

# INSTRUCTION COUNCIL

## MINUTES

December 2, 2016

204 Whitehurst

### In attendance:

Cynda Clary, Bruce Crauder, Bob Davis, Karen Flaherty, Keith Garbutt, Susan Johnson, Diane Jones, Bavette Miller, Chris Ormsbee, Shiretta Ownbey, Kyndal Roark, Chris Ross, Randy Seitsinger, Celeste Taber, Candace Thrasher, and Jean Van Delinder.

### 1. Curricular Requests

#### College of Agricultural Sciences and Natural Resources (CASNR)

##### Course Actions

Discussion - Dr. Cynda Clary detailed the following:

The programs with the most discussion from CASNR were the collection of courses in Natural Resource Ecology and Management. They have added a grade requirement in courses that are prerequisites for other courses – a C or higher. This decision was reached in order to improve the academic quality of the students in the program.

**ALL COLLEGE OF AGRICULTURAL SCIENCES AND NATURAL RESOURCES CURRICULAR REQUESTS WERE APPROVED.**

#### College of Arts and Sciences (A&S)

##### Course Actions

Discussion - Dr. Bruce Crauder detailed the following:

GEOG 3223 (Geography of Wine) overlaps HRAD 4723 significantly, however several discussions have been made in an effort to alleviate any concerns. *Members tabled GEOG 3223 pending further discussions between A&S and College of Human Sciences (COHS).*

GEOG 4443 (Sustainable Tourism and Geography) (should be listed as equivalent to HRAD 4183). *Members tabled GEOG 4443 pending change of course description.*

GEOG 5443 (Sustainable Tourism and Geography) is mutually exclusive with GLST 4443 and HRAD 4183.

**ALL COLLEGE OF ARTS AND SCIENCES CURRICULAR REQUESTS WERE APPROVED, WITH THE EXCEPTION OF GEOG 4443 AND GEOG 3223 WHICH WERE TABLED FOR ADDITIONAL DISCUSSION BETWEEN THE COLLEGE OF ARTS AND SCIENCES AND COLLEGE OF HUMAN SCIENCES.**

#### UNIVERSITY STUDIES, BUS (025)

##### Existing Program Online Delivery Request

The College of Arts and Sciences requests the online program offering as it will allow flexibility in designing a degree, allowing students to meet unique personal and career goals. The online B.U.S. degree will help individuals better their employment opportunities by attaining a Bachelor's degree at Oklahoma State University. The flexibility of this degree will help individuals to tap into various areas of employment.

##### Discussion:

Since Bachelor of University Studies is a University degree, not just A&S, this Online delivery has the possibility of impacting other colleges. This program is specifying that students may take online classes to achieve their BUS if those classes are offered online. Dr. Ormsbee inserted that when Dr. BobbiKay Lewis created the request, she considered only courses that were offered online. Dr. Lewis may need to present a more detailed description to Instruction Council. *BUS Online Delivery Request was tabled for further clarification and possible addition of qualifying language to include all colleges to the request.*

#### LIBERAL STUDIES, BS (442)

and

## LIBERAL STUDIES, BA (443)

### Existing Program Online Delivery Request

The College of Arts and Sciences requests the online program offerings as it will extend access to place bound and nontraditional students.

**THE LIBERAL STUDIES, BS AND BA PROGRAM REQUESTS WERE APPROVED.**

### TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES, UNDERGRADUATE CERTIFICATE New Embedded Certificate

The College of Arts and Sciences requests the new embedded certificate as it will provide students with the skills important for teaching English to non-native speakers in a variety of situations, including teaching English to bilingual/bicultural, English Language Learner (ELL) and Limited English Proficient (LEP) students in public school systems and adult education programs, teaching English as a Second Language to international students studying English programs in the U.S., and teaching English as a Foreign Language in an overseas school, college, or university.

**TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES, UNDERGRADUATE CERTIFICATE PROGRAM REQUEST WAS APPROVED.**

### College of Education (COE)

#### Course Actions

Discussion - Dr. Bob Davis detailed the following:

EPSY 5773 (Individual Intellectual Assessment) discussion between COE and Psychology Department has been made.

HRAE 4023, 5233, 5433, 5533 modification of courses to extract the HR (human resources) portion. Course changes would be as follows: WAED 4023, 5253, 5433, 5533. Delineation of the courses has not been finalized. *Members tabled WAED 4023, 5233, 5433, 5533 pending further discussions between COE and Spears School of Business (SSB).*

SCFD 2331 (Cineculture) study of documentary film, examining international issues relating to broader topics of race/ethnicity, gender, class, sexuality, (dis)ability, etc. not to replace any film classes which would fall under the English Department under A&S.

