

INSTRUCTION COUNCIL
MINUTES
July 21, 2016
204 WH
9:00 – 10:30 a.m.

Present: Raj Basu, Cynda Clary, Bruce Crauder, Robert Davis, Chris Francisco, Sarah Gordon, William “Bus” Jaco, Diane Jones, James Knecht, Marissa McIntyre, Bavette Miller, Chris Ormsbee, Shiretta Ownbey, Rita Peaster, Kyndal Roark, Chris Ross, Randy Seitsinger, Raman Singh, Celeste Taber, Candace Thrasher, Jean Van Delinder, and Pamela Fry.

1. Banner Update – Rita Peaster

SIS is still considered the authoritative source for transcript information, although we have converted all the academic information in SIS into Banner, and we are maintaining grade changes in both systems. We do not have a repeat process built in Banner. A custom repeat process is currently being created for OSU, and the projected completion date is late October – early November. Spring grades have been converted over, but if there was a repeated class, the earned hours and GPA may not yet be reflected correctly in Banner.

XE is the newest version of the Banner system. Implementation is underway. Currently we are in a mock testing status at OSU Stillwater and OSU Tulsa. Our goal is to implement the faculty grade entry early this fall and will be able to pilot test it with faculty who are teaching fall pre session courses.

In addition to the self-service components we are upgrading, some of the administrative forms in Banner are also going to be changed over to the XE version. Before going live with Banner registration, several decisions were made with input from Director of Student Academic Services (DSAS) members and Instruction Council (IC) members. A similar decisions meeting will need to be scheduled as soon as possible for Spring 2017 registration. DSAS members are looking at August 3rd at 9:30 am, but it does not appear that date will work for many members of IC. Rita will consider other dates and notify IC members of this additional meeting.

Rita discussed the differences in graduation application processes with Banner. There will no longer be a diploma application extension form to complete. Students will need to complete a graduation application cancellation form and then re-submit the graduation application for the correct graduation date. Students who are enrolled in certificate programs will also submit the same graduation application in Banner. Students who have submitted a graduation application to date have not received a notification from Banner. We are working to implement an automated confirmation communication as soon as possible. In the meantime, the Registrar’s office is working to prepare communication to students who have already submitted the graduation application. The Registrar’s office is also working on their website to update the Graduation Application information.

Proxy Access is live for students in Banner Self Service. Students can grant parents access to view select pages within Banner. Students may select “University officials may discuss all education records with proxy” and this authorization will eventually replace our current FERPA Parental Access form. Instructions are available on the Registrar’s website at <http://registrar.okstate.edu/Faculty-Advising-InformationforFall2016#proxyaccess>

Dr. Celeste Taber added that the August pre session was to be the first real live submission of the faculty grade entry information. The technical side of this update is about one month behind, so that

compresses the rest of the work and testing that is needed in other areas. Dr. Taber will keep IC informed.

2. Curricular Requests:

Dr. Fry thanked Candace Thrasher for creating the non-returning freshman list for each college and recommended that all IC members reach out to those students in an effort to encourage them to continue with their education with even one class.

Dr. Fry also thanked Amy Cole Smith who is working to update articulation agreements with OSU NOC, OSU Tulsa and OSU OKC.

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.

5/26/16 – 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.

7/21/16 – Education, PhD (435) Program Modification passed

3. Online Course Approval Proposal – Dr. Chris Ormsbee

The Online Course Form handout is stating that the course is being offered in a different format from the traditional classroom delivery. We need a better tracking and accountability process for courses that are delivered 100% online. This form would be submitted with a syllabus or description of planned instruction. The first time a course is offered fully online it would need to be approved. The review process would occur in the specific colleges, with the signed forms then sent to the university online education coordinator for final signature. This online course form was developed to eliminate the current system used that requires every online course to be approved every semester it is scheduled and to create documentation that we have a process that insures online courses are equivalent experiences to a face to face course. Dr. Shiretta Ownbey mentioned that when this was previously presented, there was some concern that at the university level it is difficult to be familiar with these online courses as well as courses offered on campus. Dr. Ormsbee explained that this form is to represent that the colleges have reviewed the curriculum for the online course and are now offering it with college credit. Dr. Taber interjected that there are criteria for course deviation, and the deviations are examined. Whoever signs the approval at the department level will be the person who is responsible for any questions that an auditor might have. There was discussion about removing the signature line off the form for Undergraduate Associate Provost or Graduate Associate Provost due to the fact that each individual college will be monitoring its own online courses.

7/21/16 the Online Course Form with the amendment of removing the Provost signature line was approved.

