

INSTRUCTION COUNCIL

MINUTES

September 6, 2018
204 Whitehurst
9:00 a.m. – 10:30 a.m.

In attendance: Laurie Beets, Laura Belmonte, Bruce Benjamin, Aaron Christensen, Ryan Chung, Cynda Clary, Brenda Dawes, Richard Frohock, Pei-Shan Ho, Diane Jones, Virginia Leathers, Marlys Mason, Shiretta Ownbey, Rita Peaster, Chris Ross, Adrienne Sanogo, Randy Seitsinger, Candace Thrasher, Jean Van Delinder and Pamela Fry, Chair.

1. Curriculum Requests:

College of Education, Health and Aviation

APPLIED EXERCISE SCIENCE, BS (514) Program Modification: Program Requirement Change

Program Requirement Change: Course requirement changes

The College of Education, Health and Aviation requests an update to the course requirements for the Applied Exercise Science, BS to better serve the students by providing more focused content specific to the profession.

Motion was made to accept the above-mentioned College of Education, Health and Aviation Applied Exercise Science, BS program requirement change, and approved.

HEALTH, EDUCATION AND PROMOTION, BS (116) Program Modification: Program Name Change

Program Requirement Change: Program name change: From: Health, Education and Promotion To: Public Health

The College of Education, Health and Aviation proposes the new program name to allow the degree to become more marketable and to better align the degree name with accreditation standards of the Council on Education in Public Health.

Discussion: A. Sanogo explained that there have been conversations between the College of Education, Health and Aviation (EHA) and the College of Human Science. J. Van Delinder expressed concern that Langston has a Bachelor of Science in Public Health and it might be beneficial to have a conversation with them. She also mentioned that the Graduate College's Masters of Public Health will be processing through accreditation this year. A conversation with the Grad College may be helpful prior to approval.

Motion was made to table the above-mentioned College of Education, Health and Aviation Health, Education and Promotion, BS program name change and seconded. Additional conversations between colleges are required. Motion was tabled.

2. Advisors Conference – Pamela Fry

The OSU Advisors Conference is scheduled for Friday, September 28, 2018. K. Roark will forward the agenda to all members of Instruction Council once it is finalized. P. Fry explained that the idea of *Advisor Appreciation Day* was presented and approved at Dean's Council. She envisioned *Advisor Appreciation Day* as a day that individual colleges would express their appreciation to their advisors in however manner each college prefers. **Members of Instruction Council indicated their support of *Advisor Appreciation Day* to coincide with Advisors Conference.** Provost Dr. Gary Sandefur will submit a letter to all OSU advisors expressing the university's appreciation and announcing the official Advisor Appreciation Day.

3. Proposed Changes to UARs 4.4, 4.6 and 7.2 Regarding Credit by Exam – Rita Peaster

These proposed changes modify University Academic Regulations (UAR) 4.4, 4.6 and 7.2 to clarify how credit by exam (CBE) applies toward undergraduate degree requirements to reflect recent clarification received from the Oklahoma State Regents for Higher Education (OSRHE). Specifically:

- Clarify that CBE does not apply toward the minimum 30 credit hours that must be earned in residence at OSU. This is already stated in UAR 4.6, but an additional statement is provided in UAR 7.2.
- Clarify how CBE applies toward the minimum 60 credit hours that must be earned at a baccalaureate-degree-granting (senior) institution.
 - i. Credit earned by examination through institution-independent exams, including AP, CLEP, IB, and DSST, applies toward the minimum 60 semester credit hours that must be earned at a senior college, regardless of whether OSU received the exam scores directly from the primary testing source or from transfer transcripts (including high school, community college, and senior college transcripts).
 - ii. Credit earned by examination through Advanced Standing exams, which are institution-dependent, will only apply toward the minimum 60 credit hours that must be earned at a senior college if the examination credit was awarded at a senior college. CBE through Advanced Standing exams earned at a community college will not apply toward the 60 hours. Generic credit by exam (unknown exam type) will only apply toward the minimum 60 credit hours that must be earned at a senior college if the source of the credit is a senior college.

The proposed effective term is Fall 2018, with an exception process to allow students completing degrees in the 2018-19 academic year to be grandfathered in.

Policy has been interpreted differently in the past. Previously OnCourse and DegreeWorks were coded to count all CBE regardless of course institution as counting toward the minimum 60 hours at senior college. Many advisors have been restrictive in not counting AP and CLEP credits toward the minimum 60 hours.

- Approximately 30% of our students earn CBE
- Approximately 99% of graduates earn their 60 hours at OSU
- We estimate that these policy changes will impact less than 1% of our students

Regulation 4.4 – sentence was added “See Academic Regulation 4.6 for degree applicability of credit by exam received from community college transcripts.”

Regulation 4.6 – Inserted “Credit for Prior Learning” in place of “credit by exam” to keep wording consistent with OSRHE; added definition from Regents Policy language; added language to allow other Regents’ accepted credit by exam programs; inserted clarification between the of institution-independent exams, advanced standing exams and generic credit by exams

Regulation 7.2 – added wording “excluding credit by exam and correspondence study”. P. Fry explained that there has been very little discussion at OSRHE regarding this policy. There is a small percentage of students who could be negatively impacted by this change in regulation. R. Peaster recommended that OSU adopt an exception process to grandfather in those students for this academic year only. She will work with IRIM to develop a report of students who would fall into this category. The specifics of the exception process have not yet been determined.

