

INSTRUCTION COUNCIL

MINUTES

Thursday, February 18, 2021

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, Diane Jones, James Knecht, Marlys Mason, Carol Moder, 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. International Student Support – Carol Moder

C. Moder is the director of TESOL Linguistics Program and heavily involved in many aspects of international student support and training. International recruiting has been quite challenging recently. Dean Randy Kluver, School of Global Studies and Partnerships (SGSP) requested that C. Moder investigate the effect of the past year on international recruiting and asked for advice on how to move forward with the Intensive English Language Institution at OSU. Best practices would not include re-establishing IELI but integrating all aspects of international support into one or two single centers that have high visibility. SGSP and TESOL Linguistics Program are proposing the English Language and Intercultural Center (ELIC) here at OSU. The goal is to revitalize, develop and promote integrated international support on campus. Many units on campus have international support within their programs, and we would like their help of knowing what they have to offer in terms of a plan going forward.

The ELIC would provide the following:

- Strategic initiative to enhance recruitment and retention of international students at OSU – undergrad and grad level.
- Improve and expand our support programs and increase visibility of existing programs
- Assessment of current University programs and needs
- Visit <https://www.surveymonkey.com/r/G5HCW78> (Survey of currently enrolled international students shows 159 responses to date. Instruction Council (IC) members help is needed to encourage faculty participation
- Three program areas
 - Academic Pathways – intensive English program and community English program
 - Outreach and Professional Programs
 - Intercultural Support Program that addresses
 - Existing students
 - Post docs visiting scholars
 - Faculty and staff
- Visible and extensive efforts to attract, welcome and support international students
- Investigating best practices with improved marketing and recruiting strategies

Proposals from ELIC are as follows:

- Move international recruiting back to International Student Services and develop new and revitalized international recruitment strategies. Currently undergraduate international recruiting falls under the purview of Enrollment Management.
 - English proficiency requirements are too low
 - OSU's English proficiency requirements meet the minimum requirements of the Oklahoma State Regents of Higher Education (OSRHE)
 - Requirements are not appropriate for our level of institution
 - Recommendation 1 – revisit OSU English proficiency requirements (minimum TOEFL and IELTS requirements)

- Recommendation 2 – revisit OSU international scholarship incentives
 - Conditional admissions requirements are too weak
 - OSU’s conditional admission standards meet the minimum requirements of the OSRHE
 - OSU requires twelve weeks of advanced English language instruction from any institution that offers an accredited English language instruction program
 - Recommendation 1 – revisit conditional admission cutoff scores – if we are admitting these students to OSU with low English language proficiencies, we need to provide them with more academic support
 - Recommendation 2 – require OSU Academic Pathways Program

Additional information was requested by IC members regarding the number of admitted international students with low scores and how that information links to their success. J. Mendez explained that OSU will not be able to submit a proposal to OSRHE requiring higher TOEFL and IELTS scores for admission without concrete data. C. Moder will submit the slides presented during the meeting to IC members for further review and discussions. For additional questions, please send email to carol.moder@okstate.edu.

2. **New Report from OSFA to Help with Retention Efforts – Chad Blew**

Last semester the Office of Scholarships and Financial Aid (OSFA) developed a report, which was originally requested by College of Arts and Sciences (CAS), regarding students who have completed the FAFSA but still have missing documents or who have completed and received their FAFSA but have not yet accepted it. Within that group, the report also reveals the students who have Bursar holds. This report is now available for all colleges and will be distributed accordingly. M. Wikle added that the first-year success (FYS) financial plan coaches can investigate incorporating the navigation of the FAFSA within their communications. Discussion led to the possibility of creating a sustainable plan that would encompass not just freshmen but sophomore through senior students. Continued discussions regarding the institutionalizing of this plan are needed.

L. Beets added that Bursar holds will be placed on 2-25-21. Verbiage by OSFA was used that was very help.

3. **Drafting the Spring 2022 Class Schedule – Rita Peaster**

Typically, at this time of the year, the Registrar’s Office (RO) begins preparing for rolling the current spring semester schedule forward to the next spring. Current timeline indicates distribution of the initial draft by the end of March. There is normally a two-month cycle of updating the draft, and a push to complete the upcoming spring semester schedule prior to the current year summer semester. However, creating the Spring 2022 draft from the current spring schedule includes reduced class capacities and other COVID related changes. RO is seeking IC guidance regarding the use of the current spring schedule or a similar spring schedule prior to COVID changes. RO will create a crosswalk between Spring 2021 CRNs (prior to COVID) to Spring 2022 CRNs. Once a date is chosen to use for the crosswalk, the following will be updated:

- Instructional method
- Meeting days and times
- Buildings
- Room
- Maximum enrollment

Any classes that have moved into the TTh noon class time, will revert to their previous time. R. Peaster reminded IC members to pay special attention to those classes that need to remain in the TTh noon time slot.

