

INSTRUCTION COUNCIL

MINUTES

November 2, 2017
204 Whitehurst
8:30 a.m. – 10:00 a.m.

In attendance:

Chad Blew, Aaron Christensen, Ryan Chung, Richard Frohock, Karen Hickman, Diane Jones, Amy Martindale, Marlys Mason, Lance Millis, Chris Ormsbee, Shiretta Ownbey, Kyndal Roark, Jenn Sanders, Celeste Taber, Candace Thrasher, Jean Van Delinder, and Pamela Fry, Chair.

1. Financial Aid Compliance – Chad Blew

C. Blew, Director of Scholarships and Financial Aid, presented Instruction Council (IC) members with two topics: 1) federal regulations pertaining to financial aid and 2) forming a committee / working group to review the regulations. There is a federal regulation that does not allow students to seek federal aid for courses that do not contribute toward their degree. This is not a new requirement, but with the previous management system, there was no way monitoring any violations. When C. Blew accepted his current position, he was aware that Oklahoma State University was not in compliance with the federal regulations, but Banner, when fully implemented, would assist with monitoring these regulations. This same information was presented at Directors of Student Academic Services (DSAS) meeting on October 18, 2017, and DSAS members were concerned about the impact these regulations would have on our students. DSAS members formed a working group to further discuss the implications – looking at them from the advisors perspective. There are strategies that will need to be utilized so that students are only minimally impacted.

Federal regulations also state that minor degrees are excluded from eligibility. C. Blew added that as soon as the student earns his/her first degree he/she loses Pell eligibility but may still have federal loan eligibility. There was further clarification that as long as students were simultaneously earning a certificate or second degree they would be eligible, until they reached maximum credit hours allowed. There was discussion regarding students declaring two majors with the intention of changing the second major to a minor prior to graduation. As a respected research institution, OSU cannot condone this practice. C. Taber mentioned the possibility of time limits on declaring / changing majors, a topic that may need to be addressed at a future IC meeting.

The financial aid compliance process is built into Banner; however, it will not be active until Degree Works is fully operational in all colleges on campus. C. Blew informed the IC members that the Degree Works tool can help us with compliance, and he would like to form a working group to assist with the implementation of Degree Works in an effort to be federally compliant. (When an institution is audited, the average fine is approximately \$180,000 but can go up to \$1 million. 1981 was the last time there was a program review at OSU.) The working group will consist of representatives from each OSU-Stillwater academic college, Financial Aid, Registrar's Office, IT and OSU-Tulsa. C. Taber added that this is an extra incentive to continue with the quick implementation of Degree Works. She also added that representatives for the working group be part of the decision making team of their respective colleges. Suggestions for members are to be submitted to C. Blew within the next two weeks. He also encouraged IC members to contact him with further questions / concerns.

A, Martindale stated that compliance of these regulations will systemically change how our students take courses. These regulations will have a significant impact on enrollment of minors. Several ideas were discussed: 1) minimum number of electives, 2) more flexibility with restrictions we have in our college level requirements, 3) converting minors to certificates. All of these topics will need to be addressed at greater length in the working groups.

2. Specificity of Content Needed on Deviation Forms – Chris Ormsbee

Chris Ormsbee, Associate Provost and Director of the Institute for Teaching and Learning Excellence, presented IC with clarifications regarding possible modification of deviation forms: 1) expectation of course outline to have consistency in the way we look at these deviations; 2) expectations to make a good judgement for approval. Currently, the course deviations that are received provide very limited information. The deviation form is used for a one-time class change, it will not roll in the Banner schedule. The blended/hybrid course deviations are on the increase, and the instructional hours are the key, not contact hours. OSRHE requires that we document that blended/hybrid and online courses are equivalent to a face-to-face

course in terms of time. There was discussion regarding the requirement of syllabi with the deviation forms, however in the past, opposition of this requirement was significant. Attaching an agenda or syllabus, like is currently done with the Online and Blended/Hybrid Course Form could be a fair requirement. In general, to deviate from a course there must be programmatic rationale. C. Ormsbee will work on new language that would include time estimates, as well as added details of the course. She will bring the new draft to a future Instruction Council meeting.

