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| **INSTRUCTION COUNCIL****MINUTES****Thursday, August 6, 2020****ZOOM Conference Call****9:00 a.m. – 10:30 a.m.** |

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

1. **New Curriculum Log – Candace Thrasher**

Airtable is a free online database tool that can be used for keeping track of new program proposals and program modifications. Instruction Council (IC) members will have access to monitor type of request, status, and where the program falls within the que. The information within the database can be sorted by any of the fields. Attachments, such as the most current version of the program and letters of intent, will be included to assist in creating a transparent overview of the process. C.Thrasher explained that the information within the program has been separated by college. She will grant access each IC member, and each member will need to create an account. IC members indicated their approval of the use of this program and their appreciation to C. Thrasher for the creation of the log. A query section was requested to be added to the program.

J. Mendez mentioned a Oklahoma State Regents curriculum change. Curriculum will continue to require the President’s endorsement, but the curriculum is not required to be submitted directly from the President’s Office to the OK State Regents Office. It can be submitted by Academic Affairs, allowing for more efficient tracking.

1. **OSRHE Policy Guidance/Admissions Requirements for spring and fall 2021 – Jeanette Mendez, Jeff Hartman and Libby Reigh**

*The Office of Undergraduate Admissions will be communicating updates to our application documents required today to high school counselors and our rising seniors. You can see these updates on our website.*

[*https://go.okstate.edu/admissions/freshman/admission-requirements.html*](https://go.okstate.edu/admissions/freshman/admission-requirements.html)

[*https://go.okstate.edu/admissions/freshman/application-steps.html*](https://go.okstate.edu/admissions/freshman/application-steps.html)

*A test score will not be required for admission for the spring and fall 2021. We are considering updates to our university scholarship awarding due to this change, but as of now, we are still strongly encouraging students to submit a test score for scholarship consideration.*

*We are working under the following COVID-19 guidance from the Oklahoma State Regents for Higher Education which says: for entering undergraduate students (either concurrent high school students or high school completers) unable to provide academic records for curricular or performance requirements, the institution may request an exception to admit the student as degree-seeking (including “Undecided”) without academic records/transcripts  demonstrating the student meets curricular and performance requirements. Students admitted under this exception must be reported monthly to the State Regents on the report template provided.*

The State of Oklahoma announced that it will not be administering the senior assessment. Multiple challenges exist for the students attempting to take the ACT college entrance exam. In April OSU was given the opportunity to admit students without an ACT score as along as their class rank was in the top 1/3 of their class. However, many high schools are not ranking their students. With the guidance from the OK State Regents, OSU can admit students without a test score based on GPA only. OSU is not changing admissions criteria but is currently allowing this exception. The Office of Admissions is messaging students to apply with transcript to be considered for admission. Admissions is also encouraging students who are applying without a test score to complete the essay and leadership resume, which will be scored and can be used as an additional measured component for admissions. This exception applies to first time freshmen students and to concurrent students. Currently there are only 20 students who have been accepted thru this exception for Fall 2020. This exception to the admissions policy has been extended through Spring and Fall, 2021. Currently, CEAT will continue to require an ACT test score for students to be admitted directly into CEAT.

There is a nationwide discussion regarding the requirement of test scores for college admission. Many peer institutions are opting out. The OK State Regents will be piloting a 5-year program for any institution that wishes to move to test optional during that period. The deadline to indicate participation is August 31, 2020.

University Assessment and Testing (UAT) will provide national ACT and SAT testing in September and October, 2020. Because of requirements of social distancing only 33 students will be allowed per test. OSU is working to provide a residual testing day on campus sometime in November.

Institutional Research and Analytics (IRA) developed a report regarding retention through GPA. The natural cutoff was 3.4 GPA or above, retaining at a rate of 80%. Many of our students will be admitted through assured criteria. Once GPA baseline is established students who fall below that baseline can be admitted through holistic and alternative admissions.

Assured scholarships all require an ACT or SAT score. Enrollment Management has been working with the Office of Scholarships and Financial Aid to create a scholarship proposal that has a GPA piece to it. Further meetings to discuss this proposal are in progress currently. Information will be dispersed once the process has been approved. Scholarships at college level will be determined by college or department. When this process is started in Nov and Dec a large percentage of the students applying will not have test scores.

