

INSTRUCTION COUNCIL

MINUTES

December 15, 2016

204 Whitehurst

In attendance:

Laurie Beets, Cynda Clary, Bob Davis, Karen Flaherty, Darlene Hightower, Byron Hook, Diane Jones, James Knecht, Amy Martindale, Tina Meier, Bavette Miller, Chris Ormsbee, Shiretta Ownbey, Kyndal Roark, Randy Seitsinger, Richard Shepherd, Celeste Taber, Candace Thrasher, Jim West, Wilma White, Ebonie Hill-Williamson, and Pamela Fry

1. Update to D2L/BrightSpace and Administration Security – Darlene Hightower

Refer to “Access Control for Enterprise On-Line Course Application” handout. Ms. Hightower requested input from the different departments / colleges regarding the policy on access requirements for online classroom D2L. The next step will be to present the policy to the Long Range Planning IT Sub Committee of Faculty Council. Instructors will need to contact Byron Hook or Tina Meier in IT to request an accurate list of grades. Instructors have expressed concern that there are too many individuals who can access the online course and grading system. There is an audit trail, however. There may be need for more restrictions, possible levels of access in the policy. Ms. Hightower will take the policy to Faculty Council for approval.

2. Fees – Laurie Beets, Bursar

Ms. Beets discovered challenges with fee courses and very limited documentation available. The Bursar’s office has located some historic catalog information. There are compliance issues to abide by, especially with Veteran funding, and external audits as well. The Bursar’s office needs documentation to place special fees. For example, some field trip fees have not been included in course catalogs or syllabuses. Access and ability to place course fees in SET (old Bursar software system) were available at the department level. The Bursar’s office is seeking guidance from Instruction Council in developing a common policy for field trip fees. With the new Banner system all course fees, tuition and fees, anything charged to a course, goes thru fee assessment. Ms. Beets would like to place the fees directly on the course. With the previous system all departments could enter their fees without any oversight and many of those fees were grandfathered in.

Due to the fact that the Bursar found little or no documentation for fees being placed on courses by departments, guidelines are imperative. There is a report available to show all courses with field trip fees, and the reports will be distributed to all colleges. In the past there were course fees that were not disclosed in the course catalog. Many times the Registrar would add a memo at the section level of the course to disclose the fee. Registrar’s office is no longer placing memos on the section in Banner. Bursar is adding the fees in the appropriate place. Dr. Taber suggested that field trip fees be placed in the course description.

CEAT was under the impression that it was impossible to get an undergraduate course fee approved. In order to assess field trip fees, their college would state that the field trip was optional.

It is important to have all departments and colleges review their fees closely. An annual department / college level review was discussed as a possible solution to the issue of the course fees. Dr. Fry requested that the Bursar run a report for each college detailing the courses that have field trip fees attached to them. The report will be emailed to Diane Jones who will then distribute the information to Instruction Council members. For the colleges who want to submit field trip fees, the deadline is Wednesday, December 21, 2016 at 5:00 pm.

3. OSU Transcript: Overview and New Web Resources – Celeste Taber

Banner is the official source for OSU official academic transcript information. See “The Transcript in Banner” handout. Within the handout are the links for students to be able to view their transcript requests. Handout displays several links where students and advisors can view grades at different stages, both before and after they are rolled. The Fall 2016 grades were rolled on 12/14/16. First the grades are rolled, then there are processes, then history. Until the transcript is in history, the GPA is unofficial. The goal for official GPAs is

Monday. There is a blackout period for all current students' transcript until Monday as well. For students who were not enrolled during the Fall 2016 semester, their transcripts are available.

There is a new level of transcript. The University has always had undergraduate and graduate, and professional transcripts for vet med courses. Now we have a noncredit transcript. For example – students not admitted to graduate school but enroll in a graduate level class, in the past these hours would not count for any graduate level credit. Or the undergraduate student enrolling in a graduate level class, but the class was not approved for the undergraduate degree plan, these hours would not be counted for any undergraduate credit. These classes are considered noncredit and will be displayed on the noncredit transcript.

The transfer work is now located at the top of the transcript and the institutional work is below. There are differences in the official and unofficial transcripts and as the Registrar's office runs these processes for the first time in real time production they are behaving in some ways that was not anticipated. One thing that happened is that when grades were rolled some students' records showed degrees sought in the "Degree Awarded" place, so the associated description was temporarily changed to "Degrees Sought or Awarded." The degree was preceded by "sought" instead of awarded, but there was still room for confusion. This did not affect the official transcript. This is not expected to be an issue in the future since it was associated with the data conversion process from SIS. [Subsequent note: IT has provided assistance to correct the affected students' records.]

