

INSTRUCTION COUNCIL

MINUTES

May 13, 2016

143 ITLE

9:00 – 10:30 a.m.

Present: Scott Alexander, Cynda Clary, Bruce Crauder, Robert Davis, Karen Flaherty, Keith Garbutt, Sarah Gordon, Diane Jones, James Knecht, Lance Millis, Shiretta Ownbey, Rita Peaster, Chris Ross, Celeste Tabor, Candace Thrasher, Jean Van Delinder, Missy Wikle, and Pamela Fry.

1. General Education Substitutions – Pamela Fry

Dr. Pamela Fry reminded the members that when they sign the General Education Substitution form that means that they support that action.

2. Banner Update – Rita Peaster

Rita Peaster distributed a handout, "Banner Student Update for DSAS." Rita reported that they are working through issues as they present themselves. They are currently turning their attention to the Degree Works project. The Ellucian scribes will only be on campus for eight weeks. They will be training our scribing resources who will be taking over and refining the plans with help from the colleges. There will be Degree Works training for advisors in the fall.

Rita noted that they are also working on implementing some of the XE modules in Banner. They will be going live with those one at a time. She stated that Ellucian is transforming all of the INB administrative forms into a web-based platform that doesn't require java.

Rita reported that in June they will be converting the Spring 2016 academic history from SIS into Banner. In June they will also be bringing some transfer work into Banner.

3. Supplemental Instruction – Missy Wikle and Scott Alexander

Scott Alexander distributed two handouts, "Getting Started with Supplemental Instruction" and "Supplemental Instruction – National and OSU Data." He stated that supplemental instruction is a peer-assisted academic support program. He reported that they target historically challenging courses at OSU and they hire a student who has successfully completed the course to sit in on the class again and to be available to assist students. The student (SI leader) holds three weekly review sessions outside of class. The SI leader facilitates activities to help students review the material using creative and interactive activities and practice problems.

Scott noted that it is important that the SI leader have faculty support and that they meet with the course instructor weekly to review the lecturer material and to ask what the instructor really wants the students to understand, know how to do, etc. He noted that departments share the cost of providing Supplemental Instruction along with LASSO. It is recommended that there be one SI leader per 100 students. The SI leader is presented as an option for students and not as a requirement. In general, the national data shows that the DFW rates are considerably lower between SI participants and non SI participants. It also in general improves mean gpa for the SI participating students as well as their final grade in general. Scott was asked to copy the associate deans on cost information sent to the departments. In June they will begin identifying potential SI leaders from the department and

interviewing. Scott was asked if there was data for courses showing before SI and after SI. Scott was asked to come to the June meeting with pre-SI and post-SI data.

4. Curricular Requests

College of Agricultural Sciences and Natural Resources

ENVIRONMENTAL SCIENCE, MINOR New Minor

Members approved.

College of Arts and Sciences

FIRE AND EMERGENCY MANAGEMENT ADMINISTRATION (FEMA), MS (414) Program Modification: Program Requirement Change

Program Requirement Change: Decrease total credit hours from 39 – 33.

The Department of Political Science at Oklahoma State University requests the decrease in hours given necessary content for the program can be delivered in a 33 hour program. In addition, this change will positively impact time to degree and cost to complete the program. The change also will allow the program to become more competitive with the growing number of online degrees in the field of emergency management.

Members approved.

GLOBAL STUDIES, BA New Program

The Department of Geography in the College of Arts and Sciences requests the new degree program to meet needs of marketplaces and businesses, while building connections between coursework and career pathways. The BA in Global Studies will provide students with a combination of content knowledge about global realities as well as strong writing, critical thinking, and problem-solving skills. Members approved.

College of Engineering, Architecture and Technology

ENGINEERING TECHNOLOGY, MS New Program

The Division of Engineering Technology in the College of Engineering, Architecture and Technology requests a new MS degree program in Engineering Technology with an option in Fire Safety and Explosion Protection. The objectives of the proposed program are to enhance the graduate program currently available. The program will clearly promote human and economic development for Oklahoma through the expansion of technology knowledge resulting from graduates of the program. As this field continues to grow and change with the development of new technology, and industry the demand for individuals with advanced degrees in this field is becoming more apparent.

Members approved.

Spears School of Business

HEALTH ANALYTICS, GRADUATE CERTIFICATE New Program

The Department of Management in the Spears School of Business proposes a new graduate certificate in Health Analytics. Health care data is one of the fastest growing segments of the digital world of health care. The program is designed to meet the needs of students from both a professional and academic perspective. Coursework will provide a background in health care administration and the basics in visualization and descriptive analytics.

Members approved.

ENTREPRENEURSHIP, MINOR Change to Existing Minor

Members approved.

