

**INSTRUCTION COUNCIL
MINUTES
January 8, 2016
204 Whitehurst**

Present: Raj Basu, Cynda Clary, Bruce Crauder, Karen Flaherty, Keith Garbutt, Sarah Gordon, Diane Jones, Bavette Miller, Shiretta Ownbey, John Romans, Chris Ross, Raman Singh, Celeste Taber, Jean Van Delinder, and Pamela Fry.

1. Curricular Requests

Spears School of Business

**ENTREPRENEURSHIP, MINOR
Change to Existing Minor**

Members approved.

College of Human Sciences

**INFANT MENTAL HEALTH, GRADUATE CERTIFICATE
New Program**

The College of Human Sciences at Oklahoma State University proposes the Graduate Certificate in Infant Mental Health as it focuses on the development and delivery of assessments and interventions for children (birth-3 years of age)—particularly those most at risk for adverse outcomes due to early trauma or insecure attachments with caregivers. This certificate is linked to one of several specializations that students in the Master of Science in HDFS, option of Applied Human Services, select based on their career goals. The proposed Certificate in IMH prepares students for careers working with young children in a variety of settings, including child care, early childhood education, and nonprofit and state agencies that provide services for infants and their families. The Graduate Certificate was developed in collaboration with a state accrediting agency, the Oklahoma Association for Infant Mental Health (OK-AIMH). Particular focus is placed on early experiences and infant-caregiver attachment and relationship quality.

Members approved.

**INTELLECTUAL AND DEVELOPMENTAL DISABILITIES, GRADUATE CERTIFICATE
New Program**

The College of Human Sciences at Oklahoma State University proposes the Graduate Certificate in Intellectual and Developmental Disabilities (IDD) as it focuses on the assessment, development, and implementation of public, private, and voluntary support services for individuals with intellectual and developmental disabilities and their families. This certificate is linked to one of several specializations that students in the Master of Science in HDFS, option of Applied Human Services, select based on their career goals. The proposed Graduate Certificate in IDD prepares students for careers working with individuals with IDD and their families in a variety of settings, including state agencies such as OKDHS-Developmental Disabilities Services and private and nonprofit agencies that conduct assessments and/or provide services.

Members tabled pending discussions with the College of Education.

2. Incomplete Grades in Banner – Celeste Taber

Dr. Celeste Taber had prepared a document with the most complete information to date about incomplete grades in Banner. Dr. Taber stated that it appears that the Banner transcript will display only the "I" grade and not the default, so there will not be a need to make major alterations to the incomplete grade process. This is based on the current understanding of Banner 8 because this is the only version they have been able to acquire and test. The consultants are not familiar with the new Banner version but there are several aspects of the new Banner that are promising. Incomplete grade reports will probably still be created in the Registrar's Office as is currently done. Dr. Taber noted that there will be a few words in the policy that will need to be modified as they move into Banner and see how things are working. Dr. Taber is keeping a list of policies that will need to be revised once the change to Banner is made.

3. General Discussion of Initiatives for 2016 – Pamela Fry

Dr. Pamela Fry asked the group what they considered the initiatives for 2016 should be. She asked that the group start thinking of what the projected, oversubscribed areas will be if enrollment increases. It was noted that it is increasingly more difficult to scale up with initiatives with the number of students they have now with the number of faculty. It was suggested that ITLE might do a series on large class management and making it personal. Dr. Fry noted that she will bring the recommendation from the advisor evaluation group at an upcoming meeting. Dr. Fry also stated that she had asked for one to three names from each of the group of whom they would like to attend a meeting on how to organize an internal conference for people who teach the First Year Seminars. This will be happening this spring.

It was mentioned that some have found the fall electronic Student Surveys of Instruction (SSI) to be problematic. Most of the issues they were having are communication related. It was noted that Banner will take care of some of the sectioning issues. It was noted that the cross-listing in Banner should also help. It was stated that at some point someone may need to look at how to pull the specific needed data from the evaluations. It was stated that some courses were more problematic than others where there was no problem at all. It was suggested that a working group be formed to look into the electronic student teaching evaluations issues. Dr. Taber or her designee will serve on the working group. Dr. Crauder will also serve on the working group, and Carol Johnson was suggested as a possible participant on the working group.

4. Other

Dr. Fry mentioned that at an upcoming meeting there will be discussion on how certificates are assessed and the BUS will also be discussed at an upcoming meeting.

Adjourned: 10:30 a.m.

The minutes were recorded by Dorlana Crowell.