4. **Classes Conflicting with Common Exams – Dr. Celeste Taber**

The Common Exam period is 5:30 – 6:30pm. OSU does not allow undergraduate classes to be scheduled at that time unless the class has an approved deviation. Banner displays the student's exam schedule so they know immediately when there is a conflict, and this prevents enrollment. (Example: students in marching band will always have conflicts because their class ends at 5:30. This was managed by band changing their class end time.) Class conflicts can only be overridden by paper permission from both instructors processed in the Registrar's Office. If IC would like to change common exam times, the Registrar will consider that option as well. Suggestions were made to adjust class times or exam times, decreasing either time by 10 minutes. Dr. Taber will present this idea to department heads. Dr. Basu requested that we keep the Tulsa campus aware of any decisions we make because they have students who will be taking the common exams, and they have evening classes that would be affected by any change that is made for the OSU-Stillwater campus.
5. **Handling Deleted / Suspended Courses in DegreeWorks – Dr. Celeste Taber**

DegreeWorks is bringing to light things that we did not have a systematic ability to see before. We have examined all the degree sheets from Education and Engineering and 5 selected degree sheets from every other college. We have found that these degree sheets sometimes show courses that are deleted or suspended or inactivated. There are 4 degree plans and 8 courses that are inactive out of 63 degree plans. Registrar will notify the departments and the associate deans of these inactive plans and courses as they are discovered.
6. **Faculty Council Recommendations: Undergraduate Research Transcript Designation – Shiretta Ownbey – tabled until the next IC meeting.** Dr. Fry recommended that Faculty Council meet again to discuss the specifics of the Undergraduate Research Transcript Designation. The goal is to set high but not impossible standards.
7. **Endorse Academic Integrity Handbook – Candace Thrasher – tabled until the next IC meeting (Each module has a set of questions)**

http://ra.okstate.edu/STW_PROVOST/AcademicIntegrityVideos/Module1/video.html
http://ra.okstate.edu/STW_PROVOST/AcademicIntegrityVideos/Module2/video.html
http://ra.okstate.edu/STW_PROVOST/AcademicIntegrityVideos/Module3/video.html
http://ra.okstate.edu/STW_PROVOST/AcademicIntegrityVideos/Module4/video.html
http://ra.okstate.edu/STW_PROVOST/AcademicIntegrityVideos/Module5/video.html
http://ra.okstate.edu/STW_PROVOST/AcademicIntegrityVideos/Module6/video.html
http://ra.okstate.edu/STW_PROVOST/AcademicIntegrityVideos/Module7/video.html
8. **Feedback on Academic Integrity Resources for Students (Frequently Asked Questions and Common Terms) – Candace Thrasher – tabled until the next IC meeting**
9. **Endorse The Use of Seven Academic Integrity Modules Geared Toward International Students – Candace Thrasher – tabled until the next IC meeting**
10. **Other**
 - Timeline for Annual Curriculum & Publications Changes for Academic Year 2017-2018
 - Dr. Fry detailed for IC a program called Impact Tulsa. Dr. Fry noted that there will be teachers who would like to be qualified but do not have the content/expertise in science, math and other disciplines to be HLC qualified. There is an opportunity for OSU, particularly in Tulsa, to provide this type of professional development that could drop into a Master's Degree or a doctoral degree for teachers, especially if it were online or hybrid. There will be a market

- not just for Tulsa, but at other institutions. Tulsa is however, the most developed concurrent initiative in our State. We need to think about our strategies, as this program has the potential to expand very quickly. Where should OSU be in all of this?
- Math Pathways Project – See Math Pathways table. State Regents want an inventory of what math courses are required for each degree program. Their plan is to offer similar math classes for degree requirements at all state colleges and universities. Dr. Bus Jaco detailed the Math Pathways Project as a plan to create alternate pathways for students to complete their degrees. Up to this point different schools have used different language regarding math requirements. The State Regents are asking all departments to complete this requirements table. With that information they can then determine how to proceed with common courses throughout the state. The deadline for each department to submit information to Kyndal is August 5th. She will then forward information to Deb Stuart of OSRHE.
- Follow-up on 30-10 Approvals
- New Faculty Orientation – August 11, 2016, SU Ballroom, 8:00 – 3:30
- ITLE is presenting a 2-day conference. Linda Nilson will be presenting “Best Practices for Higher Ed” focusing on effective lecture presentation topics – getting students engaged. Cost covers the food.
- Workshop - informational sessions will be held on August 26th from 1:30 – 3:00 in room 126 ITLE (Institute for Teaching and Learning Excellence). You may attend any or all of the three 25-minute sessions. Please RSVP to Diane Jones (diane.jones@okstate.edu, 405-744-8788). The first session will cover new program proposals, program modifications, and course actions. The second presentation will address reporting to the Higher Learning Commissions and OSRHE from the units, the colleges, and the institution, including the HLC Accreditation Process, the Academic Plan, the Degree Completion Plan, Academic Program Review reports, Low Productivity reports, and Post-Audit Review reports. The third session will focus on OSU’s Academic Integrity Policy, particularly recent revisions that take effect in fall 2016.

Degree Program Requests and the Course Action Process	Reporting to the Higher Learning Commission and OSRHE	Academic Integrity Revisions
Diane Jones & Dr. Pamela Fry	Dr. Brenda Masters	Candace Thrasher
1:30 – 1:55	1:55 – 2:25	2:25 – 3:00

Adjourned: 10:31 a.m.

The minutes were recorded by Kyndal Roark.