4. **ACT Superscore – Jeff Hartman**

ACT has yet to provide the superscore to students who have taken the ACT multiple times. However, Admissions was able to use a University-calculated superscore for the scholarship end. OSU recently petitioned OSRHE for the use of the University-calculated superscore for admission to OSU. The State Regents granted our petition to use the University-calculated superscore for admission purposes (available in Slate). We will continue this cycle thru Fall 2021. Stipulation from OSRHE is that as soon as we start receiving the superscore from ACT, we will immediately discontinue the University-calculated superscore and depend solely upon the ACT provided superscore.

5. OSU's FERPA Policy 2-0701 Update – Rita Peaster

The FERPA policy update includes making an addition to directory information, more specifically, clarifying chosen or preferred first name in the OSU directory information. This change has been encouraged by the OSU A&M legal counsel. This addition will enable OSU the flexibility to release chosen name when we receive open records requests, third party requests for directory information, as well as the flexibility to use chosen name in the online directory in other public facing systems. If approved, changes would be effective Fall 2021.

Motion was made by C. Clary and seconded by A. Sanogo to support the OSU FERPA Policy 2-0701 update, and approved.

6. Policy for Labs Related to Inclement Weather – General Discussion

Moving forward if OSU is phasing out the concept of snow days and replacing with virtual days, Saturday labs may be requested. The original request was submitted to Council of Deans on February 11 and the Provost specified that guidance for the concept of Saturday labs should be decided at the individual academic college level. College of Arts and Sciences (CAS) and College of Engineering, Architecture and Technology (CEAT) expressed their appreciation of the colleges at their understanding of the possibility of Saturday labs. Saturday is not a typical day for instruction. Faculty would be encouraged to be flexible with those students who cannot attend Saturday labs. The non-traditional student (working parents) may be placed at a disadvantage if Saturday class time / lab time is an expectation. SSB has a large number of working students who would require flexibility with the Saturday lab idea. Students with accommodations will need a consistent approach. RO will need to be notified of Saturday labs so that those labs can be recorded into Banner as an event and will help to ensure that Facilities Management and Energy Management will have buildings and classrooms unlocked and heat/air units running. The details regarding the requirement of faculty to schedule Saturday makeup labs is still ongoing.

7. Curriculum

1) Program Modifications:

Ferguson College of Agriculture

Master of Science in Agricultural Communications, 440

Course requirement change

- Remove AECL 6223 or AECL 5863
- Add AGCM 5303
- Add "or equivalent course" as alternate to AECL 5983
- The proposed changes are requested to streamline the core requirements and provide students with a course focused on current ethical issues.
- No new courses will be added and no courses will be deleted.
- Total credit hours will not change.

Doctor of Philosophy in Biosystems Engineering, 012

Degree requirement change

- Remove the requirement of a Master's degree for admission into the PHD program.

Course requirement change

- Add two BAE graduate courses.
- The proposed changes are requested to allow for students to apply directly from a bachelor's program.
- No new courses will be added and no courses will be deleted.
- Total credit hours will increase from 60 to 74 credit hours.

Doctor of Philosophy in Crop Science, 056

Course requirement change

- Require 1 credit hour of PLNT 5020
- Reduce required courses from 27 to 26 credit hours
- Increase additional coursework from 33 to 34 credit hours

- The proposed changes are requested because it has been determined enrolling in one credit hour of PLNT 5020 is sufficient.
- No new courses will be added and no courses will be deleted.
- Total credit hours will not change.

Master of Agriculture in General Agriculture, 302

Option addition

- Add option in Agricultural Teacher Certification
- The proposed option is requested to provide alternative or emergency certified teachers with the knowledge and skills of teaching and learning in the context of school-based agricultural education.

