INSTRUCTION COUNCIL

MINUTES

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

In attendance:

Laurie Beets, Bruce Benjamin, Larry Burns, Aaron Christensen, Ryan Chung, Bruce Crauder, Brenda Dawes, Jeff Hartman, Karen Hickman, Richard Frohock, Susan Johnson, Diane Jones, James Knecht, Virginia Leathers, Marlys Mason, Chris Ormsbee, Shiretta Ownbey, Kyndal Roark, Chris Ross, Adrienne Sanogo, Randy Seitsinger, Celeste Taber, Candace Thrasher, Jean Van Delinder and Pamela Fry, Chair

Process to Request Document Updates for Transfer Courses – Jeff Hartman / Virginia Leathers
 Jeff Hartman, Senior Associate Director of Undergraduate Admissions, presented updates for transfer courses. When
 Oklahoma State University switched to Banner management system, Admissions felt it necessary to look at how transfer
 courses were being articulated to new courses. Best practices indicates a standard form that tracks transfer course creation
 and / or changes over time. In the past, tracking was processed by emails being passed back and forth.

Refer to Office of Undergraduate Admissions, Transfer Course Evaluation Form document. Admissions is currently involved with the Transfer Work Group, which includes P. Fry and Amy Cole-Smith. Members of the Transfer Work Group (representative from each college) have reviewed this form as well. This form will assist the individual colleges in tracking changes for articulation of courses. This information will be stored in the Slate system under the school where the course came from. Not only is Admissions involved in associating those changes to that particular college, but also creating a system to re-evaluate courses. This form will allow Admissions to go back and forth between department heads to seek their opinion of what this course looks like. Admissions will make the first attempt at articulating courses, with the exception of accounting, math, and engineering. This form originates with Admissions and will be available to all academic advisors via the Admissions website in the near future.

Another critical piece of the Transfer Work Group is the functionality of articulation website. IT is working to accept not just course by course, but a semester worth of courses. Humanities and Diversity courses may be able to be displayed as well on the transfer guide. Admissions is also creating a transfer credit email account to address all transfer credit issues separately from the general Admissions email account.

Once the changes from the department's transfer course evaluation form is approved, the form is submitted to Admissions, where changes will be made in Banner and will be effective overnight. Admissions is working with IT to show the different articulation based on the term the student took the course. Admissions will give direct line or elective credit for every course submitted. This form will also address global changes versus a one-time change for a particular student.

At this time, Admissions has articulated approximately 90 percent of the courses from our top 10-15 transfer schools. Fall 2016 statistics showed that roughly 1100 of the roughly 1400 - 1500 students who enrolled came from 7 transfer schools. All of those courses are listed on the OSU transfer guide, and Admissions is consistently working to make the transfer guide more user friendly for students.

The Oklahoma State Regents for Higher Education (OSRHE) transfer matrix is the final word for transfer. C. Taber recommended that a statement addressing the OSRHE transfer matrix be added to the *Transfer Course Evaluation Form*.

Admissions is working with Institutional Research and Information Management (IRIM) to create a way to apply an effective date with direct line credit, according to each departments' instructions. For example – if a current transfer student has submitted a course that was articulated as elective credit but now the department has accepted that transfer course, possibly that student would receive direct line credit for that transfer course. If there is a reverse action (direct line back to elective credit), Admissions will seek the direction from the individual departments. There was discussion regarding rescinding the

credit that was previously given. Admission's goal is to work on direct line credit (in the positive), rather that reversing previous credit (in the negative). Currently there is no standard process to re-evaluate courses.

S. Ownbey mentioned the complication of evaluation of transfer work from international universities. Consequently, there are many changes in Banner. Certain courses were articulated, transfer agreements were signed and now several of those courses are not counting. The College of Human Sciences has 14 students that will not be graduating this semester due to this oversight. J. Hartman volunteered to review the courses of these 14 students to see when the course articulations changed.

