

INSTRUCTION COUNCIL

MINUTES

Thursday, October 3, 2019

204 WH

9:00 a.m. – 10:30 a.m.

In attendance: Bruce Benjamin, Chad Blew, Ryan Chung, Cynda Clary, Richard Frohock, Margi Gilmour, Jeff Hartman, Diane Jones, Marlys Mason, Christine Ormsbee, Rita Peaster, Kyndal Roark, Adrienne Sanogo, Randy Seitsinger, Candace Thrasher, Jean Van Delinder, Wilma White, Missy Wikle, Tom Wikle and Jeanette Mendez, Chair

1. Curriculum Requests

Informational Item:

Course Deactivations

ACCT 3183 – Agribusiness Accounting and Taxation

ACCT 4653 – Contemporary Integrated Accounting and Business Systems

ACCT 4733 – International Accounting

College of Education, Health and Aviation and College of Human Sciences

Graduate Certificate in Aviation/Aerospace Administration

New program request

Program purpose: The College of Education, Health and Aviation requests a graduate certificate to provide managerial and business aspects of the aviation and aerospace industry for administrative decision-makers employed at a variety of aviation and aerospace entities.

Graduate Certificate in Dietetics

New program request

Program purpose: The College of Human Sciences requests a graduate certificate in dietetics to provide students with a pathway to complete requirements for the dietetic internship.

Master of Science in Nutritional Sciences (098)

Degree program requirement change

- Remove the requirement of GRE scores for admission. GRE scores will remain optional for prospective students to submit.
- The proposed changes are requested to assist with recruitment of graduate students.
- No new courses will be added and no courses will be deleted.
- Total credit hours will not change.
- No funds are requested from the State Regents.

Doctor of Philosophy in Nutritional Sciences (509)

Degree program requirement change

- Remove the requirement of GRE scores for admission. GRE scores will remain optional for prospective students to submit.
- The proposed changes are requested to assist with recruitment of graduate students.
- No new courses will be added and no courses will be deleted.
- Total credit hours will not change.
- No funds are requested from the State Regents.

Graduate Certificate in Substance Abuse Counseling

New Program Request

Program purpose: The College of Education, Health and Aviation requests a graduate certificate to provide students with knowledge of substance abuse treatment and pursue the Licensed Alcohol and Drug Counselor credential.

Discussion: The above-mentioned certificates should include traditional in class delivery, as well as electronic delivery.

Motion was made to accept the above-mentioned curriculum requests from the College of Education, Health and Aviation / Human Science, with the addition of in class delivery, and approved.

Course Action Summaries for Removal of Graduate Credit on Undergraduate Courses (new and modified) Education, Health and Aviation (see attached)

Motion was made to accept the above-mentioned course actions from the College of Education, Health and Aviation, and approved.

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

Motion was made to accept the above-mentioned course actions from the College of Human Sciences, and approved.

Graduate College

Master of Science in Environmental Science (091)

Degree program requirement changes

- For the main degree:
 - Remove ENVR 5533 as a required course.
- For the Environmental Management – Professional Science Masters:
 - Remove ENVR 5533 and ENVR 5503 as required courses.
- The proposed change is based on input from the program's steering committee.
- No new courses will be added and no courses will be deleted
- Total credit hours will not change.
- No funds are requested from the State Regents.

Doctor of Philosophy in Environmental Science (092)

Degree program requirement change

- Remove ENVR 5533 as a required course.
- The proposed change is based on input from the program's steering committee.
- No new courses will be added and no courses will be deleted
- Total credit hours will not change.
- No funds are requested from the State Regents.

Motion was made to accept the above-mentioned curriculum requests from the Graduate College, and approved.

Center for Health Sciences

Graduate Certificate in Forensic Investigative Sciences

New program request

Program purpose: The Center for Health Sciences requests a graduate certificate to provide Forensic Science fundamentals to students from other disciplines who are pursuing careers in a forensic related field.

Discussion: This certificate consists of 12 hours of coursework, designed for those individuals who have a degree in another discipline but find a need for exposure to forensics to assist them in becoming more competitive and/or achieving advancement within their current field.

Graduate Certificate in Forensic Psychology

New program request

Program purpose: The Center for Health Sciences requests a graduate certificate to provide Forensic Psychology fundamentals to students from other disciplines who are pursuing careers in a forensic related field.

Discussion: The above-mentioned certificates should also include traditional in class delivery, as well as electronic delivery.

