

**INSTRUCTION COUNCIL  
MINUTES  
April 21, 2016  
204 Whitehurst**

**Present: Raj Basu, Cynda Clary, Bruce Crauder, Robert Davis, Chris Francisco, Keith Garbutt, Sarah Gordon, Bus Jaco, Susan Johnson, Diane Jones, James Knecht, Bavette Miller, Lance Millis, Michael Oehrtman, Shiretta Ownbey, Rita Peaster, Chris Ross, Ramesh Sharda, Jeff Simpson, Celeste Taber, Candace Thrasher, Matt Upson, Jean Van Delinder, and Pamela Fry.**

**1. Banner Update – Rita Peaster**

Rita Peaster reported that Banner had been live for over a month. There have been a few startup issues but for the most part things are going well. She noted that the alternate pin issue was fixed on April 6. Rita proposed that with Spring 2017 that the use of alternate pins be discontinued and that actual registration holds be used.

Another issue has been assigning registration groups in Banner. As IT was updating the process to incorporate some new student orientation dates they accidentally copied some old code which added some unexpected registration dates. IT believes they have this issues fixed.

Next week they will be kicking of the Degree Works project. They are also working on developing a plan for the latest XE components. They hope to go live with XE by the end of the calendar year. There also is a Banner Information Sharing Session on May 5 for Directors of Student Academic Services. They will be going live with a new feature in self service called Proxy Access. Student will be able to go online and designate a third party to be able to view certain pieces of their self-service information. Dr. Celeste Taber noted that almost 12,000 students have enrolled for fall using Banner.

**2. OK MathWays Project to Completion – Bus Jaco**

Dr. Bus Jaco reported on the math initiative with the State Regents that is across all 27 institutions in the state of Oklahoma. He noted that Oklahoma State is playing a significant leadership role in this initiative. The initiative began in 2012. Reforming remediation is one of the priorities being focused on which is the corequisite to scale. The other priority is to create multiple pathways. The goal is to have the courses relevant to what the students' career plans and degree plans really are. Where college algebra has been the default course for all, it really is not for everyone. A draft of the recommendations is due to the State Regents in July and in October the recommendations will be published.

**3. OK Corequisite Project to Scale – Michael Oehrtman**

Dr. Michael Oehrtman stated that one of the goals of the project is reform of remediation in the 27 Oklahoma institutions. A lot of students need remediation when they enter college and about 10 percent complete the corresponding college credit bearing courses – the gateway courses. The current version of remediation doesn't work. Students are not getting through. The Regents Task Force will be putting through specific recommendations on

particular pathways that they would like to see implemented statewide. This includes putting students in a gateway class along with corequisite support rather than putting students in a sequence of courses. A program has been piloted here with corequisite support in college algebra. Ten or eleven other states have implemented a combination of math pathways and corequisite support models. The corequisite support models show high rates. The task force hopes to have recommendations out this summer with regents approved guidelines. By fall 2016 they hope to start working across institutions to support the implementation. By fall of next year the goal is to have 90% of all students that need remedial course work to be at an institution that offers it with 75% of those students in a corequisite model rather than a sequence of courses.

#### **4. Report on OSU Corequisite Project – Chris Francisco**

Dr. Chris Francisco reported on the pilot course that OSU ran this fall. In the pilot course of College Algebra students met in regular classes on Monday, Wednesday, and Friday. On Tuesdays and Thursdays the students met with an undergraduate learning assistant. The students did two types of activities in the extra sessions – one just reinforcing what they learned in class (group learning activities) and the other trying to refresh their memories on some of the deficiencies they had. The students scored lower on the pre-tests but they did almost as well as the regular sections on the tests and the first generation students actually did better in the pilot sections. The provided extra support made a difference. The pilot program is being run again in the spring and will be in the fall. They would like to expand this program to MATH 1483 as well. Someone is needed to coordinate the program.

Dr. Jaco noted that these pathways are not dumbing things down but are putting students in the place where they should be giving students what is relevant to their career and degree path. Dr. Jaco asked for feedback from Instruction Council members. Dr. Fry noted that this ties to student success. She also asked how to fund something like this program. It was noted that there will be long term financial ramifications by retaining students. Dr. Fry suggested that Drs. Jaco, Oehrtman, and Francisco determine the costs and then flow the costs through the dean's office. It then could go forward to work out a scenario to pay for the program.

#### **5. Guidelines and Procedures Regarding Student Study Abroad – Jeff Simpson**

Jeff Simpson referred members to his handout, "Guidelines and Procedures Regarding Student Study and Travel Abroad," and noted that the document incorporated Mike Bale's comments since Mike was not able to attend the meeting. There was discussion on student alcohol consumption in appropriate settings and following the student code of conduct. Following local laws and local culture were also discussed as well as the faculty member's expectations.

