

## INSTRUCTION COUNCIL

### MINUTES

Thursday, November 5, 2020  
ZOOM Conference Call  
9:00 a.m. – 10:30 a.m.

In attendance: Laurie Beets, Chad Blew, Aaron Christensen, Richard Frohock, Jami Fullerton, Jeff Hartman, Susan Johnson, Diane Jones, James Knecht, Marlys Mason, Chris Ormsbee, Rita Peaster, Kyndal Roark, Adrienne Sanogo, Randy Seitsinger, Candace Thrasher, Jean Van Delinder, Deb VanOverbeke, Denise Weaver, Missy Wikle, Tom Wikle and Jeanette Mendez, Chair.

#### 1. Spring 2021 Semester – General Discussion

**Examity** is the online proctoring system that is available campus wide. C. Ormsbee requested that all courses utilizing Examity submit the course description to ITLE so that a course sign-in can be created. The distinction of traditional class vs. online class is needed for billing information as well. There are very helpful webinars and pdfs on the ITLE website for faculty and students, as well as step by step guides for auto proctoring and live proctoring. C. Ormsbee reminded Instruction Council (IC) members to encourage faculty to complete a practice test with their students to minimize as many problems as possible. C. Ormsbee will prepare a document regarding instructions for College of Arts and Science faculty, as many CAS instructors will all be utilizing Examity for their finals.

**Clarification of recording of lectures** – Spring 2021 will bring about a change in the requirement of faculty to record every lecture. The live streaming and / or recording of every lecture will be up to the faculty member's discretion. The standard verbiage is as follows:

**“For courses that are designed to be in person, both students and faculty benefit from in person instruction, therefore we encourage students to attend classes whenever possible. Classes will be recorded if possible for viewing by students who have to miss due to illness, quarantine or other reasons, but livestreaming a class will be at the discretion of the faculty member. Instructors may require attendance for students who are not ill or have other legitimate reasons for not attending class for in person classes if they wish to do so.”**

J. Mendez emphasized the importance of taking any student communication at face value. Although we want students in the classrooms, we want faculty to accommodate COVID affected students if at all possible. The syllabus attachment information will be distributed to students and will clarify attendance policies.

#### 2. Bachelor of Professional Studies Discussion – Susan Johnson

President Pamela Fry presented the concept of the College of Professional Studies program to the Deans and received unanimous approval. Since that time, this concept has been approved by the A & M Board of Regents and is now awaiting approval from the State Regents. The College of Professional Studies program is designed to reach the 160,000+ adults in Tulsa with some college credit but no associates degree and another 50,000 with their associates degree but no bachelor's degree. This idea is to design programs, degrees, certificates, workshops and professional development for those individuals who do not have a degree. OSU Tulsa mission was to address those nontraditional students who were placed bound, and this new concept is designed to continue to build on that populations. An informal survey of multiple Tulsa employers revealed that Tulsa companies were very supportive of this degree concept. We wanted to tailor make programs to address specific populations. OSU Tulsa is trying to be very responsive to the Tulsa region workforce needs.

There have been significant conversations with SSB and CAS and future conversations with EHS. OSU Tulsa is not adding courses that don't exist on Tulsa campus. They are looking at current Tulsa courses and Stillwater courses that are offered online – generating increased enrollment and revenue for both campuses. OSU-Tulsa is continuing to work with

Center for Health Sciences on a Respiratory Care Therapy degree. As of 2025 respiratory care therapy will require a bachelor's degree.

Breakdown of program:

17 hours	Electives
30 hours	Major concentration
40 hours	General education
9 hours	College / departmental level (assessment and experiential learning)
<u>24 hours</u>	Occupational specialization**
<b>120 hours</b>	

\*\* - Example: Tulsa Police Department would like to utilize the 28-week police academy training as the 24-hour occupational specialization requirement to building a public safety option within the Bachelor of Professional Studies.

Additional discussion is needed to determine the logistics of this program's application process. This program is designed with cohorts in mind – specific populations – specifically designed for work force. S. Johnson expressed her gratitude for all the feedback.

**3. Notification Protocol Re: Student Death – Jeanette Mendez and Candace Thrasher**

Critical Response Team is notified of student's death to discuss what support needs to be provided as well as who needs to be notified. Part of the process that needs adjustment is notifying faculty and this step will be including that as part of the CRT notification process. A standard message will be submitted to the student's instructors. Also the university list that is submitted from the campus police department to individuals across campus typically to deans, and after IC discussion, associate deans and the DSAS representatives were recommended to that list.

Currently, when the Registrar's Office is notified of student's death, the student is marked as deceased in Banner and at that point there is no longer any access to student information in Banner. Possibility altering the timing of Banner adjustment is needed so that information can be secured prior to lock down. C. Thrasher will add associate deans and DSAS reps to the standard notification and will submit the defined steps to all concerned.

**4. Curriculum:**

**1) Information Items Only**

**a. Course Reactivations:**

EEE 4703 – Project Management in Entrepreneurship  
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**b. Course Deactivations:**

ENGL 4563 – Scientific and Technical Literature  
VCS 7780 – Zoo Medicine

**2) Course Action Exception:**

**3) Program Modifications**

**5. Other**

- a. Mental health concerns – the way faculty are communicating with students is possibly adding to student stress and anxiety. Keep messages to students positive. Office of Student Affairs would like to know what they can do to communicate to faculty. Any suggestions should be forwarded to J. Mendez.

Meeting was adjourned at 9:43am  
Minutes were recorded by K. Roark