

## INSTRUCTION COUNCIL

### MINUTES

May 17, 2018  
204 Whitehurst  
9:00 a.m. – 10:30 a.m.

In attendance: Laurie Beets, Ryan Chung, Cynda Clary, Bruce Crauder, Richard Frohock, Jeff Hartman, Kelva Hunger, Carol Johnson, Diane Jones, James Knecht, Lance Millis, Christine Ormsbee, Shiretta Ownbey, Rita Peaster, Adrienne Sanogo, Candace Thrasher, Jean Van Delinder and Pamela Fry, Chair.

#### 1. Canvas Learning Management System – Christine Ormsbee

C. Ormsbee reminded members of Instruction Council (IC) that the learning management system D12 portal is now deactivated.

After a two year review process, the top three learning management software (LMS) vendors were invited to campus to provide demonstrations of their systems. Members of the review committee were allowed access to system sandboxes. The review committee recommended the adoption of Canvas. Some of the Canvas features are listed below:

- Application-based format
- Built-in mobile app for students and faculty
- Dynamic navigation – easy access to tools within the program
- Enhanced structure for online course delivery
- Visual cues that help students stay on track
- Easy accessibility and auto-captioning tool for videos
- Integrative media recorder
- Integrative grading tool
- Significant analytic data

Integration with IT is expected to be functional by December, 2018, with a pilot in place by Spring 2019. If all goes as expected, the program should be fully functional by May, 2019. Although faculty and students will need to learn a new system, C. Johnson added that the faculty on this campus “passionately” support Canvas.

***Motion was made to endorse Canvas Learning Management System and approved unanimously by Instruction Council.***

#### 2. Approved Changes to UAR 2.1 Classification of Students – Implementation Update – Rita Peaster

UAR 2.1 is the regulation regarding the number of credit hours that determines the undergraduate classification of students. Below is the breakdown:

<i>Freshman</i>	<i>fewer than 30 semester credit hours earned</i>
<i>Sophomore</i>	<i>30 to 59 semester credit hours earned</i>
<i>Junior</i>	<i>60 to 89 semester credit hours earned</i>
<i>Senior</i>	<i>90 or more semester credit hours earned</i>

When this change to the regulation was making its way through the approval process there was some concern that there may be a negative impact to students who would have classified as a sophomore under the previous UAR 2.1 due to the federal regulation that sophomores are allowed to borrow additional monies. L. Good reported that continuing students already packaged with federal loans for '18-'19 were packaged using current classification, not projected, so there will not be many Fall 2018 students packaged with sophomore level loans that they would have to reduce. The changes to UAR 2.1 will take effect Fall 2018.

### 3. OSU Parents Satisfaction Survey Update – Ryan Chung

R. Chung met with representatives from the Registrar's Office (RO), legal counsel and financial aid to discuss legal ramifications of the parent survey. Student data will not link to the parent survey. Data collection timing will depend on approval. It is R. Chung's hope that the survey will be submitted in June. Refer to DRAFT 2018 OSU Parent Satisfaction Survey document. Clarifications are below:

- Title should read "2018 OSU Parent / Guardian Satisfaction Survey"
- Focus will be placed on traditional 18-24 year old undergraduate students
- Information will be placed in Qualtrics,
- Survey should typically take approximately 12 minutes
- Data will be collected between 6-8 weeks
- Data analysis will begin Fall 2018
- Survey verbiage should be past tense
- Any changes to existing draft are to be submitted to R. Chung by Friday, May 18, 2018
- Message from President will accompany survey
- Multiple children attending OSU should be addressed either in the President's message or at the beginning of the survey – survey for each undergraduate student will be sent to parent / guardian listed on student record

R. Chung is seeking donations to incentivize completion of the parent survey, possibly in the form of athletic event tickets. P. Fry directed R. Chung to speak with Denise Weaver about suite tickets for a home football game.

For further questions, contact R. Chung.

