

## INSTRUCTION COUNCIL

### MINUTES

Thursday, April 17, 2025

126 ITLE or Zoom

<https://okstate-edu.zoom.us/j/94152939415?pwd=YzdXMzMwTnF4bTZqUoRnNy8rU1FYUTog>

**PASSCODE: 649494**

**9:00 a.m. – 10:30 a.m.**

In attendance: Shannon Baker, Laurie Beets, Aaron Christensen, Cynda Clary, Andrew Doust, Chris Francisco (Chair), Craig Freeman, Richard Frohock, Jami Fullerton, Jeff Hartman, Kelva Hunger, Diane Jones, James Knecht, Marlys Mason, Chris Ormsbee, Rita Peaster, Carisa Ramming, Adrienne Sanogo, Rebecca Sheehan, Candace Thrasher, Ronna Vanderslice, Ashley Varnell

Meeting was called to order at 9:01am

**1. Introduce Dr. Kirsten Olds, Associate Provost for the Arts and Director of the OSU Museum of Art – Chris Francisco**

Dr. Kirsten Olds is the inaugural Associate Provost for the Arts and Marilyn and Carl Thoma Professor, as well as the Director of the Oklahoma State University Museum of Art. OSU is excited to have her helping with the museum and the Doel Reed Center and coordinating the arts across campus. Dr. Olds wants to help colleges create meaningful curricular experiences across the fine, performing and applied arts. She wants to learn how the arts can play a role in GenEd, capstone, experiences, curriculum, programs, etc. and how she can help integrate the arts at every level. Dr. Olds will be reaching out to connect with Instruction Council Members to see what the priorities are for your areas/units, as she would like to help support them.

**2. Rita Peaster:**

**a. Proposed updates to Military Leave of Absence (MLOA) and related OSU Policies (please see handout that was provided with IC Agenda)**

Federal law was passed to expand additional benefits to the Armed Forces who receive orders for a period of service. The Registrar's Office collaborated with Financial Aid, Bursar, Residential Life, and others to update the current policies.

Peaster discussed the updates that are being made:

- Institution may not take the following actions when a student receives orders: cannot assign student a failing grade, reduce GPA, characterize absences as unexcused, or assess a financial penalty if a student withdraws due to a leave of absence
- If a student withdraws due to military orders, we must refund payments made to the school for the student's housing and refund tuition/fees for the withdrawn courses

- Change in incomplete grades – when a student opts to remain in a course after receiving orders, we must allow assignment of an incomplete grade and allow student to complete coursework after their period of service (as long as it takes)
- “Period of service” definition is broader than active duty military service; it includes service like inactive duty training, state service, etc, and benefits extend from the moment orders are received and regardless of the length of service
- No caps on cumulative duration of MLOAs

In the Incomplete Grade Policy, language was added indicating that we would waive the minimum incomplete eligibility requirements and the max time limits for students on an MLOA; must allow the student the opportunity to complete the coursework if they choose to do so. If they are assigned a failing grade or grade that lowers their GPA, they can elect to accept the final grade or they can petition for a retroactive withdraw and refund, which is allowed with automatic approval.

These proposed updates are also to help gain consistency across the undergraduate and graduate levels, and they are proposing a new student status code to track these students across offices/divisions.

Attendance policy updates:

- Has a section on excused absences for military service, and the updates reflect these broader allowances.
- Adding a new excused absence section for students on Jury Duty.

Peaster received a question about the process of being notified when a student takes an MLOA. Peaster stated that in the past, there has been no coding to indicate MLOA. Also, students do not have to notify us before they take leave, but then once they have completed their service, they can retroactively settle up on their accounts. These students can be tracked only if they inform us before they take leave. There is an MLOA Request Form, and if the student provides that to us, they are eligible for benefits. Please encourage these students to contact the Registrar’s Office so they can walk students through this process. Also, Vincent Rivera with Campus Life/Veteran Services can help students with this. Peaster will plan to work with Rivera to communicate to military students at the beginning of the semester.

Another question was asked as to whether or not this MLOA can be indicated in Banner.

**Freeman moved to approve, and Clary seconded. Instruction Council members approved the Proposed updates to Military Leave of Absence and related OSU Policies.**

**b. Proposed updates to OSU Policies to align with Revised OSRHE Policy - Phase 1**

These updates will bring us into compliance with State Regents Policy revisions, which have goals of removing barriers to student success, simplifying policy language, and promoting efficiency. Will approach in phases with the most urgent and most simple first.

