

INSTRUCTION COUNCIL

MINUTES

Thursday, July 16, 2020
ZOOM Conference Call
9:00 a.m. – 10:30 a.m.

In attendance: Chad Blew, Karen Chen, Aaron Christensen, Cynda Clary, John Mark Day, Richard Frohock, Jami Fullerton, Margi Gilmour, Jeff Hartman, Susan Johnson, Diane Jones, James Knecht, Marlys Mason, Kim Miller, Todd Misener, Christine Ormsbee, Rita Peaster, Kyndal Roark, Adrienne Sanogo, Randy Seitsinger, Candace Thrasher, Jean Van Delinder, Denise Weaver, Missy Wikle, Tom Wikle and Jeanette Mendez, Chair.

1. August Social Media Campaign – John Mark Day

The goal for Leadership and Campus Life is to provide opportunities for students to get engaged, connected and create / build relationships. Research shows that students are not given the tools to accomplish those things. In order to address these needs, Leadership and Campus Life will launch a weekly series on social media that is aimed at giving students these tools and equipping for them for a future of building relationships. This series will begin in August and run thru the end of October. August can become overloaded with ways to connect, but by September students feel like it is too late to connect. There will be three posts per week, as follows:

- Mondays – highlights of involved students on campus (please refer potential students to Leadership and Campus Life office)
- Wednesdays – nuts and bolts, instruction pieces
- Fridays – events and activities in a time sensitive manner

Please refer to *Student Engagement Campaign* document (page 6).

2. Fall 2020 Update – Jeanette Mendez / Rita Peaster

R. Peaster announced that there is new data as of this morning regarding fall classes. As for the traditional classes on the OSU-STW campus there are still 46% of classes that do not fit in their assigned classroom when looking at maximum enrollment, or 31% when looking at actual enrollment. Registrar's Office will reach out to individual Instruction Council (IC) members with potential solutions. The largest classes will be addressed first, possibly moving them to auxiliary spaces. New class times (noon T, Th and early evenings during common exam times) should be considered.

J. Mendez discussed several matters that have been brought to Academic Affairs, along with a request from the Provost for IC to develop a list of expectations. Topics for discussion and development of procedures: 1) videos – ability to live stream or video record; 2) exam expectations; 3) attendance policy

- ITLE is handling technology in the general use (GU) classrooms and auxiliary spaces. Most of the rooms will be ready with cameras placed and with the ability to record. Rooms are prepared as equipment is received. Communication regarding equipment operation will be distributed to faculty and other IT personnel from individual colleges. Microphones with amplification will be provided in rooms that seat 50 or more.
 - Basic setup for GU rooms: desktop, documents camera, camera
 - Early training should be available in late July
 - Announcement will be emailed to all faculty / staff, as well as detailed in Tuesday Teaching Tips and the ITLE website events page.
 - Early access to classrooms will be investigated by C. Ormsbee.
- Student and instructor expectations regarding recording lectures is unclear. Messaging needs to be clearly communicated. Will the lectures be recorded for synchronous or asynchronous watching? How will labs or studio classes be recorded? Appeal to faculty members regarding students who are quarantining to record lectures. Some courses cannot be recorded – psychology debriefing of a session – and some faculty do not want their lectures recorded. They will live stream, however. Communicate to students that the benefit of

offering a recording of the course is a way to process thru this COVID situation, not as a way to replace attending a synchronous presentation. This is not an official online course.

