

INSTRUCTION COUNCIL

MINUTES

September 1, 2016

204 WH

9:00 – 10:30 a.m.

In attendance: Cynda Clary, Amy Cole-Smith, Bruce Crauder, Bob Davis, Karen Flaherty, Susan Johnson, Diane Jones, James Knecht, Bavette Miller, Shiretta Ownbey, Rita Peaster, Kyndal Roark, Chris Ross, Randy Seitsinger, Celeste Taber, Candace Thrasher, Jean VanDelinder and Pamela Fry

1. Curricular Items

**ARCHITECTURAL STUDIES:
ARCHITECTURE AND ENTREPRENEURSHIP (ASAE)
New Minor**

12/19/13 – The request was tabled pending discussions with the Spear School of Business (SSB).

Documentation was received from SSB indicating no objections to offering the minor.

Randy Seitsinger explained that the reason this has been tabled for almost three years is that CEAT was under the impression that this new minor had been approved. He addressed concerns from Dr. Jean VanDelinder - the architecture classes are graduate level classes being used for undergraduate degrees. Dr. VanDelinder has received requests from former students, who have taken 5000 level courses, wanting a graduate degree due to the number of graduate level classes they have previously taken. Randy went on to explain that there is an extra component that is expected with the graduate level work, even though the architecture undergraduate degree is a 5-year program with many 5000 level classes.

Dr. Bob Davis moved for approval of the Architectural Studies: Architecture and Entrepreneurship (ASAE) New Minor, which was seconded. **The New Minor was approved unanimously.**

2. XE Advising Profile Pilot – Rita Peaster

Rita Peaster reported that we are moving closer to the implementation of XE. IT has been able to move the faculty grade entry piece into production environment, and they are moving the other pieces - student advising and registration - into production this week. The situation looks positive for the production piloting the week of September 12th. Members of Instruction Council (IC) and Directors of Student Academic Services (DSAS) will be considered the Advising Student Profile test group. Rita will submit an email to all IC and DSAS members with a link to access the XE Advising Profile and instructions. If there are any issues, please contact Rita directly. Production pilot can only be accessed through the link, not through Self Service. The data that will be retrieved is real data, it is simply displayed in a different format. There will be an XE demonstration at the Advisors Conference on September 23rd. Hopefully the production pilot will be running smoothly enough to expand the test pilot to the attendees. Currently full-go-live is anticipated for October 3rd.

Lance Millis and Leslie Evans will be meeting with Rita next week to refine the pilot testing for registration.

Celeste Taber added an update on the faculty grade entry. She submitted the following invitation to IC members and Instruction Faculty to attend the grade entry sessions on September 7th and 8th:

"Beginning this semester, OSU will be using the new student information system for entering midterm (six-week) and final grades. Several new features are available, such as the ability to upload grades from Excel spreadsheets.

You are invited to participate in a one-hour session designed for OSU faculty and staff who are teaching Fall 2016 classes. This session will introduce instructors to Faculty Grade Entry in the new system (Banner XE) and provide demos of the new features.

Four sessions are available on September 7 and 8. Advance registration is required, and each session's capacity is limited. Registration will remain open until the day before the session or until all seats are filled.

To register for a session:

- ✓ Go to <http://talent.okstate.edu>
- ✓ Log-in using your O-key credentials
- ✓ Go to the "Learning" tab on the top black bar
- ✓ Select "Events Calendar"
- ✓ Change the calendar to September if it's showing August by using the right navigation arrow
- ✓ To enroll in a September 7 or 8 session, click "Faculty Grade Entry in the New System" on your preferred day/time and you will automatically be directed to a "Training Details" page
- ✓ Click "Request" on the "Training Details" page.

You will then be automatically directed to your "transcript" that will show you are enrolled in the session you requested. You will also receive an email confirmation."

