

## INSTRUCTION COUNCIL

### MINUTES

February 2, 2017

204 Whitehurst

**In attendance:** Laurie Beets, Cynda Clary, Bruce Crauder, Bob Davis, Karen Flaherty, Susan Johnson, Diane Jones, James Knecht, Bobbi Kay Lewis, Bavette Miller, Tami Moore, Shiretta Ownbey, Rita Peaster, Kyndal Roark, Randy Seitsinger, Celeste Taber, Jean Van Delinder.

#### 1. 2017 Kamm Lecturer, Harry Boyte – Tami Moore

Dr. Tami Moore is a faculty member with Higher Education in Student Affairs Program in the College of Education. They are hosting the 25<sup>th</sup> Robert B. Kamm Distinguished Lecture in Higher Education on February 21, 2017. Through an endowment established by Dr. Kamm, the HESA program invites a lecturer whose focus is on issues related to higher education that affects us at the local, state, national and international levels. Dr. Harry Boyte will be the 2017 presenter. He is the founder the Sabo Center for Democracy and Citizenship at Augsburg College and the architect of Public Achievement, a citizenship education approach implemented in 24 countries with students and community members. Dr. Boyte will speak about the role of colleges and universities in preparing graduates as “citizen professionals” who can be catalysts for public problem solving in their communities and their professions. Dr. Moore stated that this lecture is a good opportunity to be engaged in building the world we want to live in. She believes that the idea of teaching people public skills is relevant to our incoming freshmen (see handout regarding the first year seminar work that is being done at Northern Arizona University as an example of how the citizen professional philosophy might inform curriculum/course design). Instruction Council members are invited to attend a conversation with Dr. Boyte on Tuesday afternoon, February 21, from 2:30-4:00pm, in 040 Student Union. College of Education FYS Coordinator Michelle Crew will facilitate this conversation, focused on exploring opportunities to integrate public problem solving skills into the first-year seminar or other curriculum. Please share this invitation with first-year seminar instructors and other interested faculty . . . All are welcome to attend.

#### 2. Excessive Hours Enforcement – Celeste Taber

Refer to Monitoring Maximum Credit Hour Load for Enrollment handout. Maximum credit hour load depends upon the semester. For Fall and Spring Terms, the maximum amount allowed without an excessive hours petition is 19 credit hours for undergraduate students, while the Summer Term is 12 credit hours for undergraduate students. The maximum credit hour load is enforced in Banner at the term level. There is currently no mechanism to monitor maximum enrollment at the part of term level, for shorter sessions within or before the main term. We have a complex schedule and because of this, it is not feasible to micro manage the enrollment in each of the parts of term. There was no micro managing for the fall 2016 semester, which would have included reaching out to all students above maximum load, monitoring them with reports created by Registrar's Office and checking of daily drops for those students. For the Winter intersession, the Registrar's Office notified all students (and their advisors) who were enrolled in more than the maximum hours allowed, and 81% of the students notified prior to the beginning of the Winter intersession either dropped below the max or submitted approved excessive hours petitions.

There are three options going forward:

1. Discontinue manual monitoring and rely on the overall max credit load for the term that is enforced by Banner.
2. Shortly before selected parts of term, Registrar's Office send email notices to individual students (copy advisors) to inform them about the policy and the excessive hours petition. Selected terms that have historically been monitored: August pre-session, May session, June session, July session, Winter intersession.
3. Provide reports to allow Colleges / advising areas to monitor enrollment for their students.

After discussion, it was decided by Instruction Council members that Option 2 would be best, with the addition of availability of enrollment reports to Instruction Council members for monitoring as they deem appropriate.

