INSTRUCTION COUNCIL

MINUTES

Thursday, October 15, 2026
126 ITLE or Zoom

https://okstate-edu.zoom.us/j/93408932681?pwd=k7XfZJyUQZIDaBosY89x45j3PHDFfs.1
Meeting ID: 934 0893 2681
Passcode: 097849

9:00 a.m. – 10:30 a.m.

In attendance: Shannon Baker, Laurie Beets, Larry Burns, Aaron Christensen, Cynda Clary, Craig Freeman, Richard Frohock, Jami Fullerton, Ty Hawkins, James Knecht, Marlys Mason, Kirsten Olds (Chair), Christine Ormsbee, Rita Peaster, Darius Prier, Carisa Ramming, Rebecca Sheehan, Ashley Varnell.

Meeting was called to order at 9:02am.

1. **Curriculum**

Course Action Summaries:

College of Arts and Sciences

Hawkins reviewed the course actions, primarily items carried forward from academic year 2025–2026. The Department of Art, Graphic Design and Art History proposed updates to upper-division art history offerings and museum-related curricular opportunities. Communication Sciences and Disorders proposed revisions to audiology coursework to reflect disciplinary practices and faculty expertise.

Freeman moved to approve, and Frohock seconded. Instruction Council members approved College of Arts and Sciences course action summary with no opposed and no abstentions.

College of Education and Human Sciences

Prier summarized a broad set of course actions. Aviation changes included new graduate offerings concerning U.S. aviation policy and global perspectives, along with terminology updates. Health and Human Performance proposed separate one-credit laboratories associated with existing lecture courses and related adjustments to hours, prerequisites, and descriptions. Public Health updated course descriptions to reflect contemporary disciplinary concepts. Nursing proposed graduate offerings in education, leadership, informatics, global health, clinical judgment, and advanced practice, as well as undergraduate prerequisite and title changes. Design and Merchandising proposed courses in fashion show production and digital product creation. Additional actions included removal or revision of reading recovery and language, literacy, and culture courses; additions in social foundations; counseling psychology prerequisite changes; and a Human Development and Family Science title change emphasizing loss across the lifespan. Additional graduate education adjustments were also described.

During the discussion, Sheehan questioned SCFD 6133, Interviewing, explaining that she had returned the proposal to the department in CourseLeaf on September 27th because the submission did not identify related qualitative-methods courses or document consultation with potentially affected departments. Members emphasized the need to establish the proposed course's disciplinary distinction, seek feedback and support from other programs offering related coursework, and complete the relevant proposal fields. Burns emphasized the importance of ensuring that all questions within CourseLeaf submissions are answered thoroughly and accurately, noting that Institutional Research and Analytics (IRA) relies on this information for institutional reporting, data analysis, and strategic decision-making. Incomplete submissions limit the university's ability to effectively use the data and can create challenges for broader institutional initiatives. He stressed the need to establish consistent expectations for completing all required fields. Olds acknowledged that some individuals may leave questions unanswered because they do not understand the information being requested or its intended purpose. She encouraged members to use these situations as opportunities to communicate the importance of the requested information and explain how it supports institutional processes. Members agreed to remove SCFD 6133 from the present slate pending resolution of those concerns.

The discussion also raised broader CourseLeaf workflow concerns. Christensen noted the difficulty of maintaining separate course action summary tables while proposals continue moving or being returned within CourseLeaf. Members discussed whether the CourseLeaf system could export approval-status information directly into a usable summary, while recognizing the need to circulate proposals early enough for college and departmental review. Olds agreed to consult CourseLeaf administrator, Candace Thrasher, about reporting capabilities and workflow maintenance, and invited suggestions for timing and process improvements at a future meeting. Members were encouraged to verify that workflow roles are current and to return proposals to the appropriate functional role rather than an individual when feasible.

Freeman moved to approve, and Hawkins seconded. With the exception of SCFD 6133, which was tabled for further discussion, Instruction Council members approved College of Education and Human Sciences course action summary with no opposed and no abstentions.

