

## **INSTRUCTION COUNCIL**

### **Minutes**

**March 4, 2016**

**204 Whitehurst**

**Present: Raj Basu, Cynda Clary, Bruce Crauder, Karen Flaherty, Keith Garbutt, Susan Johnson, Diane Jones, James Knecht, Jason Lavery, Amy Martindale, Bavette Miller, Lance Millis, Shiretta Ownbey, Rita Peaster, John Romans, Jeff Simpson, Celeste Taber, Candace Thrasher, Jean Van Delinder, Keila Whitaker, Robin Wilson, and Pamela Fry.**

#### **1. Banner Update – Rita Peaster**

Rita Peaster reported that the academic history has been converted into Banner. She stated that pre-approved lists of Banner basic access requests on behalf of academic advisors, department heads and their designees, and deans and associate deans and their designees have been submitted. The goal is for basic access to be in place by Monday, March 7. Instructional faculty access should be somewhat automatic. Other access requests will need to be done manually. IT is preparing an online Banner access request application which is expected to be available sometime next week.

Next week they will be preparing students to be able to register for classes in Banner. An email will be sent to all advisors once the alternate pins have been added. There will be a soft go live with the Honors College for registration on March 16, and standard priority enrollment begins on March 21. She noted that so far everything is looking to be on schedule.

#### **2. Registration Permits – Celeste Taber and Amy Martindale**

Dr. Taber stated that a lot of the registration permits will be able to be given online. Dr. Taber referred to her handout on overrides available to instructors and overrides available to department heads and their designees. Their overrides are restricted to courses in their own departments. Dr. Taber referred to an email (handout) with a chart that was sent on February 22 that explained authority for overrides based on current policy and trainings conducted. Departments should only give permits that they and their designee are authorized to give. Dr. Taber noted that the advisor permit is the one in question.

Dr. Amy Martindale explained the prerequisite override process. It was noted that advisors do not have the ability in Banner to override a pre-requisite. Keila Whitaker explained that an online form has been developed through SharePoint where an advisor can go in and complete the form and submit it and it will go directly to the Registrar email inbox where it can be processed electronically. Currently it can take 24 – 48 hours before it is processed. In an effort to make it more efficient, the Registrar's office is reevaluating the priority status. They are

proposing that advisor emails will now be first priority followed by any other permission request. This will support students getting an immediate email override. The Registrar's Office will have someone dedicated to email response every day.

Dr. Taber asked what the members' thoughts were regarding the two choices – to support and encourage advisors to act as department heads and to give those permissions for courses outside their department or to continue to direct advisors to the advisor process that is outside of the administrative interface? It was noted that it may be necessary to honor some paper permits during freshman enrollment or other peak times. There was discussion about what is equitable for all students. It was noted that everyone using SharePoint and making monitoring emails a priority would be fair to all. It was stated that the system in place with using the SharePoint and making it a priority is about the best that can be done. The process can be evaluated along the way. An audit will be important to the process as well.

### **3. Guidelines and Procedures Regarding Student Study and Travel Abroad – Jeff Simpson**

Jeff Simpson discussed the “Guidelines and Procedures Regarding Student Study and Travel Abroad” handout. Jeff stated that the Risk Management Office spearheaded the process of establishing the guidelines and procedures initiative. Jeff stated that the document is in draft form. He is seeking feedback from the associate deans, Council of Deans, and Faculty Council. The goal is to have the document in place for fall 2016-17. After discussion, Dr. Fry asked that members review the document and that Jeff bring it back to another meeting.

### **4. Proposal to Eliminate the History Department's Test in the College Level Examination Program (CLEP) – Jason Lavery**

Dr. Jason Lavery presented a proposal to eliminate the History department's tests in the College Level Examination Program (CLEP). The department was asked in the fall of 2015 by University Assessment and Testing to review its policies concerning CLEP. The department's Curriculum Committee reviewed the department's CLEP test. Two weeks ago the committee presented the “Proposal to Eliminate the History Department's Tests in the College Level Examination Program (CLEP)” document (handout) to the history department, and it was approved by the department unanimously. Some of the reasons for discontinuing the exam are that very few students use CLEP and very few pass. Also, the department has no say on the Scantron part of the exam and 60 percent of the exam in the history department must be essay. The motion was made to eliminate the administering of the test here and accepting the credit for OSU students. The test will still be administered for non OSU students after further exploration of the policy for transfer work. The implementation plan timeline would be in effect for Fall 2016. OSU students who already have the CLEP credit would be grandfathered in. James Knecht stated that any student taking the test between now and September would count. September 1, 2016 will be the last day that credit will be allowed. Seven voted for the motion with one abstention.

Motion passed.

**5. Curricular Requests:**

**College of Education**

**PROFESSIONAL PILOT, MINOR  
Changes to Existing Minor**

Members Approved.

**UNMANNED AIRCRAFT PILOT, MINOR  
Changes to Existing Minor**

Members Approved.

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

**ARCHITECTURAL ENGINEERING, BAE (020)  
Program Modification: Option Addition**

Option Additions: (1) Mechanical, Electrical, and Plumbing, and (2) Construction Project Management.

The College of Engineering, Architecture, and Technology requests new options as there is a shortage of professionals with these credentials. The new options were recommended by alumni of the School of Architecture, the School's Professional Advisory Committee, and employers of graduates for the School of Architecture.

Members Approved.

**6. Other**

No other items were discussed.

Non-Student Records – John Romans was moved to the next meeting.

Adjourned: 10:30 a.m.

**The minutes were recorded by Dorlana Crowell.**