**3. Information not in Banner to Archive From SIS – Celeste Taber**

There will be a day when SIS is no longer available. The Registrar's Office has learned that the old e-print reports will be available for historical purposes indefinitely. During previous Instruction Council meetings there was discussion about information that had not been converted to Banner. On the list of screens (representation of data) from SIS that need to be kept in archive are the following:

1. Course enrollment information and inventory of courses
  - a. 127 summary statistics
  - b. 128 course inventory scan
  - c. 125 course inventory details
  - d. 105 course section scan with enrollment by term
2. 134 approved academic programs
3. 137 grade change audit by student
4. Incomplete grades and default grades
5. IDQ previous institutions by student
6. Substitutions and waivers in OnCourse for COE
7. IGD attendance information for F grades and incomplete grade comments
8. Store PDF transcripts from SIS (IT is currently working on this project)

Additional requests for screens will be discussed at a future Instruction Council meeting.

**4. Curriculum Request:**

**College of Engineering, Architecture, and Technology**

**CIVIL ENGINEERING, BS  
Program Modification: Program Requirement Change**

Course requirement change, degree requirement change, and change in total credit hours from 136 to 128 - Civil Engineering, BS and Civil Engineering, BS option: Environmental from 137 to 128.

The College of Engineering, Architecture, and Technology at Oklahoma State University requests the change in course curriculum and total credit hours in order to comply with the "Finish in Four" initiative. Changes are also made to reflect current professional practice and need, to align with new accreditation criteria, following consultations with the School's Advisory Board.

**Discussion:** This change was made to reduce the number of credit hours in the program and in response to program accreditation criteria changes made by ABET. Two engineering science courses (circuits and thermo) are no longer specifically required by ABET due to the fact that students do not have to take those subjects for the Civil Engineering licensing exam.

**Motion for the Civil Engineering, BS program modification was approved.**

**5. Follow Up Discussion, University Studies, BUS – BobbiKay Lewis**

*Discussion from previous Instruction Council meeting:*

*Since Bachelor of University Studies is a University degree, not just A&S, this Online delivery has the possibility of impacting other colleges. This program is specifying that students may take online classes to achieve their BUS if those classes are offered online. Dr. Ormsbee inserted that when Dr. BobbiKay Lewis created the request, she considered only courses that were offered online. Dr. Lewis may need to present a more detailed*

description to Instruction Council. *BUS Online Delivery Request was tabled for further clarification and possible addition of qualifying language to include all colleges to the request.*

The online proposal is specific to four areas of discipline that could be delivered totally online. The cause for concern was that the degree was too specific. There is a possibility that other colleges might have courses online that could be partnered with the BUS (i.e. Psychology courses through A&S could consider Ed Psych courses through the College of Education.) The concept of the BUS degree is to allow students to use earned credit from more than one discipline to complete an OSU degree.

There will be further discussion between Dr. Fry, Dr. Ormsbee and Dr. Lewis regarding the specifics of the BUS online degree, which will be relayed to Instruction Council at a future meeting.

## 6. Other

- James Knecht with University Assessment and Testing announced that on Wednesday, February 8<sup>th</sup>, all currently enrolled undergraduate and graduate students will receive an invitation to complete the Campus Climate Survey on sexual assault. Mr. Knecht will contact Student Affairs and the Title IX office to request a description of the survey description to share with Instruction Council and others in their areas.
- Mr. Knecht encouraged members to verify all instructors and teaching assistants listed on Spring 2017 course sections for the Student Survey of Instruction. The master lists of courses to be included will be distributed to college SSI Coordinators on February 13, 2017.
- There was a question regarding a freshman student whose bursar account was rolled over into the spring semester, but when the student attempted to buy books from the University Store she was unable to charge the amount to her bursar account. Laurie Beets, OSU Bursar, clarified that the University Store has a separate capacity for charging at the bookstore, and this process does not fall under the Bursar's discretion. Ms. Beets informed the members that there are allowances for students to charge items needed for courses only. She will investigate the situation.

**Motion was approved to commend Mackenzie Wilfong for her years of service at Oklahoma State University. She has accepted the position of general counsel for Tulsa Community College.**

Meeting was adjourned at 11:32 am.

Meeting minutes were recorded by Kyndal Roark.