

INSTRUCTION COUNCIL

MINUTES

April 19, 2018
204 Whitehurst
9:00 a.m. – 10:30 a.m.

Attendance:

Chad Blew, Palvih Bhana, Ryan Chung, Cynda Clary, Brenda Dawes, Richard Frohock, Margi Gilmour, Jeff Hartman, Kelva Hunger, Bobby Jenkins, Susan Johnson, Diane Jones, Amy Martindale, Marlys Mason, Christine Ormsbee, Shiretta Ownbey, Rita Peaster, Kyndal Roark, Gary Sandefur, Andrienne Sanogo, Randy Seitsinger, Richard Shepard, Candace Thrasher, Missy Wikle and Pamela Fry, Chair.

1. New Student Advising – Gary Sandefur

Gary Sandefur, Provost and Senior Vice President of Academic Affairs, shared with members of Instruction Council (IC) a pilot plan for new student advising. There has been significant admission discussion involving the Provost office, President's office, Enrollment Management, Registrar's Office and Northern Oklahoma College (NOC) regarding a portion of the alternative and holistic admits.

Beginning this summer, OSU advisors will encourage all holistic and alternative admitted students to take a combination of credits at OSU and NOC, as a technique to aid in their transition to college. Currently, there are approximately 300 OSU freshmen who also enroll in NOC courses, and this specific group of students will add to that number by about 200 students. Targeted courses for enrollment at NOC will be those general education courses that are smaller in size than OSU's counterpart, providing students with an environment closer to what they had in high school, providing an "in between" stage for their transition and, potentially, a greater chance for success. Dr. Christie Hawkins, Director of Institutional Research and Information Management (IRIM) projected that this change will not impact first year retention rate more than .5 percent.

M. Wikle will be responsible for implementing this pilot and explained these students will have access to all First Year Success programs on the OSU campus. NOC will block seats in certain sections of targeted General Education courses to provide closer monitoring of this group of students, and will provide individual academic alerts to OSU. All students participating in the pilot will be advised by University College Advising (UCA), and those students / parents will be notified of the recommendation for NOC courses alongside their OSU courses.

C. Blew added that OSU considers students' NOC hours toward their full time status when considering financial aid.

The success of this program will be evaluated after one year of implementation to determine continuation.

2. Welcome Week Update – Missy Wikle / Palvih Bhana

New Student Orientation and Enrollment office has taken on the Student Affairs campaign - #IAmOkState – I am well, I am connected, I am learning. Refer to Confirmed Events during Welcome Week 2018 document. Welcome Week committee is adding Police Expo to showcase what the OSU police department has to offer. There will be events focusing on health, social, and academics and learning.

University Convocation will be held on Friday prior to classes beginning on the following Monday. Faculty is encouraged to attend and participate in the ceremony. The committee feels that it is important to have the students connect with the faculty – early affiliation. There was a suggestion for the deans to be introduced. There was discussion to create a more interactive ceremony. P. Fry suggested possibly giving more thought to increased student-to-student interaction during welcome week activities. C. Clary added that CASNR utilizes their time prior to the convocation by providing students with a short welcome, followed by a large block of time dedicated to their specific departments.

Any additional ideas – please email Palvih.Bhana@okstate.edu.

3. Curriculum Requests:

College of Education, Health and Aviation

CAREER AND TECHNICAL EDUCATION, UNDERGRADUATE CERTIFICATE New Program

The College of Education, Health and Aviation requests the new program to provide alternatively or provisionally certified individuals with a credential demonstrating preparation as a Career and Technical Education teacher. The undergraduate certificate includes a strong pedagogical background for students who are not traditionally prepared as teachers.

This new program was brought to Instruction Council at the March 15, 2018 meeting and postponed for clarification of admission requirements. Admission to the program will be the same as admission to Oklahoma State University. **Instruction Council approved via email on April 13, 2018.**

Informational Items:

P. Fry approached IC about the support of the College of Human Sciences offering the Hospitality, Tourism and Management major to OSU juniors and seniors in Tulsa, subject to approval from State Regents. Refer to the draft of the Transfer Proposal document. Department heads of hotel and restaurant administration and business administration will need to confer prior to finalizing. There are plans to work with Tulsa Community College (TCC) to allow OSU-Tulsa to provide selected 1000 and 2000 level courses. A Memorandum Of Understanding (MOU) from TCC is in the creation process. IC members indicated that they would prefer to view the proposal electronically after the department heads have discussed the plan. The College of Human Sciences is hopeful to implement this major by Fall 2018.