Transfer credit is an important topic for OSU, with predictions of additional students with additional transfer or concurrent hours. It is important to get this effort organized. P. Fry reminded Instruction Council (IC) members to update their transfer maps on an annual basis. P. Fry also encouraged Admissions to attend Instruction Council at any time.

2. Instructions for Instructors Viewing Incomplete Grade Details - Celeste Taber

Refer to *Instructions for Instructors Viewing Incomplete Grade Details* document. Administrators who wish to view an archival of incomplete grades from SIS have access to the ePrint report "OSU_ZZ_SIS130". This report references from 2004 to Summer 2016. Banner does not have a place to store a description of the work a student needs to perform to complete the course. Per OSU Policy 2-0214, faculty members are responsible for maintaining the written record pertaining to the "removal of an "I" (Incomplete grade) and other items that count toward the final grade or an incomplete grade." Incomplete grades default after one year. There can be an extension but the extraordinary circumstance is documented and determined at the college level.

L. Burns mentioned that IRIM has a code sheet for all the ePrint reports that he will distribute to Instruction Council.

3. Curriculum Requests:

Academic Affairs

Clarification – UNIV 3090 National Student Exchange (NSE) Plan B – a plan B student is one who is involved in the NSE but pays tuition to their home university (OSU) which allows them access to financial aid if appropriate. As a side note – a plan A student is one who pays in-state tuition to the host university.

Motion was made to accept the above-mention Academic Affairs curriculum request and approved.

College of Agricultural Sciences and Natural Resources

Course Action Requests

Discussion: NREM 5564 Ornithology – cross listed with Integrative Biology 5464. The language should read "same course description as".

Motion was made to accept the College of Agricultural Sciences and Natural Resources course action requests and approved.

EQUINE ENTERPRISE MANAGEMENT, UNDERGRADUATE CERTIFICATE New Program

The College of Agricultural Sciences and Natural Resources requests the new undergraduate certificate to provide students with skills that allow them to integrate into the horse industry while also allowing the horse owner an opportunity to gain valuable knowledge to help them with their own horse interests. This program will provide pre-veterinary students an opportunity to gain horse-handling skills. Oklahoma ranks 1st in the nation for horses per capita and Oklahoma's horse population ranks 4th in the nation.

Discussion: A student enrolled in this program does not have to complete a bachelor's degree to be awarded this 20-hour certificate. Clarification will be needed prior to implementing this program as to how many hours can be transferred into this certificate from outside the university.

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

College of Arts and Sciences

Course Action Requests

Discussion: Botany is changing a large number of the prefixes and numbers, as is zoology and integrative biology. Organic chemistry courses will have better descriptions. Course name for Political Science 3353 "Political Par-tays!" was controversial within the department, as well as for members of Instruction Council. IC recommended changing the course name to "Political Parties".

Motion was made to accept the College of Arts and Sciences course action requests and approved, pending POLS 3353 name change to "Political Parties".

HISTORY, BA (120)
Program Modification: Option Addition

Option Addition - Business Essentials

The College of Arts and Sciences requests the option addition as employers consistently report a desire to hire liberal arts graduates. The proposed option aims to help students combine the liberal arts degree with preparation for an MBA program.

LIBERAL STUDIES, BA (443)
and
LIBERAL STUDIES, BS (442)
Program Modification: Change in Program Name,
Option Addition and Program Requirement Change

Program Name Addition: Multidisciplinary Studies

Option Addition: Business Essentials

Program Requirement Change: Course requirement change

The College of Arts and Sciences requests the program name change because the current name is outdated and unclear to students and employers. The name "Multidisciplinary Studies" more clearly describes the ability to combine multiple disciplines to form a flexible and individualized degree. The option addition is requested to help students combine their liberal arts degree with preparation for an MBA program. The proposed course requirement changes will add flexibility for students and allow for a broader array of concentration and focus.

MUSEUM AND CURATORIAL STUDIES, GRADUATE CERTIFICATE New Program

The College of Arts and Sciences requests the new graduate certificate to provide an interdisciplinary program for students interested in working in various careers in traditional museums, state and government agencies, and other cultural venues. The proposed certificate will provide students with the history, theory, and practice of museology, as well as hands-on curatorial and exhibition experience. Between 2012 and 2022, an increase of 11% growth in jobs for archivists, curators, and museum workers is expected.

