

# INSTRUCTION COUNCIL

## MINUTES

November 4, 2016

204 WH

9:00 – 10:30 a.m.

**In Attendance:** Cynda Clary, Bob Davis, Keith Garbutt, Carol Johnson, Susan Johnson, Diane Jones, James Knecht, Amy Martindale, Bavette Miller, Chris Ormsbee, Shiretta Ownbey, Kyndal Roark, Chris Ross, Randy Seitsinger, Celeste Taber, Candace Thrasher, Jean Van Delinder, Pamela Fry

### 1. Curricular Request

#### College of Arts and Sciences

#### MUSIC INDUSTRY, BS New Program

The College of Arts and Sciences proposes the BS in Music Industry through the Music Department. The objective of the proposed degree is to prepare students for a career within the music industry by providing students with the foundation necessary to meet the needs of this dynamic business. The BS in Music Industry is intended for music students interested in music careers other than K-12 education or performance. The new degree will replace the BM with Elective Studies in Business, a music degree with additional courses in business, with a music industry specific degree that involves business, technology, and the creative arts. The proposed BS degree in Music Industry addresses the growing demand of both students and employers. As a state, Oklahoma has the advantage of producing large numbers of commercially successful musical artists, creating a demand for those trained to work in recording, music publishing, and live entertainment. One of the objectives of higher education, as it relates to the music industry, requires that the curriculum combine traditional music education at the university level with hands-on experience, offering courses that are taught by individuals familiar and active within the music industry.

*(On a side note, Dr. Fry mentioned there is a donor in Tulsa who would like to develop the music industry department at OSU-Tulsa. Possibly this is something that the College of Arts and Sciences should investigate further. Dr. Cynda Clary inquired as to an advisory group tied to industry more than performance to give feedback on the program.)*

#### STRATEGIC COMMUNICATIONS, BS (475) and STRATEGIC COMMUNICATIONS, BA (476) Program Modification: Option Deletion

Option Deletions: (1) Advertising and (2) Public Relations

The College of Arts and Sciences requests the option deletions as the listing of options on the original program proposal was in error.

#### College of Engineering, Architecture and Technology

#### COMPUTER ENGINEERING, BS (467) Program Modification: Program Requirement Change

Program Requirement Change: Course requirement changes and decrease in total credit hours from 125 to 123. The College of Engineering, Architecture and Technology requests the program requirement change given that three of the existing courses are no longer needed as an ABET requirement, and a new four-hour lecture/lab course will replace the existing one credit hour lab course and a three credit hour lecture course for a seamless laboratory/lecture experience for computer engineering majors.

**ELECTRICAL ENGINEERING, BS (071)**  
**Program Modification: Program Requirement Change**

Program Requirement Change: Course requirement changes and decrease in total credit hours from 125 to 123. The College of Engineering, Architecture and Technology requests the program requirement change given that three of the existing courses are no longer needed as an ABET requirement and a new four-hour lecture/lab course will replace the existing one credit hour lab course and a three credit hour lecture course for a seamless laboratory/lecture experience for electrical engineering majors.

**MANAGEMENT INFORMATION SYSTEMS, BSBA (452)**  
**Program Modification: Option Addition and Option Deletion**

Option Addition: Data Science

Option Deletion: Management Science and Computer Systems

The Spears School of Business requests the option addition and option deletion to reflect changes in the business world and the emergence of the exciting new field of business/data analytics or data science.

**ALL PROGRAM REQUESTS WERE APPROVED.**

**2. Outreach Course Approvals Transition – Chris Ormsbee**

In addition to online course coordination, Dr. Ormsbee will assume coordination responsibilities for Outreach in January 2017. She will meet with the Outreach Council next week to discuss the transition. She will be involved with the Doyle Reed Center for the Arts program as well as other outreach programs across campus. Correspondence education will now be included under the umbrella of Outreach with Dr. Ormsbee overseeing that office. In January, the correspondence education department will move their offices to the Institute for Teaching and Learning Excellence (ITLE) facility, more specifically the PIO building. The Testing Center that Correspondence Education managed will close at the end of Spring 2017. The UAT has the capacity to absorb the testing demands for the campus. James Knecht will present additional information at a future Instruction Council meeting in regards to expansion of hours at the UAT. Students in Correspondence courses are provided on-campus proctoring for free, which will continue in the PIO building. Dr. Clary posed a question of changing correspondence classes to online classes. Many of correspondence courses are offered online with interest in continuing that trend while still meeting the needs of prospective students who do not have internet access.