Between TCC and OSU-Tulsa there are 15 degrees offered entirely in Tulsa, with a significant launch of additional programs in the near future.

FYI – a special program has been developed in Broken Arrow for their concurrent students to go directly to Northeastern.

Course Deactivation:

PLNT 4613 – Forage and Grazinglands Resource Management
SOIL 3883 – Sustainable Agriculture Concepts and Practice

4. Qualtrics Update – Ryan Chung

There are ten Qualtrics licenses that exist on OSU campus, specific to colleges or units. There is a need to make licenses institution wide. Darlene Hightower, Chief Information Officer with Information Technologies (IT) is working

on a component to extend coverage to OSU Tulsa campus. Tulsa faculty will be covered by Stillwater licenses, but there is an issue with staff and graduate assistant students taking Tulsa classes only (794 out of 2200 students at OSU-Tulsa are Tulsa only and therefore not covered at this time).

The original conversation with the owners of the ten existing licenses indicated that they want their licenses to remain the same. According to an email from D. Hightower, "Colleges are responsible for the licensing they currently hold. Licensing for the students should come from the colleges." However, the Tulsa-only students are not covered by the existing licenses. The new license would cover Academic Affairs, Student Affairs, Institutional Research and Information Management (IRIM) and University Assessment and Testing (UAT). Due to limited personnel in IT, a work order will be needed for Qualtrics, and IT will assist with login information. UAT will be able to assist with survey collection.

College representatives who manage Qualtrics should look again at what was negotiated and report back to their associate deans and faculty on the decisions. P. Fry will convey the input from Instruction Council to D. Hightower.

P. Fry thanked R. Chung for investigating this matter.

5. OSU Parents Survey Update – Ryan Chung

Refer to 2018 OSU Parent Satisfaction Survey DRAFT document. There was significant discussion regarding linking the parent's data with the student's data. R. Chung will be meeting with legal counsel for advice on the matter of linking the data. Instruction Council members voiced their opinion that they were not supportive of linking parent to student info. If the surveys are linked, the information will be associated with the students' official record. There may also be an ethical obligation to address concerns the parents reveal on the survey.

IC members recommended the following deletions:

- Demographic Info:
 - Question 4 (involvement)
 - ...one of your child(ren)'s instructors?
 - ...a staff person in the dean's office?
 - ...your student's academic advisor?
 - Question 12 (citizenship)

- Survey
 - Change "N/A" to Not Applicable
 - Question 8 remove "i.e. landscape"
 - Question 14 (job placement)
 - Question 25 (time to graduate)
 - Question 28 (additional information – open ended)

P. Fry clarified that the purpose of this parent survey is to have an institutional survey – for parents to give some institutional feedback

R. Chung would like to submit the parent survey by the end of May with a request for completion by end of July. He is hopeful to see a 30 to 35% response rate to parents' survey.

6. Other

- a. P. Fry welcomed the new associate dean from the College of Education, Health and Aviation – Dr. Adrienne Sanogo. Her field of study is math education. She received her undergraduate degree from OSU and then her Ph.D. as well. She has been a faculty member since 2010.

- b. R. Chung reported that UAT has received over 8000 Student Satisfaction Survey responses. He is hopeful that institutional findings can be shared by early May. The complete college reports should be available prior to the Fall 2018 semester.
- c. Academic Alerts that appeared to be generated by advisor were recently reworded by Dr. Karen Hickman to relay that the academic alert is coming from the student's instructor. Any suggestions should be forwarded to P. Fry.
- d. Reminder – May 3 Instruction Council has been cancelled due to CourseLeaf Pilot training. The CourseLeaf training is scheduled for May 2 and May 3.

Meeting was adjourned at 10:39 a.m.

Minutes were recorded by Kyndal Roark