

## INSTRUCTION COUNCIL

### MINUTES

Thursday, April 4, 2019

204 WH

9:00 a.m. – 10:30 a.m.

**In attendance:** Laurie Beets, Laura Belmonte, Chad Blew, Aaron Christensen, Leslie Evans, Richard Frohock, Jamie Fullerton, Margi Gilmour, Jeff Hartman, Susan Johnson, Diane Jones, Cheryl Kleeman, James Knecht, Marlys Mason, Christine Ormsbee, Rita Peaster, Kyndal Roark, Adrienne Sanogo, Randy Seitsinger, Kristi Seuhs, Candace Thrasher, Jean Van Delinder and Provost Gary Sandefur, Chair.

#### 1. Academic Alerts – Gary Sandefur

G. Sandefur explained that the number of alerts submitted at 6 weeks was significantly reduced from last year. There could be a number of reasons. He asked Instruction Council (IC) members to emphasize the importance of these alerts to department heads and faculty so that advisors can be notified of their students' academic issues. There is a possibility that three snow days during this semester could be playing a part in the decrease of academic alerts submitted – tests that might have been held early in the semester were postponed. On the other hand, faculty have expressed concern that when they submit an academic alert, there is little in the way of follow up. J. Knecht advised IC that instructions from STAR include a message for advisors to email the instructor after the alert has been managed. M. Mason added that it is important for the faculty to realize that the academic alert should be considered a partnership with student / faculty and advisor. The faculty members should be contacting the student as well.

#### 2. Final Report from Working Group to Review/Revisit Course Schedule – Gary Sandefur

Refer to the *Working Group to Revisit/Review the Course Schedule Process* document and cover letter. The letter includes four recommendations:

1. Reduce class time deviations – relying on department heads and associate deans for due diligence
2. Develop best practices for scheduling classes –working group to investigate schedule further (R. Peaster to lead, along with C. Thrasher, L. Belmonte, C. Clary and S. Johnson)
3. Develop best practices for course schedule start and stop times – working group to investigate further (C. Ormsbee to lead, along with C. Kleeman, Bobbi Kay Lewis and Rob Terry)
4. Retain 5-day class schedule due to the potential negative impact on student life from a 4-day class schedule

S. Johnson mentioned that she has seen a shift in the enrollment at OSU-Tulsa. Historically, there was a similar number of students in the 4:30 classes as there were in the 7:30 classes. However, now there seems to be a greater interest in attending the 4:30 class.

Additional discussion was held regarding the options above: developing best practices for scheduling classes and developing best practices for course schedule start and stop times. The possibility of a smaller working group was considered.

#### 3. APLU Western Land Grant Cluster: Teaching and Learning – Gary Sandefur

G. Sandefur explained that the purpose of the APLU Western Land Grant Cluster is for each participating land grant university to gather a list of best practices to share them with one another in a clusterwide teaching and learning conference setting. (Big 12 has a conference wide teaching and learning conference.) Also discussed was the

idea of sharing faculty among cluster participants - more specifically with Langston. IC members interested in this concept are J. Van Delinder, R. Seitsinger, C. Clary, A. Sanogo, C. Ormsbee and M. Mason.

#### **4. Curriculum Requests:**

##### **Course Deactivations: (For Informational Purposes Only)**

**HORT 1003 – Home Horticulture**  
**HORT 2123 – Environmental Issues in Horticultural Science**  
**HORT 2652 – Basic Floral Design**  
**HORT 4313 – Commercial Flower Production and Marketing**

**VBSC 5723 – Parasitic Protozoa**

##### **Academic Affairs**

#### **GENERAL STUDIES, UNDERGRADUATE (301) Program Deletion**

Oklahoma State University requests the program deletion as the degree was requested prior to the 1980s as a possible place-holder for a degree similar to our Bachelor's in University Studies. We have no record of this program being used in over 40 years and to our knowledge there haven't been any student enrollment or graduates of the program.

