

INSTRUCTION COUNCIL

MINUTES

October 20, 2016

204 WH

9:00 – 10:30 a.m.

In attendance:

Cynda Clary, Bruce Crauder, Bob Davis, Karen Flaherty, Keith Garbutt, Susan Johnson, Diane Jones, James Knecht, Bavette Miller, Shiretta Ownbey, Kyndal Roark, Randy Seitsinger, Celeste Taber, Jean VanDelinder, Missy Wikle and Pamela Fry.

1. Majors Fair – Missy Wikle

All colleges are participating in the Majors Fair that University College Advising organizes. The Fair will be held on November 1st, and currently there are 28 booths scheduled to be in attendance. Missy will be contacting the departments who have indicated an interest in participating for additional details. This fair is open to all students. This is an opportunity for the undecided students to find their focus. The Majors Fair will be located in the Ballroom of the Student Union from 11:00 am to 1:30 pm. All departments who are interested in representing their department need to contact Britney Mann at 405-744-5333 or britney.mann@okstate.edu. The Majors Fair flyer will be resubmitted to all Instruction Council members.

2. Reverse Transfer Update – Celeste Taber

The Oklahoma State University Reverse Transfer Initiative Report of 2015-16 Results and Initial 2016-17 Information handout was submitted to the Council members. The report is a summary of the results from the Reverse Transfer Initiative over the past 3 years. There are 14 institutions participating in the reverse transfer initiative. As stated in the handout by Celeste Taber "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." This initiative helps students who might not be able to finish their bachelor's degree to at least obtain an associate's degree, as well as satisfying some general education requirements.

Forty percent of our potential reverse transfer students are Tulsa Community College (TCC) and of that 170 from this year, 17 were from TCC. The majority of the 170 students were from Northern Oklahoma College (NOC). We identify potential reverse transfer students as students who have earned at least 15 hours at the particular community college and have completed at least 6 credit hours at OSU. We send only directory information so no consent from students is required. There will be a change with the transfer application beginning Fall, 2016, asking students for consent in sharing their OSU transcripts with the community colleges they will be transferring to in consideration of an associate's degree. During the recent Directors of Student Academic Services (DSAS) meeting, the members indicated that their advisors may want to have access to their students who are the potential reverse transfer students to see who this would benefit. It is the community colleges' responsibility to contact the student who will request a transcript from OSU to the community college. If we have the consent, then this step can be skipped, and the Registrar's office can submit the transcript immediately. Registrar's office has also discovered that some students who were documented as having received an associate's degree in the SIS system were not documented in Banner – about 800 students so far.

3. DegreeWorks Exceptions and Related Documents – Celeste Taber

The refinement of the Central Graduation Clearance Documentation Required for DegreeWorks Exceptions handout was submitted to the council members. Adding a column and basing our requirement for central documentation on the level of approval needed to make that exception. If there is a state regent's approval required to make that exception or a university level approval, then Registrar's office will check for documentation at the graduation clearance time. Registrar's office will need documentation for the exceptions and will image those documents for the students' files. The plan is to move to DegreeWorks beginning with the College of Education and College of Engineering, Architecture and Technology

4. Banner Update – Transitioning the Official Transcript to Banner

At this time the registrar's office is issuing transcripts from SIS, as it continues to be the official source for transcripts at OSU. There is new transcript paper with a new legend on the back. Plans are underway to use the paper with Banner the first week of November. Celeste will keep the Council members notified if there are changes.

All institutional work from Summer, 2016 has been placed in Banner. All courses and grades should be available. GPAs have not yet been re-calculated. The repeat process that Ellucian has written for us seems to be working properly in testing. This process should be put into production the week of October 24th, with testing and mass comparisons of GPAs from Banner and SIS.