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

College of Education, Health and Aviation

Course Action Requests

Discussion: The reorganization within the College of Education, Health and Aviation (EHA) has led to four schools within the college: 1)School of Teaching, Learning and Educational Sciences; 2)School of Educational Foundations, Leadership and Aviation; 3)School of Community Health Sciences, Counseling and Counseling Psychology; and 4)School of Kinesiology,

Commented [TC1]:

Applied Health and Recreation. The School of Psychology moved to the School of Teaching, Learning and Educational Sciences. Their masters and Ph.D programs courses will now have a new prefix. B. Crauder mentioned that there are psychology courses in the College of Arts and Sciences that are almost identical to the psychology courses in EHA, and they are viewing this positively because they do not have the capacity to accommodate the all psychology students.

Motion was made to accept the College of Education, Health and Aviation course actions and approved.

College of Engineering, Architecture and Technology

Course Action Requests

Discussion: The College of Arts and Sciences (A&S) will need time to discuss CHE 5753 - Applied Numerical Computing for Scientists and Engineers and CIVE 4923 - Environmental Risk Assessment & Management for any objections.

Motion was made to accept the above-mentioned College of Engineering, Architecture and Technology course actions, pending no objections from the College of Arts & Sciences regarding CHE 5753 and CIVE 4923 and approved.

College of Human Sciences

Course Action Requests

Discussion: The School of Hotel and Restaurant Administration (HRAD) is in the process of changing their name to School of Hospitality and Tourism Management (HTM). The course prefix of all courses will change to HTM.

The proposed course of NSCI 2412 "Introduction to Food and Food Science" is changing to "Introduction to Nutrition and Food Literacy".

Table the following courses to allow the College of Education, Health and Aviation further review: NSCI 2311, NSCI 4453, NSCI 4913 and NSCI 5913.

Motion was made to accept the College of Human Sciences course actions, with the exception of the tabled courses (NSCI 2311, NSCI 4453, NSCI 4913 and NSCI 5913) and approved.

Spears School of Business

Course Action Requests

Discussion: CASNR expressed concern with the proposed new description of ECON 1113 mutually exclusive statement "May not be used for degree credit with ...AGEC 1113." Decision was to table this course at this time.

College of Arts & Sciences needed clarification for MSIS 5503 Statistics for Data Science.

Motion was made to accept the Spears School of Business course actions, with the exception of ECON 1113 and pending clarification of MSIS 5503 and approved.

College of Veterinary Health Sciences

Course Action Requests

Motion was made to accept the College of Veterinary Health Sciences course actions and approved.

Center for Health Sciences

Course Action Requests

Discussion: Grad College requested name change of FRNS 5813 from "Building Construction" to "Building Construction and Fire/Explosion Forensic Examination". Grad College requested that HCA 5243 and HCA 5253 be tabled at this time.

Motion was made to accept the Center for Health Sciences course actions, with the exception of the tabled courses HCA 5243 and HCA 5253, and approved.

Graduate College

Course Action Requests

Discussion: Tabled courses – ENVR 5403, ENVR 5413, ENVR 5433, ENVR 5653 pending discussions with College of Agricultural Sciences and Natural Resources.

Motion was made to accept the Graduate College course actions, with the exception of the tabled courses ENVR 5403, ENVR 5413, ENVR 5433, ENVR 5653, and approved.

Honors College

Course Action Requests

Discussion: A series of interdisciplinary courses in humanities are changing from 1000 to 2000 course numbers.

Motion was made to accept the Honors College course actions and approved.

4. UAR 3.10 Implementation Discussion and Advising Multiple Degrees, Cont'd – Bruce Crauder

B. Crauder reviewed Instruction Council's earlier discussion of UAR 3.10, which required 30 additional hours for a second degree regardless of what was in those hours. IC made the decision to change that requirement to 0 additional hours for a second degree. The College of Arts and Science discovered that it is possible to receive 6 degrees (ex. BS and BA in Psychology, BS and BA in Sociology and BS and BA in Liberal Studies) within a certain combination of 120 credit hours.

