

INSTRUCTION COUNCIL

MINUTES

Thursday, June 17, 2021
ZOOM Conference Call
9:00 a.m. – 10:30 a.m.

In attendance: Laurie Beets, Bruce Benjamin, Larry Burns, Aaron Christensen, Richard Frohock, Jami Fullerton, Diane Jones, James Knecht, Marlys Mason, Christine Ormsbee, Rita Peaster, Kyndal Roark, Adrienne Sanogo, Randy Seitsinger, Candace Thrasher, Jean Van Delinder, Deb VanOverbeke, Denise Weaver, Tom Wikle and Chris Francisco, Chair.

1. **New Class Schedule Software – Rita Peaster**

R. Peaster updated Instruction Council (IC) members on plans to obtain new class scheduling software. Our current process for drafting the class schedule is very manual, involving a significant number of emails and spreadsheets. This process needs to be improved and automated with the enforcement of standard class scheduling policies. Reports are needed with clear visibility into classroom utilization and for aiding us in the identification of conflicts (conflicts within an instructor's schedule, exams, etc.) The new system should automate workflow by providing us the ability to move classroom scheduling forms online. Also, analytics tools could access data from the degree audit system and aid in scheduling classes that would ensure students the ability to complete their degree requirements in a timely manner. R. Peaster concluded by specifying her goal of addressing the recommendations from the Class Schedule Working Group, chaired by J. Van Delinder.

Plan for moving forward:

- Form a working group with representation from all colleges to develop an RFP (including representatives from University Planners Office, Institutional Research Analysis (IRA), and college schedulers)
- Vendors will be invited to present detailed demonstrations – invite a wide representation of campus to evaluate and provide feedback
- Once a vendor is selected – IC will be consulted to assist with implementation

R. Peaster thanked IC for their patience during their personnel transitions within the Registrar's Class Scheduling Team. A new coordinator will be placed in early July.

2. **Bursar Website Tuition/Fee Estimator Improvements – Laurie Beets**

The Bursar's office is working on the tuition and fee estimator on the Bursar website and reviewing improvements with OSU Communications and Financial Information Management. L. Beets is seeking suggestions regarding the estimator: Suggestions can be emailed directed to L. Beets. She reminded IC members that college-based fees are calculated based upon enrollment of the student's courses and the level of the courses.

3. **Curriculum**

1) **Information Item Only:**

N/A

2) **Course Actions Exceptions:**

N/A

3) **Program Modifications:**

Education and Human Sciences

Minor in Fashion Design and Production
Change to existing minor

Tabled by Instruction Council on 2-4-21

- Additional edits to include adding clarifying language “DHM 3023 be required for Fashion Merchandising students”.
- Statement – “DHM majors must complete 21 credit hours in addition to the requirements for their option” – clarification from Registrar’s office is needed so they can scribe into the system
- UAR 311 for double majors and double minors – Fashion Design and Production option students could potentially pursue that minor, which is not the intention of the College of Education and Human Sciences. EHS will add a clarifying statement that this is NOT for the FDP option.

Graduate Certificate in Merchandising

New program request

The College of Education and Human Sciences proposes a graduate certificate in Merchandising to provide students with effective merchandising and customer-focused development strategies. This program will be offered as part of the Great Plains IDEA consortium.

Discussion: Spears School of Business expressed their concern regarding the name of the certificate. EHS has agreed to add “Fashion” to the title – Graduate Certificate in Fashion Merchandising.

Motions was made by J. Van Delinder and seconded by R. Seitsinger to accept the above College of Education and Human Sciences program requests with above-mentioned modifications, and approved.

4. Other

- C. Francisco - the general education international “I” requirement waivers for the 2020-2021 year totaled 17. Due to the fact that this issue is not affecting a large number of students, it makes sense to inform General Education Advisory Council (GEAC) that IC wishes to leave the current process as is. There is not a significant amount of evidence that the “I” waiver is being abused
- C. Francisco – in regards to the GEAC voting issues regarding college representation, he is looking at peer institutions and hoping to bring back a plan in the near future
- C. Francisco - Juneteenth campus holiday was announced yesterday. The holiday will be recognized on Monday, June 21, 2021, with the closure of campus. There is no way to cancel New Student Orientation (NSO) given the short notice, which means that we will need advisors present as well as other relevant offices that deal with students / parents during NSO. Human Resources will distribute details later today. Classes – in person and online classes – will be canceled, treating this holiday like an inclement weather day
- C. Francisco - enrollment of incoming freshmen students looks very positive, however, enrollment for returning students is down. L. Burns and C. Francisco have been reviewing the data. There is not one obvious reason – some with money issue are no different than in the past. Please let us know if you hear specific reasons in individual colleges that we could message differently to students / parents. If there is data you need, we will be happy to provide if possible. J. Fullerton mentioned that there may be a misunderstanding among parents that faculty can change to hybrid instruction without formal notification to the Registrar. C. Ormsbee clarified that the style of presentation of classes is evident when the student is enrolling. R. Peaster included that the need for a deviation for a class to move from in class to hybrid was lifted for Fall 2021, but the Registrar must still know the style of presentation

Meeting adjourned at 9:19am

Minutes were recorded by K. Roark