

INSTRUCTION COUNCIL
MINUTES
August 18, 2016
204 WH
9:00 – 10:30 a.m.

In attendance: Raj Basu, Cynda Clary, Bruce Crauder, Bob Davis, Karen Flaherty, Keith Garbutt, Susan Johnson, Diane Jones, James Knecht, Shiretta Ownbey, Rita Peaster, Kyndal Roark, Chris Ross, Randy Seitsinger, Celeste Taber, Candace Thrasher, Jean VanDelinder and Pamela Fry.

1. Degree Program Changes that Don't Coincide with the Beginning of the Academic Year (e.g., Fall 2016) – Celeste Taber and Rita Peaster – see handout.

Banner has given us another opportunity to review and clarify certain areas. The set of requirements that has been approved for 2016-2017 for undergraduates will have the catalog year of 2016, which is stored in Banner. SIS gave us more flexibility, but Banner is very strict on following the effective term of programs. The catalog year is important because it details the contract with the students - what requirements students are following. The students are guided by that contract in graduation clearance to make sure the student has met the requirements. Auditors will select a sample of transcripts, look at students who have graduated, and compare against the plans from that year to see if the students have met the stated requirements. It is very important that we disclose those requirements to students and that we know which ones they are following. For new degrees that are approved during the academic year, we don't see too much of a problem in allowing those to be coded as the beginning of that academic year. There should be less confusion and no question as to what requirements that student is following.

There needs to be discussion regarding modified degree plans. Anything that is not approved by the State Regents, that was not in effect in that academic year will need to wait until the following academic year to become effective. We cannot accommodate making it effective in the spring or summer semesters. We cannot have two conflicting sets of requirements, because we wouldn't know which one that student is following. We already have that language in our chart, but it is now more critical than ever to make sure that degree changes are in by October 7th. You will need to submit them to Academic Affairs so that they can be approved for the next academic year. The Registrar's office requests Instruction Council's assistance in how we communicate this information. If changes are not submitted through the proper channels in the proper time, they will not be effective until the next academic year. Dr. Fry mentioned that some people like the July 1 implementation, however she was not advocating one way or the other.

2. Classes Conflicting with Common Exams – Celeste Taber

Dr. Taber sent an email to the department heads who have common exams this semester, explaining the conflicts and suggested a 50-minute exam period. Responses were varied from "yes" to "no and we need more time!" Some comments dealt with concern regarding the deviations that are allowed. Upon further investigation, Dr. Taber found that there are no official 6:30 pm class times, just 6:45 pm. There were no deviations for any of the labs that meet at 6:30. She searched further to find that there are 41 undergraduate classes that start at 6:30 pm (876 students). She proposed that we move the 6:30 pm labs to 6:45, starting with Spring 2017. She will send a communication to affected departments, will copy Instruction Council members, and will provide to the members a detailed list of the affected courses.

3. Faculty Council Recommendation: Undergraduate Research Transcript Designation – Shiretta Ownbey

Drs. Shiretta Ownbey and Keith Garbutt have been working with Dr. Andrew Doust, Faculty Council member, regarding the Undergraduate Research Transcript Designation Application. Currently their revision reads as follows, *"Academic departments / schools will identify venues for presentation and/or publication that are acceptable for fulfilling the undergraduate research scholar designation requirements. A list of approved presentation and publication outlets will be available from each academic department or school."* There will need to be additional communication to the academic departments/schools detailing the actions needed to develop a list of approved venues. Due to the multitude of areas for research avenues, it was the opinion of Drs. Ownbey, Garbutt and Faculty Council that the University does not have the ability at this level to

make decisions about what is appropriate. Academic departments / schools would know the kinds of organizations where it would be reasonable that these students present. It makes sense to have the academic departments / schools make these decisions considering they set the curriculum. Dr. Garbutt suggested that when a student and faculty member feel that their presentation goes outside the boundaries set forth by the department, they approach the department for permission. Randy Seitsinger suggested a simple form that would be submitted for approval on a case by case basis. Dr. Ownbey went on to say that this venue would include design programs that may not do the traditional research presentation, but rather exhibitions, etc., that would be appropriate for that field of study. This form specifies "creative projects" which should cover design projects. Dr. Fry suggested possibly using RPT language for this guideline form. Randy Seitsinger also suggested that this form include any recognition such as an award given to the student be equal to a presentation, depending on the discipline. Dr. Fry mentioned the goal being refereed dissemination of the research. There was also discussion regarding the approval of the undergraduate research transcript designation by the specific departments' associate dean of undergraduate research or Instruction Council or possibly allowing each college to determine their own approval process. Dr. Ownbey will take this information back to Andrew Doust and Faculty Council for possible new wording.

