

INSTRUCTION COUNCIL

MINUTES

January 19, 2017

204 Whitehurst

In attendance:

Laurie Beets, Cynda Clary, Bruce Crauder, Leslie Evans, Karen Flaherty, Darlene Hightower, Keith Garbutt, Susan Johnson, Diane Jones, James Knecht, Tina Meier, Blake Myers, Mark Nelson, Chris Ormsbee, Shiretta Ownbey, Rita Peaster, Kyndal Roark, Shawn Rose, Randy Seitsinger, Celeste Taber, Candace Thrasher, Matt Upson, Jean Van Delinder and Pamela Fry

1. **National Academic Advising Association: Region 7 – Mark Nelson and Shawn Rose**

Mark Nelson is an advisor with University Advising and Shawn Rose is an advisor with the College of Arts & Sciences (A&S). Mark and Shawn are part of the planning committee for the 2017 National Academic Advising Conference (NACADA) February 26-28, 2017, in Tulsa. Also on the planning committee are Sarah Ayers, College of Engineering, Architecture and Technology (CEAT), Lynn Reed and Austin Haytko, Spears School of Business (SSB), Sheri Orr, Physical Sciences, A&S and Allison Tiff, OSU-Tulsa. Professional development is an important tool in the success of Oklahoma State University advising. Not only do OSU advisors assist students with scheduling classes, but they also discuss developmental issues with the students, provide resources, encourage student / faculty interaction, etc. All Instruction Council (IC) members are welcome to attend the conference and are also encouraged to speak to their specific college advisors about attending. NACADA also encourages advisors to present at these conferences as well. The upcoming conference in Tulsa is a great opportunity to attend a regional conference without the added traveling expense. The conference will also provide interaction with other states' advisors in our region. The Graduate College will be sponsoring BOB (Big Orange Bus) for the event on Monday evening. Shawn Rose will be preparing the program for the event and will be sharing the information with members of IC.

2. **Beginning and Ending Dates of Classes in D2L/BrightSpace – Tina Meier**

During the final days of the Fall, 2016 semester, issues arose for certain SSB and Human Sciences (HS) classes. Several classes closed prematurely. In Banner there are two parts of term – course time and finals week. The integration between D2L and Banner uses the last term to feed into D2L. Some courses in Banner, especially the 8 week courses did not have the finals week entry, and therefore caused the courses to close the last day of pre-finals week, December 2, 2016. Based on that data 838 classes closed on December 2nd. Information Technology (IT) is working to ensure that this particular problem will not be repeated. A suggestion was made to leave the classes open through finals week. The real time interface will cause an issue because it takes whatever dates have been input for the course and will reset them. Darlene Hightower added that a customization may be in order.

There has been some confusion regarding start and end dates of actual classwork versus start and end dates of access to courses in D2L/BrightSpace. In BrightSpace it appears that the classes begin one week before they actually start. The verbiage will need to be altered, and IT has requested members of Instruction Council (IC) to detail the wording of this notice. IT has a supplemental data engine – the dates that the real time interface looks to is totally separate from the Banner course file. Ellucian will need to be contacted in order to create this customized process. IC members agreed that classes should be open one week prior to actual start date and remain open for two weeks after the end date. D2L/BrightSpace allows instructors to set dates to allow content to be available to students, if they so choose.

3. **Curriculum Request:**

UNIV 1113 – Introduction to Academic Research and Inquiry - Matt Upson

12/2/16 – Tabled pending conversations with Matt Upson regarding the course offering.

1/5/17 – Members were asked to review the syllabus.

Mr. Upson clarified that the outline (refer to handout) represents an 8-week course for 3 credit hours. Dr. Bruce Crauder stated that there is significant overlap with the UNIV 1113 and English Comp II program. Mr. Upson specified that the Library interacts with 50 out of the 90 sections of Comp II in a significant way. Library ties instruction directly into the Comp II assignments, although it is not a requirement of the course. There is online content that may be duplicated in UNIV 1113, but it is not as fundamental. The emphasis for this course is on the process, the sources. The primary audience for this course is concurrent students as a way to promote interest in research programs, more specifically Freshmen Research Scholars, in an effort to encourage interaction with experts on campus in a research capacity. Also included in the targeted audience would be those students who do not receive the Library instruction in their Comp II courses. The overlap is intentional.