Spears School of Business

Mason outlined two new courses, including an economics offering and a finance course focused on trading-floor dynamics, initially emphasizing energy markets. Other proposals largely updated prerequisites, descriptions, titles, mutual exclusions, and course structures; content from a separate business-and-government course has been integrated into existing introductory courses. Clary conveyed Agricultural Economics faculty interest in the trading course and its potential appeal to students studying agricultural commodities.

Fullerton moved to approve, and Freeman seconded. Instruction Council members approved Spears School of Business course action summary with no opposed and no abstentions.

College of Veterinary Medicine

The College of Veterinary Medicine course action summary was tabled because no representative was present.

Program Modifications:

Ferguson College of Agriculture

Bachelor of Science in Agricultural Sciences and Natural Resources in Agricultural Systems Technology (290)

Course requirement change

- Add AST 2323
- Reduces electives from 8 to 5 credit hours
- Total credit hours will not change
- Reason for requested action: To address a skills gap identified by the advisory board and potential employers.

Bachelor of Science in Biosystems Engineering in Biosystems Engineering (010)

- Machine Systems and Agricultural Engineering option
- Add BAE 4043
- Reduce electives from 4 to 1 credit hour
- Total credit hours will not change
- Reason for requested action: To address a skills gap identified by the advisory board and potential employers.

Minor in Food Science

Change to existing minor

- Remove 17 hours of guided coursework
- Add 12 hours of upper-division food science coursework
- Total credit hours will decrease from 20 to 15 credit hours
- Reason for requested action: To update minor requirements by removing courses that are no longer offered and provide students with the flexibility to enroll in any upper-division food science course.

Minor in Forestry

Change to existing minor

- Remove NREM 3123
- Add NREM 3125
- Reduce required courses from 17 to 16 credit hours
- Total credit hours will decrease from 23 to 22 credit hours
- Reason for requested action: To address recent course number changes.

Bachelor of Science in Agricultural Sciences and Natural Resources in Natural Resource Ecology and Management (101)

Course requirement change

- Rangeland Ecology and Management option
  - Remove NREM 3063
  - Add NREM 3134 and NREM 4012 as alternate to PBIO 4005
  - Increase related courses from 5 to 8 credit hours
  - Total credit hours will not change
  - Reason for requested action: NREM 3063 is no longer offered.
- Forest Ecology and Management option
  - Remove NREM 3123 and NREM 3133
  - Add NREM 3134 and NREM 3125
  - Reduce related courses from 7 to 4 credit hours
  - Total credit hours will not change
  - Reason for requested action: NREM 3123 and NREM 3133 were combined into a 5-credit-hour course. NREM will be required for majors.

Mason moved to approve, and Sheehan seconded. Instruction Council members approved the Ferguson College of Agriculture program modifications with no opposed and no abstentions.

College of Education and Human Sciences

Minor in Child Development

Change to existing minor

- Remove HDFS 1112
- Add HDFS 1113
- Total credit hours will increase from 17 to 18 credit hours
- Reason for requested action: To align the curriculum offered with the National Council on Family Relations' updated textbook and content.

Bachelor of Science in Fashion Merchandising (340)

Course requirement change

- Remove DM 4010
- Add DM 3133
- Total credit hours will not change
- Reason for requested action: To better support the curriculum and students' academic pathways.

Bachelor of Science in Nursing in Nursing (332)

Course requirement change

- Remove NURS 3102, NURS 4122, NURS 3115, and NURS 4113
- Add NURS 3103, NURS 4123, and NURS 4216
- Total credit hours will not change
- Reason for requested action: To clearly distinguish specific courses taught for the BSN and RN to BSN programs, and to add efficiency to departmental offerings and student advising.

Minor in Public Health

Change to existing minor

- Remove HLTH 2603 from required courses
- Credit hours will decrease from 18 to 15 credit hours
- Reason for requested action: To align the minor with CEPH accreditation requirements.

Fullerton moved to approve, and Hawkins seconded. Instruction Council members approved the College of Education and Human Sciences program modifications with no opposed and no abstentions.

Spears School of Business

Bachelor of Science in Business Administration in Accounting (444)

Course requirement change

- Internal Reporting, Control and Auditing option
  - Add ACCT 4503 as alternate to ACCT 4233
  - Decrease courses designated (N) with one (L) from 7 to 6 credit hours
  - Add 1 credit hour of additional general education courses designated (Q), (H), (N), (S), (D), (G), or (F)
  - Total credit hours will not change
  - Reason for requested action: To provide additional flexibility for students and align the general education hours with OSRHE minimums.

