

INSTRUCTION COUNCIL

MINUTES

Thursday, May 20, 2021
ZOOM Conference Call
9:00 a.m. – 10:30 a.m.

In attendance: Laurie Beets, Larry Burns, Aaron Christensen, Cynda Clary, Chris Francisco, Richard Frohock, Jami Fullerton, Margi Gilmour, Susan Johnson, Diane Jones, James Knecht, Marlys Mason, Rita Peaster, Kyndal Roark, Adrienne Sanogo, Randy Seitsinger, Candace Thrasher, Jean Van Delinder, Denise Weaver, Tom Wikle and Jeanette Mendez, Chair.

1. Policy 2-0212 Approval of General Education Courses – Jeanette Mendez

Primary changes for Policy 2-0212 are as follows:

- Language changes
- Requirement for deleting courses – deletion requested will be completed one year following the formal request. OSU will honor the course for the entire academic year prior to deleting
- Tabling indefinitely has been changed to expect the deadline of one year for submission of revisions
- Changing of substituting GENED courses -
- Committee of General Education Advisory Council (GEAC)
 - Adding a D and an I representative – GEAC would like to see these representatives placed by Fall 2021
 - Splitting the N and A representative

Instruction Council (IC) members requested that a vote to approve the Policy 2-0212 changes be postponed allowing time for review. D. Jones will submit additional discussion from the minutes of the GEAC meeting that held Policy 2-0212 vote.

M. Mason expressed her concern that the College of Arts and Sciences (CAS) has a significant voting presence represented on the GEAC committee, and this policy change will be adding more CAS votes. All of our students are being served by the GENED courses, but other colleges have only limited voting voice in GEAC. The roll of committee members is to determine if the courses are meeting the requirements of whatever category. The GEAC committee structure should not be based on the volume of courses taught by a particular college. The point of this committee is to evaluate the appropriateness of courses to keep the general purpose and criteria. From the GEAC committee perspective, the natural sciences (N) and analytical and quantitative thought (A) was split because that representative felt that would be a good move. Diversity (D) and international (I) are not attached to a specific college. GEAC operates on a unanimous vote basis. Dissention has not been expressed during any previous GEAC meetings attended by J. Mendez. Members of GEAC consistently agree. C. Clary posed a question - is the makeup structure of this important committee correct for a group that has such a valuable roll in the undergraduate education of our students?

J. Mendez announced that Policy 2-0212 changes be tabled at this time, and she recommended that all IC members review the notes that were taken at the GEAC meeting where the changes to this policy were discussed. She also encouraged IC members to discuss this matter with their individual GEAC representative in an effort to move this matter to a decision.

2. Turnitin.com Authorship Follow Up – Candace Thrasher

C. Thrasher demonstrated some of the functions of the Turnitin authorship tool. Turnitin identifies incidents considered critical by their standards. The incidents require review to determine if there is a possible issue. Turnitin provides an overview of everything the student has submitted. Examples of items flagged are different author names within the same document, switches between letter sizes, switches between different software versions, hidden text within the document. Many times, the instructor gives the students writing prompts. When the student turns in the assignment the multiple author names will be triggered. Of course, this instance can be dismissed.

Turnitin has helped us develop a list of questions that an instructor may want to use with a student if they find an assignment suspicious. Chris Ormsbee and Brandee Hancock have been contacted for legal ramifications, and they report that this is a tool to help us to identify contract cheating issues. This process is no different from instructors looking for submissions to Chegg.

C. Thrasher has not finalized the process and she encouraged IC members to contact her with additional feedback. She will continue to monitor Turnitin information. If there are issues, contact the instructor, let them know that there is a possible situation they may want to investigate to determine if a violation has actually occurred. If an instructor has a question regarding a contract cheating issue, C Thrasher can pull the Turnitin report to reveal any issues reported.

3. Pre-Med University Website – Adrienne Sanogo

Major concerns:

- How was this decided? Were academic units and colleges allowed to weigh in on this decision?
- How do we add our health programs that can lead to med school or other professional programs to this website?
- How can we ensure that academic units and colleges have a say in what is housed on specific web pages?

J. Mendez explained that Jessica Priddy Bullock, Pre Professional Academic Support Services director, has been in contact with Brand Management to find out how her resources can be made available through the OSU website without having to go directly to the University College website for information. Brand Management is aware of the concern, and conversations are ongoing.

4. Incomplete Grades with a Default Grade of A or SR – Rita Peaster

R. Peaster expressed her thanks for the successful final grade submission efforts this semester. Many colleges had a perfect grade submission rate – EHS, CEAT, Ferguson, Grad, Global, Honors, SSB and CVM.

R. Peaster reviewed the incomplete grades process with IC members. After semester grades have been finalized, default incomplete grades are reviewed. If there is an incomplete grade – an A or SR default should NOT be issued. An example of correspondence to the instructor, included on page 5 of this document, can be used to communicate the issue to the instructor.