5. **Academic Integrity Procedural Changes – Candace Thrasher**

After making revisions to the Academic Integrity Policy, some questions arose upon beginning implementation of the revisions. Candace went back to the working group and Dr. Fry and visited with OU's Academic Integrity Office to see how they do things since they also have an admonition option. She received conflicting answers from different individuals that she spoke with. So Candace brought it to Instruction Council for their help in clarifying what the internal procedures will be in dealing with the admonitions. Candace asked should the student and faculty member meet together and the faculty member decide whether or not there will be an admonition or should the student and faculty follow the current practice of meeting with the facilitator in a resolution meeting. The group felt that it helped to have a third person and someone who knows the process to be present (facilitator). It was noted that OU's numbers doubled when they added the admonition so OSU's numbers could increase as well. Candace stated that the college's had been asked for additional facilitators so the number of facilitators that will be trained by fall has also increased. Candace reported that the facilitators are currently facilitating about four to six meetings per year on average.

The group was asked to think about it for a couple of weeks and talk with some of their facilitators for feedback and then let Candace know how to proceed. Candace stated that we have the summer to decide and get things in place, but she needs to know these details before she does the training for the facilitators. Candace was asked to send the latest copy of the Academic Integrity policy to the members. Another question that Candace needs answered is should a student be able to appeal an admonition. Her understanding of what OU does and from her conversation with McKenzie Wilfong is that a student would not be appealing the admonition but would be appealing whatever grade reduction was given.

Candace stated that the admonition is designed to be for a first-time minor offense. The instructor and the facilitator won't know what is on the student's history unless the student confesses that it is a second offense. Candace's question was what the process should be if the instructor and facilitator have met with the student and assigned an admonition and then it comes to Academic Affairs and it is determined that it is a second admonition or that they have already had a violation. Should it go back

to the instructor to find a new facilitator and new facilitation meeting or should it be referred to a panel to make that decision? It was noted that at OU the instructor is encouraged to contact Academic Affairs to check on the status of the student if they want to give an admonition. It was suggested that there be a box for the student to check on the form indicating it is their first admonition. Candace will send a revised policy to be reviewed before the next meeting.

6. Advisor Override of Course Prerequisites – Celeste Taber

Celeste Taber distributed a handout, "Advisor Override of Course Prerequisites." This has a list of overrides for enforced prerequisites in Banner and states who has the authority to give those permits and overrides. In the process of creating the online advisor prerequisite override form, data was produced that showed that advisors are overriding prerequisites in upper division courses. Policy 5.6 states that courses for lower division courses may be waived. Dr. Taber presented three options. 1) Modify processes to enforce the policy as written. 2) Draft a proposal to modify the policy to allow advisors to override enforced prerequisites for all courses. 3) Temporarily allow the current practice to continue for another year during Banner transition and then re-evaluate. Dr. Taber noted that Amy Martindale had volunteered to work on drafting a proposal to modify the policy. The group liked option 3.

Motion passed.

7. Grade Submission in Banner – Celeste Taber

Dr. Taber distributed a handout, "Proposed Plan for Fall 2016 Grade Submission in Banner." Dr. Taber asked the group to review the options and discuss with their college as much as needed and then to vote on the plan at the next meeting. Dr. Fry noted that Dr. Taber will be at the top of the next meeting agenda with this item.

8. SSI Report by College – James Knecht

James Knecht stated that he has given the overall SSI reports to each college. He noted there was an overall 41 percent response rate. The College of Agricultural Sciences and Natural Resources had a 49 percent response rate.

9. Other

2016-1027 Instruction Council Meeting Dates

Tentative Instruction Council meeting dates for 2016-2017 will be emailed to Instruction Council members for their input.

Update for the 30-10

Dr. Fry stated that she will ask Diane Jones to send an email with a link where the 2016-2017 degree sheets can be updated as they are approved by the State Regents. Dr. Fry noted that Susan Willoughby created initial advising guides for Gen Ed that are on a SharePoint site. DSAS members were asked to review and to send any revisions to Susan Willoughby. Diane was asked to also send the SharePoint site to Instruction Council. Dr. Fry reported that all Business 2016-2017 degree sheets have been approved. Dr. Fry anticipates that the remainder will be approved at the May or June State Regents meetings.

Ms. Juliana Felts, Finalist for Director, Scholar Development & Undergraduate Research

Dr. Fry reminded Instruction Council members to stop by 101 Whitehurst and meet Ms. Juliana Felts, between 10:00 – 10:45 a.m. and to attend her forum presentation at 2:30 p.m. today in the Council Room, 412 Student Union.

Adjourned: 11:12 a.m.

The minutes were recorded by Dorlana Crowell.