

**INSTRUCTION COUNCIL
MINUTES
April 6, 2017
204 Whitehurst
9:00 a.m. – 10:30 a.m.**

In attendance: Cynda Clary, Ken Clinkenbeard, Bruce Crauder, Bob Davis, Karen Flaherty, Pamela Fry, Keith Garbutt, Christie Hawkins, Susan Johnson, Diane Jones, James Knecht, Bavette Miller, Chris Ormsbee, Kyndal Roark, Randy Seitsinger, Kristi Seuhs, Celeste Taber, Candace Thrasher, Wilma White and Missy Wikle.

1. Banked Hours for Summer Enrollment – Christie Hawkins

Oklahoma State University charges on a 15-hour block rate basis for the fall and spring semesters. Students who take 12-14 hours and pay for the block rate have hours left over for the summer semester. The banked hours will be displayed in Banner under the Notes section – refer to handout for details. The Notes tab under Student Bio will display the number of banked and available hours. The block rate website is listed if additional information is needed. Banked hours can be used for any courses charged at regular tuition rates. Items not covered by banked hours are as follows: outreach exception (OUTE) / international travel courses, NOC general education classes and Academic Service Fees such as college level fees and/or course fees. Instruction Council (IC) members would like to see more detail of what banked hours will and will not cover in the Notes section. For Fall 2017 enrollment, Advisors should encourage OSU students to take 15 or more hours to take advantage of the block rate, as it is a possibility that OSU could do away with banked hours after Summer 2017. C. Hawkins commended Doug Reed, Jim Hellwege, Randy Kitchens and the IT department for their efforts on this banked hours project.

2. New Student Orientation and First Year Success Initiatives – Missy Wikle

New Student Orientation (NSO) – currently 3075 students have registered for NSO as of 4-4-17. In 2016 at this same time, there were approximately 2400 students registered. There is a possibility that the implementation of Banner impacted the speed of registration in 2016. M. Wikle explained that this year does not seem to be as accurate an enrollment prediction as in previous years. Senior Day, for example, had 300 more students than the prior year, and the early FAFSA deadlines have also spurred early registrations. Residential Life numbers have increased as well.

Amy Martindale, College of Arts and Sciences, and M. Wikle have discussed Fall 2017 course enrollment for seats available in GenEd courses. Changes have not been made to reflect an increase in enrollment yet. However, this issue will be closely monitored and re-evaluated later in the semester.

All incoming Freshmen receive the “Freshmen Essentials” after they are admitted, which details next steps. All students who have registered for NSO have received the “Freshmen Confirmation Handbook” - things you need to know for NSO. Variable data has been used with these handbooks to include the student’s name, ID, program date and information on changing their major. Alternative admissions and holistic students will receive information about University College advising. For detailed information please refer to newstudents.okstate.edu website where the 2016 and 2017 publications may be accessed.

Although sorority recruitment is overlapping Welcome Week, Fraternity and Sorority Affairs is working with NSO to ensure that no recruitment activities coincide with convocation and academic college welcomes. Gamma Chi’s will escort the recruitment participants to the academic college welcomes and convocation. The class photo is scheduled for Sunday, the last activity for students before starting classes on Monday.

First Year Success (FYS) office was recently created within Enrollment Management in an effort to address retention. M. Wikle was asked to lead this initiative in close connection with her current assignment as Director of New Student Orientation and Enrollment. The FYS office will focus on student support initiatives and interventions related to financial, engagement, and academic variables. The FYS office will focus primarily on the financial interventions and will work within Enrollment Management offices to identify at-risk students at the time of admission and orientation. Trained financial planning counselors will work with students to identify financial resources and incentivize students with satisfactory academic performance and high monetary need through utilization of gap

funding as needed. Engagement specialists will work to help students who are not connecting to campus discover opportunities for building community. *The goal for placement of financial counselors and engagement specialists is June 1st, with the plan of working with the incoming cohort prior to student arrival to look at admissions data, scholarships and financial aid data to determine what kind of outreach is needed.*

Refer to First Year Success handout. This is a working document. "FYS must identify a student "dashboard" to provide a "360 degree" view to assess individual student needs beyond the incoming academic and financial data, identify variables, and create decision / action trees for service." Institutional Research and Information Management (IRIM) and IT are discussing ways to bring together the multiple data platforms at OSU to assist with these retention efforts.

