

## INSTRUCTION COUNCIL

### MINUTES

August 2, 2018  
204 Whitehurst  
9:00 a.m. – 10:30 a.m.

**In Attendance:** Laurie Beets, Laura Belmonte, Bruce Benjamin, Chad Blew, Aaron Christensen, Cynda Clary, Margi Gilmour, Jeff Hartman, Ebonie Hill-Williamson, Carol Johnson, Diane Jones, James Knecht, Shiretta Ownbey, Rita Peaster, Kyndal Roark, Adrienne Sanogo, Randy Seitsinger, Brenda Smith, Candace Thrasher and Pamela Fry, Chair.

#### 1. Curriculum Requests:

##### College of Education, Health and Aviation

##### NURSING, BS New Program

The College of Education, Health and Aviation proposes a new program in Nursing. The program is designed to address the increasing demand for nurses in Oklahoma and the nation. The proposed program prepares students to practice professional nursing that meets the dynamic health care needs of individuals, families, groups, communities, and global populations.

##### *Continued discussion:*

- For original discussion, refer to 7-19-18 Instruction Council Meeting Minutes.
- Funding for this new program is made possible by the transfer of the athletic training program that moved from the College of Education, Health and Aviation (CEHA) to Center for Health Sciences (CHS); funding for equipment and renovation of space has been earmarked by CEHA as well.
- Although the nursing program is not a top-down mandate, there is support for this new program.
- Admissions agreed that a nursing program is highly requested by incoming students.
- C. Clary commended A. Sanogo and the other CEHA faculty members for their separate discussion and the thoroughness with which concerns were addressed.
- CEHA is aware of the additional resources that will be needed for this new program and is prepared to provide these resources.
- Main strengths of the proposal are emphasis on 1) rural health and 2) underserved populations in metro areas. P. Fry recommended including the emphasis information with the proposal. There continues to be a significant need for nurses in these areas.
- The number of students who wish to attend OSU but are forced to go elsewhere for a degree in nursing is 200+ each year.

***Motion was made to accept the above-mentioned College of Education, Health and Aviation Nursing, BS program, and approved.***

## Center for Health Sciences

### HEALTH CARE ADMINISTRATION, GRADUATE CERTIFICATE New Program

The Center for Health Sciences proposes a graduate certificate to provide students in other disciplines the opportunity to gain knowledge of health care administration. The proposed certificate will prepare students who are pursuing degrees in business, finance, information systems, and analytics for positions with health systems and organizations.

**Discussion:** B. Benjamin described the importance of interdisciplinary training – the fostering of the careers as students so they can have the options of doing something different. This program addresses the significance of health care in our society today. P. Fry mentioned the need to better package the graduate pathways alongside their undergraduate degrees. A. Sanogo added that this graduate certificate fits well with the master's program.

*Motion was made to accept the above-mentioned Center for Health Sciences, Health Care Administration Graduate Certificate program, and approved.*

#### 2. Summer Reinstatement Program – Candace Thrasher

For the students who are suspended at the end of the spring semester, they can petition for summer reinstatement. As policy currently states – courses have to be applicable to the student's degree and online courses are not eligible for summer reinstatement. Many departments are choosing to offer online courses only for the summer semester. There are a number of students who cannot participate in the summer reinstatement program because the courses they need are not offered face-to-face. C. Thrasher spoke to Directors of Student Academic Services on 7-18-18 to discuss the possibility of revising the policy to allow online courses with the approval of the student's advisor and the DSAS representative. To help ensure security in exams Academic Affairs would work with each of the colleges' outreach offices to determine which courses offer proctored exams. C. Thrasher would compile a list and make it available for those students considering the summer reinstatement program. No further Exception form would be needed. If a course was needed, but not on the list, the associate dean would need to approve the Exception. P. Fry expressed her desire to see the accountability of online course approval residing at the college level.

There was further discussion regarding Examy, an online proctoring program. It was reported that Christine Ormsbee, Associate Provost and Director of Institute for Teaching and Learning Excellence, approved Examy as the official online proctoring program for OSU, with the exception of Spears School of Business who uses Proctor U. C. Ormsbee will be asked to present the campus' online proctoring services at the 8-23-18 Instruction Council meeting.

L. Beets, Bursar, discussed the issues that her office is experiencing regarding the extra outreach fees associated with the online proctoring services. IC members indicated that they would like to be kept informed of these situations. R. Peaster, Registrar, added that all online courses include a statement of "additional fees may be required for proctored exams." The additional fees tab within Banner will also include this information.

P. Fry suggested that C. Thrasher draft changes to the current policy for Instruction Council approval at a future meeting.

#### 3. Workshop for Reinstated Students – Candace Thrasher

A number of universities require their reinstated students to pay a reinstatement fee, which covers the cost of providing additional workshops for students on time management / study skills and providing success coaches for the reinstated students - intrusive advising. DSAS members are considering the possibility of a workshop (noncredit) for all reinstated students, including transfer students on probation. This workshop concept is meant to

provide accountability for the students. P. Fry suggested that IC members consider this possibility, with further discussion at the September 6, 2018 Instruction Council meeting.

