

INSTRUCTION COUNCIL

MINUTES

October 7, 2016

204 WH

9:00 – 10:30 a.m.

In attendance:

Cynda Clary, Bruce Crauder, Bob Davis, Karen Flaherty, Keith Garbutt, Susan Johnson, Diane Jones, James Knecht, Bavette Miller, Shiretta Ownbey, Rita Peaster, Kyndal Roark, Chris Ross, Randy Seitsinger, Celeste Taber, Candace Thrasher, Jean Van Delinder, Blake Myers, and Pamela Fry.

1. Curricular Request

SPORTS AND COACHING SCIENCE, BS New Program

The College of Education requests the addition of a BS degree in Sports and Coaching Science given the sports coaching job market is large and continues to grow. The proposed program includes electives that allow students to specialize or complete a minor in a sub-discipline; therefore, graduates of the program will possess the knowledge and credentials to work in coaching as well as in other health and exercise fields.

Bruce Crauder requested clarification on the I-degree sheet, 30/10 section. Is the Analytical & Quantitative Thought requirement 3 or 6 hours? He also mentioned the typo with MATH 15613. Dr. Bob Davis will verify that 6 hours is correct.

10/11/16 – It was confirmed that the 6 hours of Analytical & Quantitative Thought were reflected correctly and the mathematics course was corrected on the degree sheet to reflect MATH 1513.

Shiretta Ownbey asked if Nutritional Sciences had been contacted to verify that they could service the needs of this degree, even though the NSCI classes listed are electives. Dr. Davis will verify this information. (During the course of the Instruction Council meeting, Dr. Davis was able to verify that Nutritional Sciences had been contacted regarding their elective classes.)

Resources for delivering the program were clarified. This program lies within the physical education and exercise science department. There is definite demand for this type of program.

Shiretta Ownbey moved that this program be accepted contingent upon Nutritional Sciences' approval having these courses as professional electives and contingent upon corrections to the degree sheet.

Cynda Clary seconded the movement.

The motion passed unanimously.

2. Banner Update – Rita Peaster and Celeste Taber

Summary of the August pre-session pilot - nine instructors submitted grades successfully, with the only exception, as mentioned at the last Instruction Council meeting, the system not allowing an "F" grade last attend date that precedes the beginning of the main term—a problem for classes that begin prior to the main term. Ellucian, the company who developed the Banner Software system, is aware of the issue and should be submitting an update before the end of the current term. Celeste reported that the mid-term grade submission went well. There was a 90% submission rate, higher than it has been since we started keeping track of submissions. The 8-week grading is open now. Celeste has not seen that report from IREM yet. Candace Thrasher, OSU's academic integrity director, brought up an issue with the mid-term grades. Several F! grades were submitted, and when Candace contacted the professors, they were under the impression that the F! was for students who were "really" failing. Celeste reassured the Council that definitions of grades are provided in links to reference within the software as well as in the Catalog and in the

Grade Reporting website. Celeste will instruct Candace on how to initiate a report for all students with an F! for midterms. She will then submit those to the respective colleges for professor and student clarification.

Rita announced that Banner will be able to implement advisor registration holds for the Spring '17 semester. There has been a delay in releasing some of the Banner XE components. IT had some concerns so we are delaying the XE Advising Profile until sometime in November. XE Registration is now scheduled for Spring '17. The production pilot testing is still open so all Council members and advisors are able to access the profile and select individuals from the College of Education (COE) and College of Engineering, Architecture and Technology (CEAT) on Registration.

The Registrar's Office is now preparing for the final conversion of academic history from SIS to Banner. This process will begin the week of October 17th. Previously converted data may require some clean up. The goal for printing official transcripts in Banner is early November, no more dual processing in two systems. We have the integration with our E-Transcript Solution. We are also testing a custom process to automate the Oklahoma Undergraduate Repeat Policy. We will be the only school in the A&M system with an automated repeat process in Banner.

Rita addressed a question from Jean Van Delinder regarding the viewing capability of student transcripts. She should still have those same rights. She will work with personnel in the Graduate College to assist her.

3. DegreeWorks Update and Decisions – Celeste Taber, Rita Peaster, Blake Myers

Status report of the DegreeWorks Implementation project - each of the Council members have devoted time to their colleges' graduate clearance personnel to participate in this team effort. Blake Myers is the degree audit specialist in the Registrar's Office. He has been working with representatives from colleges across campus, with emphasis on COE and CEAT to replace their current degree audit system. For all of the other colleges there have been five identified plans that have also been built in DegreeWorks to be tested. Backscribing for the College Education is complete, with the only remaining step being validation. Backscribing for College of Engineering is now the focus. Weekly meetings have aided in addressing issues that arise with these programs.

Rita presented the Council with the *Degree Works Fall 2016 handout – attached*. Decisions need to be made as to how to implement the degree clearance process, how to determine different levels of access for DegreeWorks, how to handle substitutions and waivers, which are considered as exceptions in DegreeWorks, and how to outline basic processes for degree clearance. Due to the limited time left in the semester, Rita proposed that it would be best to keep this initial implementation simple and the audience fairly small.

Access levels:

1. Advisors (access to only a few advisors as determined by college) – Ability to view degree audits for any student
2. College Degree Clearance Personnel (limited to 2-3 people per college) – Advisor access plus ability to add degree requirement exceptions
3. Registrar's Office – all access; including ability to delete degree requirement exceptions

In 2017 we will determine when to provide access to all advisors and students. Celeste added that this system will eventually be used by all advisors, but the Registrar's Office is not quite prepared to present and train at this point in time.