Master of Agriculture in International Agriculture, 496

Course requirement change

- Remove formal report option.
- Remove AGIN 5010 and AGIN 5900
- Add AGIN 5312 and AGIN 5313
- Remove “select 12 credit hours” from list
- Add AGIN 5113, AGIN 5213, AGIN 5333, AGIN 5353 or AGIN 5413
- Add AGIN 5800 and AGIN 5102
- Increase focus area from 12 to 22 credit hours
- Remove 12 credit hours to support focus area
- Remove 3 credit hours of electives
- The proposed changes are requested to update requirements to reflect current curriculum.
- No new courses will be added and one course will be deleted.
- Total credit hours will not change.

Master of Science in International Agriculture, 497

Course requirement change

- Remove AGIN 5010
- Add AGIN 5312 and AGIN 5313
- Add AGIN 5113, AGIN 5213, AGIN 5333, AGIN 5353 or AGIN 5413
- Add AGIN 5800
- Remove International Agriculture (choose two courses from list)
- Add AGIN 5000 or AGIN 5102
- The proposed changes are requested to update requirements to reflect current curriculum.
- No new courses will be added and one course will be deleted.
- Total credit hours will not change.

Doctor of Philosophy in Soil Science, 187

Course requirement change

- Require 1 credit hour of PLNT 5020
- Reduce required courses from 27 to 26 credit hours
- Increase additional coursework from 33 to 34 credit hours
- The proposed changes are requested because it has been determined enrolling in one credit hour of PLNT 5020 is sufficient.
- No new courses will be added and no courses will be deleted.
- Total credit hours will not change.

Motion was made by J. Van Delinder and seconded by R. Seitsinger to approve the above-mentioned Ferguson College of Agriculture program requests, and approved.

College of Arts and Sciences

Master of Science in Applied Statistics, 507

Course requirement change

- Remove STAT 5013, STAT 4023, STAT 4213, and STAT 5091
- Add STAT 5543, STAT 5253, STAT 5263, and STAT 5193
- Reduce electives from 15 to 9 credit hours.
- The proposed changes are requested due to course and faculty availability as well as to make the program more competitive.
- No new courses will be added and no courses will be deleted.
- Total credit hours will change from 36 to 32.

Professional Science Masters in Geoscience

New program request

The College of Arts and Sciences requests a Professional Science Masters in Geoscience to be offered at OSU-Tulsa. The proposed degree will provide an opportunity to obtain a graduate degree to those employed in the oil and gas industry that are unable to complete a traditional thesis master's program.

Bachelor of Arts in History

Tulsa Delivery

The College of Arts and Sciences requests to deliver the existing Bachelor of Arts in History at OSU-Tulsa to meet the needs of students interested in a degree in History who, for personal or professional reasons, are not able to complete the degree in Stillwater.

Master of Music in Music, 408

Option addition

- Add option in Multiple Woodwinds
- The proposed option is requested to prepare graduate students to teach and perform on multiple woodwind instruments.

Master of Science in Political Science, 171

Degree requirement change

- Remove GRE requirement for admission to program.
- The proposed changes are requested based on recommendations from an external review of the program.
- No new courses will be added and no courses will be deleted.
- Total credit hours will not change.

Bachelor of Science in Psychology

Tulsa Delivery

The College of Arts and Sciences requests to deliver the existing Bachelor of Science in Psychology at OSU-Tulsa to meet the needs of students interested in a degree in Psychology who, for personal or profession reasons, are not able to complete the degree in Stillwater.

Bachelor of Arts in Sociology

Bachelor of Science in Sociology

Tulsa Delivery

The College of Arts and Sciences requests to deliver the existing Bachelor of Arts and the Bachelor of Science in Sociology at OSU-Tulsa to meet the needs of students interested in a degree in Sociology who, for personal or profession reasons, are not able to complete the degree in Stillwater.

Motion was made by A. Sanogo and seconded by M. Mason to approve the above-mentioned College of Arts and Sciences program requests, and approved.

Spears School of Business

Undergraduate Certificate in Travel and Tourism Management

New program request

The Spears School of Business proposes an undergraduate certificate in Travel and Tourism Management to elevate a student's marketability to future employers. Students from other colleges may be interested in obtaining the certificate based on the interest in the leisure, travel, and tourism industries.

Motion was made by C. Clary and seconded by T. Wikle to approve the above-mentioned Spears School of Business new program request, and approved.

8. Other

Meeting adjourned at 10:15am

Minutes recorded by K. Roark