

**INSTRUCTION COUNCIL  
MINUTES  
March 2, 2017  
204 Whitehurst  
9:00 a.m. – 10:30 a.m.**

In attendance: Laurie Beets, Bruce Crauder, Leslie Evans, Karen Flaherty, Keith Garbutt, Rick Hansen, Diane Jones, James Knecht, Bavette Miller, Chris Ormsbee, Shiretta Ownbey, Kyndal Roark, Chris Ross, Randy Seitsinger, Richard Shepard, Celeste Taber, Candace Thrasher, Deb Vanoverbeke and Pamela Fry.

**1. Curricular Requests**

**College of Human Sciences**

**SUSTAINABLE DESIGN, MINOR  
NEW MINOR**

The proposed minor in Sustainable Design complements numerous OSU undergraduate programs, allowing students to enrich their own design-related major by completing a set of one-credit-hour short courses focusing on sustainability. Given the importance of sustainable practices in today's world, this minor provides an opportunity for a student to graduate with a strong perspective that can support their professional and personal success.

Discussion: The intent of this minor is about teaching sustainable practices within design in general. This minor is not an outgrowth of a major. R. Seitsinger with the College of Engineering, Architecture and Technology (CEAT) was supportive of this minor but would like to have a more collaborative effort. D. Vanoverbeke with the College of Agricultural Sciences and Natural Resource (CASNR) mentioned that Landscape Architecture could also benefit from this Sustainable Design minor offering. Because Oklahoma State University offers a Sustainability Certificate program, it would be prudent to include the chief advisor (faculty member from the Architecture Department) in these discussions. Spears School of Business (SSB) offers a Business Sustainability Certificate within the Business Management Department. The details of Interdisciplinary Studies Certificate Program will be investigated further.

The proposed number of hours associated with this minor is 12 credit hours. C. Taber, Registrar, informed the members that all undergraduate minors at OSU must include 15-30 credit hours inclusive – from OSU Policy 2-0128 *Policy for Undergraduate and Graduate Minors*.

C. Thrasher, Academic Integrity Coordinator, informed the members of the sustainability website at OSU – [sustainability.okstate.edu](http://sustainability.okstate.edu). This website contains information on all sustainability related programs and courses. Ilde Hershey with Physical Plant Services is the OSU Sustainability Coordinator of the Sustainability Curriculum Committee.

S. Ownbey with College of Human Sciences (COHS) will be collaborating with other departments in an effort to develop the Sustainable Design minor.

**College of Agricultural Sciences and Natural Resources**

**INTERNATIONAL AGRICULTURE, MAG (496)  
INTERNATIONAL AGRICULTURE, MS (497)  
Existing Program Online Delivery Request**

The College of Agricultural Sciences and Natural Resources requests to offer the existing programs through online delivery as well as in the existing traditional setting in order to meet the needs of full-time workers and

individuals living out of state and abroad or serving in the military. By offering the programs through online and traditional delivery methods, interested individuals will have the opportunity and flexibility to earn a master's degree.

**The curricular request from the College of Agricultural Sciences and Natural Resources, International Agriculture, MAG and International Agriculture, MS Existing Program Online Delivery Request were approved.**

2. **Discussion About OSU-Tulsa To Get Associate Deans' Feedback For Strategic Planning – Pamela Fry**  
P. Fry, Associate Provost\*\*, has assembled a strategic planning working group – faculty (recommended by their respective deans) from the 5 colleges that have programs at OSU-Tulsa, Dr. Sheryl Tucker, a student representative and several key staff members. This group will be focused on the following areas: undergraduate programs, graduate programs, academic culture and technology / library resources. Department heads from OSU-Stillwater who have departments at OSU-Tulsa have recently met with P. Fry to discuss the above-mentioned areas. Also, Joe Weaver, V.P. Administration and Finance, has developed a department head advisory group to meet once a semester. Their last meeting centered on OSU-Tulsa. The purpose of the strategic planning working groups is to develop a statement or purpose for each of the focus areas and then forming an action plan for each of the areas.

When thinking of OSU-Tulsa, some of the thoughts that came to minds of Instruction Council members are as follows:

- Non-traditional student
- 2+2 program
- urban university
- information exchange
- disconnected
- difficult to achieve a balance

An increase in personal interaction is needed between campuses, more specifically department heads. More interaction from Tulsa leadership to seek department head input is needed before making critical decisions. While some areas have found budgeting issues a challenge, changes in the budget model for CEAT have proven to be very beneficial.