### 4. Student Survey of Instruction Discussion – Ryan Chung

Faculty who teach short courses would like to receive Student Survey of Instruction (SSI) results earlier than end of semester. Currently the SSI is submitted at the end of each semester (fall, spring and summer) but prior to the deadline date for final grades. A faculty member contacted University Assessment and Testing (UAT) and P. Fry to address this concern. After several discussions, P. Fry recommended that R. Chung present this concern from faculty to IC. R. Chung suggested adding an additional SSI term (A and B term) for each semester. A cutoff date will be chosen. Other institutions similar to OSU have one grade deadline per semester. If this plan is not endorsed by IC, UAT can also assist instructors who want to receive SSI immediately following the course end to develop a questionnaire in Qualtrics, similar to the SSI, for more timely evaluation results. The concern with this option is that the results will not be anonymous.

P. Fry encouraged IC members to think about this process and visit with department heads and faculty. R. Chung will update IC at the 6-21-18 meeting.

5. Curriculum Requests:

College of Agricultural Sciences and Natural Resources

*Discussion: C. Clary inquired about an email approval of requested changes to 17 minors within the College of Agricultural Sciences and Natural Resources.*

- *Several years ago, in an attempt to simplify the minor degree forms within CASNR, the required minimum GPA was inadvertently removed. The CASNR minors below reflect the requirement of 2.0 within each minor to earn that minor.*
- *Name change of the minor Leadership Education to Agricultural Leadership*
- *Updates of course lists within the minors*

<b>Minor</b>	<b>Proposed Changes</b>
Agricultural Economics and Agribusiness (AEAB)	Added GPA of 2.0 requirement
Agricultural Real Estate Appraisal (AREA)	Added GPA of 2.0 requirement
Agronomy (AGRN)	Add: PLNT 4033 (New Course)  Delete: PLNT 4613 (Course no longer taught)  Added GPA of 2.0 requirement
Animal Science (ANSI)	Added ANSI 4703  Added GPA of 2.0 requirement
Biochemistry (BIOC)	Added GPA of 2.0 requirement
Entomology (ENTO)	Deleted requirement of "One course from: ENTO 3044, 4464, 4223 or 4854, 8-9 from any other ENTO courses to achieve the 15 minimum credits."  Added GPA of 2.0 requirement
Environmental Economics, Politics, and Policy (EPPP)	Added GPA of 2.0 requirement, minimum CASNR hours, and additional course choices. Arts and Sciences has requested CASNR "take the lead in making curriculum decisions and advising for this minor".
Environmental Science (ENVR)	Added GPA of 2.0 requirement
Fisheries and Aquatic Ecology (FAEC)	Added GPA of 2.0 requirement
Food Science (FDSC)	Added: FDSC 2233, 3123, 3133, 3232, 4113, 4253  Added GPA of 2.0 requirement
Forestry (FOR)	Added GPA of 2.0 requirement
Horticulture (HORT)	Changed "Minimum of eight hours from HORT prefix courses excluding 4990, 5110; at least three of these hours must be upper division."  Added GPA of 2.0 requirement

Leadership Education (LDED)	Change name from Leadership Education (LDED) to Agricultural Leadership (AGLE)  Change in hours from 17 to 15  Added GPA of 2.0 requirement  Change in courses to read AGLE 2303, 2403, 3303, 3403, and 3803
Natural Resource Ecology and Management (NREM)	Added GPA of 2.0 requirement
Pest Management (PEST)	Added GPA of 2.0 requirement  Numbers changes: 3 - 6 hour course requirement to 6-10 hours of Core Courses. Added ENTO 2223 (one course) Deleted PLNT 3013, ENTO 3003, 4854, 4923. ANSI 1124 (5 courses) Combining 2 <sup>nd</sup> and Third bullet hours
Soil Science (SLSI)	Added GPA of 2.0 requirement  Add: SOIL 4234  Delete: SOIL 3883 (Deactivated)
Wildlife Ecology (WLEC)	Added GPA of 2.0 requirement

*Instruction Council indicated they would review the materials via email and respond with an electronic vote. In an effort to continue the approval process in a timely manner, P. Fry will approach Provost Gary Sandefur about adding the above-mentioned curricular requests to the Council of Deans 5-18-18 meeting agenda.*