There was also discussion regarding the overseeing of undergraduate research. Generalizing the information may be more helpful – "appropriate associate dean". If Dr. Doust agrees with our suggestions, then Dr. Ownbey would bring it back to Instruction Council for approval, then on to Faculty Council through Denise Weaver.

4. Academic Integrity Handbook – Candace Thrasher

The Faculty Handbook had not been updated since 2011. Candace verified that all 2015-2016 policies were implemented into the handbook. The structure of the handbook is still current. The only things changed were the policy revisions over the last 2 years. The handbook changes have been approved and can be distributed at this time.

5. Feedback on Academic Integrity Resources for Students (Frequently Asked Questions and Common Terms) – Candace Thrasher

International Students and Scholars (ISS) office requested resources that could be used for their students – definitions, common terms, frequently asked questions. In a collaborative effort from Candace, ISS office and the Graduate College, the group came up with a list of questions and answers that students might have. ISS and the Graduate College have reviewed the document and provided feedback. Now the document is being presented to Instruction Council for feedback.

6. Endorse The Use of Seven Academic Integrity Modules Geared Toward International Students – Candace Thrasher

(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

The purpose of these videos is to be a resource for the general population. Dr. Cynda Clary expressed a concern that a few of the questions and answers overstate the guidance in the policy. More specifically, the question relating to outside guidance, such as the internet, as a resource for aiding in the student's quest to understand a new concept as an example of a violation of academic integrity is over-interpreting the policy. Candace explained that the quiz questions were not developed solely from our policy but by the material presented in the videos. It was the consensus of the Instruction Council to take a closer look at the questions. A plan is in place for similar videos to be presented to all incoming freshmen, transfers, undergraduates and graduate students hopefully by fall 2017.

7. **Co-Requisite at Scale, Oklahoma State Academy – Pamela Fry**
The Oklahoma State Regents for Higher Education is presenting a conference on November 14 and 15, 2016 to discuss co-requisite at scale in Oklahoma, not only in math but in other areas as well. Dr. Chris Francisco will be speaking at the conference. Kyndal Roark will submit the information for the conference to all members of Instruction Council for detailed review. Dr. William Jaco, Dr. Michael Oehrtmann, Dr. Amy Martindale, Dr. Bob Davis, Missy Wikle and Dr. Pamela Fry will also be attendance.
8. **Finish in Four – Pamela Fry**
As members of Instruction Council please make sure that the Finish in Four information is updated in your departments. Students are utilizing these forms as a layout of their program. Dr. Fry suggested that possibly the Finish in Four could be updated at the same time as the degree catalog each spring.
9. **Course Deactivation/Reactivation (Informational Item)**
Deactivation:
BOT 3273 – Plants and Human Health
10. **Other**
 - Kyndal Roark will send out final Math Pathways Matrix to all members. Dr. Fry thanked everyone for their responsiveness.
 - Dr. Fry and Diane Jones have finalized the 30/10. They are now asking all members to verify that all information is accurate and approved.
 - Dr. Fry announced that Tim O'Neil with University College has accepted a position at the University of Colorado, Boulder, similar to the undergraduate position he held here. We will be conducting a search for replacement of that position. This can be used as an opportunity for Jessica Roark, Director of Scholar Development, to think through the Faculty Fellow model. We can bring in a faculty fellow tied to undergraduate research, along with a new staff person to encourage the faculty fellow model. Developing faculty fellow is building faculty capacity on campus so that we can grow the informal and formal programs.
 - Advisors' Conference – **September 23, 2016, O'Club**, 9:00-3:30
 - Dr. Fry announced that she will be taking on the role of Interim Provost of OSU-Tulsa, depending upon Regents' approval, dividing her time between Stillwater and Tulsa. Dr. Raj Basu will be positioning into Interim Vice President of Student Affairs, pending Regents approval. Instruction Council's involvement in programs will be crucial. There will be an EAB Market Study with the Provost – market analyses for programs – evaluating the most viable programs. Dr. Raj Basu expressed his excitement about the transition.
 - James Knecht announced that Academic Alerts will be made through the STAR system. They are active and available. Provost office will send out a notice to all instructors of record with new directions for grade submission.
 - Dr. Taber thanked James Knecht for all his work with integrating the Academic Alerts through the STAR system. Banner grade submission is scheduled for the week of August 29th, however, according to IT, that date may be pushed back to September 12th. The instructors have been informed that these dates are tentative due to the technical piece of this endeavor.
 - 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.

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| 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 |

Meeting was adjourned at 10:10 am.