

## INSTRUCTION COUNCIL

### MINUTES

Thursday, October 17, 2019

204 WH

9:00 a.m. – 10:30 a.m.

In attendance: Laurie Beets, Ryan Chung, Cynda Clary, Richard Frohock, Jami Fullerton, Jeff Hartman, Susan Johnson, Diane Jones, Marlys Mason, Rita Peaster, Adrienne Sanogo, Randy Seitsinger, Candace Thrasher, Jean Van Delinder, Missy Wikle, Tom Wikle and Jeanette Mendez, Chair.

#### 1. **Class Scheduling for Traditional, Non-Independent Study Courses – Rita Peaster**

The Registrar's Office (RO) is seeking feedback on requiring meeting details for courses (lecture, lab discussion) that have a traditional instructional method and are not independent study.

Reasons to require meeting details for these classes include:

- Provide transparency to students before enrollment so they can plan to accommodate their work schedules and other personal commitments with their class schedule;
- Ensure instructional minutes and other credit hour standards are met;
- Facilitate emergency response; and
- Allow actual classroom usage to be tracked.

Instruction Council (IC) members requested a list of non-independent study courses for review. Because spring enrollment begins Monday, any changes would be implemented for Summer / Fall 2020 enrollment.

As RO receives requests for new Non-IS courses, they would like to require meeting details. Instruction Council members indicated their agreement with the new requirement.

R. Peaster reminded IC members of the course action exception process that was used several years ago could possibly be applied here.

#### 2. **Curriculum Requests**

##### **Information Item:**

##### **Course Reactivation**

ARCH 2183 - History and Theory of Architecture I

##### **Course Deactivation:**

EEE 4013 - Creative Experiences

EEE 5013 - Creative Experiences

VBSC 5532 - Molecular Genetics

VBSC 5632 - Exercise Physiology

VBSC 5691 - A Focus on Zoonotic Diseases

VCS 7853 - Equine Performance Medicine Elective

VCS 7912 - Grand Rounds

VCS 7923 - Oncology Elective

VCS 7943 - Applied Diagnostic Medicine & Laboratory Investigations

**Course Action:**

ENSC 2613 – Introduction to Electrical Science

R. Seitsinger explained that most of the College of Engineering, Architecture and Technology beginning engineering science courses have discussion sessions attached to the lectures. These sessions have been very helpful in student success. The above-mentioned course would benefit from having discussion sessions attached to the lectures.

***Motion was made to accept the ENSC 2613 Introduction to Electrical Science Course Action and approved.***

**Course Action Summaries for Removal of Graduate Credit on Undergraduate Courses (new and modified)**  
College of Arts and Sciences (see attached)

**Course Action Summaries for Removal of Graduate Credit on Undergraduate Courses (new and modified)**  
College of Engineering, Architecture and Technology (see attached)

**Course Action Summaries for Removal of Graduate Credit on Undergraduate Courses (new and modified)**  
Honors College (see attached)

**Course Action Summaries for Removal of Graduate Credit on Undergraduate Courses (new and modified)**  
Spears School of Business (see attached)

***Motion was made to accept the above-mentioned course action summaries for removal of graduate credit on undergraduate courses within the College of Arts and Sciences, College of Engineering, Architecture and Technology, Honors College and Spears School of Business and approved.***

**3. Other**

- a. Student Survey of Instruction (SSI) master list will be distributed soon. R. Chung asked IC members to remind their program directors or staff members who are involved with the SSI process to verify that all instructors are included on the master list. There have been a small number of instructors who have not been included in the student survey of instruction.
- b. R. Chung informed IC that University Assessment and Testing (UAT) now has two staff members who will be able address questions regarding the surveys. All correspondence will be directed thru a general email – [ssicoordinator@okstate.edu](mailto:ssicoordinator@okstate.edu).
- c. C. Clary expressed her gratitude to the First Year Success personnel who are dedicated to each academic college. M. Wikle explained that each college has been assigned a financial planning counselor and engagement specialist (aka campus connection coach).
- d. M. Wikle detailed that the purpose of First Year Success was to utilize resources that were already available at the University to assist students with a successful college experience. Currently FYS is working to tailor messages and conversations with students at appropriate times during the enrollment process.

**Meeting was adjourned at 9:29 a.m.**

**Minutes were recorded / transcribed by Diane Jones / Kyndal Roark**