After discussion, Mr. Simpson stated that they will clearly articulate in the document, as some of their peers have done, the local host culture and laws and they will create a signature document with expectations for participants' representation as OSU students during the time abroad. Dr. Fry asked that these revisions be made and that Mr. Simpson then bring the document back to Instruction Council.

**6. Curricular Requests:**

**Spears School of Business**

**GENERAL BUSINESS, BSBA (447)  
Existing Program Online Delivery Request**

The Spears School of Business requests the online option of the BSBA in General Business in order to provide a broad-based program that allows students to acquire a custom-designed education in business education.

Members approved.

**MANAGEMENT, BSBA (449)  
Existing Program Online Delivery Request**

The Spears School of Business requests the online option of the BSBA in Management as a way to make knowledge accessible beyond the traditional degree programs offered by the Spears School of Business.

Members approved.

**Center for Health Sciences**

**COURSE ACTION FORMS  
(per 4/1/16 Instruction Council)**

Bavette Miller noted that on the 4<sup>th</sup> course action it says MAT 5533 and they are actually going from HHP 5533. She wanted this on the record for the vote.

Members approved.

**College of Arts and Sciences**

**BOTANY, MS. (032)  
Program Modification: Change of Program Name**

Change of Program Name to: Plant Biology

The College of Arts and Sciences requests the program name change as the name Plant Biology is a more modern and explicit name for the degree and this change aligns the degree name with the departmental name.

4/1/16 – Instruction Council tabled pending discussions with the College of Arts and Sciences and the College of Agricultural Sciences and Natural Resources.

Members approved.

**HISTORY, BA (120)  
Program Modification: Option Addition**

Option Addition: Pre-Law

The College of Arts and Sciences requests the option addition to better prepare History majors for law school.  
Members approved.

**7. Honors College Policies and Procedures – Keith Garbutt**

Dr. Keith Garbutt noted that the handout on transfer and continuing students was a new document. It explains at what level they will come in as transfer students. There are some changes to appeals procedures. They are reducing the number of hours in general honors to 18 and are increasing the number of hours in departmental honors. Dr. Garbutt noted that they have some time to get the policies in place.  
Members endorsed.

**8. Registration Controls: Course Prerequisites and Other Course Restrictions – Celeste Taber**

Dr. Celeste Taber stated that the handout on Registration Controls provides additional clarification to advisors. The example at the bottom of the document shows where to find restrictions. Amy Martindale and Celeste Taber will work on policy revisions for the prerequisite overrides and will bring it back to the next meeting.

**9. Declaration of Fall 2015 Degree Programs – Celeste Taber**

Dr. Taber stated that the “Declaration of Fall 2016 Degree Programs” handout is an additional clarification document explaining that students can move to the new plan but they cannot graduate off the new plan until Fall 2016.

**10. Advisor’s Survey – James Knecht**

James Knecht reported that 91% or better of students who responded agreed or strongly agreed with all the good things about advising and 98% said that their correct advisor was assigned to them. James will send the overall university results to Dorlana Crowell for distribution to Instruction Council members. James noted that STAR receiving Banner data has been delayed until May 16 due to an issue.

**11. University Syllabus – Candace Thrasher**

Candace Thrasher reported that Kathryn Gage came to her with suggestions for additions to the syllabus attachment. All of those additions have been made. They rearranged a few things. DSAS looked at the document yesterday (April 20) and gave a few suggestions/corrections. Dr. Fry asked Instruction Council members to look over the document and to send Candace any revisions. Dr. Fry also asked that members look at the organization of the document. Dr. Fry noted that the document should be posted soon.

**12. Grade Appeals Form – Candace Thrasher**

Candace stated that the Grade Appeals Board had suggestions for how to make the process a little better. The changes reflect that. The first change is the checklist (handout) that students do before the form comes back to Academic Affairs for processing. It was noted that DSAS suggested adding meeting with and discussing the grade appeal with each person listed.

Members endorsed.

**13. Other**

**OSU Library's Advisor Reception, May 5<sup>th</sup>, 5:00 – 6:30 p.m., Peggy Helmerich  
Browsing Room, Edmond Low Library – Dr. Pamela Fry**

Dr. Fry noted that the Edmond Low Library had graciously volunteered to host an advisor reception on May 5<sup>th</sup>, from 5:00 – 6:30 p.m. She stated that she had asked Provost Sandefur if this could be called Advisor Appreciation Day.

**30-10 Degree Sheets Update – Dr. Pamela Fry**

Dr. Fry stated that hopefully the bulk of the 30-10 degree sheets will be on the May OSRHE agenda. Celeste Taber and Dr. Fry will be meeting to plan how to proceed. Dr. Fry noted that 43 degree plans have been fully approved.

Adjourned: 10:53 a.m.

**The minutes were recorded by Dorlana Crowell.**