

6-05-25 Instruction Council Highlights:

1. Fall Course Enrollment

- a. Exception requests due Monday, June 9, 2025.
- b. Wants overload exception requests included
- c. Report distance/non-distance courses as “cross-listed” if part of the same component of load
- d. If 4000 and 5000 level courses meet together, note that they are the same
- e. Note courses with mostly first year graduate students and project enrollment in these
- f. Encourage continuing graduate students to enroll early
- g. Honors and OSU-TUL will be handled differently

2. Trail Modification (Connecting Writing with Agriculture and Life Sciences)

- a. Changes were for courses seeking gen-ed designations
- b. IC approved the Connecting Writing with Agriculture and Life Sciences trail modification

3. Curriculum

- a. Spears School of Business Undergraduate Certificate in Personal Wealth Management and Financial Advising (New program request) was approved by IC
- b. College of Veterinary Medicine Graduate Certificate in One Health (New program proposal)
 - i. Will be offered to medical and veterinary students as a dual-degree opportunity (also attractive to students interested in careers in sustainable development, public health, international development, regulation, etc.) with the hopes of also offering it to health professionals off-site and international partners
 - ii. Certificate is based on existing courses
 - iii. Offered online
 - iv. Will vote on this via email (will go to the OSU/A&M Board of Regents before being presented to the State Board of Regents, so no final action until September)

4. Freshman Class Size

- a. Freshman class size is bigger than anticipated, likely higher than last year
- b. The only data source on which we should rely is IRA
- c. More sections of freshman- and sophomore-level courses will be needed
- d. Processes are in place to balance course loads, for gen-ed seats, and to maintain waitlists
- e. Increased out-of-state enrollment
- f. International numbers are uncertain
- g. Student Affairs believes freshman housing will not be an issue; working to accommodate returning students who desire to live on-campus; monitoring at-risk students
- h. Weighted GPAs impacting cutoff for high-touch/at-risk students (now using 3.6GPA as the cutoff plus first-gen students and flagging rural and Title 1 students as at-risk as well; numbers for this are around 2000) and predictability in terms of enrollment/retention

5. Academic Records Retention Policy

- a. Pending Legals' review and will then circulate for feedback; will need a vote from IC
- b. Will allow electronic records of grades in addition to written records of grades
- c. Faculty need to retain records for 1 year, but departments need to keep course outlines and syllabi (policy provision stating 5 years)
- d. Changes with OSU-TUL with regards to where things are sent

6. Student Complaint Tracking

- a. Required to have a system to track student complaints/resolutions
- b. Desire to improve our current process, clarifying and streamlining
- c. Will aid with identifying and addressing patterns of complaints
- d. Plan/timeline for each calendar year:
 - i. December—collate data from across campus
 - ii. January —meet to discuss findings
 - iii. Mid-spring—provide recommendations for any changes to institutional policies or processes

7. Student Complaint re: the ability to see graded work and ask questions about it

- a. Documentation somewhere (more formal than a syllabus but more proactive than the Grade Appeals Policy) stating that students have the right to see graded work and ask questions about it?
- b. If so, where?

8. Low Productivity Requests from State Regents

- a. State Regents will look at last 5 years (~40 programs)
- b. UAT coordinating this
- c. Deans need to look at these
- d. Need to take very seriously
- e. Issues—courses with low enrollments; is there justification for continuing these programs?
- f. Low- or no-cost programs and shared programs should generally not be an issue