

## INSTRUCTION COUNCIL

### MINUTES

December 14, 2017  
204 Whitehurst  
8:30 a.m. – 10:30 a.m.

In attendance: Laurie Beets, Chad Blew, Aaron Christensen, Ryan Chung, Richard Frohock, Diane Jones, Amy Martindale, Marlys Mason, Shiretta Ownbey, Libby Reigh, Kyndal Roark, Jenn Sanders, Randy Seitsinger, Celeste Taber, Candace Thrasher, Jean Van Delinder and Cynda Clary, Chair.

#### 1. Financial Aid Federal Regulations Discussion Update – Chad Blew

Refer to the *Undergraduate Students: Federal Financial Aid and Enrollment* document. The Directors of Student Academic Services (DSAS) has expressed concern that information they distribute regarding financial aid is not being submitted to faculty advisors in an effective manner. The most critical information to be submitted to all advisors is as follows:

- Only required courses are eligible for financial aid (courses contributing toward a certificate are considered, courses contributing toward a minor are not).
- Students are not required to enroll in 12 or more hours to receive their financial aid. They need to be considered half time to receive student loans. Please review the case studies within the distributed document for pertinent examples.

C. Blew emphasized the importance of students discussing their financial aid concerns with personnel from the Office of Scholarship and Financial Aid as opposed to relying on their advisors who may not know all facets of financial aid. Members of Instruction Council (IC) discussed options for communication from the Office of Scholarship and Financial Aid to the students and / or advisors. Emailing aid information to recipients was discussed, along with details of information provided.

The Financial Aid Working Group members have been named. They will be assisting with the implementation of Degree Works. It is estimated that Summer 2018 will begin the official implementation for compliance. There was concern regarding the accuracy of the information within Degree Works, and the Working Group will be addressing this issue, as well as the Registrar's Office working with the individual offices for accuracy.

C. Clary posed a question regarding repeated coursework. C. Blew clarified the repeat coursework rules with a follow-up email after the Instruction Council meeting with the information below:

#### Repeat Coursework Rules

- Students CAN receive financial aid for repeated coursework required for the degree—
  - If they have already passed a course with a "D" or better, and they are repeating the course for the first time, OR
  - If they have taken a course and failed it, OR
  - If they have taken a course and withdrawn from it.
- Students CAN'T receive financial aid for repeated coursework required for their degree—
  - If they have already passed a course two times with a "D" or better, and they are repeating the course for the second time (or more), OR
  - If they have already passed a course with a "D" or better, then repeat the course and earn an "F."
- NOTE: Repeat Coursework Rules do not apply to courses in which students are expected to enroll on a continuing basis, such as music courses.

## 2. Curriculum Requests:

### College of Arts and Sciences

#### ARTS ADMINISTRATION, BA New Program

The College of Arts and Sciences requests a new undergraduate program in Arts Administration. The proposed program prepares individuals to pursue a range of careers in support of the arts, such as fundraising, box office, marketing, advertising, graphic design, communications, human resources, and education. This will be the only undergraduate arts administration program offered at a public institution of higher education in Oklahoma. The proposed program has received support from art institutions in the state, such as the Lyric Theater in Oklahoma City and the Tulsa Ballet. Students in the program will have access to internships at the Museum of Art and at the McKnight Center for the Performing Arts, scheduled to open Fall 2019.

#### GEOLOGY, BS (111) Program Modification: Option Addition and Program Requirement Change

**Option Additions:** (1) Pre-Law, (2) Environmental Geology and (3) Petroleum Geology

**Program Requirement Change:** Course requirement change

The College of Arts and Sciences requests the option additions in order to recruit students who are interested in specific career goals and adding career objectives into the degree titles increases enrollments. The course requirement changes reflect course modifications.

#### 10/19/17 - TABLED FOR FURTHER DISCUSSION WITH COLLEGE OF AGRICULTURAL SCIENCES AND NATURAL RESOURCES (CASNR)

*Discussion: Concern with availability of courses for the environmental geology option. CASNR Department of Plant & Soil Sciences and Department of Environmental Sciences department heads will need to review for enrollment pressure.*

12/14/17 – Concern with availability of courses has been resolved.