Motion was made to accept the above-mentioned proposed changes to UARs 4.4, 4.6 and 7.2, and approved.

4. Proposed Changes to UAR 2.2 Full-Time Students and Graduate College 6.2 Full-Time Enrollment – Rita Peaster

The purpose of modifying UAR 2.2 and Graduate College Policy 6.2 is to reduce full-time enrollment requirements for graduate students in a summer term from four to three credit hours.

Motion was made to accept the above-mentioned proposed changes to UAR 2.2 and 6.2 and approved.

5. Reverse Transfer – Rita Peaster

The goal is to enable students to use / combine their OSU credits with their credits from the previous institution they attended. Helping them to earn a credential (associates degree) can help students meet their general education requirements at OSU and may reduce the number of credit hours required to earn a bachelor's degree. This initiative demonstrates our commitment to Complete College America. 161 associate degrees were awarded in 2017-2018 academic year because of the Reverse Transfer Initiative.

Registrar's Office is evaluating participation in National Student Clearinghouse's Reverse Transfer service. Reverse transfer service would provide an automated solution for exchanging student coursework info with participating community colleges for students who provided signed consent for us to share this data. The current process is labor intensive on the part of the community colleges. R. Peaster announced that she is working with IT to look into feasibility of this process. R. Peaster explained that there will be a workshop hosted by National Student Clearinghouse on their Reverse Transfer service at the statewide OACRAO professional association meeting at the end of September.

6. Reinstatement Policy Update – Candace Thrasher

Refer to *Reinstatement of Undergraduate Students After Academic Suspension 2-0802* document. As discussed at the August 2, 2018 Instruction Council meeting – the summer reinstatement program does not allow students to enroll in online courses as part of the summer reinstatement program. 2-0802 4.05 proposed addition states: *Online courses may be permitted with approval from adviser and Director of Student Academic Services.* This policy will be discussed at the 9-19-18 DSAS meeting. C. Thrasher will add language to the policy to specify that Academic Affairs will have a list of courses with proctored exams (approved by each college's outreach office) and any exception not listed would need to be approved by the colleges' associate deans. C. Thrasher will also edit the Summer Reinstatement Program Enrollment Agreement to indicate approval of online courses with proctored exams as acceptable for summer reinstatement. Vote for approval was postponed until changes have been made. Any additional feedback should be addressed to C. Thrasher.

7. Workshop for Reinstated Students (Cont'd Discussion) – Candace Thrasher

C. Thrasher continued discussion regarding the implementation of a workshop for reinstated students. Students would be eligible for the workshop through the following processes:

- Summer reinstatement
- Reinstatement by petition
- Suspended students who sat out a semester and then reapplied

A few universities have similar programs that incorporate a fee with the program. C. Thrasher had a conversation with personnel from the University of Arizona. They offer an academic recovery program and target students who are placed on academic probation. Everyone who goes on academic probation is charged a fee for the program. Of the students who actually participated in the reinstatement program there was a 30-40 percent increase in retention / graduation rates. These programs are mandatory but there are no consequences if the student does not participate. However, if a student is looking at suspension, participation in the reinstatement program is taken into account. They are also considering the implementation of requiring all students on probation to go through an intake process. This process would focus on non-academic resources to take away outside stressors and enable the students to focus on academics.

S. Ownbey detailed the success coach model she learned from the University of South Carolina. They have a department of success coaches hired specifically to work with students on probation. There is a USC university policy that requires students who are on academic probation to work with the success coaches. These coaches provide specific resources and teach specific skills to these students. USC has had significant success with this model.

There was discussion among the IC members regarding the success coach model and how best to provide that service to students. One suggestion was to have First Year Success Office oversee this service. P. Fry recommended that C. Thrasher meet with Missy Wikle to discuss this concept. Members of Instruction Council indicated that they were in support of investigating of some of support for our students on probation. C. Thrasher will continue this discussion at a future meeting.

8. Other

- Dr. Bridget Miller has been named the Interim Part Time Associate Provost. She is unable to join Instruction Council this semester due to her class schedule.
- P. Fry welcomed University Assessment and Testing's visiting professor, Dr. Pei-Shun Ho to Instruction Council.
- Tulsa Program Representatives group meets once a month (the last Monday of the month). P. Fry extended an invitation to all Instruction Council members to join the TPR meetings. For more information, please contact Kelsey Mathis – Kelsey.mathis@okstate.edu.
- FYI – The Council on Instruction standing committee – Admissions, Retention and Transfer (COI-ART) will be discussing international admissions during the September 11 monthly meeting. Jeff Hartman, May Hoheisal and Dean Randy Kluver will be joining the meeting by phone or in person. The Oklahoma State Regents for Higher Education policy 3.9 will be reviewed - <https://www.okhighered.org/state-system/policy-procedures/2018/Chapter%203-%20August%202018.pdf>
- FYI – OSU Marketing and Communications is in the process of revisioning the website. For further details, P. Fry encouraged IC members to speak to their deans.

- FYI – For all future program requests – the letters of inquiry should clearly specify traditional and / or online delivery going forward. Requesting online delivery along with the traditional delivery is recommended even if the online piece of the program is to be utilized in the future. It was C. Thrasher’s understanding that the academic program review monitors the total number of students in the program, not how the course is delivered – one program with the online delivery option.
- P. Fry announced that an EAB Transfer webinar was held recently. Any feedback should be addressed to Amy Cole Smith or Bridget Miller.

Meeting was adjourned at 10:10 a.m.

Minutes were recorded by Kyndal Roark