GPA based only waiver will not be higher than any waiver that requires a GPA and a test score. The hope is that later in the cycle students will take a test and have the chance to move up the scholarship chart. There is concern that if we admit students now and are not able to scholarship by December, we will lose those students in the process.

In a recent Directors of Student Academic Services meeting a question was raised regarding students who have test scores from their sophomore year, thinking they would be able to retest their junior and / or senior year(s). OK State Regents guidance indicates that we must consider that test score in the admissions process. The OK State Regents exception specifies that students may be allowed admission by means of GPA only (test optional) due to students not being able to test due to COVID. OSU has been directed by the OK State Regents to remain in the *spirit of the policy*. However, because another Oklahoma institution has been allowed to accept students as test optional even though the students have test scores an inquiry has been placed by Academic Affairs. No conversation has taken place at this time.

The Office of Admissions is taking into account the date of the ACT score. Specific scholarship such as McKnight Scholarship will require a test score. Any of the other scholarships that are offered by private donors or Board of Regents will require a standardized test score.

1. **Tuition Insurance – Laurie Beets**

The tuition insurance Grad Guard announced that they are working with families regarding claim eligibility where students completely withdraw due to a COVID related illness. For further information go to the Bursar website <https://bursar.okstate.edu/>. This insurance costs $100 for $10,000 of coverage, which can be applied to tuition, fees and housing costs. Communication regarding this information will be distributed to parents in August.

1. **Fall Course Fees – Laurie Beets**

IC members should have received Information from Tara Shelby, Bursar’s Office, regarding all course fees and special fees not covered in tuition. The Bursar’s Office developed a report with IRA that provides a list of courses with tuition and fee indicator checks that are outside the fee assessment. The report also indicates the courses that are coded with OUTR and OUTE. T. Shelby determines the detail code and amount for the colleges and keeps track of what has already been approved. With COVID a significant number of the field trips cannot be provided, so T. Shelby has been working with individual areas to remove the field trip charges. In subsequent semesters the Bursar’s Office will need IC assistance in reviewing the lists and updating the charges from the previous semester that cancelled a significant number of field trips.

C. Ormsbee clarified the difference between OUTR and OUTE courses. OUTR designation is an online course with regular tuition and regular fees. OUTE is an exception that will have different course costs associated with that course. OUTE courses will need to be submitted thru Oasis. If it is a program, it has to be approved thru Outreach Council. All of the funding that is generated by the OUTE courses will directly support the program of that specific college. The funding generated by the OUTR course is split between the college and the university.

The Bursar’s Office is in the process of reviewing fall fee assessment rules and testing and should be completed soon.

1. **Fall 2020 Update – Jeanette Mendez and Rita Peaster**

R. Peaster expressed her gratitude for everyone’s assistance with the fall schedule in terms of ensuring rooms for traditional courses. Currently there are around only 8% of the traditional courses that have not been assigned a classroom. The campus is continuing to work together on the unassigned courses. The Registrar’s Office (RO) wishes to be as transparent as possible with the instructional method of each course. If the instruction method is not truly 100% face to face it must be corrected to reflect the true instructional method.

There are a few time slots where several large rooms are available. R. Peaster will submit a list of rooms and available times for IC members to review for classes that may have already changed to blended hybrid or online that would benefit from returning to traditional.

Classrooms will be accessible on Friday for faculty. C. Ormsbee explained that Facilities Management would prefer to refrain from air conditioning all classrooms until closer to the beginning of the fall semester. There are five rooms across campus that will be open to faculty to investigate the room setups. Tours will be available for the Boone Pickens stadium and Colvin auxiliary rooms on Monday afternoon. There is a list of general university classrooms with a list of technology for each room. Faculty is also interested in viewing the seating arrangements. All associate deans with seating information per classroom were encouraged to share with other associate deans.

