

INSTRUCTION COUNCIL

MINUTES

Thursday, August 1, 2019

204 WH

9:00 a.m. – 10:30 a.m.

In attendance: Kristen Baum, Bruce Benjamin, Ryan Chung, Cynda Clary, Jamie Fullerton, Margi Gilmour, Ebonie Hill, Carol Johnson, Susan Johnson, Diane Jones, Kim Miller, Christine Ormsbee, Rita Peaster, Kyndal Roark, Adrienne Sanogo, Randy Seitsinger, Candace Thrasher, Jean Van Delinder, Deb VanOverbeke and Jeanette Mendez, Chair.

1. **Approval Process for Online Programs – Christine Ormsbee**

A system needs to be developed to decrease the approval process time of online programs, specifically the programs that have already been approved for content. We are only hurting ourselves when the online delivery process takes one year to approve. The routing process can help to ensure that everyone is kept well informed.

There was discussion regarding submission for inclusion of online delivery of any new program even if online delivery is not planned in the near future. This initial approval will save a considerable amount of time in the future when the program is ready for online delivery. IC members will discuss with their colleges and share their thoughts at a future IC meeting.

2. **Syllabus Page – Christine Ormsbee**

The syllabus website is syllabi.okstate.edu. It is publicized, but nothing links to it. C. Ormsbee thanked the members who have already populated their sections and encouraged the others to do so. The links will not be publicized until early September in an effort to gather as much information on the site as possible.

3. **Clicker Student Response Systems – Christine Ormsbee**

Students are concerned with the multiple student response systems on campus. A review of the campus wide clicker systems will be formalized similar to the learning management system. C. Ormsbee would like to create a committee comprised of two faculty and two students from each college (undergraduate students only), two Faculty Council members, two IC members and a member from the Registrar's Office. Her goal is to start the search process in early September and conclude by December. The plan is to narrow down the 10 or so clicker systems to three and invite them to OSU to demonstrate their respective systems. Hopefully there will be a recommendation to the Board by early spring to be adopted for Fall, 2020. Faculty Council is supporting the naming of one clicker response system for the campus, unless a faculty member can justify their need for a different system. IC members were asked to recommend the two faculty members and the two students from their respective colleges to serve on the clicker student response systems committee.

4. **Other**

- a. FYI – there are Canvas software webinars available for faculty and staff, as well as students.
- b. Concurrent waiver for high school juniors has been approved by the Oklahoma State Regents for Higher Education (OSRHE) and will be applied to all juniors attending OSU. Bursar and Financial Aid have been notified. OSU will submit a press release but will not promote this information until we know what the reimbursement is. This is something to be thinking about for next year.
- c. There is a significant number of deviant class requests (class deviations). J. Mendez is depending upon the IC members to vet those deviations carefully before it arrives in the Office of Academic Affairs.

- d. D. VanOverbeke reminded IC members about the report that she and R. Chung presented regarding the first year needs assessment in the College of Agricultural Science and Natural Resources (CASNR) with UAT last fall. One goal was to increase the number of students participating in the survey to have verifiable data. She would like to receive approval from IC to contact each college's first year seminar instructors. There may need to be some sort of incentive to encourage the students to take the survey. D. VanOverbeke will email the information to IC members and FYS instructors immediately.
- e. M. Gilmour questioned the student health insurance increase in the last few years. The cost has now tripled and Financial Aid was not notified. J. Van Delinder will verify information in order to assist students with the cost.

Meeting was adjourned at 9:51am

Minutes were recorded by Kyndal Roark