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

### College of Education, Health and Aviation

#### LEADERSHIP, MINOR Changes to Existing Minor

Discussion: Agricultural Leadership courses are included on the electives courses list. The department will need to review the list for changes. Some of the courses listed may now have a general education designation or have prerequisites. Feedback will be forthcoming. Also, HS 3002 which is listed on the electives list is no longer offered through Human Sciences. C. Taber reminded members that courses no longer offered should be deactivated, and the process is fairly easy. As course requirements are input into CourseLeaf, the system will flag courses that are no longer available.

#### LEARNING AND MOTIVATION, MINOR Changes to Existing Minor

*Motion was made to accept the above-mentioned College of Education, Health and Aviation curriculum requests, pending adjustment of several elective courses, and approved.*

College of Engineering, Architecture and Technology

CONSTRUCTION MANAGEMENT TECHNOLOGY, BS ENG TECHY (076)  
 Program Modification: Change of Program Name

Change of Program Name to: Construction Engineering Technology

The College of Engineering, Architecture and Technology requests the program name change due to new accreditation requirements from the Engineering Technology Accreditation Commission (ETAC) of Accreditation Board of Engineering and Technology (ABET).

*Motion was made to accept the above-mentioned College of Engineering, Architecture and Technology curriculum request and approved.*

College of Human Sciences

Course Actions:

11/30/17 – IC members tabled the following courses pending conversations between the College of Human Sciences and the College of Education, Health and Aviation. The meeting is scheduled for Tuesday, December 12<sup>th</sup>.

12/14/17 Discussion: As a result of the conversations between the College of Human Sciences and the College of Education, Health and Aviation, NSCI 4453 has been deleted, NSCI 4913 has added HLTH 3723 as a prerequisite and NSCI 5913 has added HLTH 5323 / MPH 5323 as a prerequisite.

NSCI 2311	Introduction to Public Health Nutrition		Overview of Public Health Nutrition with an emphasis on how biological, social, economic, and political factors affect nutrition and health status of populations. Prerequisites: None  CH 1; LEC 1	New Course
<del>NSCI 4453</del>	<del>Nutrition and Health Disparities</del>		<del>Examination of nutrition and health disparities in the US. Identification of sociocultural determinants of health and their influence on nutrition and health outcomes. Exploration of interdisciplinary strategies to reduce nutrition and health disparities.</del>  <del>NSCI 3021, NSCI 3223, and NSCI 3543</del>  <del>CH 3, LEC 3</del>	<del>New Course</del>
NSCI 4913	Nutritional Epidemiology		Assessing the impact of nutrition and physical activity on health outcomes from an epidemiological perspective. Attention will be given to understanding the spectrum of study designs, including their benefits and drawbacks, used to examine this relationship.  Prerequisites: Junior/Senior standing, STAT 2013, NSCI 2114 and HLTH 3723 or consent of instructor  CH 3; LEC 3	New Course

NSCI 5913	Nutritional Epidemiology		<p>Assessing the impact of nutrition and physical activity on health outcomes from an epidemiological perspective. Attention will be given to understanding the spectrum of study designs, including their benefits and drawbacks, used to examine this relationship.</p> <p>Prerequisites: Introductory nutrition and statistics and <b>HLTH 5323/MPH 5323</b> or Consent of Instructor</p> <p>CH 3, LEC 3</p>	New Course
-----------	--------------------------	--	---	------------

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

### Spears School of Business

#### Course Actions:

11/30/17 – IC members tabled pending removing the reference to AGEC 1113 being equivalent to ECON 1113. The changes are indicated below.