B. Davis mentioned the importance of incorporating health and wellness into the retention initiative. Todd Misener. Chief Wellness Officer of Wellness Department brings with him significant data on student engagement. M. Wikle informed IC members that FYS and NSO are working with the Wellness Department to ensure all students participating in NSO will complete a resiliency questionnaire. There was brief mention of Wellness as part of the General Education requirement. There was further discussion of mental health issues and life skills - inability to cope with freedoms such as excessive alcohol use, ineffective time management, lack of budgeting skills - that could possibly be addressed with the Wellness piece.

C. Clary expressed appreciation in being part of a campus where everyone is concerned about student success. She further explained that to have the most successful retention plan possible, it would be beneficial to have the collaboration start now with the planning stage. She volunteered to serve on planning committee / advisory group. With the plan of reinforcing a couple of key messages at every level on campus, it would be beneficial to develop this plan together with the committee. IC members reiterated the importance of academic representation being part of the retention committee.

M. Wikle explained the idea was to present FYS outline to Instruction Council, and that the formation of a retention committee would follow. There was indication that each college would like to have representation on the committee. A smaller implementation committee was also discussed in the initial planning stages (visionary/policy/task force), followed by the larger group (retention/working/implementation/monitoring). The smaller committee would help give perspective and information before committing to an action. There was discussion of formal student input for some of these initiatives, especially sophisticated engagement tracking systems, which may be problematic.

S. Johnson mentioned involvement from OSU-Tulsa campus to glean information for the first time transfer student.

P. Fry added that the ultimate retention goal at the university level is graduation. OSU is at an all-time high for 6-year graduation rates and has one of the highest 4 and 5-year graduation rates; however, this information is not effectively communicated to the public.

The FYS Office falls under the scope of Enrollment Management as initiatives tie to Undergraduate Admissions, Scholarships and Financial Aid, and New Student Orientation & Enrollment. Questions should be directed to M. Wikle or Enrollment Management.

3. Curricular Requests

Academic Affairs

Academic Affairs requests the B.U.S. online degree that can be offered by any College. This flexible online degree will allow students to meet unique personal and career goals. Completing an undergraduate degree helps individuals better their employment opportunities.

Curricular request from Academic Affairs for University Studies, BUS, Existing Program for Online Delivery was approved.

College of Arts and Sciences

COMPUTER SCIENCE, MS (053) PROGRAM MODIFICATION: PROGRAM REQUIREMENT CHANGE

Program Requirement Change: Course requirement change and decrease in total credit hours from 36 to 33.

The College of Arts and Sciences requests the modification as the existing MS degree in Computer Science with the non-thesis option requires minimum of 36 hours. This is not consistent with similar programs within the University and at peer universities which typically have a minimum requirement of 33 hours or less. The MS degree program in Computer Engineering at Oklahoma State University requires a minimum of 33 hours. The additional 3 hours cannot be justified as necessary for the quality of the MS degree program. Therefore, this request is to change the minimum required number of graduate hours from 36 – 33 for the MS degree non-thesis option.

Curricular request from the College of Arts and Sciences for program modification of Computer Science, MS was approved.

College of Engineering, Architecture and Technology

INTEGRATIVE DESIGN OF BUILDING ENVELOPE, GRADUATE CERTIFICATE NEW PROGRAM

The College of Engineering, Architecture and Technology requests the proposed program to enable graduates to leverage higher levels of competency in specialized areas to increase their value in the workforce. For advanced undergraduate students who take some of the coursework concurrent with their undergraduate degree, the certificate can be accomplished in a semester following completion of their professional undergraduate degree, or in some cases, while they are working on finishing the fifth year of their professional degree.

Dr. Seitsinger noted that after review by the Graduate College, it was asked if Architecture would ever want to offer this program electronically and Dr. Seitsinger checked with the department and it was decided that it would be beneficial to add an online component. The proposal will be revised to include online delivery.

Curricular request from College of Engineering, Architecture and Technology for the creation of Integrative Design of Building Envelope, Graduate Certificate was approved.

Spears School of Business

MANAGEMENT INFORMATION SYSTEMS, MS (412) PROGRAM MODIFICATION: OPTION ADDITION AND OPTION DELETION

Option Additions: (1) Data Science and (2) Application Development

Option Deletions: (1) Accounting Information Systems, (2) Digital Business Systems, and (3) Knowledge Management Systems

The Spears School of Business requests the option changes as data science and analytics have increasingly merged as important areas in the field of management information systems. Further, information technology (IT) plays an important role in analytics training because, in today's global organizations, data has to be collected and cleaned from many different types of

systems before analytics can be performed. The Application Development option is requested due the increasing focus on internet based application development and mobile development, in addition to development of enterprise information systems. The application development option provides the opportunity for students to build on the solid foundation provided by the common core courses. Students who do not seek to specialize in data science will find this option attractive. The option also provides students exposure to big data technologies and enterprise resources and project planning. With the new focus on data science and analytics, the options being deleted are being replaced with other options that reflect industry need.

