

**INSTRUCTION COUNCIL
MINUTES
June 1, 2017
204 Whitehurst
9:00 a.m. – 10:30 a.m.**

In attendance: Rob Allen, Laurie Beets, Aaron Christensen, Cynda Clary, Bruce Crauder, Bob Davis, Karen Flaherty, Keith Garbutt, Diane Jones, James Knecht, Bavette Miller, Lance Millis, Chris Ormsbee, Shiretta Ownbey, Kyndal Roark, Chris Ross, Celeste Taber, Candace Thrasher, Jean Van Delinder and Pamela Fry.

1. Curriculum Requests

College of Education

**EDUCATION, PHD (435)
Program Modification: Option Addition**

The College of Education requests the option addition as current students pursuing a PhD with an emphasis in SPED receive a degree in the option, Professional Education Studies. The vagueness of this degree option title makes it difficult to recognize that OSU offers SPED doctoral level studies. The proposed SPED degree option for the PhD in Education will increase visibility of the SPED doctoral level program and the marketability of those graduates.

**EDUCATIONAL PSYCHOLOGY, MS (068)
Existing Program Online Delivery Request**

The College of Education requests the addition of an online component to allow students to matriculate at a rate consistent with student and program expectations. A fully online component would further serve these students as well as those from more remote regions.

**SCHOOL PSYCHOLOGY, PHD
New Program**

The College of Education requests the new proposal as it recognizes that there is a critical and severe shortage of School Psychologists in Oklahoma as well as nationally. School Psychology, PhD is currently offered as an option under Educational Psychology, PhD. The new proposal clarifies the degree program as a separate and distinct program reducing confusion with accrediting and credentialing bodies and will be beneficial for public visibility and to enhance recruitment.

Motion to accept all curriculum requests from the College of Education was approved.

Graduate College

**INTERDISCIPLINARY SCIENCE, MS (155)
Program Modification: Change of Program Name and Program Requirement Change**

The Graduate College proposes the change of program name as the current title emphasizes STEM fields, while the new title will be more inclusive of other disciplines. The proposed curriculum provides more flexibility in planning and completing an interdisciplinary degree.

Motion to accept the curriculum request from the Graduate College was approved.

Center for Health Sciences

**FORENSIC SCIENCES, PHD
New Program**

The Center for Health Sciences proposes the PhD in Forensic Sciences for traditional master's students who desire a career in the field of forensic science, and for forensic practitioners who are currently working in the field and desire a doctoral degree for career advancement or to teach at the collegiate level. There is a scarcity of doctoral level forensic scientists in the United States, and this shortage seriously affects the ability to hire qualified faculty. This program will be one of only two programs nationally leading to the PhD in Forensic Sciences.

Point of clarification – all references to “PhD in Forensic Science” should be changed to “Sciences” as we anticipate the program to emphasize interdisciplinary training in various disciplines in the field. Affiliated faculty will serve on committees, teach advanced-level courses, join collaborative research projects and serve on graduate boards. There is no added teaching expectation for the adjunct faculty serving the Forensic Sciences program at Center for Health Sciences. The resources to add a PhD program are not dependent upon affiliated or adjunct faculty. There is a commitment from CHS to provide resource to get it going. There is an expectation that revenue sources associated with forensic training activities, as well as the use of their explosives range will provide a predictable and sufficient stream of revenue into CHS to sustain this program long term. The research and intellectual activities planned for the facility will make this attractive to funding resources at the federal level for grants and / or contracts.

Motion to accept the curriculum request from the Center for Health Sciences was approved.

2. Proposal for OCampus Centralized Online Education Resource Center – Chris Ormsbee

In March the Provost brought to Deans Council a proposal from Pearson to provide online services for OSU. The proposal included marketing, student services, curriculum design, etc. and promised significant increases in enrollment for a cost of about 40% of tuition. The Deans agreed that those services would be helpful but the expense was too great. C. Ormsbee was asked to compose a group of people to formulate a proposal to create and implement a central university online office. She worked with the online outreach managers, Dean Sheryl Tucker, Dean John Romans and Associate Dean Shiretta Ownbey to craft the attached proposal. Reviewed by the A&M Regents, the OSU President and now to Instruction Council and Dean's Council, the proposal provides centralized services in terms of marketing (marketing brand), professional development, technical support for developing online courses, and creating more centralized services for students to assist them thru admission. Most large institutions with a significant online presence have a centralized online support system to support online education delivered by academic units. This proposed online resource center will not be replacing any staff at the college online level, nor their responsibilities. It will be adding another level of resources that does not currently exist by adding a brand to OSU online education, creating a focused vision for the campus as a whole, and providing centralized services.

The primary goal is to significantly increase online enrollment. The proposal specifies four full time employees (communications specialist, student support specialist, academic services coordinator, graphic and web designer) and one part time graduate research assistant. Strategic goals for OCampus Resource Center are as follows:

- Develop and maintain a visible local, regional and national brand for OSU online education
- Work with Outreach/Online Education offices to increase online enrollments across the university by 11% each year for five years
- Expand centralized support of best practices for online courses and programs
- Partner with Outreach/Online Education office to develop effective and efficient centralized support system for online students
- Manage administrative processes including central academic policies for online education, provide information for university and college accreditation reports, and other reporting activities

Average online enrollment growth at OSU indicates 6 percent growth per year. National average is 8-11 percent. This proposal includes a modest 5 percent increase per year. Refer to the Proposal document for specific revenue information. The greatest potential for financial growth is the undergraduate nonresident tuition. The cost of funding for this proposal is 1.5 percent of the net revenue.

