

## INSTRUCTION COUNCIL

### MINUTES

October 5, 2017  
204 Whitehurst  
8:30 a.m. – 10:00 a.m.

#### In attendance:

Laurie Beets, Ryan Chung, Cynda Clary, Bruce Crauder, Richard Frohock, Susan Johnson, Diane Jones, Marlys Mason, Chris Ormsbee, Shiretta Ownbey, Libby Reigh, Kyndal Roark, Randy Seitsinger, Candace Thrasher, Jean Van Delinder, and Pamela Fry, Chair

#### 1. RFP for Learning Management System – Chris Ormsbee

C. Ormsbee reported that about a year and a half ago there was an informal review of Desire2Learn/Brightspace learning management system (LMS). This review was an informal semester long review, in which students and faculty were surveyed. The committee made the decision that it would be beneficial for OSU to perform an official request for proposals (RFP). C. Ormsbee explained that she is putting together an official committee and needs assistance from Instruction Council (IC). The committee should be made up of the following individuals:

- Two faculty from each college (one undergraduate and one graduate to be nominated by IC member)
- Instruction Council representative
- Faculty Council representative
- Two students from each college (one undergraduate and one graduate to be nominated by IC member)
- GPSGA representative
- SGA representative

The time commitment for this committee would be about 6-8 meetings over a 3-4 month period. There will be a review of the survey data (from the previous review). There will be opportunity for several LMS presentations, with video conferencing available for the committee members. The goal is to have the bid process completed by January, 2018, with presentations scheduled for February, 2018. If all goes according to plan the technical migration, if a new LMS is selected, could take place during the summer of 2018. IC requested specific meeting times, and those times were identified as every other Friday from 1-3pm with a potential start date of Friday, October 27, 2017. Faculty and student recommendations are needed from IC members by October 13th.

#### 2. DIST Student Attribute For Fully Online Students And Appeal Process, Continued – Chris Ormsbee

Refer to *Oklahoma State University DIST Designation Appeal Request Form* document. Changes were made based on IC feedback from the 9-7-17 Instruction Council meeting. Language was added at the top of the form for detailed description of online programs. This is an internal form and process within each college. This should allow each college to carefully monitor who has the DIST designation and ensure that only students in online programs receive the Outreach/Online fee waivers.

#### 3. Curriculum Requests: Academic Affairs

#### UNIVERSITY STUDIES, BUS (025) Program Modification: Program Requirement Change

Program Requirement Change: Degree program requirement change  
Adding the wording "minimum" to the 120 credit hour requirement for the Multidisciplinary Studies plan and reduction of the upper division credit hour requirement to 40 for both plans

Academic Affairs at Oklahoma State University requests the program requirement changes to better align the two Bachelor of University Studies degree plans and to reduce the upper division credit hour requirements to meet the minimum credit hour requirements of the Oklahoma State Regents for Higher Education.

**9/21/17 – Members asked that the procedures from the regular BUS plan match the multidisciplinary BUS plan. The edit was made to the degree plan.**

Discussion:

Refer to the changes on the *University Studies, BUS form* and the *University Studies, BUS, Multidisciplinary Studies option form*. There was discussion regarding revisions to approved plans of study. Guidelines may be needed to clarify the allowance of total number of credit hours earned. Five-year history of the BUS indicates that students average 120-140 credit hours. Discussion will continue at the October 19, 2017 IC meeting. Also, BUS assessment will be discussed at the October 19, 2017 IC meeting.

***Motion to accept the program modifications to the University Studies, BUS was approved.***

**College of Education, Health and Aviation**

### **SECONDARY EDUCATION, BS (182)**

#### **English Option (067)**

#### **Program Modification: Other Degree Program Modification**

#### **Other Degree Program Modification: Course Requirement Changes**

The College of Education, Health and Aviation proposes the course requirement changes in order to streamline the course selection in the major requirement to allow for more subject matter experience necessary to teach English Language Arts in Oklahoma.

***Motion to accept the program modifications to the Secondary Education, BS English Option was approved.***

#### **4. Other**

- P. Fry suggested an Instruction Council meeting in Tulsa possibly once a year. As provost of OSU-Tulsa she would like to involve associate deans more in the OSU-Tulsa matters.
- Sheryl Tucker, S. Johnson and P. Fry have a meeting scheduled with OSU-Tulsa department heads on October 19, and all IC members are invited to attend.
  - There will be discussion on consistent communicative procedures (how summer school pays, the specifics of hybrid courses, how to incentivize the development of hybrid courses).
  - There will also be focused discussion on programming.
  - CEAT had the highest percentage of growth of all undergraduate programs at OSU-Tulsa campus.
  - Working to create a transfer map for business sustainability.
- Tulsa program representatives group meets the fourth Monday of every month. The September 25<sup>th</sup> meeting was well attended. This group will have 32 program representatives. IC representative are invited to attend if not in person, electronically.
- Amy Cole-Smith, director of transfer academic success is going to create a working group – working with members from DSAS and admissions - on behalf of our transfer students to help support success of student transfers.
  - Student retention committee discussed a recommendation to look at the transfer student experience – orientations to college life that would be appropriate to transfer students.
  - Applicability of transfer coursework is critical.
- D. Jones sent an email to DSAS about the workflow in CourseLeaf. It has been endorsed by the college curricular individuals. No feedback has been received thus far.
- R. Seitsinger posed a question regarding 6-week grade entry. Grades cannot be entered at this time, but can be shared with students via Brightspace.
- Over 90% of all grades from 1000 and 2000 level courses were entered – the highest percentage in history.
- C. Ormsbee reported a 10% increase in LMS use in the last 5 years. Newer faculty use it more than others. Business college uses it more than other colleges, most likely due to their online courses. OSU

does not have an analytics package from D2L so we have limited capabilities of analyzing. Consistent data on program usage is needed. C. Ormsbee informed IC that she would gather the limited information available to them by college and distribute.

- C. Clary inquired about a 6-week grade policy for students with NOC classes. C. Thrasher will investigate.

Meeting adjourned at 9:25 a.m.

Minutes were recorded by Kyndal Roark.