

INSTRUCTION COUNCIL

MINUTES

July 6, 2017
204 Whitehurst
9:00 a.m. – 10:30 a.m.

In attendance:

Cynda Clary, Bruce Crauder, Leslie Evans, Pamela Fry Ebonie Hill-Williamson, Bobby Jenkins, Diane Jones, James Knecht, Marlys Mason, Brenda Masters, Chris Ormsbee, Shiretta Ownbey, Rita Peaster, Kyndal Roark, Randy Seitsinger, Richard Shepard, Candace Thrasher, Susan Willoughby, and Celeste Taber, Meeting Chair.

1. Academic Warning Notification – Candace Thrasher

The Academic Warning policy is as follows: "Students that do not earn a 2.00 grade point average for the semester are placed on academic warning. Students on academic warning have retained their graduation / retention GPA of 2.00. However, failure to improve their OSU GPA in future semesters may result in academic probation or delay graduation." After Academic Warning notifications were sent in December 2016, nine students contacted the Office of Academic Affairs because their semester GPA was above a 2.0. After further investigation it was discovered that the report parameters for Academic Warning did not include students whose semester GPA fell below 2.0, only students whose institution GPA fell below 2.0 and were not on academic notice, probation or suspension. Members of Instruction Council (IC) endorsed the change in parameters, which will take effect at the end of the Summer, 2017 term. The wording of the alert will be altered to reflect the academic warning due to term GPA or institution GPA less than 2.0.

2. CourseLeaf – Celeste Taber

B. Masters provided IC with a CourseLeaf update. The course catalog is being migrated. April 14th was an all-day pilot migration. There was also a webinar to prepare for the catalog migration, along with weekly phone conferences. B. Masters commended the Registrar's Office (RO) for their efforts on this project. Migration training will take place later in July. Still on the agenda for CourseLeaf are the following: release to administrators, release to authors and onsite training, and publish of 2017-2018 academic catalog. The curriculum management portion will be implemented after the catalog is completely integrated. The curriculum implementation will be similar to the catalog – welcome call, pilot on the ground for the curriculum migration, identify a set of core team members to migrate the curriculum information with D. Jones serving as director. The 2017-2018 academic year will be a transition year with set up in CourseLeaf to perform curricular modifications, but the process will continue as usual for now. The 2018-2019 academic year will be the initial year for curricular changes in CourseLeaf.

Refer to CourseLeaf Update document. C. Taber mentioned the April 14th migration kick-off in which many decisions were made to configure CourseLeaf in the catalog and the degree programs. This year the catalog will be our roll out product. We have some flexibility with organization and display of the product. S. Willoughby has been manually verifying everything that migrated with CourseLeaf. She has also made the changes in CourseLeaf that were submitted by each contributor. There will continue to be refinements to the catalog, but manpower is an issue at this point in time.

Anticipated release of the catalog (courses and degree plans) is late September, 2017. The 2017-2018 degree plans on the web will not be the best source of truth. The online catalog will be the best source of truth. R. Peaster informed IC that not only are the catalog and the degree requirements connected, but also connected to the source data in Banner. R. Peaster gave a demonstration of the online catalog. She reviewed the following:

- i. General navigation
- ii. College
 1. degree programs

- 2. course descriptions
- iii. Graduate college

As the 2017-2018 degree plans were placed in CourseLeaf they connected with the Banner course information.

Overview of course errors on degree requirement pages

- a. Some courses on degree requirement pages appear as errors
- b. The table below provides our proposed plan for addressing these errors:

Course Error Category	Course Error Description	Action Plan
1	CourseLeaf conversion error	Correct now
2	Obvious typo on degree sheet (course never existed & clearly intended to be another current course)	Correct after verifying with college/department
3	Old course replaced with equivalent current course	Correct after notifying college/department
4	Course no longer exists and no current equivalent course	Notify college/department to correct with next program revision

During the University's transition to CourseLeaf several courses that are no longer active in our Fall 2017 Banner course inventory were discovered on the 2017-2018 undergraduate degree requirements. Corrections for the 2017-2018 degree programs were made by S. Willoughby. She distributed the course and degree program corrections to each individual college. As far as S. Willoughby can tell there were no substantial changes that needed program modifications through the Oklahoma State Regents for Higher Education (OSRHE). Our course actions support the information in CourseLeaf and Banner. C. Taber requested that each college review the information from S. Willoughby and confirm the corrections with RO by July 28, 2017. The color coding is as follows:

- Green – no action needed; all courses are active
- Purple– obvious typo
- Blue – old course replaced with a new equivalent current course
- Red – deactivated or deleted courses

Next steps

- Transition away from paper catalog and degree requirement "sheets" and embrace new online information source that's dynamically connected to student system
- Train key catalog contacts on how to update their section of the catalog in CourseLeaf (early Spring 2018)
- Begin Curriculum Management phase of project

3. Recommendations for Using Social Network as Part of Course Instruction – Chris Ormsbee

C. Ormsbee has been working on a recommendation for best practices for faculty who are using social networking activities as part of their instruction. Refer to [Guidelines for Using Social Networks as Part of Your Instruction](#) document. Social networking is an effective way of engaging the students, however it can create some concerns. A few key elements that instructors should consider are as follows:

- Comparable alternative options to allow student to opt out of social networking activities
- Terms of Use / Agreement – individual data will be sold to other sites and could be considered a FERPA violation. Links to the most common social networks are listed on the Guidelines document, and faculty are encouraged to read the terms of use for a specific network before requesting students to participate.

Discussion: consider including the social network information on the syllabus. P. Fry recommended that this information be presented at Faculty Council.

4. Degree Works Update – Celeste Taber

Postponed until the July 20, 2017 Instruction Council meeting.

Meeting was adjourned at 10:27 a.m.

Minutes were recorded by Kyndal Roark