Degree clearance processes:

1. Students apply to graduate in Self Service
2. Registrar's Office and degree clearance personnel will perform initial audits, update graduation status in Banner and add comments on SPACMNT
3. When DegreeWorks audits are available, college degree clearance personnel will record exceptions for affected students in DegreeWorks

4. After grades are put into history at end of term, colleges will submit a cleared degree audit (DegreeWorks audit or degree requirement sheet) along with supporting documentation to the Registrar's Office
 - a. Electronic PDF files are preferred (rather than paper)
 - b. The Registrar's Office will verify the audit and upload documentation to the student's imaged file

There are situations that arise when an exception to the required degree is made by an individual college. Expected alongside those exceptions would be supporting documentation. The Registrar's Office visited with the implementation team composed of representatives from all of the OSU colleges and developed a rough draft of a chart of *Central Graduation Clearance Documentation Required – attached*. These are documents that would be required to accompany degree audit. There was significant discussion regarding length and place of central documentation for degree. The consensus is that the degree clearance documentation should be kept forever. Registrar's Office is happy to house this documentation. The handout is the beginnings of the list of requirements for graduation clearance.

After much discussion it was determined by Instruction Council members that keeping records of degree clearance and exceptions centrally located is the best practice. Celeste will begin with the general principles and endorsements from the Council to operationalize this procedure.

Celeste also inquired as to how long each college maintains their student records for degree clearance documentation. She also clarified the rule with exceptions. The authority to add an exception will be held in the individual colleges, but the ability to delete an exception will remain in the Registrar's Office because there is no audit.

Susan Johnson raised a question about advisor access for the Tulsa campus. Celeste explained that currently the decision for advisor access has been left to the individual colleges and the reason for the limited access is training. Directors of Student Academic Services have been attending the weekly meetings (graduate clearance personnel and college personnel). It was determined that Susan Tolbart would be the individual from Tulsa who should have access, although Celeste expressed concern that there is no formal training yet due to scarce resources to bring her up to speed.

The Council commended the Registrar's Office for their detailed work in this transition.

4. **Concurrent Funding Plan and Draft Memorandum of Understanding (MOU) – Pamela Fry**

Dr. Fry informed the Council that this plan was presented to Dean's Council yesterday. She went on to explained that this funding proposal is 9 months in the making. To recap: Oklahoma high school seniors who qualify for admissions to OSU can take up to 18 hours of college classes (6 hrs in the summer, 6 hrs in the fall, and 6 hrs in the spring). Historically at OSU, these high school seniors do not pay tuition for the first class they take, but the University receives reimbursement of 62% of the cost of tuition from the State Regents. After the students' first course, they are expected to pay tuition/fees at the same rate as any other student who attends OSU. In an effort to encourage these students to take more than one concurrent course, OSU has created a plan that "allows OSU to waive appropriate fees for on campus concurrent students and to charge a rate of approximately \$80.20 per credit hour which is almost identical to the proposed off-campus (online) charge of \$80.00" per credit hour. Along with this proposal, OSU would like to pilot an off-campus face to face program in which OSU faculty will teach college level courses at Stillwater High School. These high school students are being offered college classes at a significantly reduced rate and have the option of taking the course either on the OSU campus or their high school campus at the same reduced rate. The revenue for off-campus courses taken by concurrent students will be directed to the department. The revenue for on-campus courses taken by concurrent students will be directed to the general University fund. The only negative issue is that concurrent students do not have access to financial aid. Dr. Fry will discuss this need with Stillwater Public Education Foundation.

The Higher Learning Commission (HLC) is closely monitoring the qualifications of high school teachers and community college instructors who are being hired to teach college level courses. For the past seven years Tulsa Community College (TCC) has been hiring high school teachers to teach GenEd in the high schools. HLC requires that all instructors teaching college level courses have at least 18 graduate level credit hours in their discipline to be able to instruct that specific GenEd course. Bobbi Kay Lewis, along with Sheryl Tucker and Jean Van Delinder, have been working to develop an 1-hour graduate certificate to be offered by OSU for those individuals interested in teaching college level courses in high schools or community colleges as HLC continues to keep a close eye on this matter.

5. Transfer Agreement Update – Pamela Fry

Dr. Fry has been working to make sure we have up-to-date transfer agreements with TCC for the 15 or so undergraduate degrees at OSU Tulsa. Dr. Fry would like Instruction Council's permission to approve a general template for transfer agreements with the header to say Finish Orange instead of Finish in Four. The header also will include the community college logo and OSU logo. Instruction Council agreed to the change.

6. Other

- Our graduation rate is at an all-time high. This could be attributed to the Finish in Four program. The students are associating themselves with their graduation year, (ex. Class of 2020).
- Dr. Fry has been meeting individually with all OSU-Tulsa faculty. One thing that is evident in visiting with the advisors is course rotation scheduling. When making changes to a course, it is imperative that the Tulsa students be considered as well. Evening classes in Stillwater are difficult for OSU-Tulsa students, cancelling a course because of low enrollment can cause an OSU-Tulsa student to either drop from the major or extend their semesters in college by 1 or even 2 semesters. Susan Johnson agreed with Dr. Fry. It was noted that the Transfer Agreements need to be secured and course scheduling needs to be a consideration in regard to OSU Tulsa students as there is a considerable amount of competition for those OSU-Tulsa students in the Tulsa area.
- Looking at the EAB contract – we will be going forth with only GradesFirst. We can add the predictive analytics later after the budget is revealed and if it is needed. Three software programs that should be considered in OSU's future are Courseleaf, MyMajors, and a transfer student advisement program.

Meeting was adjourned at 10:32 am

Meeting minutes recorded by Kyndal Roark