C. Taber voiced her concern with distribution of funding by the number of degrees. Other Big 12 schools' restrictions are as follows: limiting students to one degree of a degree name (ex. one Bachelor of Science). The University recently removed the 30 additional hours restriction and communicated this to students. The suggestion was made to give the UAR 3.10 change some time to work and to consider results from the fall 2017, spring 2018 and summer 2018 semesters before making another change.

Further discussion regarding the UAR 3.10 changes may be brought to IC at the February 15, 2018 meeting. The possibility of limiting the number of degrees a student can receive may be discussed.

5. Online Deviation Form Updates - Chris Ormsbee

Refer to Course Deviation Guidelines for Undergraduate and Graduate Courses document. There was a suggestion to change the title from Course Deviation to Course Change Exception. C. Ormsbee has been reviewing reasons for past deviations and would like to suggest consideration of some standard reasons for the deviations, as well as standard reasons that would be discouraged. Course schedule deviations can create scheduling problems for students. Consistency and stability of program delivery is helpful for student recruitment and student enrollment planning. P. Fry mentioned that OSU-Tulsa has been negatively affected by course deviations. Suggestions for changes: deviation form template should emphasize that deviations are a rarity, name change from "deviation" form to "schedule exception" form, department head verify that the proposed deviation does not interrupt program courses or common exam time and if it does interrupt common exam time how the department will accommodate the issue.

A one-time change on a hybrid course would require the deviation form, however a permanent change on the hybrid course would require the online and blended hybrid course form, which also requires a syllabus.

 Peer Coach Training Program, Cont'd – Chris Ormsbee Postponed until the 12-14-17 Instruction Council meeting.

7. Exam Proctoring Reminder - Ryan Chung and James Knecht

J. Knecht reported that an email was sent from the Provost's Office to all instructors regarding finals week and scheduling testing appointments for accommodated students and online students. University Assessment and Testing (UAT) is now almost at testing appointment capacity, which was increased over 30 percent from the previous semester. Students may need to ask for extensions either the week before or after the holiday to utilize the appointments UAT offers on those days for test proctoring. UAT would like the university to follow the model set forth by Spears School of Business policy, in which instructors do not limit testing time for proctored exams to just one hour or even one day but instead require instructors to provide, at minimum, a 48 hour testing window. For the online courses it is best to arrange for the exams to be available to take fully online as well. J. Knecht encouraged colleges to seek classrooms / labs as a free testing option for their students, considering that there is a fee for all UAT tests, with the exception for students with accommodations through Student Disability Services. The Provost's Office needs each college's help in accommodating different scenarios for online testing, as UAT attempts to do its best to accommodate the University's needs but may not be able to cover everyone.

8. Other

- a. P. Fry announced that OSU was listed in the Military Times, the main source for military reinstallation in the world. The application was a rigorous 120 page document. Rick Hansen with Veterans' Student Success Center, Registrar's Office and Office of Scholarships and Financial Aid and Office of Institutional Research and Information Management are commended for this effort. Of the 600+ colleges and universities that applied, only 218 were chosen, and OSU was ranked 85th.
- b. P. Fry announced that in looking at the New Student Profile, OSU now has the highest ever recorded 4-year graduation rate, with the 5-year graduation rate being one of the highest recorded and the 6-year graduation rate also the highest recorded.
- Schusterman Foundation out of Tulsa is funding the Gardner Institute Transfer Pathways Project for OSU-Tulsa area. They are paying a \$20,000 annual membership fee for each of the five public/private colleges/universities.
- P. Fry reminded members of the CourseLeaf timeline. Plans are to implement CourseLeaf by this time next year, with the possibility of reviewing course actions twice per year.

Meeting was adjourned at 12:05 p.m.

Minutes were recorded by Kyndal Roark.