***Update: Motion was made to accept the College of Agricultural Sciences and Natural Resources minors and approved electronically on May 18, 2018.***

#### College of Arts and Sciences

##### BUSINESS SPANISH, MINOR New

***Motion was made to table the Business Spanish minor for further discussions between College of Arts and Sciences and Spears School of Business.***

##### STATISTICS, MINOR New

***Motion was made to accept the College of Arts and Sciences Statistics minor and approved.***

#### College of Education, Health and Aviation

**BUILDING LEVEL LEADERSHIP, GRADUATE CERTIFICATE**  
**New Program**

The College of Education, Health and Aviation proposes a new graduate certificate in Building Level Leadership. The certificate is designed for degreed professionals working to acquire the necessary skills needed for building level administration and/or Oklahoma Principals' Licensure. The certificate will allow individuals seeking certification through an alternative path to enroll in a certificate program rather than enrolling as non-degree seeking students.

*Discussion: building level indicates principal administrators. The name of the certificate should read as follows: Building-Level Leadership for School Administrators, Graduate Certificate.*

**COUNSELING PSYCHOLOGY, PHD**  
**New Program**

The College of Education, Health and Aviation proposes a new PhD in Counseling Psychology to provide integrated training in psychology as a behavioral science and in counseling psychology as a specialty. The proposed program is currently offered as a PhD in Educational Psychology with an option in Counseling Psychology. The program places an emphasis on diversity, inclusion, and social justice consistent with the profession of counseling psychology. Graduates have found employment as faculty members in colleges and universities and as counseling psychologists in university counseling services, public service and medical settings.

Commented [TC1]: Sent back to EHA for edits.

**CURRICULUM STUDIES, PHD**  
**New Program**

The College of Education, Health and Aviation proposes changing the Curriculum Studies degree option under the PhD in Education to a stand-alone PhD program. The current curriculum structure of the PhD in Education can no longer meet the needs of the Curriculum Studies Program. This program will prepare students for a variety of professional goals: curriculum generalists and specialists, college and university professors, professors of education, teacher educators, K-20 curriculum leaders, curriculum designers and evaluators, curriculum materials writers, curriculum coordinators and administrators at various levels, as well as educational leaders in social and cultural organizations.

**DISTRICT LEVEL LEADERSHIP, GRADUATE CERTIFICATE**  
**New Program**

The College of Education, Health and Aviation requests the graduate certificate in District Level Leadership designed to be a short-term, 12-hour, graduate certificate for degreed professionals wanting to acquire the necessary skills needed for district level administration and/or Oklahoma Superintendents' Licensure. This certificate will allow individuals seeking certification through an alternative path to enroll in a certificate program rather than enrolling as non-degree seeking students.

*Discussion: the name of the certificate should read as follows: District-Level Leadership, Graduate Certificate.*

**EDUCATION, PHD (435)**  
**Language, Literacy, and Culture Option (524)**  
**Program Modification: Program Requirement Change**

**Program requirement Change: Course requirement change and increase in total credit hours from 60 to 69.**

The College of Education, Health and Aviation requests the changes to the option to include a cognate in the Language, Literacy, and Culture option to offer additional specializations and areas of expertise for graduates.

Commented [TC2]: Not approved by Grad College yet.

**EDUCATIONAL AND PSYCHOLOGICAL MEASUREMENT, GRADUATE CERTIFICATE  
New Program**

The College of Education, Health and Aviation requests the Graduate Certificate in Educational and Psychological Measurement. The certificate is designed for students who seek skills necessary for conducting research studies that involve the use of knowledge tests, personality assessments, and other psychological surveys. Students will gain a critical understanding of key statistical techniques and tools for analyzing data gathered from tests and surveys. Many graduate students develop their own surveys and/or use tests and surveys to gather data for their theses, dissertations, or other research.