The date in which students can register for spring semester is determined by earned hours in Banner. There will be some fluctuation in the students' day and time they can enroll due to the repeated courses report. Dr. Fry inserted that the Bursar's office has been placing Bursar holds on the students' accounts in Banner, which means they can drop a class but they cannot add if a hold has been placed. That can pose a problem if a student needs to add a class to be able to stay at 12 credit hours to be considered a full-time student. A possibility to consider waivers for freshmen students was discussed to relieve Bursar holds. This matter can be discussed at the additional retention meeting

5. Curricular Request

College of Agricultural Sciences and Natural Resources

AGRICULTURAL EDUCATION, BS ASNR (007)

Program Modification: Option Name Change and Program Requirement Change

Option Name Change: Teaching to Multidisciplinary

Program Requirement Change: Course requirement change and change in total credit hours from 124 to 120

The College of Agricultural Sciences and Natural Resources requests the option change as the new name better reflects the intent of the option. All options of the Agricultural Education major lead to teacher certification; therefore, the current option name mistakenly infers the other options are not associated with teacher certification. The hours in the new Multidisciplinary option (replacing the Teaching option) will be decreased to 120 credit hours by reducing the enrichment requirements.

Members approved.

AGRICULTURAL LEADERSHIP, BS ASNR (458)

**Program Modification: Option Deletion,
and Program Requirement Change**

Option Deletion: General

Program Requirement Change: Course requirement change

The College of Agricultural Sciences and Natural Resources requests the option deletion is requested as the option name is redundant and unnecessary. The program requirement changes are made to allow students more flexibility to choose coursework that best fits students' needs and interest.

Members approved.

BIOSYSTEMS ENGINEERING, BS (010)
**Program Requirement Change: Option Addition, Option Name Change,
and Program Requirement Change**

Option Addition: Pre-Medical

Option Name Change: Biomechanical to Machine Systems and Agricultural Engineering

Program Requirement Change: Course requirement change and change in total credit hours from 133 to 128
The College of Agricultural Sciences and Natural Resources requests the option addition to provide a related engineering degree option for students interested in pursuing a professional health degree. The option name change is requested as it will more accurately reflect the content of the program. The program requirement changes, resulting in decreased total credit hours, are requested to create more specialization within each option. **Members approved pending clarification of noting on the degree sheet that PSYC and SOC courses will be required for a pre-med major.**

10/26/16 – Received new degree sheet with reference to PSYC 1113 and SOC 1113.

NATURAL RESOURCE ECOLOGY AND MANAGEMENT, BS ASNR (101)
Program Modification: Option Deletion and Program Requirement Change

Option Deletion: Fire Ecology and Management
Natural History and Conservation

Program Requirement Change: Course requirement change

The College of Agricultural Sciences and Natural Resources requests the option deletions as the resources from these options are needed to support teaching needs in the other options with higher enrollments. The course requirement changes include requiring a “C” or better in each course listed in the major requirements section of the degree plan to ensure students have a sufficient mastery of introductory skills before taking more advanced courses where these skills are further developed or applied.

Members approved.

AGRICULTURAL ECONOMICS AND AGRIBUSINESS, MINOR
Change to existing Minor

AGRICULTURAL REAL ESTATE APPRAISAL, MINOR
New Minor

RANGE ECOLOGY AND MANAGEMENT, MINOR
Change to existing Minor

College of Arts and Sciences

ALL PROGRAM REQUESTS WERE APPROVED PENDING FURTHER DISCUSSIONS AND UNDERSTANDING OF THE FOREIGN LANGUAGE CHANGES.

ARTS, BFA (233)
Program Modification: Program Requirement Change

Program Requirement Change: Course requirement change

The College of Arts and Sciences request the program changes to better benefit the Graphic Design students with more up-to-date 3-D Design course content.

CHEMISTRY, BS (044)
Program Modification: Program Requirement change

Program Requirement Change: Course requirement change

The College of Arts and Sciences request the program requirement changes to allow students to choose between two different Physic sequences providing flexibility with course scheduling as well as with the field experience scheduling.

COMMUNICATION SCIENCES AND DISORDERS, BS (213)
Program Modification: Program Requirement Change

Program Requirement Change: Course requirement change

The College of Arts and Sciences request the program requirement changes to allow Communication Sciences and Disorders' students more options and flexibility and to allow other majors an opportunity to take a few of the lower division courses.

