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

1.   Curricular Request

ATHLETIC TRAINING, BS
Program Modification: Program Deletion

The College of Education requests the deletion of the BS degree in Athletic Training. The program was suspended in 2012 when approval was sought for a new entry-level Master of Athletic Training in Athletic Training, which was approved in 2014. The faculty created graduate courses to meet the educational competencies required by the Commission on Accreditation of Athletic Training and discontinued undergraduate courses. This request is in response to the national best practice of moving athletic training programs to a graduate curriculum as the entry point for the profession.

It was moved and seconded to accept this curricular request. Motion passed unanimously.

2.   Advisor Holds – Rita Peaster and Celeste Taber
Rita Peaster discussed Advisor Holds versus Alternate PINs. The University will be returning to the advising holds for the upcoming spring semester. In an effort to clearly compare the differences between the Advisor Registration Holds and the Alternate PINs, Rita prepared a handout. See attached "Advisor Registration Holds vs. Alternate PINs". In Banner, Holds are not term specific, they are effective with a given date range. If a registration Hold is placed on a student's account, that hold will block any add or drop activity regardless of the term. The Hold is viewable to advisors, faculty and students via Self Service. A Hold set for a future time will not be visible. The Alternate PINs are not viewable to advisors, faculty or students, and can only be added or removed via Administrative INB. Advisors will be able to lift the Holds straight from Self Service in Banner XE, but you can only see and lift Holds that are active. Earlier this year the Registrar's office realized that if an advisor that is assisting a student in self-service and student provides advisor with PIN, they perform the drop and add, that registration activity does not recognize or respect an alternate PIN. The Registrar personnel cannot see if a student has an alternate PIN unless they go into the INB system. There is not an easily accessible audit trail for either the Holds or the PINs. IT has been requested to provide backend logging at the database level so that we can create an audit trail. The Registrar's office is requesting input and approval from Instruction Council and Directors of Student Academic Services (DSAS) to return to Advisor Registration Holds as opposed to Alternate PINs.

If we proceed with Advisor Registration Holds we need to determine:
1.   Who should be able to release advisor holds from Self Service?
      a.   Anyone with an active advisor role (most flexible)
      b.   Any advisor with a defined advisor role for the student (per SGASADD)
      c.   Only primary academic advisors (per SGASADD)
2.   What effective date should we use for the hold?
      a.   Date process runs to add advisor holds (approximately October 1)
      b.   Date Spring 2017 registration opens (October 24)

The preferences of the Instruction Council are highlighted above.

3.   Connected Drops for Concurrent Prerequisites – Rita Peaster and Celeste Taber
When a student is registered in a pair of classes where registration in one was allowed because registration in the other class met an enforced concurrent prerequisite or corequisite requirement, Banner recognizes the classes as connected. Options for handling student requests to drop a single class that is connected to another class are as follows:

1. Yes – Automatically drops both connected classes when student requests to drop one of them; no notification is given to the student that another class was dropped
2. No – Does not allow dropping one connected class, unless student requests to drop both at the same time
3. Confirm – Gives student choice of dropping both connected classes or not dropping either; requires input from the student. If the student selected to proceed with the drop, both classes are dropped. Otherwise, neither class is dropped.
4. Banner XE has added a fourth option that allows students to drop any class, even if it is a corequisite or concurrent prerequisite

After discussion it was determined by the Instruction Council members to leave the block on the pre-requisite /corequisite classes, but that there may be circumstances that will require a manual override. Registrar's office will investigate the option of editing the block statement. All departments should review their pre-requisite classes and adjust those requirements accordingly. This project may take a significant amount of time. In the meantime, students will need to seek advisors' signature to override dropping a corequisite class with a drop/add card.

Registrar will take connected drops for concurrent prerequisites information to DSAS for their recommendation / approval as well.

4. **Banner XE Production Pilot Test Update – Rita Peaster and Celeste Taber**
The Advising Student Profile is only active for the individuals who have an active advising role. Individuals with an active faculty role <u>only</u> will not be able to access the Student Profile. Pilot registration with Banner XE has begun with a group from the College of Education and hope to begin with the College of Engineering as well. Information has been added on the Registrar's website to assist those with the Banner XE. When issues are discovered, it is important to inform the Registrar.

Faculty Grade Entry – Celeste recently worked with a small group from Pre-session. Everything has worked well with one exception. They could not assign an "F" if the last day of attendance was before August 15 (the main semester start date). The problem with the August Pre-session is that the upgrade requires a last day of attendance, and we have our fall term set up, for other purposes, to start on the first day of the full semester. This is a complex issue, and the system does not understand that you could have a last attend date before the main semester begins. Colleagues from other colleges who are using with this system are working with OSU to help resolve this issue. This problem should not prevent our faculty from entering mid-term grades because there is no last attend date required.