Dr. Celeste Taber clarified that correspondence classes are not added to the student's transcript until the class has been completed. If the student never completes the course, that course will never appear on the student's record. Dr. Taber suggested that she and Dr. Ormsbee visit at greater length about the correspondence courses offered and the nuances they bring. She also mentioned that the VA benefits are a separate institution. They have a separate catalog, and the OSU Registrar's Office is not certifying their students for benefits. The Correspondence staff has taken care of the VA correspondence students in the past. Dr. Carol Johnson, Dean of Business Administration, interjected that years ago when she was asked to teach a correspondence course, she was informed that 95% of the students enrolled in the correspondence class never finish the course. The main reason the correspondence piece has been maintained is to address populations who are not admitted to OSU or who do not have access to internet such as prison inmates. Her opinion was that the online route would be the better route for the students as opposed to correspondence. Dr. Ormsbee responded that a good deal of correspondence courses is available online as well. Due to the self-paced nature of these courses, the professors who teach these courses are paid for developing the courses and for grading the assignments as students work through the material.

Dr. Shiretta Ownbey has been attending the Outreach Council meetings for the last year, and she feels that there may need to be systemic changes in the outreach programs (online and correspondence). OSU's faculty creates the courses, but no one actually teaches the courses. Should Instruction Council be more involved and knowledgeable about the outreach courses? Dr. Ormsbee stated that there has been a disconnect between on-

campus education vs. outreach education, and she will be learning more about outreach in the near future and sharing that information with Instruction Council. Dr. Johnson stated that Instruction Council members need to develop a better vision for outreach, decide what population does this outreach education need to serve, and deliver programs that would best serve that population. Dr. Ormsbee volunteered to distribute the correspondence class list and fees to all Instruction Council members. She envisions correspondence becoming a part of the larger umbrella called "Outreach".

Final approval for all Online Course or Outreach Course forms will be approved by Dr. Ormsbee for the OSU-Stillwater campus and Susan Johnson for the OSU-Tulsa campus. Dr. Taber requested an email with the details for the change in approval order so that she can distribute throughout her department.

### 3. **Current Status of Pass-No Pass Final Grade Submission (UAR 6.6; OSRHE Policy 3.11.3.A)** – Celeste Taber

The Pass-No Pass grade is something a student can apply for with appropriate approval from advisor, along with meeting certain criteria. This Pass-No Pass grade can only be used as an unrestricted elective toward a degree. In SIS the instructor was not aware of which students are taking the course for pass-no pass status; however, in Banner the instructor will be advised of the Pass-No Pass students. A, B, and C grades are considered Pass, while D and F are considered No Pass for general unrestricted elective classes only. The No Pass will not affect the student's grade point.

The XE grading component is now in place, however there are a few issues that have caused concern. IT is working on a new version to correct those issues. Training for faculty has been scheduled for the week of November 28<sup>th</sup>. However, if there are not many changes to report, the training will be very similar to the training that was provided before midterms. Detailed instructions will be provided in written form.

### 4. **Course Deactivation/Reactivation Requests** (Informational Item Only)

**Reactivation:**

**BOT 3273 – Plants and Human Health**

### 5. **Other**

- a. The Instruction Council Retention Retreat has been scheduled for December 16, 2016, 9:30am at 204 WH
- b. Ribbon Cutting Ceremony for the Veterans' Success Center is scheduled for November 11, 2016 at 2:00 where Oklahoma State University will be named as a Purple Heart University.
- c. **Banner update:** In transitioning official academic record from SIS to Banner, all of the grades from summer have been put into Banner, GPAs are being updated, and the repeat process is being tested. The goal is for every single academic record to be academically perfect, but the information coming from SIS was not completely accurate. Within a reasonable amount of time and resources the Registrar's Office is identifying and manually correcting some problems. For example, the Registrar's Office has recognized 145 currently enrolled students for whom SIS was giving them more excused courses than it should have in SIS. Repeat policy by the State Regents and by OSU states that a student can take a course the first time and if not satisfied with the grade, repeat that course. The first grade will be dropped from the student's GPA, and the repeated course's grade will be entered. If the course is repeated again, that grade will be configured into the student's GPA as well. Only the first grade will be dropped from the GPA. However, for a select few students, SIS was allowing the last repeated course's grade to be the only grade configured into the GPA. The Registrar's Office is manually correcting the transcripts of those 145 students. A notification has been sent to those students, along with their advisors informing them of the issue and the correction. Per the request of Dr. Clary, Dr. Taber will submit a list of those 145 students to all members of Instruction Council. There is only so much time and effort that can be placed on this matter because the degree audit has to be in place to certify the fall degrees.
- d. **Overriding Holds:** Registrar's Office is now overriding the following four holds for Spring Semester enrollment: Bursar's, Haven, Admissions, Immunizations.
- e. **Financial Holds for Freshmen:** Dr. Taber received a notification from the Bursar regarding financial holds for first-time freshmen. "Spring Enrollment Information – the fall semester is going quickly and spring