Members asked if the Department of Human Development and Family Science (HDFS) had any objections to adding HDFS 2123 as a choice to the requirement changes and Dr. Ownbey checked with the department. The Department of Human Development and Family Science shared that they don't have the capacity to allow students outside their department to take the course for 2 reasons: 1) they already don't have space for all the HDFS students that are required to take it; and 2) there are prerequisites for the course that non-HDFS students would not have taken.

ENGLISH, BA (085)
Program Requirement Change: Option Addition

Option Addition: Pre-Law

The College of Arts and Sciences request the option addition to provide a specialized degree for law school admission.

FRENCH, BA (103)
Program Modification: Option Addition and Program Requirement Change

Option Addition: Pre-Law

Program Requirement Change: Course requirement change

The College of Arts and Sciences request the option addition to provide a tailored major option for law school-bound students. The program requirement changes are intended to satisfy the growing demand for 3-hour lower-division French courses and to facilitate scheduling of these courses, especially as they impact students fulfilling general education requirements in the French major or minor.

GERMAN, BA (113)
Program Modification: Option Addition and Program Requirement Change

Option Addition: Pre-Law

Program Requirement Change: Course requirement change

The College of Arts and Sciences request the option addition to provide a tailored major option for law school-bound students. The program requirement changes are intended to better reflect the curriculum and contact hours.

LIBERAL STUDIES, BS (442)
Program Modification: Option Addition

Option Addition: Pre-Law

The College of Arts and Sciences request the option addition to provide a tailored major option for law school-bound students.

LIBERAL STUDIES, BA (443)
Program Modification: Option Addition

Option Addition: Pre-Law

The College of Arts and Sciences request the option addition to provide a tailored major option for law school-bound students.

MICROBIOLOGY/CELL AND MOLECULAR BIOLOGY
Program Modification: Option Addition

Option Addition: Pre-Medical Sciences

The College of Arts and Sciences request the option addition to provide a better degree plan which will best prepare our students for healthcare professional school applications.

MATHEMATICS, BA (254)
Program Modification: Program Requirement Change

Program Requirement Change: Course requirement change

The College of Arts and Sciences request the program requirement changes as a result of receiving new recommendations from the Mathematical Association of America and from the Committee on the Undergraduate Program in Mathematics, that all majors have a course in Statistics and a project-based experience requiring students to solve real-world problems.

MATHEMATICS, BS (141)
Program Modification: Option Addition and Program Requirement Change

Option Addition: Pre-Medical Sciences

Pre-Law

Program Requirement Change: Course requirement change

The College of Arts and Sciences request the option additions to provide students preparing to apply for admission to medical, dental, or veterinary school the computational techniques, advanced technology, logical reasoning, and problem-solving skills to prepare students for medical school and law school. The program requirement changes are requested as a result of receiving new recommendations from the Mathematical Association of America and from the Committee on the Undergraduate Program in Mathematics, that all majors have a course in Statistics and a project-based experience requiring students to solve real-world problems.

MULTIMEDIA JOURNALISM, BA (478)
Program Modification: Option Deletion and Program Requirement Change

Option Deletion: News

Production

Program Requirement Change: Course requirement change

The College of Arts and Sciences request the option deletions as the options were never used. The program requirement changes include an addition of a research class.

MULTIMEDIA JOURNALISM, BS (477)
Program Modification: Option Deletion and Program Requirement Change

Option Deletion: News
Production

Program Requirement Change: Course requirement change

The College of Arts and Sciences request the option deletions as the options were never used. The program requirement changes include an addition of a research class.

MUSIC, BM (153)
Program Modification: Program Requirement Change.

Program Requirement Change: Course requirement change and change in total credit hours from 135 to 129 (Vocal) and from 130 to 126 (Instrumental)

The College of Arts and Sciences request the change in courses and credit hours to reflect the changes made to the Foreign Language and Literature curriculum.

PHILOSOPHY, BA (158)
Program Modification: Option Addition

Option Addition: Pre-Ministry
Pre-Law

The College of Arts and Sciences request the option addition to provide a tailored major option for Pre-Ministry and Pre-Law.