It was determined by Instruction Council that as student / faculty issues arise at OSU-Tulsa, the associate deans should be advised of the situations, followed by contact with their department heads. Communication regarding scheduling of classes should remain with the Tulsa department heads, along with keeping the associate deans notified. C. Taber suggested visiting the Tulsa campus on a regular basis – possibly once a month. The complete registration process needs to be streamlined. Dr. Fry commended the Instruction Council members for their work regarding instruction and vetting of issues.

P. Fry reviewed the renovated advising plan at OSU-Tulsa. Previously, advisors were also recruiters for the college. The advisors are now reporting directly to Susan Johnson, Assistant VP for Academic Relations at OSU-Tulsa, as well as working on retention. Recruitment personnel will report to Susan Tolbart, Director for Academic Relations at OSU-Tulsa. Search for a recruitment specialist is underway. Improved communication between advisors (Stillwater and Tulsa) will be emphasized, along with involvement of department heads and associate deans.

Dr. Sheryl Tucker, Associate Provost and Dean of Graduate College, will be traveling to Tulsa weekly in an effort to increase enrollment of graduate studies. With State Board of Regent's approval, \*\*P. Fry and S. Tucker, will be named Vice Provosts at OSU-Stillwater, and C. Ormsbee will be named Associate Provost.

P. Fry is considering a program in Tulsa similar to Instruction Council – Tulsa Program Representatives. This group will meet monthly to discuss various topics. The members of this group will be the liaisons to their specific departments. Discussion topics will include program specific marketing, better use of other areas' coursework, scheduling, etc. P. Fry will ask the department heads for representative suggestions.

### 3. Other

- K. Roark with Academic Affairs will begin preparing the Instruction Council agendas. Instruction Council members are to send agenda items to K. Roark by Thursday (5:00 p.m.) prior to the week of Instruction Council – phone 744-7135, email [kyndal.roark@okstate.edu](mailto:kyndal.roark@okstate.edu)
- Rick Hansen, Veteran Student Success Coordinator, presented information about the 2<sup>nd</sup> Annual Women Veteran's Symposium. The symposium is scheduled for Thursday, March 9<sup>th</sup>, 2017, from 9-4:30 at the Wes Watkins Center. R. Hansen explained that one of the underserved populations on campus is women veterans. LCDR Dee Woolridge, USNR and SPC Eleanor McDaniel, USA, Ret. will be the two key-note speakers for the symposium. There will also be several breakout sessions for the attendees. This is an opportunity for our women veterans to meet and network with each other. It is the hope of the OSU Veteran Student Success Center to encourage corporate sponsorship of this symposium.
- P. Fry discussed the creation of the pre-professional advisement position (pre-health and pre-law). She encouraged members for their input as to the job title: consultant, advisor, specialist, counselor, mentor, director, coordinator. K. Garbutt with Honors College specified consideration of someone at the faculty level when dealing with external relations. If this pre-health advisor is considered a staff position, that individual will need to build a network of faculty to speak on behalf of our pre-professional students when it comes to communication with other professional institutions (medical schools). P. Fry will be working on the description of the position, with a proposed hiring date of May 1<sup>st</sup> in order to train with Cathy Southwick, pre-health advisor, for the pre-health information.
- The Oklahoma State Regents for Higher Education have expressed concern with the foreign language prerequisite. If the prerequisite is a requirement for a degree and cannot be accommodated in electives, the number of credit hours for the degree needs to accurately reflect the prerequisite, possibly in the form of a range of hours. The Registrar's Office will need an exact number of hours for the degree audit.
- A workshop on graduate certificates will be scheduled within the next few weeks for Instruction Council members, department heads and key faculty, in an effort to market to our undergraduate and graduate students. The meeting will contain information on certificate rules and regulation for Oklahoma State students. J. Knecht inserted that the Board of Regents has specified that an assessment plan be in place for all graduate certificates. An academic program review (APR) is needed for all freestanding certificates.
- J. Knecht announced that the Undergraduate Survey of Advisement will begin March 6<sup>th</sup> and will be open for 3 weeks (due to Spring Break). Changes in advisor lists need to be made by end of today.
- C. Taber reported that mid-term grading closed March 1<sup>st</sup>. There have been challenges in the Reporting section of Banner. Registrar's Office was able to configure a system for students to view their grades – a message from the R.O. will be sent to all students later today instructing them how to view their grades. If faculty missed the Banner deadline, they are instructed to report grades in BrightSpace. Currently, the submission rate is approximately 75%.
- L. Beets, Bursar, updated Instruction Council on the summer banking hours display. IT is working on the calculations, and Rita Peaster has been working with IT to find the best place to view the information. They are testing an area within the Notes section. Possibly the information will be viewable to students and advisement personnel within the next week or so.

Meeting minutes were recorded by Kyndal Roark

Meeting adjourned at 10:34 am.