Tulsa students)
  - International students
  - Concurrently enrolled high school students
- d. Proposed timing for adding the new alternate PINs is the 7<sup>th</sup> class day of a regular Fall or Spring term. Members agreed with the groups identified in option "C". OSU Tulsa decided after the Sept. 8 meeting not to exclude Tulsa students from the group of new transfers who will be required to see an advisor to drop courses after the nonrestrictive period.

2. **Level Registration Restrictions:** The consensus of the group who participated in the September 8 meeting was to add a restriction to all Thesis (5000) and Dissertation (6000) courses, restricting enrollment in those courses to graduate students only. Undergraduates will not be prevented from enrolling in any other graduate level courses unless the department requests level restrictions for specific courses.

It was suggested to have departments indicate both undergraduate and graduate credit on the course action forms, if there might be a possibility that this will be needed.

Dr. Van Delinder expressed concern that graduate transcripts may be created for students not admitted to the Graduate College if undergraduates are allowed to enroll in graduate courses. This will be reviewed further during Banner testing.

3. **Registration Permit Overrides:** The table below reflects the different types of registration permits/overrides we plan to create, along with the type of registration control it will override, and who will have the authority to give the permit/override.

Permit Type	Registration Control it Overrides	Who can Give Permit?
Department Approval	Sections requiring special Approval	Department
Outreach Approval	Sections requiring special Approval	Outreach Department
Instructor Approval	Sections requiring special Approval	Instructor or Department
Prerequisite Override	Enforced prerequisite courses and exam scores	Instructor or Department
Degree Program Override	Sections restricted to students with a specific combination of degrees, colleges, classifications, departments, majors, options, and/or minors	Department
Student Attribute Override	Sections restricted to students with specific attributes (ex: Honors College, Education or Engineering Professional School)	Department who "owns" the attribute (ex: Honors College for Honors College attribute)
Level Override	Restricted to students admitted to a specific level (ex: undergraduate, graduate, or professional)	Department
Duplicate Course Override	Student already enrolled in another section of the <u>same course that semester</u> (could be different sections of a 0-ending special topics course that currently don't require special permission in SIS, or students repeating a course in a later short course offering)	Department
Mutual Course Exclusion Override	Student already has credit in an overlapping/mutually exclusive course (catalog description says "no degree credit for students with credit in ...")	Department

Note that "department" in the table above refers to the department who owns the course to which the permit applies

Permits to continue on paper only:

- Excessive hours – requires multiple levels of approval, including associate dean
- Class time conflict – requires permission from instructors of both courses involved
- Prerequisite overrides by academic advisors
- Undergraduates seeking graduate credit – while enrollment can be approved by department, eligibility for coursework to count on an OSU graduate transcript at the end of the term requires approval from the Graduate College

No closed/full class overrides:

- Oversight of classroom fire code capacity to remain with Registrar's Office
- Departments will be expected to indicate a non-zero maximum enrollment number for all active sections, and can restrict enrollment for all students who enroll by adding a Department Approval or Instructor Approval restriction to the section.
- Departments can contact the Registrar's Office to request an increase of the max enrollment for a class when it reaches capacity; can also optionally add Department Approval restriction if one doesn't exist, and the department can determine how to distribute permits for remaining seats.
- Future use of waitlisting is expected to accommodate many current uses of closed/full class overrides.

4. **NEW - Indicating Faculty Grading Authority on Class Sections:**

Banner has limitations on how to indicate instructors of record for a class with authority to enter grades (final and midterm grades). We have the following options to choose from to indicate faculty grading authority in Banner:

- Only grant grading authority to **one instructor of record** (indicated by the **Primary instructor** flag)
- Grant grading authority to **all instructors of record** for the class
- Grant grading authority to **all instructors of record, except for those who have a "No Grading Authority" faculty attribute**. An instructor who has a "No Grading Authority" faculty attribute will not be able to enter grades for any class in which they're an instructor of record.

The Registrar's Office will bring #4 back to Instruction Council.

4. **Remediation Course Publications Updates – Celeste Taber**

Dr. Taber noted that there appeared to be incorrect information appearing on the "Remedial Course" webpage on the Academic Affairs website, which was pointed out by the Department of Veterans Affairs. OSU is not compliant according to the "Principles of Excellence: Comprehensive Veterans Education Information Policy"; therefore, members were given the proposed changes to clarify that the UNIV remedial courses are offer by and transcribed by Northern Oklahoma College.

Members approved the changes.

5. **Reverse Transfer Update (See REVTADV eprint report) – Celeste Taber**

To support Oklahoma's participation in Complete College America, Oklahoma State University initiated a

state-wide reverse transfer collaboration with public community colleges during the 2013-14 academic year. The initiative continued for 2014-15. Fourteen colleges were invited to participate in the reverse transfer initiative. The goal was to enable students to use their OSU courses to complete associate's degrees at their previous colleges while continuing to complete their bachelor's degrees at OSU.

#### Benefits to Students

- Students earn an additional and immediate academic credential.
- Students' OSU academic records are updated to reflect all community college courses that apply to their bachelor's degrees.
- Associate of Arts or Associate of Science degree satisfies general education requirements which may reduce the number of credit hours for the bachelor's degree.

#### Benefits to Community Colleges and to the State

- Increase the number of associate's degrees earned.
- Increase completion rates for community colleges.

### Participants and Results

OSU provided to 12<sup>1</sup> participating community colleges contact information<sup>2</sup> for their previous students who were potential candidates for completion of associate's degrees—OSU juniors and seniors who had earned at least 15 credit hours at the community college and who had no associate's degree on record with OSU. Dr. Taber noted that the Registrar's Office sent out information to the institutions last week and has been receiving responses.

#### 6. Bachelor of University Studies – Pamela Fry

The changes to the Bachelor of University Studies Plan of Study forms are in relation to assuring that the 2016 – 2017 plans are in sync with the 30-10 General Education changes. Members approved.

#### 7. UNIV Course Actions – Pamela Fry

Members approved of adding the statement in the descriptions "Courses Offered and Transcribed by Northern Oklahoma College" to all UNIV remedial courses.

#### 8. Other

##### Retention Update – Pamela Fry

Dr. Fry noted that she sent members the retention data. Members had some concern about the effect of retention numbers in relation to group of students who enroll in classes at OSU intending to go to a pre-professional school before they get an undergraduate degree and students who might get into trouble which counts against the retention numbers. Dr. Fry noted that at some point it might be good to invite Christie Hawkins to the meeting to discuss how these numbers are calculated and how to refine the data. Dr. Fry noted to promote enthusiastic teachers and instruction through the First Year Seminar.

Brenda Masters – HLC Site Visit

**Members of DSAS and IC, please attend if schedules allow:**

**October 19<sup>th</sup>, 1:30 – 2:20 p.m., location TBA**

**Open Forum Discussion: HLC Criteria 3 & 4 Teaching and Learning**

Contributors to these criteria are especially encouraged to attend, but anyone from across campus is welcome to join this Open Forum.

Adjourn: 10:40 a.m.

---