Phase 1 includes the following:

- Academic Forgiveness Policy (which includes the Repeat Policy—next item of discussion).
- Changes to reprieves and renewals, making the academic forgiveness provisions more student friendly.
- Changes regarding awarding of honorary and posthumous degrees, in which final approval will go from the State Board of Regents to our A&M Governing Board of Regents. For the posthumous degrees, the requirements are being relaxed to state that a student must have completed at least 2/3 of his/her degree program, whereas previously, the requirement was that the student had to have completed all but the last semester.

**Freeman moved to approve, and Clary seconded. Instruction Council members approved the Proposed updates to OSU Policies to align with Revised OSRHE Policy - Phase 1.**

**c. Proposed implementation of New Repeat Policy**

Peaster has provided the PowerPoint Presentation that was shown during Instruction Council to Instruction Council members via email on 4/18/2025.

This is a Regents policy that we are obligated to comply with.

New policy for undergrad level only:

- Student can repeat any course (no limit on the number of courses eligible for forgiveness)
- Repeat up to 4 attempts to try to achieve a higher grade
- The highest grade is the one that will be included in the GPA
- Attempts after that will count toward the GPA
- All attempts will show on the transcript with a repeat indicator to show if included (I) or excluded (E) from GPA. An A indicator (for the 5<sup>th</sup> and above attempts) is included in GPA.

Multiple examples were provided in the PowerPoint slides.

Discussion among Instruction Council Members included:

- Earlier attempts can be excluded from GPA if students take a course again and receive an improved grade. Students will do this, but it will take time and money on their part.
- This may benefit non-traditional students coming back to school or students who want to re-take courses to refamiliarize themselves with the material before taking higher-level courses.
- For students working toward pre-professional degrees and who plan to go on to law school, med school, etc., this may not be a benefit to these students because schools will look at all of the grades they have received.
- Transfer students—policy applies to all courses on transcripts whether transfer or at our institution

Peaster also discussed variable credit courses with the New Repeat Policy. Will have to use Banner, which does not ignore variable credit courses, but instead looks at courses and max hours. Peaster provided an example in her PowerPoint Presentation.

The new repeat process is going to enforce max hours and look at the highest grades earned until the student has reached the 6 max hours, and the others will be excluded. Needs feedback on proposed implementation plan (see slide in PowerPoint Presentation):

- Transcript repeat re-set for all active undergraduate students who have at least one repeated course on their transcript and no earned OSU bachelor's degree.
- Re-evaluate repeated course indicators for all courses on their undergraduate transcript.
- Timeline for this baseline reset is this summer (begin in June once spring graduation clearance is complete), and it will take several weeks.
- Use the Banner delivered repeat process.

A limitation of using this is that they can only run it for one term at a time. Then, they will manually review several different categories and make manual updates:

- Repeated courses with more than 4 attempts
- Courses with manually marked repeat indicators under old process
- Variable credit courses with an E indicator; grandfather historical instances where earned hours exceed max hours (change these to included (I indicator) so no one will lose earned hours)

Effective Fall 2025, allow repeat process to enforce max hours for variable credit courses. They will know the courses that have been the "problem courses," and departments with variable credit courses can request updates to max hours via course action.

Peaster then discussed additional implementation considerations:

- Will take several weeks to implement
- Undergraduate transcripts will be in a state of transition during this process
- Have been working with IT and have requested a new custom repeat process to help streamline this (and reduce the amount of manual review)
- Will need a new custom process to regain the full repeat processing functionality that they have been used to
- Things that will be more difficult:
  - o New transfer work that comes in (used to running nightly; can still run it nightly but only for a few terms)
  - o Grade changes (continue to process weekly) but may only be able to look at most recent 2 years

Benefits of this:

- GPAs should increase for students with multiple repeated courses
- No one should lose earned hours

Further discussion included the following:

- A suggestion was made that a working group be formed to develop a communication plan to students and advisors before beginning the transcript reset and after it is completed and to make website updates with FAQs. Linda Millis in the Financial Aid Office has volunteered to be part of this group. Baker will be hosting a training for Academic Advisors via Zoom.
- A question was asked about the Regents' intention with this, and the idea is to have a friendly repeat policy. The previous policy that was in effect was impossible for us

to program, and we would not have been able to comply with the policy. This is a solution that is more programmable.

