

## INSTRUCTION COUNCIL

### AGENDA

September 20, 2018  
204 Whitehurst  
9:00 a.m. – 10:30 a.m.

#### 1. Curriculum Requests:

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

**TEACHING, LEARNING & LEADERSHIP, MS (057)  
(Reading and Literacy Option)  
Existing Program Online Delivery**

The College of Education, Health and Aviation requests online delivery for the Reading and Literacy option to better serve students throughout the state, who have full-time teacher positions, interested in obtaining a master's degree in Reading and Literacy.

***Motion was made to accept the above-mentioned College of Education, Health and Aviation's Teaching, Learning & Leadership, MS online delivery option request, and approved.***

##### College of Engineering, Architecture and Technology

**ELECTRICAL ENGINEERING, PHD (073)  
Program Modification: Program Requirement Change**

**Program Requirement Change: Course requirement change and decrease in total credit hours from 90 to 73.**

The College of Engineering, Architecture and Technology requests the program requirement changes as the current requirement of 90 credit hours is excessive, delaying the student's degree completion date, requiring enrollment in courses not relevant to the degree plan, causing undue financial hardship for the student, and requiring departmental resources that do not further the educational outcomes for the students.

**INDUSTRIAL ENGINEERING, PHD (136)  
Program Modification: Program Requirement Change**

**Program Requirement Change: Degree program requirement change of removing the master's degree requirement.**

The College of Engineering, Architecture and Technology requests the removal the requirement of a master's degree; the change will make the program more competitive and enable timely degree completion.

***Motion was made to accept the above-mentioned College of Engineering, Architecture and Technology program requirement changes, and approved.***

## College of Human Sciences

### NUTRITIONAL SCIENCES, MS (098) Program Modification: Option Addition

#### **Option Addition: Dietetics Research**

The College of Human Sciences requests the option addition to produce professionally-competent master's level, registered dietitians. Student who complete this option will complete the MS in Nutritional Sciences as well as complete the requirements for the dietetic internship, a nationally accredited program through the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics. Incorporating both requirements into one degree program will communicate clearly the requirements to prospective students.

***Motion was made to accept the above-mentioned College of Human Sciences' Nutritional Sciences, MS Dietetics Research option addition request, and approved.***

## Center for Health Sciences

### FORENSIC SCIENCES, MS (004) Existing Program Online Delivery

The Center for Health Sciences request online delivery of the MS in Forensic Sciences to serve interested students from across the country.

***Motion was made to accept the above-mentioned College for Health Sciences Forensic Sciences, MS online delivery option request, and approved.***

## 2. Restructuring of BIOL 1114 – Laura Belmonte

The Department of Integrative Biology will be restructuring its BIOL 1114 course. The lecture portion of the course will be taught and assessed autonomously by individual faculty, using independently written exams, drawing upon a common textbook and course content guidelines. The integration of the successful inquiry-based lab portion will also be considered.

Because virtually all of OSU's colleges have degree programs that require BIOL 1114, the College of Arts & Sciences (CAS) welcomes Instruction Council (IC) members' thoughts on how the content and the structure of the course can be designed in ways that will benefit our students. [This is the website that describes all aspects of the course: http://biol1114.okstate.edu/](http://biol1114.okstate.edu/). This is the syllabus: <http://biol1114.okstate.edu/schedule/syllabus/syllabus.pdf>.

L. Belmonte mentioned that there has been considerable thought as to offering biology for non-science majors. Following IC's discussion, L. Belmonte will convey feedback to the multidepartment committee that will be reorganizing the course. Amy Martindale, Assistant Dean for CAS will provide direction for the committee. L. Belmonte and Matt Lovern, interim Head of Integrative Biology, will also be glad to meet with individual colleges or programs wishing to discuss BIOL 1114 in more depth. IC members expressed their gratitude to L. Belmonte for taking on this project.

## 3. OSRHE Updates – Pamela Fry

Oklahoma State Regents for Higher Education (OSRHE) recently released updated forms to facilitate the correct completion of forms by using drop-down boxes. K. Roark will email the forms to IC members following the meeting.

P. Fry detailed one of the changes – interpretation of prerequisites for undergraduate students. According to OSRHE, if a prerequisite to a course is required, those hours must be included in the credit hours on the degree sheet. OSRHE's suggestion was to manage this with a range of hours. P. Fry suggested that IC members review their degree programs for the specific purpose of accommodating prerequisites. She would like to continue this discussion at one of the November IC meetings.

