

INSTRUCTION COUNCIL

MINUTES

August 3, 2017
204 Whitehurst
8:30 a.m. – 10:00 a.m.

In attendance:

Ryan Chung, Leslie Evans, Richard Frohock, Karen Hickman, Diane Jones, Amy Martindale, Marlys Mason, Chris Ormsbee, Shiretta Ownbey, Rita Peaster, Libby Reigh, Kyndal Roark, Randy Seitsinger, Celeste Taber, Candace Thrasher, Jean Van Delinder and Pamela Fry, Chair

1. Leadership OSU and BCT – Lee Bird

Dr. Lee Bird is the Vice President for Student Affairs. Her office was involved in the creation of a program called Leadership OSU. Last fall they facilitated a pilot study of 50 at-risk students and matched them to 50 faculty/staff mentors. The return rate from fall to spring was 97.5%. Student Affairs is looking for additional mentors for this program. The letter explaining the program has been distributed to all faculty. Students who fall within the at-risk parameters have been contacted. All questions should be addressed to Dr. Kathryn Gage 405-744-5328. Student Affairs is planning for 100 students / mentors. This is a one-semester commitment. All research indicates that there is positive outcome when faculty and students are connected outside of class.

The Behavioral Consultation Team (BCT) program is the threat assessment program at Oklahoma State. This program is meant to identify students in crisis much sooner than later. There were 46 consults originating from faculty last year and an additional 51 cases managed by BCT throughout the year. L. Bird encouraged Instruction Council (IC) members to share the BCT information with all faculty and staff in their colleges.

Reference "Need Help?" document. Vice President of Student Affairs will be glad to print additional copies for other offices on campus at a cost of \$11.03 each. Please email Shawna.goodwin@okstate.edu with the number of posters, the specific department and the fund code to be charged. Student Affairs personnel will deliver. The poster is 21"x32" in size.

2. Registration Settings and Variable Credit Course Limits Follow Up – Celeste Taber

Refer to the Registration Settings and Variable Credit Course Limits document, along with the 'Sum2017RegPermOverrideColDept' and 'Sum2017RegisPermitsOverrides' reports. The information represents the overrides and permits granted for the Summer 2017 semester. The issue to be resolved is that when we started enforcing the cumulative max for "0" ending courses in Banner there were students who needed to enroll in more than the cumulative max. There are multiple interpretations of the cumulative maximum, one of which, departments interpret the max for thesis courses as a plan of study max and not a registration max. The Registrar's Office (RO) is proposing an option for registration settings affecting variable credit courses to activate new overrides to allow department heads and their designees to permit registration in a single course or CRN for a single student in a given term (in INB form SFASPRO). This would allow the specific student to exceed the cumulative max hours for the course, but would not affect the per-enrollment (semester) max. Currently, approval is required by the associate deans, followed by the vice provost. (Note: the exception discussed here represents enrollment exceptions only, not graduation exceptions.)

Motion to accept option number 3 from Registration Settings and Variable Credit Course Limits document – to activate a new override to allow department heads and their designees to permit registration in a single course or CRN for a single student in a given term – was approved.

3. Degree Works Update – Celeste Taber and Rita Peaster

C. Taber expressed her excitement to IC regarding the latest Degree Works (DW) update. She thanked all IC members for their participation at the various levels with the implementation of DW. She announced the approval for a new degree audit coordinator position and hopes to have that position filled quickly. She also announced R. Peaster's promotion and new title of Senior Associate Registrar.

R. Peaster detailed the initial goals for Fall 2016. Initially DW access was limited to registrar staff and degree certification personnel. The focus at that time was the College of Education (COE) and College of Engineering, Architecture and Technology (CEAT). With the use of DW, they were able to verify certification of all their graduates, and RO was able to certify the OSU and Regents requirements as well.

R. Peaster also reviewed the goals for 2017. The foundation was set for scribing all undergraduate degree plans for 2016-17 catalog year, with each college currently at a separate progression. DW access was provided to all advisors Spring 2017, primarily for the Class History tool – a true chronological view of transcript with details of transfer courses as well. L. Evans utilized DW to streamline the creation of the Bachelor of University Studies (BUS) plans of study. The scribing of the 2017-18 undergraduate degree plans is currently underway.

DW advisor training has been customized for each college. Currently the College of Education (COE), College of Arts and Sciences (CAS) and Spears School of Business (SSB) have completed training.

In the future – DW should be utilized for more than a final graduation clearance tool. It should be used as an advising tool. Updates from each college:

- COE – all advisors are using DW when meeting with students
- CAS – advisors are making a PDF of the degree audit to save in STAR (for students who are using the scribed 2016-17 plan year)
- SSB – all advisors were asked to use DW when meeting with students

Another goal is for substitutions and waivers (known as exceptions in DW) to be recorded in DW as soon as the advisor or college grants the exception. CAS has create an online tool that works like an advisor prerequisite override with a simple form to enter the exception, which notifies advisor of receipt of email, notifies graduation certification specialist, and creates a database on the backend to accurately track the requests. The exceptions are visible in the degree audit.