- This will not impact our spring 2025 graduates.
- Thrasher, Baker, and Peaster will meet to discuss if there is an internal process to move affected students who are suspended at the end of the spring semester and put on probation to probation and not make them complete a reinstatement petition.
- The Registrar's Office does not plan to turn off the ability for students to request transcripts, and they will address this through a communication link.

Peaster will send Francisco a brief timeline of IT's progress.

Francisco extended a huge thank you to Peaster for all of her hard work to help update policies and align us to State Regents policies.

### 3. Internship Cost Information – Laurie Beets

#### References:

Bursar website FAQ <https://bursar.okstate.edu/faqs.html>

Parent and Student Bursar informational guide <https://bursar.okstate.edu/> (scroll down to the bottom: Additional Resources, Forms, and Employee Training)

Many students and parents are unaware that internship classes are based on standard tuition/fees, and the Bursar's Office is wanting to improve communication about internship costs/fees. There are special indicators through the Registrar's Office to indicate internships off-campus, and they can waive certain fees of \$19.40/hour for students who are not able to participate in activities on the Stillwater campus while away for their internship. Beets discussed references for FAQs, program costs, and the parent/student informational guide. Advisors have been asked to discuss the standard tuition/fee rates for internships with students.

### 4. Curriculum

#### Information Items Only:

N/A

#### Course Action Summaries:

N/A

#### Program Modifications:

#### **College of Arts and Sciences**

##### **Minor in Aerospace Studies**

Change to existing minor

- Decrease credit hours from 18 to 16
- Reason for requested action: To accommodate a change in the Department of Aerospace Studies labs.

##### **Undergraduate Certificate in Audiology Assistants (New)**

New program request

- Delivery method: Electronic and Traditional
- Total credit hours: 16
- Reason for requested action: This certificate is designed to prepare students for immediate employment as audiology assistants (AudA) who work directly with patients and assist audiologists in their clinics.

#### **Undergraduate Certificate in Biblical Studies (New)**

New program request

- Delivery method: Traditional
- Total credit hours: 15
- Reason for requested action: To introduce and educate students in the fundamentals of the academic study of the Bible and to help prepare them for a wide variety of career or graduate education opportunities.

#### **Bachelor of Science in Biochemistry (026)**

Course requirement change

- Remove BIOC 4883/CHEM 4123/CHEM 4313/MICR 4233
- Require BIOL 3204 and MICR 3033
- Remove PLNT 3554 as an alternate for BIOL 3203/ANSI 3423
- Add CHEM 4123
- Remove 6 hours from BIOL/CHEM/MICR
- Add 9 hours of guided coursework
- Decrease electives from 11 to 9 credit hours
- Total credit hours will not change
- Reason for requested action: To provide students with a more focused scope of coursework.

*Please note the below update - 2 adjustments were made on 4/16/25:*

#### **Bachelor of Science in Biochemistry (026)**

Course requirement change

- Remove BIOC 4883/CHEM 4123/CHEM 4313/MICR 4233 *as required course*
- Require BIOL 3204 and MICR 3033
- Remove PLNT 3554 as an alternate for BIOL 3203/ANSI 3423
- Remove 6 hours from BIOL/CHEM/MICR
- Add 9 hours of guided coursework
- *Increase* electives from 11 to 12 credit hours
- Total credit hours will not change
- Reason for requested action: To provide students with a more focused scope of coursework.

#### **Bachelor of Science in Computer Science (052)**

Course requirement change

- Remove CS 3513 and MATH 2163
- Add CS 4273, CS 4283, CS 4433 or MSIS 3333, and CS 4523
- Decrease CS elective from 12 to 9 credit hours
- Total credit hours will not change
- Reason for requested action: To meet ABET accreditation requirements.

**Graduate Certificate in Dyslexia (New)**

New program request

- Delivery method: Electronic
- Total credit hours: 17
- Reason for requested action: To prepare students to work with children with dyslexia on reading skills.

**Bachelor of Science in Environmental Geoscience (329)**

Course requirement change

- Remove GEOL 4300
- Add STAT 2013 or STAT 4013
- Add GEOL 3034, GEOL 3546 or GEOL 4981, and NREM 4043
- Remove POLS 4363
- Decrease guided coursework from 18 to 15 hours
- Decrease electives from 14 to 8 credit hours
- Total credit hours will not change
- Reason for requested action: To provide students with a better foundation needed for industry.