**ALL COLLEGE OF EDUCATION CURRICULAR REQUESTS WERE APPROVED, WITH THE EXCEPTION OF WAED 4023, 5233, 5433, 5533 WHICH WERE TABLED FOR ADDITIONAL DISCUSSION BETWEEN THE COLLEGE OF EDUCATION AND SPEARS SCHOOL OF BUSINESS.**

### College of Engineering, Architecture and Technology (CEAT)

#### Course Actions

Discussion - Dr. Randy Seitsinger detailed the following:

All CMT 5000 courses are being placed on hold by CEAT until next year.

Many of the civil engineering (CIVE) students had the option of taking CIVE graduate level courses for their technical electives, however with Banner that is no longer an option. CIVE has now created similar courses as a 4000 course. The 4000 and 5000 courses would be held at the same time but with different expectations of graduate students vs. undergraduate students.

CIVE 4113 (Construction Management Business) discussion between CEAT and SSB has resolved issues.

ETM 4173 (Cost Control and Analysis for Engineer and Technology Professionals) *members tabled pending further discussion between CEAT and SSB.*

**ALL COLLEGE OF ENGINEERING, ARCHITECTURE AND TECHNOLOGY CURRICULAR REQUESTS WERE APPROVED WITH THE EXCEPTION OF ALL 5000 LEVEL CMT COURSES WHICH WERE PULLED BY THE COLLEGE ITSELF AND ETM 4173 FOR FURTHER DISCUSSION BETWEEN CEAT AND SSB – FINANCE DEPARTMENT.**

### College of Human Sciences (COHS)

#### Course Actions

Discussion – Dr. Shiretta Ownbey detailed the following:

HRAD 4183 (Sustainable Tourism and Geography) – change description to read “same course as” as opposed to “equivalent course”: GEOG 4443 and add the graduate GEOG 5000-level course for which credit cannot be earned if student took HRAD 4183 or GEOG 4443.

HRAD 3123 (Event Planning) – SSB had concerns about this course title due to the similar nature of their Event Planning course and requested an adjustment to the course name to indicate something like, “Event Planning in Hospitality.”

NSCI 5443 and 5513 (Nutrigenomics and Nutrigenetics) (Public Health Nutrition) are new courses which are web-based with specification of prerequisite of admission to Great Plains IDEA MS in Dietetics or consent of Instructor.

**ALL COLLEGE OF HUMAN SCIENCES CURRICULAR REQUESTS WERE APPROVED WITH CHANGES NOTED ABOVE.**

## **Spears School of Business**

### Course Actions

Discussion - Dr. Karen Flaherty detailed the following:

New course – ACCT 2003 (Fundamentals of Accounting) is a course developed for students who have, in the past, been required to take Financial and Managerial Account (2 courses). The two-course sequence is more geared toward students who were choosing accounting as their major field of study, not beneficial for the non-accounting student. This new course will provide an introduction to financial and managerial accounting concepts in an engaging, relevant way.

New course – BADM 2111 (Career Planning for Business Success) – sophomore transition course, much like freshmen transition course, only geared toward the second year students' successful career development.

New course – BADM 3111 (Professional Development for Business Success) – junior transition course, designed to foster professional development among students. Course will focus on time management, communications skills, and networking.

New course – BADM 3113 (Developing Interpersonal Skills for Business Success) – soft skills such as decision making, problem solving, emotional intelligence and conflict management.

New course – ECON 2003 (Introduction to Economics) is a course developed for students who have, in the past, been required to take Macro and Micro Economics. The two-course sequence is more geared toward students who were choosing economics as their major field of study, not beneficial for the non-economics student. This new course will focus on the basic tools in both microeconomics and macroeconomics in an engaging, relevant way.

The change in accounting and economics courses will impact other degrees and degree sheets in other colleges. A number of degree sheets will need to be changed / corrected.

**ALL SPEARS SCHOOL OF BUSINESS CURRICULAR REQUESTS WERE APPROVED.**

## **Graduate College**

### Course Actions

Discussion - Dr. Jean Van Delinder detailed the following:

MPH 5030 is the existing practicum course requesting a grading modification from a letter grade to Pass/Fail, MPH 5323, MPH 5453, and MPH 5653 are being created to cross list with the following existing courses: HLTH 5323, HLTH 5453 and HLTH 5653. These HLTH courses count toward the MPH and MPH students want to be able to enroll in MPH prefix courses. HLTH 5323, HLTH 5453 and HLTH 5653 are already cross listed with these MPH courses in the 2016-17 catalog, even though the MPH courses had not yet been created COE wanted to make sure there were course actions to support the cross listing of HLTH 5453 and HLTH 5653.