- Offering exams for in person vs. online may seem inequitable. A suggestion was made to offer exams in class and online with Examity. If the student opts to take the exam online the fee will be charged to the student - \$4.00 per exam. Faculty will need training for Examity. J. Knecht informed IC members that University Assessment and Testing (UAT) will not be able to process the scantron sheets. Faculty are welcome to utilize the equipment themselves, but UAT personnel will not be available or able to assist. UAT capacity is less than 30 students. Students with disabilities will have access. AA will draft communication and submit to IC members for edits prior to distribution.
- Issues concerning attendance policy. There will be no awarding of points for attendance this semester, however taking attendance for health purposes may be helpful. C. Blew explained that most of the financial aid attendance regulations can be handled after the semester. Once classes begin, Office of Scholarships and Financial Aid cannot disperse PELL grants to a student unless class attendance is verified. If OSU is requiring attendance OSFA will need some time for organization of the process. Further discussion led to the possibility of faculty using iClicker or something similar as an engagement check. J. Mendez cautioned members that administration needs to be very clear of what we are asking of faculty. The campus will not be using the data from attendance in an official capacity. The process of taking attendance and producing a seating chart for each classroom may create an expectation for something that we are not prepared to meet.
- Other Fall 2020 items discussed:
 - Feedback is needed regarding hybrid courses and the process of splitting courses in order to clarify students' schedules. R. Peaster explained that she is waiting to share information with Mike Hunsucker's team before agreeing to accommodate hybrid classes in any specific manner. At this time she is not comfortable with taking every blended course and splitting it into three separate sections at this time. A recommendation was made to consider having instructors post the syllabus to Canvas early with an indication of how the classes would be divided. Students could then retrieve their information thru Canvas. Spears School of Business is placing this student notification within the hands of the faculty member.
 - The cleaning process for GU classrooms will be daily electrostatic fogging.
 - OSU campus will not be open for Fall 2020 enrollment the Saturday prior to the beginning of the fall semester.

3. Mentor Collective – Missy Wikle / Jeanette Mendez

OSU has signed an agreement with Mentor Collective to offer a mentoring program for all first-year students. Upper classmen have received information for peer mentoring. The response numbers are very high in terms of upper classmen who have registered and completed the training – approximately 1300. The first-year students will receive an email on July 20th regarding this mentoring program. This program is not meant to replace anything that the individual academic colleges are doing. This program should give us the ability to reach as many first-year students as possible who might not have peer mentoring in their colleges already.

4. Cowboy Welcome Planning – Missy Wikle

Students should have received their email with the exact day and time for their move in process. They will begin this process at the Colvin Center or Wes Watkins Center. They will be given all materials that they would have received during NSO, they will obtain their student ID, and COVID tests will be administered. Housing has arranged for the arrival of students as to refrain from getting too congested. Upper classmen will be present to help with logistics and safety measures. The brunt of Welcome Week will begin August 12th with as many outdoor activities as possible, such as movie nights at the McKnight Center and pancake dinner with SUAB. Guidebook app is available for Welcome Week events.

5. Curriculum:

Information Items Only

1) Course Reactivations:

ECEN 5253 – Digital Computer Design

ECEN 5803 – Geometrical Optics

ECEN 5823 – Physical Optics

ECEN 6803 – Photonics I: Advanced Optics

ECEN 6810 – Photonics II: THz Photonics and THz-TD

ECEN 6820 – Photonics II: Spectroscopy

ECEN 6823 – Advanced Optical Techniques

ECEN 6830 - Photonics II: Spectroscopy III

ECEN 6840 – Photonics III: Microscopy I

ECEN 6843 – Advanced Microelectronic Fabrication

ECEN 6850 – Photonics III: Microscopy II

ECEN 6860 – Photonics III: Microscopy III and Image Processing

ECEN 6870 – Photonics IV: Synthesis and Devices I

ECEN 6880 – Photonics IV: Semiconductor Devices, Testing and Characterization

ECEN 6890 – Photonics IV: Semiconductor Synthesis and Devices III

Information Items Only:

2) Course Actions:

Ferguson College of Agriculture

PRESENT	PROPOSED	PRESENT	PROPOSED	PRESENT	PROPOSED	ACTION SUMMARY
PREFIX/NUMBER		TITLE		ACTION		
<u>MODIFIED COURSES</u>						
ANSI 3212		Advanced Dairy Cattle Evaluation		2 Lab credit hours	2 credit hours	Change course from lab course to an independent study course
ANSI 3310		Advanced Competitive Evaluation		2 Lab credit hours	2 credit hours	Change course from lab course to an independent study course
ANSI 3312		Advanced Meat Animal Evaluation		2 Lab credit hours	2 credit hours	Change course from lab course to an independent study course

ANSI 3322		Applied Meat Animal Selection		2 Lab credit hours	2 credit hours	Change course from lab course to an independent study course
FDSC 3310		Advanced Competitive Evaluation		2 Lab credit hours	2 credit hours	Change course from lab course to an independent study course

3) Program Modifications:

College of Arts and Sciences

Minor in Jazz

Change to existing minor.

Motion was made to accept the above-mentioned Minor in Jazz program modification within the College of Arts and Sciences, and approved.