4. **Forming a Small Working Group to Discuss the Online BUS Proposal Across Colleges – Pamela Fry**
Dr. Fry would like to create a small group to discuss the effect of the Online Bachelor of University Studies as it relates to all colleges at OSU. She will be asking Dr. BobbiKay Lewis to join the discussion, along with Todd Snethen, Kristi Seuhs, and Chris Ormsbee. **Kyndal Roark will schedule a meeting sometime in January.**

5. **Curricular Requests**

College of Arts and Sciences

New Course Actions:

MUSI 2490 – Lessons in Applied Music (Major Field) – new course

MUSI 4490 – Lessons in Applied Music (Major Field) – course modification

Banner enforces the total cap on hours for zero-ending courses. A student who has exceeded the cap cannot enroll in the course in Banner. In SIS, the student could continue to enroll in and complete such a course, but could not use the extra hours toward any degree.

Music majors often need more hours of private lessons than they can use toward their degree. In SIS, they could take the extra hours, and were told they would not apply to the degree. Now they just can't enroll. Some students need extra hours because they are not meeting expectations for the degree. Others choose to take extra hours to improve their skills and enhance their competitiveness for graduate schools.

Rather than increase the total hours on nearly 50 zero-ending courses, the department agreed to use these courses for supplemental lessons for any instrument.

These are emergency actions because it was not understood previously that Banner would enforce the max hours and prevent students from enrolling.

MUSI 2490 and 4490 CURRICULAR REQUESTS WERE APPROVED.

12/2/16 – Members tabled GEOG 4443 to request that the appropriate course equivalencies be listed.

12/13/16 – Received the appropriate paperwork with the correct listings.

GEOG 4443 CURRICULAR REQUEST WAS APPROVED.

12/2/16 – Members tabled GEOG 3223 pending discussions with Hotel and Restaurant Administration.

12/13/16 – Received email from Hotel and Restaurant Administration (HRAD) stating that there was opposition to the offering of the course.

GEOG 3223 will continue to be tabled.

College of Education

EDUCATIONAL LEADERSHIP, MS (437) Existing Program Online Delivery

The College of Education requests the online delivery for the program as many of the students who enroll in the higher education master's program are currently employed full time at Oklahoma education higher education institutions and may have limited flexibility to travel to Stillwater. The online offering of the program will allow flexibility for those individuals employed full-time.

COLLEGE OF EDUCATION CURRICULAR REQUEST WAS APPROVED PENDING CLARIFICATION OF HIGHER ED OPTION.

College of Engineering, Architecture and Technology

Course Actions

12/2/16 – Members tabled ETM 4173 pending discussions with the Spears School of Business.

12/13/16 – Received new course actions for ETM 4173 and ETM 5173.

ETM 4173 and 5173 CURRICULAR REQUESTS WERE APPROVED.

ELECTRICAL ENGINEERING, MEng New Program

The College of Engineering, Architecture and Technology requests the new program to provide a rigorous educational experience for students who wish to enhance their ability to solve real-world engineering problems in an industrial or similar setting beyond that which is achievable with the bachelor's degree. It will be independent of the research-oriented Master of Science degree.

ELECTRICAL ENGINEERING MEng CURRICULAR REQUEST WAS APPROVED.

Spears School of Business

ECONOMICS, PhD (065) Program Modification – Program Requirement Change

Program Requirement Change: Course and degree requirement changes and change in total credit hours from 60 to 64 credit hours. Removed the MS requirement for the PhD program; students with a bachelor's degree can be directly admitted into the PhD program. This change is consistent with current degree practices in Economics.

ECONOMICS, PhD CURRICULAR REQUEST WAS APPROVED.

College of Human Sciences

12/2/16 – Members asked that the title be changed for HRAD 3123 - "Event Planning".

12/13/16 – The title of HRAD 3123 was changed to "Event Planning in Hospitality".

COLLEGE OF HUMAN SCIENCES CURRICULAR REQUESTS WERE APPROVED.

Graduate College

Course Actions

12/2/16 - Members tabled MPH 5030, 5453, and 5653 pending discussions with the College of Education.

12/8/16 – Received email confirmation that the College of Education had no opposition to the course actions.

ALL GRADUATE COLLEGE CURRICULAR REQUESTS WERE APPROVED.

Center for Health Sciences

Course Actions

12/2/16 - Members tabled pending discussions between the Center for Health Sciences and Engineering.

12/8/16 – Received email confirmation that the College of Engineering had no opposition to the course actions.

ALL CENTER FOR HEALTH SCIENCES COLLEGE CURRICULAR REQUESTS WERE APPROVED.

6. Other

- Dr. Fry thanked Dr. Cynda Clary for chairing the previous Instruction Council meeting.
- Moving Instruction Council meetings to Thursdays, members were agreeable with a request to move future Instruction Council meetings to Thursdays only at 9:00 for the Spring, 2017 semester and to 8:30 am for the Fall, 2017 semester. Kyndal Roark will email all members with revised dates and times for Spring, 2017 Instruction Council meetings.
- Possibility of reinstatement committee opportunity next week.
- James Knecht with University Assessment and Testing reported that the Course Evaluation Reports will be emailed to instructors later today. The Batch reports will be emailed as well. All colleges will need to disseminate the reports to individual departments as necessary.

Meeting adjourned at 10:15 am

Minutes were recorded by Kyndal Roark