Seat decals have been ordered by Casey Shell. His hope is to create packets with correct sets of numbers for rooms per college. General university classrooms should be numbered next week. Seating charts are meant to be used for contact tracing; however, if properly socially distanced, students will not require contact tracing. Campus healthcare officials have requested the information as another layer of protection should we need it. Academic Affairs / Provost will be submitting a document to faculty covering classroom updates and summaries of academic policies. Chris Barlow is preparing a COVID faculty guide. He will circulate the guide to his public health team and then distribute throughout campus. Information on seating charts should be included with this information, as well as how we can arrange it in Canvas.

Academic Affairs is not centrally controlling how each college arranges their hybrid classes. The arrangement it is up to the faculty member. There will be an announcement from the Provost that specifies the faculty’s need to be very clear with their students on what the delivery method is and what the expectations are for the hybrid course.

Examity has been chosen as OSU’s official online proctoring software. As an example of the use of Examity, the College of Arts and Sciences (CAS) is covering the cost of all final exams in Examity. Because students would benefit from the use of Examity for midterms, CAS has encouraged their departments to utilize funding in a matching program. Final exams will be synchronous, however faculty do have discretion of alternative offerings. If a student is in quarantine and misses an exam, depending on availability, they may be able to make up the exam at the University Assessment and Testing center. Faculty will need to be as accommodating as possible regarding makeup exams.

C. Ormsbee explained that there will be Examity training in early September. Examity will bill ITLE, the bill will be itemized by course so that individual colleges can be billed. The Examity program includes standard auto proctoring. The students must show their ID and scan the room. The system will record the exam process, applying algorithms to monitor sound, light, movement, etc and places flags for areas of concern. Examity will audit the video for issues, and if there is concern the video can be monitored by the instructor. This complete process should help deter cheating.

1. **Discussion on what policy/procedure information related to COVID will be provided by OSU and what is left to the colleges to determine – General Discussion**

Facial coverings – students who need an accommodation should contact the Student Accessibility Services office. Students must wear some type of facial covering if attending class face to face, either mask or face shield. Possible additional communication should be submitted to students explaining that face shields will only be allowed with special accommodations thru Student Accessibility Services. Aleigha Marriott with Student Conduct may need to be included in conversations regarding expectations of students and masks. OSU is allowing for face shields for faculty as long as they meet certain criteria.

***“All OSU students, staff, faculty, contractors, vendors, suppliers and visitors must wear a face covering (mask) upon entering any public building on campus. Failure to wear face coverings is considered a violation of the University’s expected and communicated behaviors and guidelines. Like all Cowboy Community Standards, we expect faculty, staff, and students to respectfully address concerning behavior. If campus community members fail to wear facial coverings, they will be addressed through the appropriate corrective action avenues, Human Resources, Academic Affairs and Student Conduct.” Statement from go.okstate.edu/coronavirus/. For further detail, please visit the following link:*** <https://go.okstate.edu/coronavirus/campus-reopening-plan/plan-at-a-glance/face-coverings.html>

Faculty accommodation requests were discussed. Delivery of a course online may depend on the course. The majority of labs cannot be offered online, as well as some counseling courses. The University will be as accommodating as possibly, but we must be able to explain when a course cannot be delivered in an alternate modality. The minimum learning objectives that are important for a student to be successful in the course must be mastered. Once again, students must receive an accommodation from the Student Accessibility Services office before professors can address these issues. A recommendation was made for student communications from the Student Accessibility Service to include the benefits of students contacting their academic advisor for alternate online options. J. Mendez will discuss this issue further with Student Accessibility Services.

Consistency across OSU regarding the *gray area* courses would be helpful. 1) overflow classroom - technically all the students are in the class and the faculty is present to a portion of the class; 2) synchronous instruction by a faculty member (with an accommodation) to students gathered in a physical classroom, while TAs are present. C. Ormsbee explained that for these two situations, the courses should be considered traditional. They are not prerecorded videos and the students are proceeding live in a space together. Communication with students and parents is imperative.

College of Arts and Sciences (CAS) heads received communications regarding expectation that class presentations and meetings are recorded and faculty will try to provide synchronous / live stream learning; however, live stream is not a set in stone requirement at this time.