Instruction Council members stated that there is no question of the importance of this course, but securing enrollment is a concern. Dr. Fry suggested that several members of Instruction Council continue to work with Mr. Upson in an effort to continue developing this course. Dr. Garbutt volunteered to work with Mr. Upson. He also suggested a possible name change for the course - Information-Based Decision Making for Academic Research.

CMT 4443 – Construction Safety and Loss Control – Randy Seitsinger

Professor Seitsinger explained that previously this course was tied to a certification with an outside organization. That particular organization has chosen to discontinue certifying this course. The description in the OSU Course Catalog will remove the reference of certification.

Motion to accept the curricular request change for CMT 4443 was approved.

4. Oklahoma State Regents for Higher Education (OSRHE) Course Equivalency Project (CEP) – Pamela Fry

Refer to the Course Equivalency Project (CEP) handout. Dr. Fry visited with Kyle Foster of the Oklahoma State Regents for Higher Education (OSRHE) for a discussion reviewing the CEP matrix process. There are two opportunities to add or delete courses from the matrix – June and December. When a course is added, there is an internal review process by the State Regents, followed by a faculty review. Every September representatives from each state college or university will meet to discuss specific disciplines. Depending upon the rotation, each discipline might meet once every 3-5 years. There was discussion regarding the evaluation of the information on the matrix. If OSU is listed under a specific common code (course), it indicates that as an institution, OSU accepts all other colleges on the matrix who offer a similar course with the same specific common code. All IC members were encouraged to take an opportunity between now and June to review the matrix. It is to OSU's advantage to have more courses included on the CEP matrix when considering potential concurrent / transfer students. Individual colleges were encouraged to seek out departments from other state institutions (especially our key feeders) to discuss their courses and what may / may not lead to their participation in CEP.

5. Student Diversity Climate Survey Update – Cynda Clary

One area of follow up from OSU's Higher Learning Commission (HLC) a re-accreditation visit involves campus diversity issues, including assessing the student diversity climate. A group was formed to take a closer look at this issue – Sarah Gordon, Mackenzie Wilfong, Precious Elmore Sanders, Kathryn Gage, and Cynda Clary (James Knecht joined for UAT after Sarah Gordon moved to College of Education) and to create a survey as a baseline for student perception of diversity issues on campus. Because there are four major student surveys this semester, OSU needs to be cognizant of survey fatigue. Dr. Clary explained that OSU will need to administer this survey in the near future in order to show evidence of timely follow up to the HLC team's concerns. This survey will be given to all undergraduate and graduate students currently enrolled at OSU-Stillwater. There was also discussion of the diversity survey being given to OSU-Tulsa students possibly next year. Depending upon what is revealed with this survey, programming can be developed to address the issues. Ultimately, the survey is seeking students' direction.

6. **University-Wide Surveys – James Knecht and Cynda Clary**

1. Campus Climate Survey (sexual assault): directed by Title IX Office – Feb 8-27 to all undergraduate and graduate students currently enrolled at OSU-Stillwater and OSU-Tulsa campuses, anonymous and does not include concurrently enrolled HS students
2. Student Survey of Undergraduate Advisement: March 6-30 (plans to move this survey to the end of the fall semester are being discussed – would reveal the most accurate feedback)
3. Diversity Climate Survey: March 27 – April 14
4. Student Survey of Instruction (Course Evaluations): April 24 – May 5

7. **Degree Works Update – Rita Peaster**

Ms. Peaster introduced Blake Myers, Registrar's Degree Works specialist, to IC. Any Degree Works questions can be addressed to Mr. Myers.

Goals for Fall 2016 semesters were achieved:

- a. College of Education (COE) and CEAT have been conferring their fall degrees using Degree Works.
- b. Degree certification personnel in Registrar's Office who are responsible for validating Regents' and University requirements have been able to build audits specifically for OSU.
- c. Access to Degree Works is limited to personnel in Registrar's Office and degree certification personnel in the colleges.

Goals for 2017:

- a. Devising a new calendar to see which other colleges '16/'17 degree plans we will be able to scribe and validate in time to confer the Spring '17 degrees. Registrar's Office is working with IT in an effort to determine what type of scribing resources they can provide.
- b. Providing wider access to Degree Works for advisors, particularly for one tool within Degree Works – the **Class History Tool**, which allows a complete view of the student's transcript in chronological order and also details all transfer work.
- c. Multiple one-hour training sessions will be provided in early February to cover an introduction to Degree Works and Banner XE Student Profile (to be in production by February 1st.)