#### 4. **Gainful Employment Program Approval Process – Chad Blew**

Refer to Gainful Employment Program Approval Process Calendar document for detailed information. Certificate programs (graduate and undergraduate) fall under the Gainful Employment category. Certificates are not true degrees; however, they increase the student's chance of gainful employment. OSU operates under a program participation agreement (PPA) with the Department of Education to follow their guidelines and consistently update the list of our certificate programs. There is a significant number of certificates being created at this time, and there is a limit to the number of times each year that the Office of Scholarships and Financial Aid (OSFA) will open the PPA to make changes. In order for the certificates to be eligible for federal aid, they are required to be approved by Department of Education. For a fall certificate offering, the process will need to begin February 1. For a spring certificate offering, the process will need to begin August 1. C. Blew will be opening our PPA for a mandated re-certification, and at that point, all certifications that were not included in the last round of submissions can be submitted.

C. Clary clarified the difference between an undergraduate certificate program and a graduate certificate program. The undergrad certificate program demands that the student be enrolled in an undergraduate degree program. Whereas, the graduate certificate program can stand alone. P. Fry requested that a list of approved certificate programs be brought to the September IC meeting. C. Thrasher will prepare the official list of approved certificates.

#### 5. **Degree Works Access for Students Fall 2018 – Rita Peaster**

Degree Works has been available to advisors for the last year. This fall Degree Works will be available to students, starting with a phased approach so that Information Technology (IT) can monitor the system. The tentative timeframe of emailing the link to the students is as follows:

Degree Works access to seniors – August 12-18

Degree Works access to juniors – August 19-25

Degree Works access to sophomores – August 26-September 1

Degree Works access to freshmen – September 2-8

Blake Myers will be presenting Degree Works during Welcome Week. He has been coordinating with all colleges in terms of First Year Seminar courses to have some sort of information to freshmen about using Degree Works. A student advisory group was recently created to provide feedback on multiple campus projects, including Degree Works. This student advisory group will also help to identify remaining issues with degree audit system before it is used by OSFA to certify whether a student's current coursework is degree applicable for financial aid. C. Blew reminded IC that the implementation of Degree Works was going to be utilized as a means to assist the OFSA with federal regulation compliance issues. Originally, implementation of the regulations was to begin during the summer 2018 semester, but has since moved to spring 2019, starting with a small group (possibly seniors). OSFA has been working with the advising units to keep them informed of changes.

#### 6. **New Advisor Prerequisite Override System – Rita Peaster**

The Registrar's Office has been working with IT to provide a new advisor prerequisite override system. The system would automatically add the permit in Banner. Currently the SharePoint site that advisors use to add permits routes the information to the Registrar's Office, where the permits are entered manually into Banner. The new system could be available as early as fall 2018 semester.

#### 7. **Other**

- **P. Fry** discussed her recent participation in an EAB webinar regarding software that can support transfer students to help them understand how their courses taken at another institution might transfer to OSU. OSU will be providing the webinar –TBA– for all IC and DSAS representatives. This program has an interesting stealth feature – student can input courses they have taken and see how they correlate with OSU degrees and at what percent they may have completed. P. Fry is interested in seeing a more

complete demonstration of the program. IC members indicated they would be interested in the EAB webinar. Discussion went further into detail regarding the concern with students arriving at OSU with 60+ hours of concurrent courses, yet not being ready for coursework at the junior or senior level. Preliminary studies indicate that the more the concurrent hours, the less likely the student is at succeeding at an institution of higher education. It is important for OSU to start thinking about best practices in this arena. Other institutions have adopted standardized reviews/modules prior to transferring any upper division courses. Those institutions saw positive results with this plan.

- **CourseLeaf** – D. Jones reported that work is continuing on the testing environment with significant progress on the backend, where bubbles are created. Initial responses were sent to CourseLeaf, but they have been slow to respond.
- **New Faculty Orientation** will be held Thursday, August 16, 2018 from 8:30 to 3:30 in the Wes Watkins Center with a different format this year – a conference style orientation. This year's orientation is open to tenure and non-tenure track / clinical faculty.
- **Program modifications for options** – 50 percent for common core – clarify what counts in those common areas. P. Fry suggested drafting the specific situation question for Stephanie Beauchamp with OSRHE for clarification. Common college courses can count for common area. Cannot count controlled electives. Case by case solutions.
- **Fall fee assessments** will occur next week. L. Beets reported that financial aid credits will be applied the first day of class for the fall 2018 semester.
- **Parent/Guardian Survey** - P. Fry reported that the results will be shared soon.

Meeting was adjourned at 10:20 a.m.

Minutes were recorded by Kyndal Roark