**Bachelor of Music in Music (153)**

Course requirement change

- Performance option
  - Remove MUSI 4700
  - Total credit hours will not change
  - Reason for requested action: To update degree requirements because MUSI 4700 is no longer offered.

**Bachelor of Fine Arts in Musical Theatre (294)**

Course requirement change

- Remove MUSI 1532, TH 1301, TH 1311, TH 2343, TH 2863, TH 4903, and AADM 4123
- Add TH 1403, TH 1413, TH 2633, TH 2971, TH 3203, TH 3233, TH 3343, TH 3373, DANC 2002, DANC 3002, TH 3853, TH 4423, and TH 4593
- Require TH 1500 and reduce TH 4990 to 1 credit hour
- Total credit hours will not change
- Reason for requested action: To better prepare students to enter the job market and reflect career competencies in the performance industry.

**Doctor of Philosophy in Plant Biology (033)**

Course requirement change

- Clarify that a research proposal defense is required
- Total credit hours will not change
- Reason for requested action: To clarify expectations for students.

**Bachelor of Arts in Strategic Communications (476)**

Course requirement change

- Advertising and Public Relations option
  - Add SC 3603
  - Remove 3 hours of upper-division MC, MMJ, SC, or SPM
  - Remove 6 hours of upper-division MKTG
  - Add 6 hours of guided coursework
- Social Media option
  - Add SC 3693

- Remove SC 4653
- Reduce hours of upper-division MKTG from 9 to 3
- Add 6 hours of guided coursework
- Sport Communication option
  - Add SC 3783
  - Remove MKTG 3213
  - Reduce the number of courses required for the option concentration and add 6 hours of guided coursework
- Total credit hours will not change
- Reason for requested action: To allow students to choose from strategic communications and media-concentrated coursework.

Sanogo wanted to clarify that the Graduate Certificate in Dyslexia was a collaboration between CEHS and CAS, and Ormsbee confirmed this.

Clary posed a concern about the Biochemistry Degree and the PLNT 3554 course specifically and asked if it was removed because it has a different credit hour amount, and Doust confirmed.

**Fullerton moved to approve, and Freeman seconded. Instruction Council members approved the College of Arts and Sciences program modifications and new program requests.**

#### **College of Education and Human Sciences**

##### **Master of Science in Design and Merchandising (051)**

Course requirement change

- Merchandising option
  - Remove DM 5001, DHM 5112, and STAT 5013
  - Add REMS 5953, DM 5043, and DM 5243
  - Require DM 5093
  - Reduce electives from 12 to 6 credit hours
- Interior Design option
  - Remove DM 5001, DHM 5112, and STAT 5013
  - Add REMS 5953
  - Require DM 5093
  - Increase electives from 3 to 9 credit hours
  - For the Creative Component track
    - Remove DM 5000 and DHM 5223
    - Increase electives from 6 to 12 credit hours
- Digital Design option
  - Remove DM 5001 and DHM 5112
  - Decrease electives from 6 to 3 credit hours
  - Add tracks for Thesis and Creative Component
- Total credit hours will not change
- Reason for requested action: To update degree requirements to address new course offerings.

##### **Master of Science in Dietetics (264)**

Course requirement change



- Reduce electives from 23 to 21 hours
- Implementation has been requested for fall 2026
- Total credit hours will decrease from 32 to 30
- Reason for requested action: To align degree requirements with the Interactive Distance Education Alliance (IDEA).

Thrasher discussed that with the Master of Science in Design in Merchandising, it appears that the name is being changed (to remove “housing”), but that was already previously approved.

**Freeman moved to approve, and Mason seconded. Instruction Council members approved the College of Education and Human Sciences program modifications.**

### **College of Engineering, Architecture and Technology**

#### **Minor in Computer Engineering (New)**

New minor request

- Total credit hours: 21
- Reason for requested action: To allow students the opportunity to study computer engineering alongside another degree program.

#### **Minor in Electrical Engineering (New)**

New minor request

- Total credit hours: 22
- Reason for requested action: To allow students the opportunity to study electrical engineering alongside another degree program.