College of Education, Health and Aviation/Human Sciences

Bachelor of Science in Aerospace Administration and Operations (247)

Option Suspension

The College of Education and Human Sciences requests to suspend the option in Aerospace Logistics. The program will reinstate or delete the option by June 30, 2025.

Doctor of Philosophy in Human Sciences (123)

The College of Education and Human Sciences requests to suspend the option in Design, Housing and Merchandising. The program will reinstate or delete the option by June 30, 2022.

Bachelor of Science in Human Sciences in Nutritional Sciences (097)

Electronic delivery of existing program

The College of Education and Human Sciences requests electronic delivery to increase accessibility of the program for students who may not otherwise be able to attend OSU as a residential student.

Motion was made to accept the above-mentioned College of Education, Health and Aviation / Human Sciences program modifications, and approved.

Spears School of Business

Bachelor of Science in Business Administration in Management Science and Information Systems (452)

Electronic delivery of existing program

The Spears School of Business requests electronic delivery to increase accessibility of the program for students with personal or professional commitments.

Motion was made to accept the above-mentioned Bachelor of Science in Business Administration in Management Science and Information Systems program modification within the Spears School of Business, and approved.

6. Other

- a. ITLE will be hosting New Faculty Orientation this year. 70 of the 100 new faculty have registered. The event will be online this year. Deans should have received the schedule – August 10, 11, 12. Pre-recorded breakout sessions will be available in Canvas. The Canvas site will be used for the early career programs also.
 - i. Monday, August 10th will be focused on research
 - ii. Tuesday, August 11th will be focused on teaching
 - iii. Wednesday, August 12th will be focused on students
- b. Health and Safety Town Hall meeting is scheduled for 7-28-20, featuring Chris Barlow, Doug Hallenbeck and Jeanette Mendez. This town hall meeting will focus on pertinent information for all parents and students. J. Mendez will request the link from Monica Roberts in Brand Management to be sent to Instruction Council members.
- c. K. Chen thanked IC members for their dedication to the OSU campus and especially the students. She announced a Town Hall meeting scheduled for 7-30-20 featuring perspective students for Fall 20-21. Additional information will be forthcoming.
- d. R. Peaster mentioned timing of the Spring 2021 discussion. Enrollment is scheduled to begin October. If the spring 2021 schedule is going to need similar rearranging as fall 2020, this discussion is imperative. Spring 2021 discussion will be placed on the August 6 or August 20 IC meeting. J. Mendez recommended presenting this matter at the 7-29-20 DSAS meeting, as well as the 8-13-20 Council of Deans meeting.
- e. J. Mendez recommended each college share what they are doing with student engagement, student organizations and any communications being sent from each college. Thirty minutes will be added to next IC meeting for further discussion.
- f. CEAT Bridget program begins July 20, 2020. 150 students will be moving into Parker Hall on Saturday and Sunday. The students were strongly encouraged to get COVID tested prior to their arrival, however OSU will be able to offer the COVID test for the students who were unable to be tested.

Meeting was adjourned – 10:31am

Minutes were recorded by K. Roark

Student Engagement Campaign

Campaign goal/objective

The goal of this campaign is to inform and encourage our new students to get involved through Leadership & Campus Life. We want to help our students understand how to get connected and the benefits that are associated with engaging in LCL activities/organizations. We are asking students within LCL to make an informal video and share encouraging ways to get involved within our OSU community.

How to participate:

- Create a video on your phone or personal device to encourage incoming students
- Choose a well-lit and quiet location to record your video. Keep in mind that shooting directly into sunlight (like in front of a window) will cast shadows over your face, and therefore is not advisable for this video. It's ideal to have a simple background in your video, like a blank wall. Try not to have a busy background with anything running through your head in the background. Outside in the shade is always a great choice.
- Make sure to shoot the video in landscape mode (horizontally). The back camera of the phone is typically a higher quality, but the selfie camera can be used as well. I would suggest propping the phone up against something to keep it stable while filming.
- Speak clearly and a little slower than you'd usually speak.
- Aim for 30 second to a minute video clips.
- Remember to smile.
- When possible, wear orange!
- Send the video to Kailey at kailey.rose@okstate.edu

Key questions to answer:

- How did you get involved?
- What advice would you give t new students?

Additional messages you can include if you would like:

- "Have fun, and stay healthy"
- "Go Pokes!"
- "Welcome to the Cowboy Family!"
- "Don't forget to wear your mask and practice social distancing."