3. Midterm (Six-Week) and Ten-Week Grade Submission Fall 2016 – Celeste Taber and Rita Peaster

Registrar will open midterm (six-week) grading as usual (Sep 20) and will close it on Wednesday, Sep 28, 10:00am. Registrar will work to provide missing grade reports focusing on 1000- and 2000-level classes within parts of terms that make sense (excluding classes that have finished, for example, classes that haven't yet started, etc.). Registrar will request eprint reports to capture midterm snapshots and make these available to the colleges. Registrar will send our standard notification to students enrolled in 1000- and 2000-level classes to view their grades. Registrar will use midterm grade collection again at the ten-week mark to allow instructors to submit grades for athletes. These grades will over-write the six-week grades they submitted earlier. The communication for that submission will come from Academic Services for Student Athletes (ASSA), and a meeting between Marilyn Middlebrook, Pam Fry, and Registrar's Office will be arranged by Academic Affairs to discuss. ASSA will most likely need to send to instructors a list of the athletes in their classes so they will know for which students the midterms are requested again at the ten-week mark.

4. Requests from Students to Add a Course After Published Deadlines – Celeste Taber

Celeste distributed the REQUEST TO ADD A COURSE AFTER THE DEADLINE form. This new form will be used to manage requests to add courses after published deadlines (also to change sections of the same course or change credit hours in a variable credit course). The form has been posted in the Forms section of the [Registrar Faculty/Staff Resources SharePoint site](#). The PDF file is titled Exception Request Add after Deadline. The details of the form are as follows:

- This form is designed for students with unusual circumstances who have support from instructors and administrators. It is not simply a blanket process to extend enrollment deadlines.
- Submitting the request does not guarantee approval of the request. Exceptions that are requested early in the term are more likely to be approved, space must be available in the course, students must meet course requirements/prerequisites, and their written explanation must be compelling.
- All required approvals/signatures must be secured before submitting the form. Generally, the student is responsible for securing the approvals.
- Students should consider how enrollment changes will affect their financial aid and Bursar account.
- The form may be used for OSU Tulsa classes, but it may work better for Dr. Susan Johnson to continue to address such requests for Tulsa classes via email.
- Enrollment changes are not possible after the end of a term.

5. **Faculty Council Recommendation: Support and Promotion of Undergraduate Research at OSU – Pamela Fry**

The following changes / additions were brought before Instruction Council:

- 1) Undergraduate Research Scholar Transcript Designation Application
Page 1 under Faculty Mentor Endorsement:
Disseminated the results of their project (**research or design/creative focus**) ~~or creative project~~ at a peer-reviewed ~~state~~, regional, or national conference and/or juried artistic venue such as an ~~art~~ exhibition, concert, or festival.
- 2) Recommendation No 16-05-01-Research
Page 2
Undergraduate research transcript designation
b. Have both the advisor and the appropriate college ~~assistant~~ (**associate**) dean sign off on and endorse the research undertaken
- 3) Undergraduate Research Scholar Transcript Designation Application
Page 2 under Requirements – add the following:
“Academic departments / schools will identify suggested venues for presentation and/or publication that are acceptable for fulfilling the undergraduate research scholar designation requirements. A list of approved presentation and publication outlets will be available from each academic department or school.”

The above-mentioned changes / additional were approved by Instruction Council.

6. **Academic Integrity Module Quiz Questions and Academic Integrity Notifications – Candace Thrasher**

Candace Thrasher and Deb Vanoverbeke have reviewed all of the quiz questions to the Modules. Questions that were confusing, misleading, or overstating policy were re-worded. International Students and Scholars Office would like to launch the modules the week of September 5th if the Instruction Council approves. Members of IC suggested the following changes:

Module 1: Question 1: Answer D) – missing a word

Module 2: Question 2: Reword the question to emphasize that Student A was aware of the cheating and did nothing

Module 2: Question 3: More clarification with student X and student Y

Module 7: Questions 2, 3 and 5: Confusion with second and third person point of view, between question and answer

Students are being paid to upload their notes to a site called “StudySoup”. There are two options for these note takers: 1) upload notes after the semester; 2) upload notes immediately after the class “elite note taker”, and the note takers can receive a base pay along with a commission as to how many students download the notes. Candace has spoken with OSU’s legal counsel regarding this issue. Their stance is that the notes being uploaded to these sites are the student’s interpretation of the class, and the students’ notes are their material to do with as they please. However, if the students are uploading assignments, PowerPoint presentations, or anything that could be considered copyright infringement, legal counsel will look at these situations on a case by case basis.

