

**INSTRUCTION COUNCIL
MINUTES
February 5, 2016
204 Whitehurst**

Present: Raj Basu, Penelope Carr, Bruce Crauder, Steve Damron, Karen Flaherty, John Frucci, Keith Garbutt, Darlene Hightower, Susan Johnson, Diane Jones, James Knecht, Jerry Malayer, Bavette Miller, Chris Ormsbee, Shiretta Ownbey, Rita Peaster, John Romans, Chris Ross, Raman Singh, Sheryl Tucker, Jean Van Delinder, and Pamela Fry.

1. Degree Works Implementation – Darlene Hightower, Celeste Taber and Rita Peaster

Darlene Hightower reported that Financial Aid will be going live in February with Banner followed in March by the Student Information System. A lot of people are putting in many hours to be sure that this happens. The next system implemented will be Degree Works which will help tremendously with students and with faculty advising. The functional team training for Degree Works will start in May – probably the first or second week in May. Training classes will be held on the Stillwater campus with remote access to the other campuses as with the other trainings. For this to be a success, the colleges must participate. There are some main positions that need to be looked at for attending – the Registrar, the Degree Evaluator, the Academic Advisor, and the Curriculum Representative. Darlene asked the group to consider between now and May who these individuals are and submit at least two names for Academic Advisor. One will be needed as a backup.

Dr. Celeste Taber noted that the degree audit has been functioning well for the College of Education and parts of the engineering degrees at OSU for a while, and now is the opportunity for everyone to participate. It will also serve as the central advising tool once it is in place. The Student Educational Planner will be used by advisors to assist in building the student's four year plan. This will also be connected to the enrollment mechanism. First of all, the degrees will have to be entered accurately into the system. They will start with the College of Education and the College of Engineering, Architecture and Technology. The goal is for them to be able to certify degrees by the end of the Fall 2016 term. Other universities usually have a team of four fulltime people. We have one fulltime person, so individuals from the colleges will be relied on for working on this as well. It will be a team approach and will be intensive work to get it going. There will be some ongoing work with entering curriculum changes as well.

It was stated that functional training will begin in May and individuals from the colleges need to participate. The individuals that will be writing the rules and programming are called scribes. There will be two scribing teams – one that works with OSU campuses and one that works with A&M campuses. Members were directed to the handout regarding Source Documentation – an Incomplete Example and a Complete Example. Members were asked to start looking at their degree plans to be sure it leaves nothing out. It was noted that 30-10 will give some consistency across the degree sheets and that the 30-10 still needs approval by OSRHE.

It was asked what personnel resources the colleges should have ready for a smooth implementation and that maybe those could be discussed at the next meeting. It was noted that functional training will be Tuesday, Wednesday and Thursday from 9:00 a.m. – 4:30 p.m. for two to three weeks. It was noted that it is not known at this time if there will be trained scribes in each college.

2. Curricular Requests:

College of Engineering, Architecture, and Technology

Course Actions

**PETROLEUM ENGINEERING, MINOR
Change to Existing Minor**

Members approved.

Center for Veterinary Health Sciences

**VETERINARY BIOMEDICAL SCIENCE, PhD (203)
Program Modification: Program Requirement Change**

Program Requirement Change: remove Masters of Science requirement for the PhD program. The Center for Veterinary Health Sciences requests the program modification to allow students to be directly admitted to the PhD program. This change is consistent with current degree practices and timely degree completion.

Members approved.

Center for Health Sciences

**FORENSIC ARSON AND EXPLOSIVE INVESTIGATION, GRADUATE CERTIFICATE
New Embedded Certificate under
Forensic Sciences, MS (004)**

The Center for Health Sciences requests the embedded certificate to allow individuals to pursue forensic arson and explosive investigation credentials within a shorter timeframe than the option currently being offered.

Members approved.

3. Survey of Advisors – James Knecht

James Knecht stated that the Class Climate System will deliver the survey more quickly. He stated that DSAS preferred running the survey March 28 through April 8. James reported that he needs to know who is to receive the batch copies as it varies from college to college. Dr. Fry noted that it is personnel data and needs to be handled sensitively. She also noted that no photos can be used in the Class Climate System at this time. The same questions will be used in the survey as before.

4. National Survey of Student Engagement (NSSE) Date – Sarah Gordon

This item was moved to the February 18 meeting agenda.

5. Guidelines for Online Course Design and Delivery – Chris Ormsbee

Dr. Chris Ormsbee stated that some common agreements were needed regarding what a good online course is. The document (handout) has been reviewed and adjusted by a couple of faculty groups and a draft copy was earlier brought to Instruction Council last October. These are guidelines and recommendations and are not requirements. The intent is to put the guidelines online with examples and definitions so it will be a good resource for faculty. The document will next go to Faculty Council for endorsement.

Members endorsed.

6. University Scholars Program – Keith Garbutt

Dr. Keith Garbutt stated that after discussions he has looked at possible models for the University Scholars Program. His handout shows a couple of different model options. One is topic based and one is skill based. Enhanced advising is an important feature. Dr. Garbutt was asked to determine the number of qualified students for the year to have an idea of how many will qualify for the program. There was discussion regarding the program operating at the college level. A speaker series was suggested as a fairly easy way to begin the program. Dr. Garbutt will continue refining the program and the members will think about what is doable in the colleges.

7. Co-requisite to Scale Conference – March 24th – Pamela Fry

Dr. Fry noted that there is a Co-Requisite to Scale Conference on March 24 at UCO sponsored by OSRHE. The State Regents are very interested in having supplemental instruction rather than remedial courses. An email with conference information will be sent. Dr. Fry stated that Chris Francisco will be asked to attend a future Instruction Council meeting and talk about the first generation pilot and the co-requisite information.

8. Other

Dr. Fry stated that, for whatever reason, the 30-10 proposals did not get on the last A&M agenda and that she is working with Denise Weaver to get interim approval. Dr. Fry plans to forward a preliminary copy to Stephanie Beauchamp at the State Regents office.

Regarding the Undergraduate Programs and Requirements book, Dr. Taber suggested that this is the year that one not be printed. Degree sheets that are ready can be produced as they are ready on the web. She proposed capturing the archival snapshot of the year's degree sheets in August instead of trying to capture it in March or April.

Dr. Taber stated that this is the last week to validate academic history in Banner. It will be completed by the end of the weekend and next week the SIS academic history will be pulled and put into Banner. That will take a few days and they are figuring out what will be needed to maintain in those places. If advisors are changed at the college level, those may need to be changed in both Banner and SIS. How to get everyone access to Banner is being figured out. Faculty who are instructors will not need any separate requests to get into the self-service Banner. Advisors are also fairly clear cut but department heads and designees may need an access request. The electronic access request may not be ready for the first go round. IT will prepare a spreadsheet with names that will be distributed to departments who will select the advisor, designee, etc. The process will be refined along the way.

Dr. Fry mentioned that the Scholar Development Undergraduate Research Director Search will soon be advertised. Dr. Fry noted that she is also working on a funding model for concurrent offsite offerings which will be an agenda item at a future meeting.

Adjourned: 10:35 a.m.

The minutes were recorded by Dorlana Crowell.