Bachelor of Science in Business Administration in Data Analytics (334)

- Decrease courses designated (N) with one (L) from 7 to 6 credit hours
- Add 1 credit hour of additional general education courses designated (Q), (H), (N), (S), (D), (G), or (F)
- Total credit hours will not change
- Reason for requested action: To align the general education hours with OSRHE minimums.

Bachelor of Science in Business Administration in Entrepreneurship (473)

Course requirement change

- Decrease courses designated (N) with one (L) from 7 to 6 credit hours
- Add 1 credit hour of additional general education courses designated (Q), (H), (N), (S), (D), (G), or (F)
- Remove "select 9 hours from" list
- Add "select 9 hours from upper-division EEE courses"
- Total credit hours will not change
- Reason for requested action: To provide additional flexibility for students and align the general education hours with OSRHE minimums.

Bachelor of Science in Business Administration in International Business (448)

Course requirement change

- Decrease courses designated (N) with one (L) from 7 to 6 credit hours
- Add 1 credit hour of additional general education courses designated (Q), (H), (N), (S), (D), (G), or (F)
- Total credit hours will not change
- Reason for requested action: To align the general education hours with OSRHE minimums.

Bachelor of Science in Business Administration in Management (449)

Course requirement change

- Human Resource Management option and Sports Management option
  - Decrease courses designated (N) with one (L) from 7 to 6 credit hours
  - Add 1 credit hour of additional general education courses designated (Q), (H), (N), (S), (D), (G), or (F)
  - Total credit hours will not change
  - Reason for requested action: To align the general education hours with OSRHE minimums.

Bachelor of Science in Business Administration in Management Information Systems (452)

Course requirement change

- General option, Information Assurance option
- Decrease courses designated (N) with one (L) from 7 to 6 credit hours
- Add 1 credit hour of additional general education courses designated (Q), (H), (N), (S), (D), (G), or (F)
- Total credit hours will not change
- Reason for requested action: To align the general education hours with OSRHE minimums.

Bachelor of Science in Business Administration in Marketing (451)

Course requirement change

- Sports Marketing and Revenue Generation option
- Decrease courses designated (N) with one (L) from 7 to 6 credit hours
- Add 1 credit hour of additional general education courses designated (Q), (H), (N), (S), (D), (G), or (F)
- Remove MKTG 4713
- Add MKTG 3473
- Remove "select 3 hours from the following"
- Add "select 3 hours from upper-division MKTG electives"
- Total credit hours will not change

- Reason for requested action: To streamline options within the program and align the general education hours with OSRHE minimums.

Undergraduate Certificate in Sports Marketing and Revenue Generation (388)
Course requirement change

- Remove MKTG 4813
- Add MKTG 3473
- Total credit hours will not change
- Reason for requested action: To streamline offerings within the department.

Mason explained that most proposed revisions align degree requirements with the Oklahoma State Regents for Higher Education minimum of six natural-science general education hours rather than seven, with one additional general education hour available from other approved designations. Total degree hours would remain unchanged, and the revisions would reduce manual substitutions and improve flexibility and degree audits. The changes affected Accounting, Data Analytics, Entrepreneurship, International Business, Management, Management Information Systems, and Marketing. Members discussed how laboratory-designated courses fit the natural-science requirement and whether students would have sufficient options.

Freeman moved to approve, and Fullerton seconded. Instruction Council members approved the Spears School of Business program modifications with no opposed and no abstentions.

2. Other

Burns advised that colleges and deans would receive spreadsheets identifying discrepancies between Human Resources records and institutional reporting information, including highest degree earned and faculty rank. Colleges were asked to ensure corrections are made in the source system by October 31, 2026, to support accurate annual reporting. An updated list of unresolved items would be distributed the following week.

Clary also informed members of upcoming Ferguson College of Agriculture rodeo events.

Meeting was adjourned at 9:51am.

Minutes were recorded by Ashley Varnell.