5. Curriculum

1) Information Item Only

Course Reactivations:

IEM 4823 – Industrial Ergonomics

IEM 5803 – Human Factors

2) Course Actions:

Course Exceptions:

College of Engineering, Architecture and Technology

Course	Title	Present	Proposed
CHE 4112	Chemical Engineering Laboratory II	Prerequisite: CHE 3113, CHE 3123, CHE 4002	Prerequisite: CHE 3113, CHE 3123, CHE 4002 with grades of "C" or better.
CHE 4124		Prerequisite:	Prerequisite:

	Chemical Engineering Design I	CHE 3113, CHE 3123, CHE 4002	CHE 3113, CHE 3123, CHE 4002 with grades of "C" or better.	
CHE 4224	Chemical Engineering Design II	Prerequisite: CHE 4124	Prerequisite: CHE 4124 with grades of "C" or better.	

Through email vote on May 3, 2021, a motion was made by J. Fullerton and seconded by M. Mason to accept the above-mentioned course exceptions, and approved.

**3) Program Modifications:
College of Arts and Sciences**

Master of Arts in Peace, Conflict and Security Studies

New program request

The proposed program is requested to prepare students for careers in fields such as security and intelligence, human rights, humanitarian work, peacebuilding, international development, post-conflict reconstruction, and community advocacy.

Motion was made by M. Mason and seconded by R. Frohock to accept the above-mentioned College of Arts and Sciences Master of Arts in Peace, Conflict and Security Studies new program request, and approved.

College of Education and Human Sciences

Graduate Certificate in Effective Teaching in Secondary Schools (551)

Course requirement change

- Remove CIED 5010
- Increase guided electives from 3 hours to 6 hours
- The proposed changes are requested to better meet the needs of students.
- No new courses will be added and no courses will be deleted.
- Total credit hours will not change.

Minor in Fashion Merchandising

New minor

Minor in Merchandising

Deletion of existing minor

Undergraduate Certificate in Public Health

New program request

The proposed program is requested to provide students with the understanding and skills necessary to advocate for public health in Oklahoma and beyond.

Minor in Visual Merchandising

New minor

Motion was made by M. Mason and seconded by T. Wikle to accept the above-mentioned College of Education and Human Sciences program modifications, and approved.

6. Through email vote on May 4, 2021, a motion was made by A. Sanogo and seconded by J. Van Delinder to allow the standard time period for OSU-Tulsa classes to be offered at 7:20pm, and approved.

7. Other

- a. Social distancing is still being practiced on the OSU Stillwater campus due to the fact that Facilities Management has not had time to reconfigure the classrooms into the regular class setting. For the Summer 2021 semester, how the instructor decides to manage their classroom is at their discretion.
- b. R. Peaster added that if University rooms are reconfigured, notification to the Registrar's Office is needed for updating the capacity of the section in Banner.
- c. Instruction Council will continue to meet via zoom for the remainder of June and July. Currently 204 Whitehurst has been reserved from August, 2021 to July, 2022.

Meeting was adjourned at 9:40am

Minutes were recorded by K. Roark

To: Instructor
 Copy: Department Head, Associate Dean
 Subject: Incomplete Grade with Default Grade of A or SR: Action Required

Dr. [Last name],

You are receiving this message because a review of outstanding incomplete (I) grades reflects that the grades you assigned below are out of compliance with [University Academic Regulation 6.2 Grade Interpretation](#), which states that grades of A or SR are not permitted for the default incomplete grade. Please submit a completed [Grade Change Form](#) for each student with an appropriate grade to registrar@okstate.edu (detailed instructions are provided below). If you have recently received the missing work and are able to assign a final grade, please do so instead of following the instructions below.

Student Name	Student ID	Term	Course	Final Grade	Default Incomplete Grade
				I	
				I	

PR Peaster, Rita
 The table will be filled in to reflect student/course details.

The default incomplete grade is the projected final grade a student would earn if he or she received a zero for the remaining course work. Students who would earn a grade of A or SR if they received a zero for remaining course work should be assigned final grades of A or SR rather than an I grade. More specifics can be found on our [Incomplete Grade Policy FAQs for Faculty](#).

Grade Change Form Instructions:

- Complete the "Old Grade" and "New Grade" sections at the top as follows:
 - Retain the I grade and adjust the default incomplete grade:

Course Prefix	Course Number	CRN	# Credit Hours	Old Grade (Grade changed from)	New Grade (Grade changed to)
MATH	5000	60002	2	I-SR	I-UR

- Replace the I grade with a final grade of SR or A (only for students who would earn a grade of SR or A if they received a zero for remaining course work):

Course Prefix	Course Number	CRN	# Credit Hours	Old Grade (Grade changed from)	New Grade (Grade changed to)
MATH	5000	60002	2	I-SR	SR

- In the "Reason for Grade Change" section, check the first "Error in original grade" box.
- Obtain all signatures, then return to the Office of the Registrar.

Please contact me with questions.

[RGP signature]