##### **College of Arts and Sciences**

#### **AMERICAN STUDIES, BS (526) Program Modification: Option Additions and Program Requirement Change**

##### **Options Additions: (1) Business Essentials and (2) American Indian Studies**

##### **Program Requirement Change: Course requirement change**

The College of Arts and Sciences requests the option addition in Business Essentials to provide students with an interest in business-related careers or graduate study a path to complete essential business courses. The American Indian Studies option is requested to support students who wish to focus their study on American Indian populations. The course requirement change is requested to remove old courses and add new courses within the major block requirements for the existing Bachelor of Science in American Studies and the Bachelor of Science in American Studies, Option in Pre-Law.

#### **CHEMISTRY, BS (044) Program Modification: Program Requirement Change**

##### **Program Requirement Change: Course requirement change**

The College of Arts and Sciences requests the course changes in order to meet American Chemical Society requirements and update curriculum to include new course number for Inorganic Chemistry I.

#### **COMPUTER SCIENCE, MS (053) Program Modification: Program Requirement Change**

##### **Program Requirement Change: Course requirement change**

The College of Arts and Sciences requests the proposed change to align core course requirements for both the thesis and non-thesis options.

**MATHEMATICS, PHD (143)**  
**Program Modification: Program Requirement Change**

**Program Requirement Change: Course requirement change and degree program requirement change**

The College of Arts and Sciences requests the course changes to shorten the preparatory, pre-research phases of the program by reducing the number of required core courses and by eliminating the Comprehensive Exam requirement. A preliminary research component is added to the degree requirements to develop the research capabilities of students at an earlier stage in the program.

**STATISTICS, BS (230)**  
**Program Modification: Option Additions**

**Option Additions: (1) Data Science, (2) Business Essentials, and (3) Actuarial Science**

The College of Arts and Sciences requests the option additions to prepare students for data analyst careers or graduate programs in data science, a master's in Business Administration, and actuarial careers in the finance and insurance industry.

Discussion: R. Seitsinger inquired about the process of changing all degrees that require a specific course whose name is changing. C. Thrasher clarified that as if course content and credit hours remain the same and only the course prefix is changing, there is no need to submit an official program modification to the State. The degree sheets will, however, need to be corrected.

***Motion was made to accept the above-mentioned College of Arts and Sciences program modifications, and approved.***

**Spears School of Business**

**BUSINESS ADMINISTRATION, MBA (035)**  
**Program Modification: Program Requirement Change**

**Program Requirement Change: Course Requirement Change, Degree Requirement Change, and decrease in total credit hours from 45 to 36**

The Spears School of Business requests the degree requirement change to provide multiple admission pathways to attract highly qualified applicants. The course requirement changes and reduction in total credit hours from 45 to 36 are requested to create a more rigorous and flexible curriculum.

***Motion was made to accept the above-mentioned Spear School of Business - Business Administration, MBA program modification, and approved.***

**College of Education, Health and Aviation**

**EFFECTIVE TEACHING IN ELEMENTARY SCHOOLS, GRADUATE CERTIFICATE**  
**New Program**

The College of Education, Health and Aviation requests the new program to meet the needs of the elementary education teacher shortage in the state. Students in the program will have the opportunity to complete the State Department of Education's course requirements for the Career Development Program Path for Paraprofessionals to Attain Teacher Certification.

**K- 12 STEM EDUCATOR, GRADUATE CERTIFICATE**  
**New Program**

The College of Education, Health and Aviation requests the new program to serve classroom teachers or other individuals who work within Science, Technology, Engineering and Mathematics (STEM) programs to satisfy specialization coursework and help STEM educators develop strong content and pedagogical knowledge.

***Motion was made to accept the above-mentioned College of Education, Health and Aviation graduate certificates, and approved.***

**College of Engineering, Architecture and Technology**

**ARCHITECTURAL STUDIES: DESIGN, MINOR  
New**

**FIRE AND EMERGENCY MANAGEMENT ADMINISTRATION, MS (414)  
Program Modification: Program Requirement Change**

**Program Requirement Change: Course requirement change**

The College of Engineering, Architecture and Technology requests the program requirement changes due to moving the program from the College of Arts and Sciences to the College of Engineering, Architecture and Technology. Course prefixes have changed from POLS to FEMP. The requested changes also align the curriculum with current needs in fire and emergency management professions.