Dr. Fry interjected that although she does not condone paying someone for their note taking skills, the ability to retrieve these notes is very similar to the test files that the Greek system has for each of the fraternities and sororities on campus.

Candace also brought another issue to the members. When a student appeals an academic integrity violation, the panel hears their case, and they create a report. That report is currently being sent to the student, the instructor, the student’s advisor, the instructor’s department head, and the student’s dean. Candace suggested that the appeals should be submitted to the associate dean instead of the dean. The Instruction Council members agreed.

Dr. Fry informed IC that Candace has been working on the beginnings of a website for the instructors of the First Year Seminar. Her goal will be to have an internal conference just for those individuals who teach First Year Seminar so that they can exchange ideas, inspire one another, etc. These resources are not mean to tell any college how to teach this class but rather to share best ideas. Candace will share the link with the Instruction Council members.

<https://academicaffairs.okstate.edu/content/resources-advisors>

7. Transfer Agreements and Veterans Initiatives – Amy Cole-Smith, University College Director of Transfer Student Academic Services

Transfer Agreements: Amy Cole-Smith updated the IC members on all transfer agreements with other college institutions. Amy reported that Oklahoma State has five signed agreements, and they are in the process of adopting 17 additional agreements. Dr. Fry reported that until now OSU did not have a central repository for all of the articulation agreements. Several IC members were aware of additional international agreements, and they will email that information to Amy. Dr. Fry recommended that Amy contact David Henneberry's office for a list of all the international articulation agreements they may have. Dr. Fry also mentioned that there is a need for articulation agreements with TCC for all undergraduate degrees from OSU-Tulsa. Randy Seitsinger inquired as to a separate meeting with an IC member who can explain the process of articulation agreements. Dr. Fry explained that the IC created a standard template for articulation/transfer agreements. Amy will email the template to Randy. Susan Johnson mentioned that there is a significant number of mechanical engineering students transferring from Tulsa University (TU) to OSU, so an articulation/transfer agreement may be needed for that as well.

Veterans Initiatives: A soft opening of the Veterans Center was held on August 15th, however the official opening celebration will be held on November 11th – Veterans' Day. The Veterans Center is not only for veterans but also dependents and military families. This center is in partnership with NOC students as well. Students who are utilizing the center are very excited about it. "It's a great place to get away." Press will be attending the November 11th event. OSU will be announced as being a Purple Heart University. Amy also announced that they received President Hargis' approval for the Eight Keys of Success. We are now listed on comparative websites for families with military benefits who are shopping for universities.

8. General Education Substitutions – Pamela Fry

Overall, the substitutions are going well. However, exceptions are being requested for OSU classes that didn't go to the General Education Advisory Council (GEAC). Some colleges have created a general education credit application template for their zero ending study abroad offerings that incorporate the required writing criteria. Dr. Fry suggested that IC members review their colleges efforts in that area. As study abroad courses are being developed, the colleges need to submit for the designations. GEAC is very amendable to that. Dr. Fry would like to focus on the GEAC process once the Banner system is securely in place. The plan is to streamline the system at some point in the future.

9. Other

- **Alumni Survey Results – James Knecht** – posted to the website for the departments who need to view them.
- **Advisors' Conference – September 23, 2016, O 'Club, 9:00-3:30** – As IC members, please encourage your faculty and professional advisors to attend. The deadline to RSVP is September 16th to Kyndal Roark at kyndal.roark@okstate.edu.

Meeting was adjourned at 10:31 am