

INSTRUCTION COUNCIL
MINUTES
June 15, 2017
204 Whitehurst
9:00 a.m. – 10:30 a.m.

In attendance:

Laurie Beets, Cynda Clary, Bruce Crauder, Bob Davis, Karen Flaherty, Richard Frohock, Fred Griffiths, Susan Johnson, Diane Jones, James Knecht, Bavette Miller, Chris Ormsbee, Shiretta Ownbey, Kyndal Roark, Chris Ross, Celeste Taber, Jean Van Delinder, Joel Versypt and Pamela Fry.

1. English Language Institute – Fred Griffiths

English Language Institute (ELI) is located in the Wes Watkins Center. ELI is part of the School of International Studies and Outreach (name change in August to School of Global Studies and Partnerships). ELI is an Intensive English Program, designed to equip students to study in American universities, more specifically with academic skills and cultural skills. Academic skills include reading 6 hours per week, listening and speaking 6 hours per week and grammar and composition 8 hours per week. Study skills are emphasized as well. The material is presented in English only, no translation is provided. The cultural skills include American activities such as field trips and holiday celebrations. The purpose of ELI is to prepare our international students for the University. Students are admitted into the program according to their TOEFL (Test of English as a Foreign Language) scores. P. Fry mentioned departments providing the Accent Reduction Course for their international professors, if needed

2. Curriculum Requests

College of Arts and Sciences

**TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES, UNDERGRADUATE CERTIFICATE
New Program**

The College of Arts and Sciences requests the new certificate as it will provide students with the skills important for teaching English to non-native speakers in a variety of situations, including teaching English to bilingual/bicultural, English Language Learner (ELL) and Limited English Proficient (LEP) students in public school systems and adult education programs, teaching English as a Second Language to international students studying English programs in the U.S., and teaching English as a Foreign Language in an overseas school, college, or university.

Amendment –Section B. Curriculum; Specific curricular information – “Students must also complete a BA from OSU or another accredited institution to be eligible for the TESOL Certificate” should be changed to “Students must also complete a Bachelor’s degree from OSU or another accredited institution to obtain the TESOL Certificate.” R. Frohock verified pre-requisite courses, which included one course - ENGL 4520 (elective) – Problems in English (pre-requisite = 12 hours in English).

Motion to accept the curriculum request from the College of Arts and Sciences was approved.

Spears School of Business

**INTERNATIONAL BUSINESS, MINOR
Change to Existing Minor**

Discussion AGEC 4343 International Ag Markets Trade course can be used as substitution for the “three hours of any upper division business class”.

Motion to accept the curriculum request from Spears School of Business, contingent upon addition of AGEC 4343 as substitution, was approved.

3. Proposed changes to UAR 3.10 Second Baccalaureate Degree – Celeste Taber

P. Fry and C. Taber received confirmation from the Oklahoma State Regents for Higher Education (OSRHE) that the 30 additional hours required for the second Baccalaureate Degree was an Institutional requirement, not a State requirement.

Motion to alter UAR 3.10 to remove the 30 minimum credit hours of additional work requirement and to specify that the Bachelor of University Studies cannot be earned as a second or concurrent OSU baccalaureate degree was approved.

4. UAR 5.6: Revisiting Advisor Override of Course Prerequisites – Celeste Taber

About a year ago the Registrar's Office (RO) realized that they had been allowing advisors to override prerequisites not only for lower division classes as our academic regulation permits but also for upper division classes and some graduate classes. Course prerequisites are detailed in the course action process that Instruction Council (IC) approves. Not all prerequisites are enforced in the system, but those that are enforced have been determined by the specific department. The department informs the Registrar's Office, who in turn places that information in Banner, and the students' records are checked. If the students do not meet the prerequisites, they cannot enroll in the course. There are different mechanisms for overriding prerequisites: primary instructor of the class, department head, academic advisors form (Advisor Prerequisite Override - APO) which provides for a rationale (important to document when this regulation was set in place.)