**MECHANICAL AND AEROSPACE ENGINEERING, MS (145)  
Program Modification: Program Requirement Change**

**Program Requirement Change: Course requirement change**

The College of Engineering, Architecture and Technology requests the course changes for the option in Unmanned Aerial Systems to improve the availability of required courses for students.

**MECHANICAL AND AEROSPACE ENGINEERING, PHD (146)  
Program Modification: Program Requirement Change**

**Program Requirement Change: Course requirement change**

The College of Engineering, Architecture and Technology requests the course changes for the option in Unmanned Aerial Systems to improve the availability of required courses for students.

***Motion was made to accept the above-mentioned College of Engineering, Architecture and Technology curriculum requests, and approved.***

**School of Global Studies and Partnerships**

**GLOBAL STUDIES, MS (410)  
Program Modification: Program Requirement Change**

**Program Requirement Change: Course Requirement Change and increase in total credit hours from 30 to 33 for thesis option**

The School of Global Studies and Partnerships requests the course requirement changes and increase in total credit hours for the thesis option to bring the curriculum up-to-date with current global realities.

***Motion was made to accept the above-mentioned School of Global Studies and Partnerships - Global Studies, Masters program modification, and approved.***

## College of Human Sciences

### DIETETICS, MS New Program

The College of Human Sciences requests a new Master of Science degree in Dietetics. The Department of Nutritional Sciences currently offers a Master of Science in Nutritional Sciences with an option in Dietetics.

***Motion was made to accept the above-mentioned College of Human Sciences – Dietetics, Masters program, and approved.***

#### 5. Online and Hybrid/Blended Course Form and Deviation Form Updates – Christine Ormsbee

Refer to *Online and Blended / Hybrid Course Form and Course Deviation Form* documents

- Online and Blended / Hybrid Course Form now provides percentage of face-to-face vs online instruction
- Deviation Form now provides percentage of face-to-face vs. online instruction
  - International students are limited to the percentage of online coursework – this would provide more of an accurate reflection of what they are participating in while at OSU and possibly allow them to take more of the blended hybrid courses
  - Military/veteran reimbursement is also affected by percentage of face-to-face courses vs. online instruction
  - Financial incentive will need to be altered – possibility of GENED fees to increase
- Deviation Form now provides details regarding lab times
- “Hybrid” terminology from tuition fees report refers to students who are enrolled in an approved non-resident fully online graduate program. Students who qualify receive an adjusted tuition rate.

#### 6. Transfer Agreement Timeline – Cheryl Kleeman

G. Sandefur explained that transfer students are becoming increasingly more significant on the OSU campus in terms of numbers of attendees. President Hargis has issued a directive that additional attention be focused toward this effort. One part of the transfer effort is the transfer agreement timeline. C. Kleeman further detailed the recent transfer agreements that she helped facilitate. Going forward she would like to create a more formal timeline for the process due to the fact that degree program changes / course changes directly affect these transfer agreements. She proposed reviewing the transfer agreements at the same time that degree program changes / course changes are being made.

C. Kleeman also mentioned that Institutional Research and Information Management (IRIM) is working on a robust reporting model that will include DFW rates to graduate retention, number of students participating in specific programs, fail rate of specific courses, success rates from our two-year partners, etc.

#### 7. Other

- a. G. Sandefur introduced Cheryl Kleeman, Director of Transfers and Veteran Services to IC.
- b. G. Sandefur informed IC about a meeting that will be held regarding classroom utilization. Some of our classrooms are being underutilized.
- c. S. Johnson announced that OSU-Tulsa will be holding a summit and the Tulsa Program Representatives Group meeting on April 29, 2019. She would like IC members to start thinking about what programs might make sense for the Tulsa campus, not just a single discipline but a cross discipline. Invitations will be going out soon.
- d. CourseLeaf Update – Diane Jones reported that OSU has finished the second phase of testing. The course action forms and degree forms require more changes and the changes have been submitted to CourseLeaf. There will be additional testing before going live in CourseLeaf. Selected colleges may be asked to pilot their curricular changes through CourseLeaf while other colleges continue to process with the paper process. Feedback is welcomed and encouraged. There was a slight delay in the implementation due to the changes in the General Education process and forms.

Meeting was adjourned at 9:47 a.m.

Minutes were recorded by Kyndal Roark