3. Bachelor of University Studies Assessment, Cont'd – Chris Ormsbee

C. Ormsbee is overseeing the online Bachelor of University Studies (BUS) and has developed a single assessment system for all BUS programs, if the colleges agree to collaborate. She would like to consider GPA in the focus area, as well as a final project that could be used for analysis of critical thinking and written communications skills. There was further discussion regarding a one-hour capstone class requirement to engage students in an online activity where they could present a paper on their area of emphasis to be used for assessment. The specifics of this process are still under review. The use of a graduate assistant to grade the research papers was suggested. R. Chung recommended developing a more robust process to capture certain data. There will be additional details as assessment is finalized.

4. Peer Coach Training Program, Cont'd – Chris Ormsbee (postponed until the November 30, 2017 meeting)

5. Curriculum Requests:

Informational Item Only

Course Deactivations:

NREM 3213 – Forest Ecology

NREM 4063 – Ecotourism and Wilderness Management

College of Agricultural Sciences and Natural Resources

AGRIBUSINESS, BS ASNR (263)

**Program Modification: Option Addition and
Program Requirement Change**

Option Addition: (1) Community and Regional Analysis, (2) Natural Resources, and (3) Accounting Double Major

Program Requirement Change: Course requirement change and increase in total credit hours from 128 to 130.

The College of Agricultural Sciences and Natural Resources requests the option additions to support job opportunities in the area of community and regional analysis at the city, county, state and national levels as well as in the areas of natural resource economics analysis for agribusiness and government agencies. The program requirement changes provide additional flexibility and a clearer set of course choices in the core for the major.

AGRICULTURAL ECONOMICS, BS (004)

**Program Modification: Option Deletion and
Program Requirement Change**

Option Deletion: Accounting Double Major

Program Requirement Change: Course Requirement Change

The College of Agricultural Sciences and Natural Resources requests the option deletion as the curriculum requirements for the Agricultural Economics major and the Accounting Double major no longer fit within the major. The program requirement changes develop a clear distinction between the Agricultural Economics major and the Agribusiness major by increasing the quantitative rigor of the Agricultural Economic major and by providing a stronger preparation for advanced degrees in Agricultural Economics.

BIOSYSTEMS ENGINEERING, BS (010)

**Program Modification: Option Addition and
Program Requirement Change**

Option Addition: Biosystems Engineering

Program Requirement Change: Course requirement change and change in total credit hours

Change in Total Credit Hours: Bioprocessing and Food Processing Option: 128 to 124

Machine Systems and Agricultural Engineering Option: 128 to 124

Environment and Natural Resources Option: 128 to 123

Pre-Medical Option: 128 to 125

The College of Agricultural Sciences and Natural Resources requests the option addition to provide students with knowledge of all option areas of machine design, bioprocessing and food processing. The reduction of total credit hours is requested to create specialization within each option.

HORTICULTURE, BS (128)

Program Modification: Program Requirement Change

Program Requirement Change: Course requirement change

The College of Agricultural Sciences and Natural Resources requests the program requirement change as a result of updating curriculum to allow for better transferability and flexibility as well as to meet student and industry needs.

NATURAL RESOURCE ECOLOGY AND MANAGEMENT (101)

Program Modification: Program Requirement Change

Program Requirement Change: Course requirement change

The College of Agricultural Sciences and Natural Resources requests the program requirement changes to update degree sheets to account for new classes, deleted classes, and other minor changes.

PLANT AND SOIL SCIENCE, BS ASNR (014)

Program Modification: Program Requirement Change

Program Requirement Change: Course requirement change

The College of Agricultural Sciences and Natural Resources requests the program requirement changes to prevent confusion and to simplify advising.

Discussion: It was noted that once all Spears School of Business (SSB) change in course numbers are approved, all College of Agricultural Sciences and Natural Resources (CASNR) will need to correct the degree requirement sheets.

Motion was made to accept the above-mentioned College of Agricultural Sciences and Natural Resources curriculum requests and approved.

College of Arts and Sciences

PHYSICS, BS (161)

Program Modification: Program Requirement Change

Program Requirement Change: Course requirement change

The College of Arts and Sciences requests the program requirement changes following an analysis of peer institutions. The updated curriculum will better serve students and their interests.

Motion was made to accept the above-mentioned College of Arts and Sciences curriculum request and approved.

College of Human Sciences

DESIGN, HOUSING AND MERCHANDISING, BSHS (050)

Program Modification: Program Requirement Change

Program Requirement Change: Course requirement change

The College of Human Sciences requests the program requirement changes to the Apparel Design and Production option to update the curriculum and better serve students and their interests.