#### **Master of Science in Mechanical and Aerospace Engineering (145)**

Degree requirement change

- Remove GRE requirement for admissions
- Reason for requested action: To remove an admissions barrier and attract additional applicants.

#### **Doctor of Philosophy in Mechanical and Aerospace Engineering (146)**

Degree requirement change

- Remove GRE requirement for admissions
- Reason for requested action: To remove an admissions barrier and attract additional applicants.

Course requirement change

- General option
- Reduce total credit hours from 90 to 75 for students with a Bachelor’s degree
- Total credit hours will decrease from 90 to 75 for students entering the program with a Bachelor's degree
- Reason for requested action: To align the program requirements with peer institutions and enhance the program’s competitiveness.

A question was posed to Ramming if there was a reason that the minors are not certificates, as minors are not covered by federal financial aid. She discussed that there will be further departmental discussion this summer, and Francisco stated that he is willing to attend that meeting. Freeman provided feedback to Ramming about the Minor in Computer Engineering.

**Clary moved to approve, and Mason seconded. Instruction Council members approved the College of Engineering, Architecture and Technology program modifications and new program requests.**

Francisco followed up on discussions that Mason and Ramming were having regarding the certificate on hold (Undergraduate Certificate in Supply Chain and Logistics, tabled for discussion during the 3.6.25 Instruction Council Meeting; it was suggested to add the word “engineering” to the certificate).

Will go to Council of Deans on May 8<sup>th</sup> (one more Instruction Council meeting before that on May 1<sup>st</sup>). Francisco wants to have a compromise worked out before this goes to Council of Deans so that it can move on to the Board of Regents. He recommended having the word “business” in the Business certificates and “engineering” in the Engineering certificates.

Thrasher informed the group of what we have currently, which is an Undergraduate Certificate in Supply Chain Management (Spears School of Business) and a Graduate Certificate in Supply Chain and Logistics (College of Engineering, Architecture and Technology). The proposal is for an Undergraduate Supply Chain and Logistics Certificate.

## **5. Other**

### **Ethical Leadership Micro-Credential**

Francisco discussed the revised micro-credential proposal for consideration (The Ideal Graduate: Ethical Leadership) and how the proposers have addressed all concerns that were received.

**Freeman moved to approve, and Fullerton seconded. Instruction Council members approved The Ideal Graduate: Ethical Leadership micro-credential.**

### **Ideal Grad Celebration**

Francisco reminded Instruction Council Members about the Ideal Grad Celebration today (4/17/25) at 3:30pm at the Alumni Center. He also discussed HLC’s interest in civic engagement and a lot of things that are covered in the Ideal Grad portfolio, so support of this is appreciated.

### **Deviations**

Francisco discussed how he is receiving several deviations without justifications or just stating “per Department Head”. He will start sending these deviations back that do not have justifications, as we need a record of justifications.

Ormsbee agreed that she continues to have difficulty with this as well, and she needs clarification about permanent or temporary (1-time deviation) approval or she will send these deviations back as well. She needs the reason to be very clearly communicated, or she will not approve if she does not know she is approving. She receives all blended-hybrid and online requests.

There was also discussion about creating reasons for requests in Courseedog, as it would be helpful to choose a category for request, and Peaster made a note to look into this.

Francisco is also looking at non-standard graduate courses if they are taking up a GU classroom and at a prime time.

### **Nursing Program**

Francisco discussed how OSU's nursing program has been popular and has more interest than ability to take students (placements are much more difficult to find in our area). CEHS is working to create "offramps" for the students who cannot complete their final 2 years in the nursing program and looking at helping them find other programs of interest at OSU to complete final 2 years. Francisco wants to work with Instruction Council to help create internal transfer agreements; look at the first 2 years the students have taken in the nursing program and determine how they might be able to fill requirements to fit into various programs within the colleges and remain at OSU. The life sciences are likely the best options for this.

Becky Taylor has offered to help with this and will reach out to organize conversations.

Francisco expressed appreciation to the people at CEHS who are working to find solutions to help these students.

Francisco received a question about limiting the freshman cohort, and Francisco responded that yes, this has been discussed extensively, but it is not the plan; they are working to find more clinical placements for students as a better alternative (e.g., the possibility of a Tulsa cohort vs a Stillwater cohort), but there are logistical issues with this as well.

Meeting was adjourned at 10:23.

Minutes were recorded by Ashley Varnell.