Master of Science in Forensic Sciences (004)

Degree program requirement changes

- For thesis option:
 - Remove FRNS 5613.
 - Add FRNS 5013.
 - Add FRNS 5000.
 - Change electives from 27 to 12 hours.
- For non-thesis option:
 - Remove FRNS 5963.
 - Change electives from 27 to 23 hours.
- The proposed changes are requested to make the program more competitive and accommodate a broader student population.
- No new courses will be added and no courses will be deleted.
- Total credit hours will change from 39 to 32 for non-thesis and 30 for thesis.
- No funds are requested from the State Regents.

Motion was made to accept the above-mentioned curriculum requests from the Center for Health Sciences, with the addition of in class delivery, and approved.

2. Proposed Change to OSU Policy 2-0206 Adding and Dropping Courses and Withdrawing from the University – Rita Peaster

Summary/Purpose of Proposed Changes

Assess the non-refundable penalty referenced in section 5.01.C of OSU Policy 2-0206 as a fee rather than as a portion of tuition to improve the accuracy of our first-time, full-time freshman cohort. This change could improve retention rates and would have no impact to students.

Background and Rationale

Students who enroll in classes, never attend, and withdraw from OSU after the nonrestrictive period often petition for a refund of tuition and fees. The Refund of Tuition and Fees policy (contained in OSU Policy 2-0206) states, "... a portion of the tuition may be non-refundable because the University has incurred costs associated with advising, registration, and reserving class seats that could not be occupied by other students." Students who are assessed this non-refundable portion of tuition are included in the freshman cohort because they were assessed some tuition.

The proposed policy change is to assess the penalty (currently \$20 per credit hour) as a fee rather than as a portion of tuition, allowing us to exclude them from the freshman cohort. This adjustment would result in a more accurate freshman cohort, could improve retention rates, and would have no impact to students.

Motion was made to accept the above-mentioned changes to OSU Policy 2-0206 Adding and Dropping Courses & Withdrawing from the University, and approved.

3. Supplemental Courses – Christine Ormsbee

A supplemental course is an undergraduate course offered evenings or on weekends. At one time proportional funding was provided for supplemental courses; however, there is no longer any funding for the supplemental courses. A question recently arose as to why we would approve supplemental courses if there was no funding available. Supplemental courses will be processed as deviation courses.

4. Possible Changes to Instruction Council Agenda – Jeanette Mendez

In order to structure Instruction Council (IC) in the most efficient way, J. Mendez suggested that reorganizing the IC agenda may be helpful. She proposed that comprehensive information be placed at the top of the agenda, while curricular items and other discussions more appropriate for associate dean discussion be placed on the second half of the IC agenda. R. Seitsinger cautioned that information items be utilized in a way as to allow plenty of time for curricular item discussion.

5. Other

- Syllabus website – C. Ormsbee reported that the department representatives are now inputting the Fall 2019 syllabi. She asked that the IC members remind their faculty that the site can be accessed by their okey credentials. There should be a quick link under my.okstate.edu portal.
- Canvas transition is now complete, but there have been complains from students. The content fully migrated, but the system is very different from Bright Space. C. Ormsbee encouraged instructors to attend a training or view a training video. J. Mendez mentioned several concerns she has received: 1) Faculty members are removing their online courses from Canvas and going forward with email only; 2) Faculty members are reporting that students cannot access assignments, so they are forced to go to email; 3) Some assignments are displaying in the gradebook while others are not; 4) Every class in Canvas is being set up differently – not helpful to student. This fact would indicate that those instructors did not participate in Canvas training. C. Ormsbee offered to prepare a Best Practices in Canvas training to be presented at the department level. This training will be geared toward all instructors. IC members indicated their approval of this idea.

- Institutional Research and Information Management (IRIM) received a request from a faculty member to have a tab on Dashboard that combines student course ratings and grade distributions. IC members indicated that they would not approve this practice. They would like to keep the two sources separate.
- J. Mendez informed IC that Associate Provost Bridget Miller is working on two separate tasks this year: 1) opening educational resources (needs volunteer from IC) and 2) student surveys of instruction committee, looking at best practices (maximizing response rate while evaluating the current instruments) (needs volunteers from IC – C. Ormsbee or ITLE rep, J. Van Delinder or GRAD College rep, C. Clary or D. VanOverbeke, T. Wikle). C. Ormsbee reported that the previous committee recommended the adoption of a particular plan but because of the cost, the implementation of the recommendation was never carried out.

Meeting was adjourned at 9:40 a.m.

Minutes were recorded by Kyndal Roark