enrollment is almost here. You received a previous email regarding an outstanding account balance that could delay your ability to register for spring courses. While it is important to resolve payment on your account, the priority at Oklahoma State University is your academic progress and ultimately the completion of your OSU degree. In keeping with this commitment, an outstanding account balance will not interfere with your ability to register for courses during your first year at OSU. However, it is important to be aware that finance charges will still apply to unpaid balances. Office of the Bursar and Office of Scholarships and Financial Aid are available to answer questions regarding your account, options for payment and financial assistance that may be available." Dr. Taber will check with Laurie Beets of the Bursar's Office to request permission to forward the notification to Instruction Council and DSAS members.

- f. **Undergraduate International Students admission process and review and assessment from the transfer institution:** Dr. Shiretta Ownbey would like future discussion regarding the change in the process of assessing courses from international universities. The way in which some of the courses from the transferring institutions are admitted have caused some concern to some students attempting to graduate in December. Dr. Fry suggested having Jeff Hartman address Instruction Council regarding the admissions process. Amy Martindale described the frustration at the advisor level when trying to advise these transfer students when their transcript has not been properly evaluated. Dr. Fry stated that the future of 4-year college is dependent upon the success of how it handles transfer students.

Dr. Fry will be emailing a transfer agreement inventory to all Instruction Council members. Amy Cole-Smith has prepared a transfer agreement spreadsheet with all of our current transfer agreements. She would like to have all members review the information for ideas for additional information on the spreadsheet. Dr. Fry is working to create a transfer agreement website, a central repository, that will list the transfer agreements by major and by institution in an effort to present this information that is more user friendly. Dr. Fry requested all members to carefully review this information to see if there are transfer agreements / articulation agreements / transfer maps that are active but not listed. A hard copy will need to be provided. Dr. Fry will also be distributing an article she was given by Dr. Leigh Goodson of Tulsa Community College, *A Playbook for Transfer* – the latest, best practices for 4-year colleges and community colleges.

Dr. Fry wanted to know from the IC members if they had heard any reason why graduate assistants could not teach at Northern Oklahoma College (NOC). NOC had approached her with a request to list all the eligible instructors willing to teach at NOC.

- g. **Dr. Jean Van Delinder, Graduate College policy** - The Graduate College discovered an inconsistency in that not all students with a GPA of less than a 3.0 were being admitted on probation. The Graduate College wanted a model where this policy was enforced but where they were not calculating GPAs. The responsibility of monitoring the GPAs for graduate acceptance should be up to the unit as to how they do this – if they want to take the last 60 hours of the undergraduate hours or, if they want to look at the entire transcript. If the GPA is under 3.0 the student should be admitted to the graduate college on probation. When a student is admitted to the graduate program on probation, Dr. Van Delinder monitors their first 9 hours. If the student maintains a 3.0 GPA, monitoring is no longer required.
- h. **Dr. Keith Garbutt, Honors College – announcement that he is in the process of an internal search for an assistant dean.** Part of Honors College new mission and vision statement - citizenship, leadership, service. Examples of projects for this position: 1) putting together a very structured peer mentored tutoring program for honor students; 2) generating service learning courses; 3) increasing honors presence in studying abroad. The Honors College is looking for passion and skills. The search opened last week. Any suggestions for the position would be helpful.
- i. **There was brief discussion about compensatory time. Possibly someone from Human Resources could present to Instruction Council to clarify.**

Minutes were recorded by Kyndal Roark  
Meeting was adjourned at 10:39 am