

# INSTRUCTION COUNCIL

## MINUTES

January 5, 2017

204 Whitehurst

### In attendance:

Laurie Beets, Cynda Clary, Bruce Crauder, Bob Davis, Karen Flaherty, Keith Garbutt, Susan Johnson, Diane Jones, James Knecht, Bavette Miller, Shiretta Ownbey, Kyndal Roark, Chris Ross, Randy Seitsinger, Celeste Taber, Matt Upson, Jean Van Delinder, Deb VanOverbeke and Pamela Fry.

### 1. Faculty Council Recommendation – Support and Promotion of Undergraduate Research at OSU – Deb VanOverbeke and Pamela Fry

At the August 18, 2016 Instruction Council meeting, members had recommended three changes to the Support and Promotion of Undergraduate Research process at OSU:

- 1) Faculty Mentor Endorsement: applicants have “Disseminated the results of their project (research or design/creative focus) a peer-reviewed state, regional or national conference and / or juried artistic venue such as an exhibition, concert, or festival.”
- 2) Requirement: addition of “Academic departments / schools will identify suggested 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.”
- 3) Application Process, Complete and submit the official UG Research Scholar Transcript Designation Cover Sheet endorsed with signatures of student, faculty mentor, Associate Dean for Research in the student's college, etc.

The Faculty Council Research Committee reviewed the proposed changes and accepted the changes, with the exception of the Faculty Mentor Endorsement. The Research Committee felt that the word “state” should remain in the Faculty Mentor endorsement. The level of presentation should be at the discretion of the departments because that may vary from discipline to discipline. The Faculty Mentor Endorsement statement will now read: *“Disseminated the results of their project (research or design/creative focus) at an appropriate outlet, such as a peer-reviewed state, regional or national conference and / or juried artistic venue such as an exhibition, concert, or festival.”*

**Motion to accept “Support and Promotion of Undergraduate Research at OSU amendment” was approved.**

### 2. Curriculum Request:

#### UNIV 1113 – Introduction to Academic Research and Inquiry - Matt Upson

12/2/16 – Tabled pending conversations with Matt Upson regarding the course offering.

Mr. Upson explained that this course is a concurrent course offering, an introduction to basic inquiry issues, early stages of research, search for information, when students begin to investigate possible topics. This is a concurrent course that would feed students into OSU and possibly into Freshmen Research Scholars as well. There should be no significant overlap with other research courses. This is an expansive way for students to get a head start on finding, evaluating, using, synthesizing, creating information at the very front end of their careers. Top-tiered incoming students do not typically understand research and what it means to be a freshmen research scholar. This course would help in preparation for the freshmen research scholars program. It would also help to capture those top tiered high school students.

This course would be used more at the skills level of research and the very beginning stages of forming an inquiry. Mr. Upson explained that researchers at the library work with those courses at the disciplinary level. This course is the initial formations of questions, not necessarily a research question at an upper level. This course is meant to be a segue from popular information, popular searches (ie Google) and making that bridge to the academic world. It is meant to complement and provide the impetus for students to get involved in research programs on campus at an earlier stage of their college career.

There was discussion of renaming the course in order to better understand the meaning of the course. Many of our students operate on the misconception that writing a research paper is equivalent to research. The word "research" has a tendency to be misunderstood. This class funnels into information literacy and undergraduate research. The text that will be used is from Ohio State University entitled "Choosing and Using Sources, A Guide to Academic Research". The title of the course needs to be informative and at the same time attractive to students. A suggestions from IC was to possibly indicate "research process" within the title - "Preparation for Academic Research". Using information is a broader term than academic research, incorporating involvement from the colleges. Mr. Upson distributed the syllabus from the course to all IC members for their evaluation and further discussion at the following Instruction Council meeting on January 19, 2017.

**3. Field Trip Risk Management – Pamela Fry**

A question was raised at the previous IC meeting - Is there any liability of in-town field trips? Are colleges required to provide insurance for the students attending? Refer to handout email from Mike Bale. "Students typically are not representing the university simply by attending class or a field trip extension of class, thus they are seldom covered by OSU insurance." "They are our customers, not our employees." Dr. Chris Ross announced that the vet med students are covered under the school's professional liability policy which is collected through fees, not state funds. Professor Randy Seitsinger mentioned two questions: 1)does the university require arranging for university transportation for all field trips? 2)does the university require students to purchase the insurance for the field trip? Please submit questions to Mike Bale, Director of Risk and Property Management.

**4. Student Government Association Recommendation - Increase Oklahoma State University Involvement in the Oklahoma Course Equivalency Project – Pamela Fry**

Refer to the SGA recommendation handout. SGA is recommending that OSU increase their involvement in the Oklahoma Course Equivalency Project (CEP). The CEP matrix was previously distributed to all members of IC for their review of information. Dr. Fry recommended that all associate deans carefully evaluate the matrix for input and possible increase in participation. Reaching out to the other universities and colleges in an effort to work out the differences in course would be a good approach, starting with Tulsa Community College (TCC) and Northern Oklahoma College (NOC), who are our largest feeder schools. (As a reminder – an important part of the future for 4-year institutions is transfer students.) The CEP process is as follows:

- 1) Matrix is reviewed in August
- 2) Faculty members meeting to discuss specific disciplines in September
- 3) Matrix is reviewed again and is due in January

Dr. Fry will be recommending to Kyle Foster of OSRHE to include Agriculture to the list of major disciplines.