**4. Faculty Grade Entry Update – Rita Peaster (Postponed until October 4, 2018 meeting)**

**5. Term-Based Holds – Rita Peaster (Postponed until October 4, 2018 meeting)**

**6. Canvas Update – Christine Ormsbee**

Canvas has been officially approved. Training will begin on October 15, 2018. Training for faculty will be provided via face to face interaction or webinar. Refer to *Canvas Training Sessions* document for training dates and times. Each of the topics below will have separate training options:

- a. Setting up the course
- b. Creating a community (previous communities will not automatically migrate)
- c. Exams in Canvas
- d. Online teaching
- e. Advanced features for super users

ITLE webpage should be active by Monday, September 24, 2018. The Canvas portal site will be listed on the website. Currently there are 65 short tutorial videos for Canvas.

Students will be notified by email after the first of the year – possibly January or February – regarding the Canvas pilot. Eventually there will be Canvas videos for students as well.

**7. New Faculty Orientation – Christine Ormsbee**

C. Ormsbee has been asked by Provost Gary Sandefur to organize a campus wide new faculty orientation. Two IC representatives will be needed for the committee. C. Clary and A. Sanogo volunteered to represent IC. Also serving on the committee are P. Fry and representatives from the following groups: Faculty Council, Graduate Council, Human Resources and University and Assessment Testing (UAT).

**8. SSI Short Course Follow Up Discussion – James Knecht**

***Analysis of Instructors That Would Be Included in a First 8-Weeks SSI – James Knecht***

*Prepared for Instruction Council, September 19, 2018*

*At a previous IC meeting members asked UAT to provide some additional information concerning the number of sections and instructors that would be impacted if the Student Survey of Instruction were delivered twice a semester, such that there would be two survey periods, one at the end of the first 8 weeks (for sections that end early), and the second at the end of the semester (as it is conducted now). Creating two survey periods would double the survey system setup work performed by UAT and would require SSI Coordinators to review their sections twice a semester. UAT ran an analysis of the instructors of sections in the Fall 2018 semester to determine how many likely would be surveyed early (the survey period would be October 3-12) if such a split were conducted, the results of which are as follows:*

	#	% of Total
<b># of Instructors of Sections w/Enrollment in Fall 2018:</b>	<b>8302</b>	<b>100%</b>
<b># of Instructors of Sections w/Enrollment Ending on/before 10/12/18:</b>	<b>127</b>	<b>1.53%</b>
<b># of Instructors of Sections Ending on/before 10/12 likely to be surveyed (Yes or Check-Yes):</b>	<b>101</b>	<b>1.22%</b>
<b># of Instructors of Sections Likely to be Surveyed w/Enrollment &gt;2:</b>	<b>99</b>	<b>1.19%</b>
<b># of Instructors of Sections Likely to be Surveyed that actually end on 10/12/18:</b>	<b>80*</b>	<b>0.96%</b>

*(\*Surveys for instructors of 19 sections would still open after their sections had ended.)*

*For those interested in reviewing the complete list of instructors and sections that would be impacted by college, please contact James Knecht.*

L. Belmonte raised a question of the correlation between the response rates from early short courses vs. regular courses. J. Knecht explained that the most effective way of encouraging students to complete the SSI is to encourage faculty to remind their students about the survey during the survey period and to allow class time to complete the survey. After significant discussion, it was determined that SSI would continue to be submitted once per semester. P. Fry would like to see UAT monitor the response rates of short courses vs. traditional semester courses, as well as the face-to-face courses vs. online courses. IC members indicated they would like to see the response rates by colleges as well. UAT will continue to monitor the SSI information and report their findings to IC at a spring semester meeting.

#### **9. 2018 OSU Parent/Guardian Satisfaction Survey Report – Ryan Chung**

R. Chung reported that the overall Parent/Guardian Satisfaction Survey responses have been overwhelmingly positive. This survey will be given for three years, consecutively, to monitor any trends that might be discovered. All open-ended comments will be organized by college. Vet Med would like to be included in this survey. Graduate College will not be included. Multiple surveys were issued to parents with multiple students attending OSU. There were 14,000 surveys submitted to parents, and approximately 20 percent responded. P. Fry mentioned that more and more students attending college as first time full time freshmen are bringing with them a significant amount of college credit hours. For survey purposes, classification of those students will need to be clarified, and possibly the question regarding student classification be rewritten. Further discussion is needed.

R. Chung mentioned that the New Students Needs Survey will be ready to submit to students next week.

#### **10. Other**

- a. P. Fry announced that general education (GENED) substitutions should be initiated by the student's primary college dean's office. She encouraged members to be vigilant when submitting the substitution requests to General Education Advisory Council (GEAC).
- b. C. Clary stated that for all faculty trying to assist students going through the many college processes appropriately it would be beneficial to set aside time for professional development / training to be able to address the special nuances that faculty are faced with every year.

Meeting adjourned at 10:40 a.m.

Minutes were recorded by Kyndal Roark