ECON 1113	The Economics of Social Issues	<p>(Description from:) Issues-oriented approach. Basic economic principles introduced and developed through study of important social issues: for example, inflation, unemployment, poverty, discrimination, crime, population growth and environmental quality. Develops the economist's approach to social problems, and evaluates the contribution of economics to their solution. May not be used for degree credit with ECON 2103. No general education credit for students also taking ECON 2103 or AGEC 1113.</p> <p>(Mutually Exclusive from:) ECON 2103</p>	<p>(To:) Issues-oriented approach. Basic economic principles introduced and developed through study of important social issues: for example, inflation, unemployment, poverty, discrimination, crime, population growth and environmental quality. Develops the economist's approach to social problems, and evaluates the contribution of economics to their solution. May not be used for degree credit with ECON 2003 or 2103 <del>or AGEC 1113</del>. No general education credit for students also taking ECON 2103 <del>or AGEC 1113</del>.</p> <p>(Mutually Exclusive To:) ECON 2003, ECON 2103, AGEC 1113</p>	Change description and mutually exclusive
-----------	--------------------------------	--	---	---

*Motion was made to accept the above-mentioned Spears School of Business curriculum requests and approved.*

### Graduate College

The course was originally submitted as ENVR 5653 (GIS Applications for Environmental Managers) and pulled by the Graduate College pending conversations with the College of Engineering, Architecture and Technology. An agreement was made to create the course below.

ENVR 5033		GIS Applications for Water Resources			Application of theoretical and practical components of geographic information system for engineers. Digital mapping of water resources information, spatial coordinate systems and digital terrain analysis using digital elevation models. Analysis of a variety of spatial data in efficient and effective manner. Introduction of geospatial analytical algorithms to solve civil and environmental problems.  Equivalent to CIVE 5033. No degree credit for students with credit in CIVE 5033.	New course
-----------	--	--------------------------------------	--	--	--	------------

*Motion was made to accept the above-mentioned Graduate College curriculum request and approved.*

### Center for Health Sciences

#### Course Actions:

~~HCA 5243~~

**PULLED BY GRAD. COLLEGE**

~~HCA 5253~~

**PULLED BY GRAD. COLLEGE**

The courses listed below will replace the pulled courses listed above.

HCA 5020		Seminar in Global Health			Selected topics, problems and issues in global health	New course
HCA 5030		Problems and Issues in Global Health			In-depth exploration of contemporary problems in global health.	New course
<u>HCA 5040</u>		Advanced Issues in Health Care Administration			Special intensive examination of selected topics in health care administration.	New Course

*Motion was made to accept the above-mentioned Center for Health Sciences curriculum requests and approved.*

### 3. Academic Integrity Modules for New Students – Libby Reigh and Candace Thrasher

L. Reigh explained that as a part of her masters program she has been working with C. Thrasher, Manager, Academic Integrity. Refer to *Academic Integrity Modules for Undergraduates* 30-page document. L. Reigh was given the opportunity to participate in the creation of content and scripting that will eventually be developed into a video training series for new students regarding academic integrity. This will be an online module based training with quiz questions that students will be required to take. IC members were asked to review the document, with feedback due by January 26, 2018. The feedback will assist L. Reigh and C. Thrasher with specific scripting and quiz questions. Content is pulled from the academic integrity policy as a reference for reviewing the scripting and quiz questions. The point is to make sure the students understand the policy. The language and examples used are written in a way that would be meaningful and appropriate for the 18 year old population group.

C Thrasher will complete the project Spring 2018 semester with plans for implementation by Fall 2018. Participation is not mandatory at this point. Possibly this could be incorporated into first year seminar courses. A similar project for graduate students is in the process as well.

### 4. Other

- a. Clarification regarding course actions – any program modification or new program must be approved by the State Regents
- b. Further clarification regarding name change of a specific degree

- i. Students who are enrolled in a specific degree will graduate with that degree unless they choose to move to the new degree and adhere to the new requirements of that degree (name changes to a degree are not retroactive)
- ii. As these course changes and degree changes are proposed, IC members should encourage their faculty to reach out to see what other programs might be connecting in some way – have collaborative conversations prior to IC meeting.
- c. As was announced at the 8-3-17 IC meeting, C. Taber will be retiring as Registrar in February, 2018. J. Van Delinder, chair of the Registrar search committee, announced that the committee has invited three finalists to campus. J. Van Delinder recommended that all IC members make an effort to attend the presentations. As soon as dates are finalized J. Van Delinder will submit dates to IC members.

Meeting was adjourned at 9:38 a.m.

Minutes were recorded by Kyndal Roark.