There is a Degree Works Advisory Committee with representatives made up of graduation clearance specialists from each college, Director of Student Academic Services representatives and RO personnel. Discussion topics for the committee typically revolve around updates, feedback with scribing challenges, and best practices.

R. Peaster announced that RO would like to work more closely with the Honors College and the Graduate College to develop some degree audit tools for their specific degrees. Preliminary work was done earlier this year with the Honors College.

The Registrar's Office continues to work toward the eventual goal of making the degree audit available to our students.

4. Bachelor of University Studies Follow Up – Pamela Fry

The 6-15-17 Instruction Council minutes do not indicate the proposed changes to the BUS degree were formally approved. Therefore, the following actions will be discussed for a vote:

- BUS with Multidisciplinary Studies option:

- Degree Requirement 1. The student must complete a minimum of 120 semester hours of which at least 40 hours must be upper-division
- Degree Requirement 2. The remaining course work, to total at least 120 hours
- BUS with no option:
 - Degree Requirement 2. The study plan must include no fewer than 40 upper division semester credit hours

Motion to accept the BUS requirements as stated above was approved.

In addition, a small group, identified at the 6-15-17 meeting will meet on 8-9-17 to discuss a consistent interpretation of the BUS (Fry, Crauder, VanOverbeke, Ormsbee, Evans, Taber), that is, to discuss what coursework is applied to a BUS degree and what can / cannot count. The small group recommendations will be brought to Instruction Council for discussion/approval. P. Fry suggested that IC consider a capstone class or project to synthesize the colleges' BUS programs. C. Ormsbee discussed a need for a flexible assessment plan that crosses all the colleges. She will be forming a discussion group in the near future.

5. Other:

- P. Fry welcomed Dr. Ryan Chung, newly appointed director for University Assessment and Testing, to Instruction Council.
- R. Seitsinger detailed a CEAT course action issue. A new degree program option was created a year ago – Bachelor of Architectural Engineering: Mechanical, Electrical, and Plumbing – and part of that program was a one-hour upper division add-on course. The students in the program have not reached the upper division courses yet, but CEAT neglected to create the course at that time. The course curriculum was approved but no action was taken to complete the course creation. R. Seitsinger stated that although this course action is out of sequence, it is necessary to correct this oversight. K. Hickman mentioned that there might be confusion between this proposed course title “Environmental Science Lab” and the College of Agricultural Sciences and Natural Resources (CASNR) environmental science degrees/courses. P. Fry encouraged further discussion between colleges and discussion at the August 24 Instruction Council meeting.
- P. Fry provided information for the associates deans who have programs at OSU-Tulsa. Strategic planning groups met early summer and one of the recommendations was to form an OSU-Tulsa representative group / committee to meets monthly. This will not be a formal decision-making body but to coordinate information. There is no significant central infrastructure for those kinds of discussions. Approximately 30 department heads will be asked to appointment the membership of this group. OSU-Tulsa needs program specific promotion.
- P. Fry announced that the Veteran Academic Student Success Center has seen a significant amount of participation this last year. Rick Hansen, coordinator of Veteran Student Academic Services, has brought in a substantial amount of services through Veterans' Affairs. Currently R. Hansen offices in University College but will be re-locating to North Classroom Building, along with his supervisor Amy Cole-Smith. It is P. Fry's plan to develop an awesome transfer / veteran student success area.
 - i. She reported that in the near future researchers predict 75 percent of all college graduates will have course work from three institutions and that within the next 3-5 years the number of transfer students will equal or exceed the number of first-time freshmen entering college.
 - ii. P. Fry has met with representatives from the Gardner Institute which focuses on principles for transfer and first time freshmen students. Their principles may be used for the framework for best practices' guidance.
 - iii. S. Ownbey mentioned the recognition of the transfer student orientation course. Because it is not mentioned on the degree sheets, it is not widely utilized. With the block tuition it is much more conducive to adding that course to the incoming transfer student's schedule.
- L. Beets announced that the Bursar's Office is testing fall fee assessment and hoping to run in production Tuesday evening. Information will be sent to IC members regarding course fees.
- C. Taber announced that over the next six months she will be heading toward retirement. She is hoping for a smooth transition.

- C. Ormsbee announced that Correspondence Education has changed their title to Individual Study, focusing on independent coursework. They are now located on the third floor of the PIO building.

Meeting was adjourned at 9:42 a.m.

Minutes were recorded by Kyndal Roark