

## INSTRUCTION COUNCIL

### MINUTES

August 23, 2018  
204 Whitehurst  
9:00 a.m. – 10:30 a.m.

#### 1. Undergraduate Research Council – Amy Dronberger and Latasha Tasci

Amy Dronberger with the office of Vice President for Research/program manager for the Niblack Research Scholars program and Latasha Tasci with the office of Scholar Development and Undergraduate Research/ responsible for the Wentz Research Scholars program and the Freshman Research Scholars program presented the concept of Undergraduate Research Council to Instruction Council (IC) members.

The Undergraduate Research Council would be made up of departments that sponsor research for undergraduates. The Undergraduate Research Council would consist of representatives who sponsor the following programs:

- Niblack Research Scholars
- Freshman Research Scholars
- Wentz Research Scholars
- Life Sciences Freshman Research Scholars
- L-SAMP
- McNair Undergrad Research Scholars
- Honors College

As the council expands, one of the goals is to have a contact at each college to notify the Undergraduate Research Council when undergraduate researchers present at national conferences or have published papers – basically highlighting OSU's undergraduate researchers. There is also interest in identifying student researchers that are not affiliated with a sponsored program. This council could be a start to identifying faculty and student researchers to promote the many research programs offered at OSU. This focused interest in undergraduate research could also be used as a recruiting tool.

IC members indicated their agreement in the forming of the Undergraduate Research Council. R. Frohock suggested a handout be created to offer to perspective students. Undergraduate research is a definite competitive strength that OSU can offer. A. Dronberger informed IC that they would like to create similar processes to make the promoting of students more consistent across programs. If OSU can develop plans to promote the students – by way of recognition – the students will feel more appreciated and accomplished, which should also assist with retention. P. Fry added that early connection with faculty is also significant in increasing retention. For further suggestions, please contact A. Dronberger and/or L. Tasci. P. Fry encouraged them to return to IC with updates on Undergraduate Research Council.

#### 2. Curriculum Requests

Informational Item only:

Course Deactivations:

PHYS 2314 - General Physics for Science Majors I

PHYS 2414 – General Physics for Science Majors II

M. Mason informed member of IC of the Spears School of Business (SSB) realignment of legal studies faculty, departmental name change and transfer of general business major. The Department of Economics and Legal Studies will be changing to Department of Economics. The legal studies faculty and department will move to the Department of Management. This change will be submitted to the Oklahoma State Regents for Higher Education (OSRHE) as information only. M. Mason acknowledged that faculty from both departments were in support of this change.

### 3. Student Survey of Instruction Timeline for Short Courses – Ryan Chung

There was discussion during the July IC meeting regarding short course student surveys of instruction (SSI) data collection. Refer to *2018-2019 Student Survey of Instruction Timeline Using Class Climate* document. This proposed timeline represents a different data collection time frame for SSI. There would be three terms for the SSI data collection: fall semester, spring semester and summer semester. Short courses provided within that specific semester could participate in SSI; however, the availability of the online SSIs would take place at the end of each semester.

The possibility of two terms per semester was discussed. Most other institution provide only one SSI per semester. Because there are currently 29 parts of term for each semester, IC members expressed concern regarding workload the first week of the semester. P. Fry interjected that the first time OSU submitted the SSIs the reason for lack of data was the incorrect submission of the survey.

Increasing terms for SSI could possibly lead to concern with negative responses from students who are no longer enrolled in the class due to drop or withdraw. Currently, there are systems in place to double check that only students who are enrolled in the course receive the survey. A small pilot was recommended by L. Belmonte to measure response rate. Possibly a department that offers a high number of short courses could track and compare data of the response rates.

R. Peaster informed IC that the learning management system at OSU has the capability of gathering all short course information into one report. However, the ability to deliver a pilot to one department is unknown. J. Knecht mentioned that the possibility of other surveys running concurrently could affect the SSI. R. Chung expressed his concern that an increase in offering SSIs may not mean an increase in responses. There would still need to be faculty encouragement to students.

J. Knecht informed IC that Canvas is being added, and IT is working with University Assessment and Testing to have the system working well with Banner.

Further discussion will continue at the 10-4-18 IC meeting.

### 4. Online Proctoring Services – Christine Ormsbee

Refer to *Online Exam Proctoring Services* document. A review of online test proctoring options was conducted approximately 2 years ago. Five testing programs were invited to demonstrate their services on the OSU campus. There are five options for online proctoring services:

- Auto authentication – computer runs student thru a process to show ID, picture is taken, a biometric key stroke, usually the student's name, and sometimes challenge questions are used to ensure it is the correct person.
- Live authentication – same as auto only the authentication is directed by a live proctor.
- Automatic proctoring – while student is testing the software uses algorithms to evaluate changes in light, sound and movement that indicate possible cheating behaviors. Any changes are flagged and recorded for review.
- Record-and-review proctoring – system records the exam and the video is reviewed later

- Live proctoring – student is observed while testing and may be interrupted and even the test can be stopped if cheating is observed. Typically those instances are caught in a screen shot or videotape as well.

OSU provides an array of options for students. Most colleges offer multiple options for online proctoring for students. **ProctorU**(live authentication) and **Examity** (automated authentication and proctoring OR live authentication with automated or live proctoring) are the two online proctoring services currently used. Both systems integrate with Brightspace so faculty create the exam in Brightspace then link it to Examity or ProctorU. Students must have access to a computer with internet capabilities, along with a camera and audio. Examity and ProctorU differ some in cost and range from \$7 - \$26 for a 90 minute exam.

One of the reason that online proctoring can be helpful is that students who are a distance from Stillwater must identify a proctoring option. Some go to Test Centers and proctoring fees can range anywhere from \$75 to \$150 per semester depending on the location of the student taking the test. L. Belmonte asked about raising the Outreach fee to pay for online proctoring. C. Ormsbee reported that most universities do not charge an online fee. We must be cautious of pricing ourselves out of the market. L. Beets indicated that the above-mentioned fees are not covered by Financial Aid.

#### 5. **List of Approved Undergraduate and Graduate Certificate Programs – Candace Thrasher**

Refer to *List of Approved and Pending Certificate Programs* document. The purpose of this list is to take stock of where we are in terms of graduate and undergraduate certificates. Academic Affairs is working with Financial Aid to submit the newly approved undergraduate certificates to be reviewed / approved by the Department of Education under the Equal Employment Act so students can receive federal financial aid for the certificates. Typically, the deadlines to submit graduate and undergraduate certificates for approval are February 1 and August 1. However, C. Blew added that we are will be opening the program participation agreement in an effort to include the remaining undergraduate certificates that have not gone through this process.

As OSU moves forward with approval of additional undergraduate certificates, Academic Affairs will be the central office coordinating with the departments but will rely on the departments to create the template. Anywhere that cost of attendance or length of program is mentioned, the link will need to be active and accurate.

C. Thrasher will update the document to indicate which certificates are online and which certificates are pending Gainful Employment program approval.

J. Van Delinder announced that the Graduate College has updated their website, and the individual colleges that have links to their graduate programs listed on the graduate college website may need to be updated. All Graduate College coordinators have been informed.

#### 6. **Other**

- **The Parent/Guardian Satisfaction Survey** will be presented to AAIC on September 7, 2018, followed by Instruction Council on 9-20-18.

Meeting was adjourned at 10:11 a.m.

Minutes were recorded by Kyndal Roark