Commented [TC3]: Not approved by grad college yet

**MULTI-TIERED SYSTEMS OF INSTRUCTION SUPPORT, MINOR  
New Minor**

**SCHOOL LIBRARY CERTIFICATION, GRADUATE CERTIFICATE  
New Program**

The College of Education, Health and Aviation requests the proposed certificate to allow students the opportunity to complete requirements for School Library Media Specialist certification through the State Department of Education. This program is specifically for students who already hold a master's degree and initial teacher certification. Currently, students are taking the coursework for certification as non-degree seeking students. This stand-alone certificate will formalize the process of admitting, advising, and rewarding these students. Students who do not have a master's degree are served by our existing, accredited M.S. in Educational Technology, School Library option.

*Motion was made to accept the above-mentioned College of Education, Health and Aviation curriculum requests and approved.*

**College of Human Sciences**

**FAMILY AND CONSUMER SCIENCES EDUCATION, MS  
New Program**

The College of Human Sciences requests the new program to address the educational needs of practicing professionals in Family and Consumer Sciences (FCS) education programs. This program will not lead to teacher certification. Students will engage in coursework delivered through the Great Plains Interactive Distance Education Alliance (Great Plains IDEA), an alliance of 12 peer universities that has existed since 2000. The Family and Consumer Sciences Education master's program already exists in the Great Plains IDEA and has been delivered since fall 2006. The range of coursework includes administration, curriculum, evaluation, and technology emphases, while also addressing Family and Consumer Sciences (FCS)-related organizations that professionals completing the program will manage.

*Discussion: this program is not related to teacher certification but to individuals who are already certified.*

**FAMILY FINANCIAL PLANNING, UNDERGRADUATE CERTIFICATE**  
**New Program**

The College of Human Sciences requests the new program to provide an opportunity for students to focus on individuals and families and the role of financial management and asset development. The new certificate is designed for students who want a broader family-focused approach to financial planning and individuals in the local financial services industry who could complete the certificate to meet educational requirements for the CFP® exam, a benchmark for the financial planning industry.

**HUMAN SCIENCES, PHD**

**Program Modification: Option Deletion, Option Name Change, Program Requirement Change**

**Option Deletion: Nutritional Sciences**

**Change Option Name from Hospitality Administration to Hospitality and Tourism Management**

**Program Requirement Change: Course Requirement Change and Degree Program Requirement Change**

The College of Human Sciences requests the deletion of the option in Nutritional Sciences. A PhD in Nutritional Sciences was approved in 2016, and the option is no longer needed. The request to change the option name from Hospitality Administration to Tourism Management is requested to align the program option name with the new school name. The program requirement change for the option in Human Development and Family Sciences is requested based on curriculum revisions.

*Motion was made to accept the above-mentioned College of Human Sciences curriculum requests and approved.*

**School of Global Studies and Partnerships**

**INTERNATIONAL STUDIES, MS (410)**

**Program Modification: Change of Program Name**

**Change of Program Name to: Global Studies**

The School of Global Studies and Partnerships requests the program name change to align the degree name with the new school name.

*Discussion: B. Crauder explained that College of Arts and Sciences has a Bachelor of Arts degree in Global Studies; however, this proposed masters degree is not related to the BA. He would like to have a conversation with Randy Kluver, Dean of Global Studies and Partnerships before proceeding.*

*The Global Studies masters degree was tabled for further discussions between College of Arts and Sciences and School of Global Studies and Partnerships.*

*Update: B. Crauder indicated that after discussions between College of Arts and Sciences and School of Global Studies and Partnerships there are no longer concerns. Motion was made to accept the School of Global Studies and Partnerships - Global Studies, master program, and approved electronically on May 21, 2018.*

#### 6. Other

- P. Fry congratulated R. Peaster, newly appointed registrar, on completion of successful graduation exercises.
- B. Crauder announced that his retirement will be official July 1, 2018.
- General Education Advisory Council (GEAC) Retreat was held May 14, 2018. The General Education policies and procedures were reviewed. One of the main goals discussed was improved processes for informing faculty and department heads of the requirements for designations.

Meeting was adjourned at 10:34 a.m.

Minutes were recorded and transcribed by Diane Jones and Kyndal Roark