NUTRITIONAL SCIENCES, BSHS (097)

Program Modification: Program Requirement Change

Program Requirement Change: Course requirement change

The College of Human Sciences requests the program requirement changes to strengthen knowledge and skills of dietetic students who are enrolled in an Accreditation Council for Education of Nutrition and Dietetics undergraduate program.

SUSTAINABLE DESIGN, MINOR Changes to existing minor

Motion was made to accept the above-mentioned College of Human Sciences curriculum requests and approved.

6. **UAR 3 .10 Implementation Discussion and Advising Multiple Degrees, Cont'd – Bruce Crauder (postponed to 11-30-17 meeting)**
7. **Certificate Program Student Participation in Commencement, Cont'd – Celeste Taber**

Graduate College has decided to include graduate certificates in their commencement program. There will be 21 graduate certificates awarded at the December commencement ceremony. Discussion revealed that there was no support of undergraduate certificates being awarded during the undergraduate commencement ceremony. A. Martindale mentioned the Pre-Nursing certificate as a significant certificate that would deserve recognition. Other IC members encouraged colleges to provide a separate ceremony/reception for their certificate recipients.
8. **Reverse Transfer Update – Celeste Taber**

Refer to the Reverse Transfer Update document for results from 2016-2017 reverse transfer program. Because of the OSU transfer initiative, 148 associates degrees were earned at Oklahoma community colleges. Accumulative total since 2013 is 665 degrees earned. DSAS members requested the report name for potential 2017-2018 reverse transfer associate degrees. C. Taber offered that information to IC members as well. All participating Oklahoma community colleges received contact information for 1700 OSU students who are potential associate degree earners. A question was added to the Undergraduate Admissions Transfer application two years ago regarding consent to having the applicant's OSU transcript sent back to their community college for consideration of an associate's degree. Based on that consent, 543 students were identified. As another benefit of the reverse transfer project, we were able to identify the potential reverse transfer students (juniors or seniors) who have earned at least 15 credit hours at one of our community colleges and at least 6 credit hours at OSU to transfer back.

The initial student data is sent to the National Students Clearing House, because based on OSU records those students do not have associates' degrees. The National Students Clearing House will respond by informing us which students do indeed have an associate's degree and from which institutions. We review each student's records to make sure that we do not already have a transcript verifying an associate's degree. The student records are sent to Admissions to correct the information. We then send a list of the other students to the institutions separately requesting verification of the associates degrees and copies of transcripts. This year this particular process brought in 210 transcripts to be given to Admissions to update their records. Now we have updates on associates degrees and course work that we were unaware of prior to this process.

P. Fry commended C. Taber on her outstanding efforts with the reverse transfer process. This effort displays a research university in partnership with Complete College America. State Regents have been very pleased with OSU's efforts and have recognized C. Taber as a leader in this initiative.
9. **Instructions for Instructors Viewing Incomplete Grade Details – Celeste Taber (postponed to 11-30-17 meeting)**
10. **Other**
 - **John N. Gardner Institute is working with the Schusterman Foundation focused on transfer student pathways in Tulsa.** The Schusterman Foundation is sponsoring membership fees of about \$20,000 for each of the five higher education institutions in Tulsa – OSU-Tulsa, OU-Tulsa, Northeastern, Rogers State and Tulsa Community College (TCC) – for the Transfer Pathway of the Gardner Institute. L. Reigh will convey this information to Admissions administration. Gardner Institute provides best principles for transfer student success, which will aid Amy Cole Smith as it relates specifically to TCC.
 - **Clarification of working groups:**
 - Financial Aid Working Group comprised of DSAS members focused on financial aid as it relates to advisors
 - Financial Aid Working Group formed by C. Blew, will be comprised of representatives from each OSU-Stillwater academic college, Financial Aid, Registrar's Office, IT and OSU-Tulsa in an effort to make campus-wide decisions regarding financial aid

- Degree Works Advisory Committee comprised of graduation clearance personnel and DSAS representatives
- Transfer Working Group – DSAS representatives and Admissions representatives
- **Program request process:**
 - Submit all program requests to D. Jones
 - Thorough review by C. Thrasher and P. Fry
 - Requests will appear on the IC agenda as soon as they have been reviewed
 - Notify C. Thrasher or P. Fry of urgent requests

Meeting adjourned at 10:03 a.m.

Minutes were recorded by Kyndal Roark