1. **Discussion of the testing/ quarantine/ quarantine housing on campus and food services/ contact tracing process at OSU and related issues of privacy related to HIPAA – General Discussion**

Chris Barlow will be submitting information regarding the quarantine processes. Currently, Payne County Health Department is monitoring all contact tracing. Anyone who had 15 minutes or more at a distance less than 6 feet face to face contact with the person who tested positive will be contacted. Debbie Stump from the Office of Student Affairs will receive two lists daily regarding anyone on campus who has tested positive or anyone who is quarantined. If an individual receives a positive test, they will be expected to be quarantined for 10 days from the test date. For those individuals who are exposed, they will be expected to be in quarantine for 14 days from the date of contact. Two people will be assigned to every student in quarantine – 1)Student Affairs staff member, 2)academic case manager.

The academic case manager group is comprised of professional advisors - paid in overload – to manage the flow of information, using the STAR system. Deans from the individual colleges will be informed of students on the quarantined list. The academic case manager group is meant to be small to keep the shared information consistent. It is important to keep our students academically supported. Contact with students should be at least daily, if not more. More information will come as this program is defined.

In terms of graduate students – their needs may be very different than the traditional undergraduate student. All information will be routed through Brenda Smith, Associate Dean of the Graduate College. She will send information regarding the quarantine students to the program coordinators of the academic programs. All associate deans would like to be receive the list of quarantined students as well. J. Mendez will verify the distribution of information with University Health Services.

1. **Overview of what was learned thru the CEAT Summer Bridge program – Randy Seitsinger**

The CEAT Summer Bridge Program was very successful with 142 students 20 counselors participating. All students and counselors were tested for COVID. One student who tested positive did not attend in person but online. One counselor tested positive, which complicated things because that particular counselor was involved with program check in, and many of program counselors were exposed. The CEAT advising staff was able to step in and assume the roles of counselors. The quarantined counselors continued to work with students online. Students were happy and motivated. CEAT developed the CEAT Cares team for the students / counselors who were placed in quarantine. Follow-up was a necessity for these students. The food led to broader issues. (CEAT will not be allowing food during student events this fall.) HIPPA was also a very critical concern – what can and cannot be said is crucial.

1. **Curriculum:**
2. **Course Actions:**

**CURRICULAR REQUESTS FROM THE COLLEGE OF VETERINARY MEDICINE**

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| **PREFIX/NUMBER** | **TITLE** | **DESCRIPTION** |  |
| ***NEW COURSES*** |  |  |  |
| **VCS 7502** | **Small Animal Medicine Clerkship I** | **Designed to expose students to all aspects of small animal medicine cases at designated small animal veterinary practices.** | **New course** |
| **VSC 7512** | **Small Animal Medicine Clerkship II** | **Designed to expose students to all aspects of small animal medicine cases at designated small animal veterinary practices.** | **New course** |
| **VCS 7522** | **Small Animal Medicine Clerkship III** | **Designed to expose students to all aspects of small animal medicine cases at designated small animal veterinary practices.** | **New Course** |

**Discussion:** M. Gilmour explained that during this COVID situation, all faculty members in Internal Medicine gave their notice within 2 months’ time. To accommodate the Internal Medicine rotation for the students, the College of Veterinary Medicine created a small animal clerkship. The clerkship is designed to solve the problem of students being stalled for a semester and not being able to graduate in a timely manner. This program has very specific objectives for these students at these vetted locations. The students will receive their training offsite at these particular practices.

***Motion was made to accept the above-mentioned College of Veterinary Medicine curricular requests, and approved.***

1. **Other**
* OSU Mentor Collective program has had a phenomenal response - 1600 mentors and 1500 mentees. Each college was given the option of continuing with their mentoring programs as well as participate in Mentor Collective or allow the First Year Success / Mentor Collective to fulfill their mentoring piece. Students involved in multiple mentoring programs should be encouraged. OSU can alter the program subsequent years if desired. Pre-professional Services would like to be involved next year, as well as McKnight and President’s Leadership Council.

Meeting was adjourned at 10:42am

Minutes were recorded by K. Roark