Update of State Authorization Reciprocity Agreement: OSU joined SARA January, 2016 giving us the ability to offer our online courses in any state that is a member of SARA. Institute for Teaching and Learning Excellence (ITLE) pays the \$6,000 annual membership. All states, with the exception of Florida and North Carolina, are members of SARA. Florida is expected to join by July, 2017. North Carolina is not expected to join at this time.

C. Clary made a point of clarification: Deans Council is not aware of where that money is coming through. There may not be 1.5 percent of the revenue available to fund the OCampus Centralized Online Education Resource Center. Certain colleges have programs in place that are funded through the fees from their online education programs. Her approach was to alter the funding for this proposal to be a percentage of the tuition revenue.

Motion to endorse the concept of the Proposal for OCampus Centralized Online Education Resource Center was approved.

3. Retention / Graduation Committee Proposal – Pamela Fry

Recently, Provost Gary Sandefur and Director of Finance Joe Weaver formed an executive committee in an effort to address retention. Refer to the Proposal for Undergraduate Retention to Graduation Committee handout. P. Fry prepared this proposal for the executive committee, which was revised in Deans Council on May 21st. Suggestions from Instruction Council for changes to the proposal are as follows:

- Change "Subcommittees" to "Working Groups"
- Add "Student Engagement " to Working Groups list
- Add "Transfer Student Success" to Working Groups list
- Add "DegreeWorks" to Technology/Software Supporting Student Success as an example
- Add "Financial Aid" and "Bursar" to Members list

Vice Provost's office will take on the responsibility of scheduling future meetings. P. Fry suggested presenting Principles of Excellence for First Year Success to this committee. This committee should be viewed as a real opportunity to coordinate what we are doing and add more emphasis on graduation rates as well as first year retention.

P. Fry recommended that the Instruction Council members review the subcommittees to determine which ones they would consider chairing.

4. Bachelor of University Studies Meeting June 2, 2017 – Pamela Fry

P. Fry, C. Ormsbee and C. Taber will present the Bachelor of University Studies (BUS) meeting to the BUS representatives from each college. All Instruction Council members are welcome to attend Friday, June 2nd at 3:30pm, 412 SU. The agenda will include the following:

- BUS in DegreeWorks.
- Information / updates on degree plans
- Program assessment for BUS
- Transfer maps for BUS
- Hours required - BUS Multidisciplinary form and BUS Standard form

5. Other

- C. Taber and P. Fry had a phone conference with Daniel Archer of Oklahoma State Regents for Higher Education (OSRHE) regarding the deletion of 30 additional hours requirement for a second Bachelor's degree. OSRHE was receptive to the idea, but no final answer has been given as of this date. The Regents will discuss this matter and report their response. A portion of their discussion pertained to timing of concurrent student classification versus transfer student classification. P. Fry reported that concurrent reimbursement from the State decreased to 26 percent.
- The May 19th Certificate Workshop was well attended. Significant interest was expressed by many departments across campus. The focus was graduate level certificates. Minimum hours for an undergraduate certificate will be discussed at the following Instruction Council meeting.

- ITLE is hosting an all day workshop at OSU-Tulsa geared toward faculty converting a course to hybrid - *Transitioning from Traditional Face to Face to Online Delivery*.
- State Regents Task Force – high powered task force – college presidents, etc are evaluating higher education in the state, and everything is on the table. It will be interesting to see what's going to come out of the task force.
- K. Garbutt announced that Ritch Frohock will be taking his place on Instruction Council, as Associate Dean of the Honors College.
- L. Beets from Bursar mentioned that several exotic programs (hybrid / out of country / special initiatives) may not be charging the minimum tuition rate. When Instruction Council members are discussing or approving these types of programs they should make sure the minimum tuition rate applied. C. Ormsbee will be working with Outreach on guidelines for these programs. In some cases, the students were not charged any type of fee because the funding was coming from a grant. C. Ormsbee will be in contact with the specific program heads to address these issues.
- C. Taber explained that State Accreditation Agency (SAA) is the agency responsible for accrediting our coursework. They also report to the Veterans Administration (VA). Every year we have needed to submit our catalog to the SAA for approval of degree programs. When there are questions, the Registrar's Office (RO) goes back to the college for additional information, similar to a liaison. All of our undergraduate programs have been approved for VA benefits except for flight. New requirements are much more stringent. Our undergraduate degrees are in good shape because we have the catalog publication. Graduate programs will need to follow the stringent guidelines and have been given less than a month for our 231 graduate programs to comply. RO and Grad College have been working to comply with these requirements in a page numbered format so that it can be checked by the SAA. There needs to be a common place for graduate degree requirements to be disclosed to our perspective students, the SAA and the VA. J. Van Delinder added that Grad College is putting together a webpage that lists graduate degree requirements. The information will be submitted to IC members for review. Every graduate program will need to verify the information.

Meeting was adjourned at 10:24 a.m.

Meeting was recorded by Kyndal Roark