PSYCHOLOGY, BA (257)
Program Modification: Option Addition and Program Requirement Change

Option Addition: Pre-Law

Program Requirement Change: Course requirement change

The College of Arts and Sciences request the option addition to meet the needs of majors planning on a career in law. The program requirement changes include the addition of an introductory psychology course and a statistics course to better serve the students.

PSYCHOLOGY, BS (176)
Program Modification: Option Addition and Program Requirement Change

Option Addition: Pre-Med

Program Requirement Change: Course requirement change

The College of Arts and Sciences request the option addition to meet the needs of majors planning on a career in the medical fields and to increase attractiveness of the major for pre-med students. The program requirement changes include the addition of an introductory psychology course and a statistics course to better serve the students.

SOCIOLOGY, BA (258)
Program Modification: Program Requirement Change

Program Requirement Change: Course requirement change

The College of Arts and Sciences request the program requirement change to avoid redundancy among existing courses.

SOCIOLOGY, BS (184)

Program Modification: Option Addition and Program Requirement Change

Option Addition: Pre-Medical
Pre- Law

Program Requirement Change: Course requirement change

The College of Arts and Sciences request the option additions to best prepare our majors for medical and law school. The program requirement changes are requested to avoid redundancy among existing courses.

SPANISH, BA (188)

Program Modification: Option Addition and Program Requirement Change

Option Addition: Pre-Law

Program Requirement Change: Course requirement change

The College of Arts and Sciences request the option additions to provide tailored major option for law school-bound students. The program requirement changes are intended to satisfy the growing demand for 3-hour lower-division Spanish courses and to facilitate scheduling of these courses, especially as they impact students fulfilling general education requirements in the Spanish major or minor.

SPORTS MEDIA, BA (479)

Program Modification: Option Deletion and Program Requirement Change

Option Deletion: News
Production
Strategic Communications/Public Relations

Program Requirement Change: Course requirement change

The College of Arts and Sciences request the option deletions as the options were never used. The program requirement changes include an addition of a research class.

SPORTS MEDIA, BS (480)

Program Modification: Option Deletion and Program Requirement Change

Option Deletion: News
Production
Strategic Communications/Public Relations

Program Requirement Change: Course requirement change

The College of Arts and Sciences request the option deletions as the options were never used. The program requirement changes include an addition of a research class.

6. Course Deactivation/Reactivation Requests (Informational Item Only)

Deactivations:

IEM 4343 – Introduction to Micro Devices Assembly

IEM 4373 – Virtual Engineering for Space Systems

IEM 5023 – Optimization Applications

IEM 5153 – Process Design and Integration

IEM 5163 – Service Systems and Processes

IEM 5303 – Computer Integrated Manufacturing Systems Design for Higher Volume Products

IEM 5343 – Introduction to Micro Devices Assembly

IEM 5373 – Virtual Engineering for Space Systems

7. Other

Cynda Clary inquired about New Student Orientation in relationship to Sorority Recruitment. Her concern is that the girls involved in Recruitment miss out on many New Student Orientation (NSO) activities. Missy reported that Recruitment is now scheduled to end the Saturday before classes begin. This schedule is determined by Residential Life. Res Life cannot flip the rooms from the departure of the on-campus summer students / summer camp students quickly enough to start Recruitment any earlier, and all of the Recruitment attendees are required to stay on campus. Originally the plan was to move Recruitment from Wednesday to Wednesday, which would allow for the Recruitment attendees to take part in NSO. Celeste Taber interjected that there are specific principles built into the University's calendar, one of those principles being one week break after May graduation before any summer courses can begin. If this is a critical enough issue that summer courses need to begin one week earlier, the principles of the academic calendar can be reviewed. Dr. Fry suggested to investigate the possibility of increasing temporary staffing for Res Life in order to flip the on-campus housing more quickly so that Recruitment can end on the Wednesday prior to the beginning of the fall semester. It was determined that additional discussion was needed on this topic. Possibly this discussion can take place alongside the Instruction Council retention session. Correct data is still needed in order to schedule the extra session at this time.