*Members tabled MPH 5030, 5453, 5653 pending further investigation by COE regarding proper course actions.*

**ALL GRADUATE COLLEGE CURRICULAR REQUESTS WERE TABLED PENDING COLLEGE OF EDUCATION'S REQUEST TO VERIFY THE COURSE ACTIONS SUPPORT THE NEW COURSES.**

## **Academic Affairs - Library**

### Course Action

Discussion:

Confusion as to need of the course.

**UNIV 3113 WAS TABLED PENDING DISCUSSION BY DEPARTMENT PROPOSING THIS COURSE.**

## **Honors College**

Course Actions

Discussion - Dr. Keith Garbutt detailed the following:

HONR 2503 (Confronting Pseudoscience) – course examines the difference between a true scientific endeavor and pseudoscientific belief systems.

HONR 1000 - increase the maximum allowable hours for credit from 6 to 12 - since new Honors requirements require a minimum of six hours per seminar.

**ALL HONORS COLLEGE CURRICULAR REQUESTS WERE APPROVED.**

## **Center for Veterinary Health Sciences**

Course Actions

Discussion - Dr. Chris Ross detailed the following:

VMED 7162 – Evolved from jurisprudence and ethics course to a more all-encompassing course, renaming “Orientation to the Veterinary Medical Profession”

VMED 7523 changing to VMED 7562 and VMED 7601. VMED 7523 is a surgery course which currently spans two semesters before grades are given. The division of this course is especially helpful for those students who may struggle the fall semester but do not receive a grade until spring semester.

**ALL CENTER FOR VETERINARY HEALTH SCIENCES CURRICULAR REQUESTS WERE APPROVED.**

## **Center for Health Sciences (CHS)**

Course Actions

Discussion – Bavette Miller detailed the following:

All new course requests from Arson, Explosives, Forensic Science masters’ program could possibly be an opportunity for a collaborative effort between CHS’s Forensic Science program and CEAT’s Fire Protection program.

**ALL CENTER FOR HEALTH SCIENCES CURRICULAR REQUESTS WERE TABLED PENDING DISCUSSION BETWEEN CHS’S FORENSIC SCIENCE COURSES AND CEAT’S FIRE PROTECTION PROGRAM.**

## **2. Other**

**Course action instructions – Dr. Celeste Taber:**

- Course equivalent must include language “same course as \_\_\_\_\_ (other course)” statement in the course description
- Mutually exclusive must include language “may not be used for degree credit with \_\_\_\_\_ (other course)” statement in the course description

All members of Instruction Council were tasked with reviewing all of their course actions to modify the course equivalent and mutually exclusive descriptions to verify they are correct.

**Special Fees** – the role of Instruction Council will be to review and give feedback – *handout attached*.

Dr. Clary announced that Dr. Christie Hawkins will be submitting an updated Fees Spreadsheet to members of Instruction Council with changes to the following:

*College of Agricultural Sciences and Natural Resources – Facilities and Equipment Utilization Fee* - changing this fee name **to** *College of Agricultural Sciences and Natural Resources – Program Fees*

**Other discussion:**

Clarification by Dr. Jean Van Delinder regarding *Enrollment Deposit for Graduate Program Option* – up to \$2000. Some of the graduate programs at OSU receive 700-800 applicants. While only 100 positions are offered, there have been instances where only 30 students actually accept the offer. The deposit is to dissuade multiple applicants from applying if they are not considering OSU as a serious contender for graduate

school. This deposit is an option that will provide some flexibility. It may not be appropriate for all programs, but the highly competitive programs could benefit from this deposit. All members indicated they were in agreement with this fee option.

Randy Seitsinger detailed the reasoning behind the increase in program fees for CEAT. The proposed program fees would assist in making OSU's engineering program more competitive in funding. The college program fees for the College of Engineering, Architecture and Technology is proposing a change in the program fee from \$37 to \$87. This \$50 increase may possibly be a multi-year program fee. Dr. Seitsinger also mentioned that even with the fee increase, CEAT's fees would still be lower than those seen in OU's engineering programs.

Dr. Clary detailed the specifics of Instruction fees and Instruction Council's role in providing feedback. Historically, the University has not allowed course fees to be added to undergraduate courses, except in the case of specialized programs. The proposed fee requests included field trip fees for 4 undergraduate courses. The Instruction Council members asked for clarification regarding these fees as the documentation included with the original fee request email included the undergraduate course restriction. Dr. Clary said she would pass this question on to Christie Hawkins and follow up with IC. If the University allows departments to charge undergraduate course fees, other departments would also appreciate the opportunity to submit undergraduate course fees as appropriate. Dr. Clary also mentioned that one of the undergraduate courses listed in the proposed fee request is cross-listed with a CASNR department. However, the department and CASNR were not contacted regarding this proposed fee.

**Meeting minutes were recorded by Kyndal Roark**  
**Meeting was adjourned at 10:26 am**