8. **Banner Update – Rita Peaster**

Fall 2016 end of term processes were successful. The term was put into history in a timely manner, and future processes will be condensed to a greater degree than this past semester. Reports with final grade details should be available Friday morning after grades are due.

IT is hopeful that XE registration will be in production for everyone late in the Spring 2017 semester. It is the Registrar's goal to capture the first new student orientation session (first transfer day) April 17th, week 13 of the semester. The idea is to start new students with the new registration tool.

The Registrar's Office and IT are hoping to have the new release of Faculty Grade Entry that will resolve some of the bugs that were evident this fall before the end of the semester.

The Banner mobile app is projected to be available before the end of this year.

As a reminder – advisor registration holds will be added to a specific populations of students after the semester non-restrictive drop/add deadline. The specific population of students is defined as new freshmen and new transfer students in their first semester, all concurrent high school students, and all international students. The goal is to direct them back to their academic advisors for any changes to their schedules. These holds will be placed shortly after midnight on January 24, 2017.

During the Directors of Student Academic Services (DSAS) meeting there was discussion regarding issues with holds towards the end of the first semester. There was a considerable amount of confusion with how holds work in Banner. After discussion of several options and a meeting in December with the different hold owners,

it was determined that any hold that is to be term specific would be added during the sixth week of the term (February 20th for the Spring 2017 semester). Advisors felt that would give them and the students enough time before registration opened to clear the holds. There is a reason field in the holds that everyone is encouraged to use to indicate holds that are intended to be term-specific.

Classes that are considered place holder classes – UNIV remedial and temp courses – are remaining in Banner for a period of time to record that students were enrolled in them for various reasons – financial aid, etc. These classes are not rolled to history. They will not be listed on the students' official transcripts in any way. They will, however, be listed on the unofficial transcript on the bottom in the Courses In Progress section.

9. Other

Dr. Fry commended the Registrar's Office for all the work that has gone into the conversion into Banner, even proactively addressing many issues.

Dr. Fry announced that Dr. Shiretta Ownbey has agreed to chair the University Assessment and Testing search for the new director – a national search. Scheduling the first kick off meeting is in progress at this time.

Dr. Fry informed IC about discussion from the Oklahoma State Regents for Higher Education (OSRHE) regarding transfer college credit from Oklahoma technology centers. The first phase in this process will be the community colleges working with the technology centers. The community colleges will be working on how the transfer is to be transcribed. This particular technology college credit would apply to technology degrees only, somewhat similar to cooperative agreements. HLC regulates what determines a course with proper instruction / qualification. Dr. Fry will be emailing the IC members the latest version of the document, with the plan of being closely reviewed by the Registrar. The document is still in its revision stages.

The Concurrent Enrollment Policy that Dr. Fry has been developing with the Articulation, Retention and Testing (ART) committee has left the committee to be presented to the Council on Instruction (COI) members. This is the policy that allows qualified secondary educators to be hired by higher education institutions to provide concurrent class instruction if they meet HLC qualifications. There has been some discussion to allow juniors access to the concurrent system, however there is no state funding to support this effort. This year alone, State reimbursement for tuition decreased from 72% to 35% then increased back to 60% but only due to some carry-forward money from the State Regents. Also tied to this policy is the current corequisite model. The corequisite model promotes students' enrollment of difficult classes with corequisite instruction – the Complete College America model. OSU has several small scale models here. This makes more educational sense and has more impact than the remedial plan (i.e. student who has failed at math for 12 years and expecting him/her to excel after one remedial course.) Our math faculty are considered national leaders in this area. The State Regents would like to see us promote this corequisite model in the areas of Math and English.

Dr. Fry will be emailing an OSU-Tulsa Academic Affairs update by late this week / early next week. She will be putting together a Strategic Plan Working Group and OSU-Tulsa Vice President for Academic Affairs search committee. Dr. Van Delinder is on the committee representing OSU-Stillwater.

Meeting was adjourned at 10:10 am.

Meeting minutes were recorded by Kyndal Roark