Our practice is inconsistent with our policy. Policy options are as follows:

- Modify processes to enforce the policy as written. This would shift the override responsibility for upper-division and graduate courses to departments and instructors.
- Draft a proposal to modify the policy to allow advisors to override enforced prerequisites for all courses.

Process options are as follows:

- Continue the current APO process using SharePoint form. Limitations include: Data is not clean due to free-form entry of subject, course number, CRN, etc.; Duplicate APOs are submitted (department/instructor may have already processed the override or student has other registration barriers, such as level restrictions or field of study restrictions, and advisors re-submit).
- Work with IT to determine whether a new security role can be developed for form SFASRPO (Student Registration Permit-Override) to allow advisors to directly override prerequisites for individual students in INB. Limitations include no place to store advisor rationale for the action.
- Work with IT to explore a better APO form that would store advisor rationale, connect to correct class/CRN data in Banner, and possibly generate the override in INB automatically upon form submission.

The UAR 5.6 discussion will be continued at the July 20, 2017 Instruction Council meeting.

5. Retention / Graduation Committee Proposal Cont'd – Pamela Fry

C. Clary has volunteered to chair the Retention / Graduation Committee. A co-chair will be identified, preferably someone outside of the academic affairs. Refer to Proposal for Undergraduate Retention to Graduation Committee document. Seven Working Groups have been identified. C. Clary explained her vision for the committee –attempting to bring all aspects of the University together because we are so interconnected. The committee will have the freedom of altering this document as they deem appropriate. P. Fry would like to have input from the Dean's Council on this proposal.

6. Minimum Hours – Undergraduate / Graduate Certificates – Pamela Fry

The concept of undergraduate certificates is new territory, and minimum requirements need to be set. Currently, OSRHE has no guidance in determining minimum hours. Typically, undergraduate certificates are associated with technical skills, however undergraduate certificates at the college level is a new way of thinking. We are attempting to create knowledge-based certificates. Currently OSU has 5 undergraduate certificates: Customer Interface Excellence – 15, Environmental Studies – 24, International Competency – 15-30, Business Sustainability – 24, Geographic Information Systems – 21. There is a definite need for effective marketing of these certificates. After some discussion, the decision from Instruction Council specified 15 credit hours as a minimum number of credit hours for an undergraduate certificate. (The Graduate Faculty Council agreed upon the minimum number of hours for a

Graduate Certificate as 12 credit hours.) P. Fry will create the documentation that details the undergraduate certificate minimum requirements.

Motion to accept 15 credit hours as the minimum number of hours for an undergraduate certificate was approved.

Motion to accept 6 hours minimum in residence for the undergraduate certificate was approved.

7. GENED Substitution Policy – Pamela Fry

P. Fry requested guidance from Instruction Council members on the GENED Substitution Policy. Extensive international experience should be more clearly defined, possibly considered only if a student has lived internationally for at least a semester. She charged the IC members with the task of seeking opinions from their individual colleges. P. Fry commended IC members on their efforts to keep the GENED substitutions to a minimum and expressed her concern with keeping substitutions equitable across colleges.

8. Bachelor of University Studies Follow Up – Pamela Fry

P. Fry recapped the recent BUS meeting on June 2nd. Changes to the Bachelor of University Studies degree requirements were discussed. The proposed changes are as follows:

- Update of language
 - BUS with Multidisciplinary Studies option
 - Total of 120 hours – change to “total at least 120 hours”
 - BUS with no option
 - Minimum 120 hours
- Consistency of BUS interpretation among Colleges
 - Form a small group to develop consistent interpretation of the BUS
 - Bring the small group decisions to Instruction Council for approval – possibly at the July 20th meeting

9. Other

- The July 6th Instruction Council will be chaired by C. Taber specifically discussing CourseLeaf.
- Instruction Council welcomes a new member – Dr. Richard Frohock, Associate Dean from the Honors College.
- K. Flaherty announced that Marlys Mason will be taking her place on Instruction Council, as representative from Spears School of Business.

Meeting adjourned 10:37 am

Minutes recorded by Kyndal Roark