

## INSTRUCTION COUNCIL

### MINUTES

May 26, 2016

204 WH

9:00 – 10:30 a.m.

Present: Raj Basu, Chad Blew, Cynda Clary, Bruce Crauder, Robert Davis, Carol Johnson, Diane Jones, James Knecht, Lance Millis, Shiretta Ownbey, Chris Ross, Celeste Taber, Candace Thrasher, Jean Van Delinder, and Pamela Fry.

#### 1. Federal Aid Application (FAFSA) for 2017-18 Academic Year – Chad Blew

Chad Blew reported that beginning next year the federal FAFSA dates have changed. Beginning next year students can submit a FAFSA on October 1 rather than January 1 and can use “prior prior” year tax information. This will allow aid to be given out earlier and continuing students have more time to claim their finances. This will affect the institutional aid calendar as well. Mr. Blew and Kyle Wray will be meeting within the next month with deans and scholarship coordinators from the colleges to discuss the institutional aid calendar. Mr. Blew reported that their goal will be to package federal aid during the first week of December so they will need scholarships awarded by then. November 1 will be the early opportunity scholarship deadline. February 1 will be the priority scholarship deadline and July 1 will be the final deadline. He noted that some details still need to be worked out and that is part of the reason for meeting with the deans and scholarship coordinators.

#### 2. Grade Submission in Banner – Celeste Taber

Dr. Celeste Taber referred to her handout, “Proposed Plan for Fall 2016 Grade Submission in Banner.” Dr. Taber noted that it was now time to make some decisions on grade submission for Fall 2016 in Banner. The first item to be considered was time periods to open grade submission. Dr. Taber recommended item 1. a. which is opening grade submission at the end of the term and after two primary parts of the term which would be the August pre-session and other courses ending during this time, and the first eight week session and other courses ending during that time keeping grading open until the end of the term for the relevant parts of term. After discussion, motion passed to approve item 1. a.

Dr. Taber’s second proposal was to open grades and keep them open this summer starting with May. Dr. Taber has drafted a communication to faculty to say May session is ending and grading is open on June 2 and will remain open until the end of the summer term. Final grades are requested by Tuesday, June 7 but they are not required until midnight on Tuesday, August 2. Official transcripts for summer classes will be available on August 5. Dr. Taber’s proposal is that this be tried for summer. After discussion, motion passed.

Dr. Taber’s third proposal was regarding item 4. on her handout concerning determining the day/time for Fall 2016 six-week and final grade submission deadlines. Dr. Taber recommended item a. – letting grading stay open until Wednesday at 10:00 a.m. instead of until Tuesday at midnight. Dr. Taber noted that she did not see this delaying things a day since they will be collecting late grades Wednesday morning anyway. After discussion, motion passed.

### 3. Curricular Requests

#### College of Arts and Sciences

##### **FIRE AND EMERGENCY MANAGEMENT ADMINISTRATION (FEMA), MS (414) and PhD (470) Existing Program Online Delivery**

The Department of Political Science in the College of Arts and Sciences at Oklahoma State University requests to offer the Fire and Emergency Management Administration, MS and PhD programs electronically. The programs consistently receive inquiries and applications from students across the United States, as well as internationally. The field of emergency management is growing at a rapid rate and national employment of emergency management directors is projected to grow six percent from 2014-2024. 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.

#### College of Education

##### **EDUCATION, PhD (435) Program Modification: Option Additions**

Option Additions: (1) Science and (2) Mathematics

The School of Teaching and Curriculum Leadership in the College of Education at Oklahoma State University requests to offer two new doctoral options, Science and Mathematics. The objective of the new options is to educate scholars with a deep understanding and ability to create and apply knowledge in science or mathematics education. The new options will increase visibility of the doctoral level degree programs and the marketability of graduates of the program.

It was decided to table the Mathematics option.

Members approved the Science option and tabled the Mathematics option pending discussions with Arts and Sciences.

5/27/16 – the College of Education noted to table both requested options.

### 4. Academic Integrity Procedural Changes – Candace Thrasher

Candace Thrasher referred to the handout “Academic Integrity Resolution Form” with changes noted with highlights. Adding “Check all that apply” under “Sanction:” was suggested. It was suggested to move the admonition statement above the signature line. It was suggested to check “I have received a prior admonition” or “I have not received a prior admonition” for clarification. There was discussion about using two forms – a warning form and a sanction form. Candace will revise the form and will bring it back to Instruction Council.

### 5. Other

July 1<sup>st</sup> Instruction Council Meeting

Dr. Fry asked if members would be okay with cancelling the July 1 Instruction Council meeting as she will be out of the country. Members endorsed.

Members approved.

#### Faculty Council Recommendation

Dr. Fry stated that a Faculty Council recommendation will be coming to Instruction Council soon regarding the undergraduate research designation. She noted that the criteria and the process for selection are being revised to encourage more students to pursue the designation. Dr. Fry asked Diane Jones to include this item on the next DSAS and Instruction Council agendas.

Dr. Fry suggested that Missy Wikle be asked to discuss with the group Welcome Week, Camp Cowboy, and any changes to New Student Orientation.

Adjourned: 10:23 a.m.

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