**5. Faculty Council Recommendation – Exempting Eight-Week Courses from Six-Week Grade Submission – Deb VanOverbeke and Pamela Fry**

Academic Standards and Policies Committee brought to Faculty Council the recommendation exempting eight-week courses from calculating six-week grades. The recommendation is that instructors be required to submit their final grades immediately after the eight-week course ends. Grade submission opens at the end of the 8 week courses to allow faculty to enter grades. However, with Banner, students were not able to view their final grades in these courses until the end of the Fall, 2016 semester. With the new XE version of Banner, students should be able to view their final eight-week course grades once the final grades are posted.

Dr. Celeste Taber discussed details of the recommendation. Of the 47 eight-week classes that were included in the grade submission, all but 3 classes submitted mid-terms (94%). Concern from the Directors of Student Academic Services was that students need to know where they stand before the final grade is submitted. Instruction Council members discussed the monitoring of the eight-weeks classes and will encourage their faculty to give timely feedback to the students at approximately 4 weeks into the course.

**Motion to accept Faculty Council Recommendation of exempting eight-week courses from six-week grade submission was approved.**

**6. Grade Submission Plan for Spring 2017 – Celeste Taber**

Refer to Grade Submission Plan Spring 2017 handout. Dr. Taber was able to track the eight-week grade submission from the Fall, 2016 semester: 16% of the grades had been submitted by Oct 14, 33% by Nov 4 and 60% by Dec 1. The eight-week grades were requested but not required until the end of the semester. If the university adopts a different philosophy and requires final grades after pre-session and first eight weeks, those instructors will need to conduct their courses differently. Currently, in some cases, course meetings are completed at the beginning of the semester; however, a project is assigned with the expectation that the students will be able to utilize the remaining weeks of the full semester to complete the project.

Fall, 2016 statistics:

- Placing the fall term into history in 52 hours was good for the first time. Fall, 2017 will require a faster turnaround time.
- Midterms were submitted at a higher rate than had ever been previously recorded – 90.3%.
- Nine faculty grade submissions sessions were provided over the course of the semester in Stillwater, Tulsa and Center for Health Sciences.
- There are still some known Banner software issues and Ellucian has not yet provided a solution.

Spring, 2017 proposed plan:

- Follow the same model as fall. To provide consistency, open grading on Tuesdays and grades are due on Wednesday morning at 10 am. Fall terms with tight holiday closures will require earlier deadlines.
- Final grades:
  - Tues of week 1 – open final grading for the winter intersession (grades not required until the end of the term)
  - Tues of week 8 – open final grading for courses ending during the first 8-weeks (grades not required until the end of the term)
  - Tues of pre-finals weeks – open final grading for all courses
  - Wed of after finals week – final grades due 10 am
- Midterm Grades:
  - Tues of week 6 – open midterm grading
  - Wed of week 7 – midterm grades due 10 am

Fall, 2017 proposed plan:

- Fall, 2017 final grades will need to be submitted at 10 am (or possibly noon) on Refer to Grade

**Instruction Council supports the timeline given by Registrar's Office.**

There was some discussion regarding online classes and instructors allowing students extra time after finals week to complete the online course. There were several incidents this past semester regarding random online classes shutting down and not allowing students to complete their assignments. Tina Meier with IT will be asked to attend the January 19<sup>th</sup> Instruction Council meeting for questions that IC members may have.

**7. Other**

-Bruce Crauder requested two changes be made to the December 15, 2016 minutes:

- Replace the word "Agenda" to "Minutes" at the beginning of the document
- Remove the Arts and Sciences opposition statement regarding the GEOG 3223 curricular request. Human Sciences is opposing the request, and Arts and Sciences is agreeing to table the request.

-James Knecht with University Assessment and Testing (UAT) gave an update on the Student Survey of Instruction for Fall 2016. The newly installed D2L/Brightspace widget now allows faculty to see their response rates while the survey is active. The process worked well until the last 3 days of the survey period. Some faculty were concerned that the surveys had stopped, but only the widget had stopped working. UAT is

working with Scantron to determine the reason for the interruption. There were some sections in Marketing and Management that were skipped initially, so UAT created surveys for them and extended the survey window to help increase responses. James also reminded the group that students who have withdrawn or dropped are NOT included in the survey. Faculty Council has created a committee to review questions used in the current Student Survey of Instruction (SSI). They will be meeting in the Spring 2017 semester to potentially modify and update the questions.

-Dr. Ownbey has agreed to chair the search for UAT Directorship.

-OSU-Stillwater has two Memoranda of Understanding (MOU)s with Northern Oklahoma College (NOC) – one focusing on general education and one on remedial. In an effort to combine the MOUs, OSU and NOC representatives have been meeting. This has been a complicated process due not only to academics, but also housing, tuition, fees, etc. Amy Cole-Smith, University College Director of Transfer and Veteran Services will be working on the completion of the merger.

-OSU-Tulsa:

- Creation of an Academic Strategic Plan Working Group with a goal to meet 3-4 times in an effort create a vision with the aid of key faculty and staff from OSU-Stillwater. Feedback from Department Head who have offerings at OSU-Tulsa and from Instruction Council will be very instrumental as well.
- Internal search for Vice President for Student Affairs
- Reorganizing roles and responsibilities related to advisement and recruitment
- Appreciation for effort in completing the Transfer Maps for those undergraduate programs offered at OSU-Tulsa. There are a few maps still in draft form that will be the focus over the next few weeks.

- Dr. Taber announced that DegreeWorks Audit with College of Education and College of Engineering, Architecture and Technology is working beautifully.

-Laurie Beets announced to IC members that she will be attending the meetings at the beginning of the semester in an effort to learn more about IC and be available for input regarding fee assessment.

**Meeting was adjourned at 10:10 am**

**Meeting minutes were recorded by Kyndal Roark**