5. **Online Course Form – Chris Ormsbee**
There have been changes to the directions at the top of the Online Course form – see attached handout. There was discussion about Banner notations, making sure that once a course has been approved for an online course, that approval would roll over in Banner for every subsequent semester. The old "5-3" sections will have an OUTR attribute and the old "6-3" sections are considered OUTE (current academic program exceptions only).

Schedule of course has been modified to be a dropdown list of the current approved Parts of Term. Any significant change to the schedule of a previously approved online course will need a Deviation form. Banner is set up so that if you are following an official Parts of Term schedule those courses will automatically roll to schedule draft the following year. However, deviated course will not roll. A process of review is important to ensured that what is taught online is taught in an equivalent manner. If there is a significant difference in the way the course is delivered, there should be a review process. For Summer 2017 this form will be utilized for new or changing online courses in lieu of OASIS.

Review process, course description, and schedule will be processed in each separate college. Associate Deans will sign off and then send the Online Course Form to Chris Ormsbee, along with requested course documentation for her signature. She will then forward it to Mike Hunsucker in the Registrar's office, and he will add the course to the semester schedule. If this process is not followed, the course will not be scheduled. The deadline for approval of new online courses for Summer and Fall semesters is March 1st. The deadline for the Spring Semester is October 1st."

6. New SSI Widget for D2L/Brightspace – James Knecht
    Scantron and D2L/Brightspace have built anew widget for course evaluations. The previous version used with the SSI was a simple box with links for students to access their surveys. The new version has widgets for both students and faculty. IT needs approval from Instruction Council before any changes or additions are made. The new widget will be added to a full page dedicated to course evaluations, and a link to this page will be added to the top of the main Brightspace homepage of all users. The instructor view will allow instructors to see how many students have completed their evaluations, but not the results (which will still be delivered after the semester grading period closes. There was discussion of possibly having the ability to download the reports within Brightspace for a limited period of time after the semester closes.

    Instruction Council members unanimously supported the adoption of the new widget for D2L/Brightspace.

    A question was raised about instructors being able to submit Progress Reports/Academic Alerts on graduate students. James clarified that graduate students are not part of the STAR System as they are advised differently than undergraduates, and so the system cannot be used to submit Academic Alerts on them at this time. Dr. Fry complimented James for his efforts with Academic Alerts.

    Dr. Fry informed Instruction Council that James is involved in Assessment & Academic Improvement Council (AAIC) which oversees all assessment on campus. James will also be involved in a working group to help write out the duties and structure of a sub-committee from AAIC - the Committee for the Assessment of General Education (CAGE), which works to evaluate General Education assessment.

7. **Other**
    Dr. Fry discussed her plans for dividing her time between OSU-Stillwater and OSU-Tulsa. Her plans are to spend Mondays, Tuesdays and Fridays in Tulsa and Wednesdays and Thursdays in Stillwater.
    Dr. Fry mentioned scheduling a focused meeting on 1) retention and 2) OSU-Tulsa (effective transfer agreements between TCC and OSU-Tulsa).
    Advisors' Conference – <mark>September 23, 2016, O'Club,</mark> 9:00-3:00 – RSVP to Kyndal Roark for an accurate lunch count.
    Dr. Fry mentioned that the University of Oklahoma announced 90 percent retention of their freshmen class. OU has transitioned to the Common App (Common Application). The Common Application is a website where students can complete a "common" application, as well as answer college-specific questions in addition to the common application questions. The Common App is accepted by most top tier schools.
    Some differences between OU and OSU retention policies: 1) OU's University College advises all freshmen 2) OU's focus on National Merit Scholar applicants. Because of this 90 percent retention rate, there will be a renewed focus on OSU's retention rates. Preliminary numbers show that OSU may have all-time highs for 5 and 6-year graduation rates. Christie Hawkins has been asked to make sure we are comparing everything evenly (apples to apples) in regards to how OSU claims retention status. Cynda Clary brought up a concern about non-resident students. Although the goal is to increase the OSU student population and retention, we need to be very clear as to what to expect financially. For some out-of-state students, especially first generation students, it would be prudent to enroll in state for their general education courses, and then transfer here for their last two years of their undergraduate degree. Dr. Fry suggested a special session with the members of Instruction Council to discuss retention strategies and along with that how to match resources. All members were agreeable to an additional session.

    Adjourned at 10:29 am

    Meeting were recorded by Kyndal Roark