Curricular request from Spears School of Business for program modification of Management Information Systems, MS was approved.

4. CEAT's new enrollment qualification criteria – Randy Seitsinger

The College of Engineering, Architecture and Technology (CEAT) has experienced exploding enrollment over the last few years. At the same time, CEAT has undertaken a study to understand which students entering programs in the college are most likely to succeed. The study suggests that those students with a strong math background and strong overall academic preparation succeed at a much higher rate than others. Many students who enter CEAT with a deficient MATH background have a difficult time succeeding, many times retaking 2000 level ENSC courses several times. There is concern that the quality of programs is going to be affected if changes are not made. Increasing resources and size of faculty is an option, but in light of the current budget situation, that may not be the best avenue. A qualified admission process for CEAT has been approved and will be implemented in Fall 2018. Qualifications include: minimum 24 ACT and 24 MATH ACT or 3.5 core high school GPA, (points of data readily available at the time of admission). Along with this initiative to move students directly to the college is a plan to provide an alternate path for students who don't fully meet the qualification, but could be successful in the program. Student would enroll in University College with specialized advising and access to tutoring. The UC advisor will more than likely be housed in CEAT. There will be opportunity for the students in the alternative program to switch to CEAT when they are ready for Calculus and have a 2.5 GPA. CEAT is in the process of developing promotion materials to clearly communicate this information. The goal is to have this information ready by Junior Day – April 22, 2017. There was discussion regarding OSU-Tulsa transfer students. Additional discussions are needed between CEAT and other entities on campus.

Another initiative to help retention and student success along with FYS program is the CEAT summer bridge program two weeks before the fall semester begins. This program is designed to help students transition successfully to a more rigorous college academic environment. This year, there were issues with housing that needed to be resolved. In working with Residential Life a program was proposed to create a Living Learning Community in Parker Hall for CEAT freshman, giving them a strong community and installing programs for tutoring, IT support, and advising within the hall. This will be the CEAT freshmen community for approximately – 240 students. The concept consists of 4 floors of 60 students, with upper classmen on each floor to provide mentorship.

5. OSRHE Draft Revisions to Policy 3.4 Academic Program Approval – Pamela Fry

P. Fry encouraged Instruction Council members to review the Academic Program Approval handout and submit feedback to her.

6. Proposed Changes to University Academic Regulation 3.11 – Double Majors and Minors – Celeste Taber

When implementing a degree audit, all policy must be clear and deliberate. This policy focusing on double majors and minors requires wording changes to update to correspond with Banner terminology and clarify terms such as field of study. Also clarification is needed for the following: "A double major can be earned by satisfying the major requirements for the second major and any additional college / departmental requirements that are not already met from the primary major's degree requirements." C. Taber encouraged members to review their specific programs that are most popular with second majors that bridge two separate colleges, such as Marketing and Spanish. Language for requirements should be consistent for degree audit. Registrar's Office will not scribe anything in Degree Works that is not clear on the degree sheet or is not a current policy. There will be follow-up discussion of the proposed changes to University Academic Regulation 3.11 at a future Instruction Council meeting.

7. Other

- OSU Undergraduate Research Symposium – April 21, 2017, 3pm Poster Browsing, 4pm Awards & Recognition – Instruction Council members were invited to attend. C. Thrasher will be sending an email to

each individual college with their students' names of who is presenting (Freshmen Research Scholars and Wentz Scholars).

- Creation of Certificate Workshop as they might be embedded - department heads who oversee OSU-Tulsa programs discussed creation of certificates. Currently a certificates workshop is in the planning stages with the idea of inviting department heads, associate deans and deans. Focus will be on the nuts and bolts of the process. Stephanie Beauchamp of OSRHE has offered to attend the workshop to provide participants with the rules and regulations from the State Regents.
- A question was raised as to the number of students required to attend the First Year Seminar course. R. Seitsinger stated that a few technology majors do not require First Year Seminar. All other members indicated that their majors require the First Year Seminar. There was discussion regarding the possibility of an internal conference on first year courses that would be academically driven. Ideas will be discussed at a future Instruction Council meeting.

Meeting was adjourned at 10:37am.

Meeting minutes were recorded by Kyndal Roark