

**INSTRUCTION COUNCIL
MINUTES
March 23, 2017
204 Whitehurst
9:00 a.m. – 10:30 a.m.**

In attendance: Laurie Beets, Cynda Clary, Bob Davis, Norb Delatte, Karen Flaherty, Pamela Fry, Keith Garbutt, Susan Johnson, Diane Jones, James Knecht, Keila Manos, Brenda Masters, Chris Ormsbee, Shiretta Ownbey, Kyndal Roark, Celeste Taber, Candace Thrasher, and Jean Van Delinder.

1. CourseLeaf Update – Brenda Masters

Implementation has begun. This process actually began in 2013 with a demonstration of the software platform. We have not been able to implement this software until now because of the integration with Banner. CourseLeaf is a broad campus system with two main parts – 1) CAT - CATalog development and 2) CIM - Curriculum Information Management. See handout for detailed timeline information. The purpose of CourseLeaf is to automate the processes when updating the University catalog, the degree sheets and the curriculum. The implementation group is comprised of representatives from Academic Affairs, the Registrar's Office, Information Technology (IT), Institutional Research & Information Management (IRIM), Human Resources and OSU Communications. CAT pilot dates are tentatively scheduled for the weeks of April 10th and 17th.

Workflow processes need to be identified both for the CAT and CIM. Instruction Council (IC) members are asked to verify the list of representatives from each college. These individuals will work with people in your colleges on the CourseLeaf implementation process. Members were also asked to consider identifying the workflow representatives by name and position. The people on the current list are individuals who are familiar with the processes in their colleges and are willing to be involved in the pilot regarding CourseLeaf.

The goal for CAT development is to publish the 2017/2018 catalog in CourseLeaf, followed by the implementation of the CIM, the curricular portion of CourseLeaf. Brenda Masters commended IT, Registrar's Office and Diane Jones for their work on the project.

C. Taber added that the Registrar's Office is proceeding with business as usual with the catalog – flexible yet still making progress.

2. Curriculum Requests:

College of Arts and Sciences

**MUSIC, BM – ELECTIVE STUDIES IN BUSINESS (153)
Program Modification: Program Requirement Change**

Course requirement change and increase in total credit hours from 120 to 122.

The College of Arts and Sciences has a foreign language proficiency requirement. Students who did not meet the foreign language proficiency requirement with two years of a single language in high school are required to complete six hours of a single language at the college level. This degree currently does not have room for those six hours within the total hours required for the degree. Six hours of electives are being added to accommodate students who need to take six hours of a foreign language. Students who met the proficiency requirement in high school will take six hours of general electives.

Curriculum Request from the College of Arts and Sciences for the program modification for Music, BM-Elective Studies in Business was approved.

3/23/17 – After approval of this action and after this meeting, the College of Arts and Sciences opted to pull the request. The BS in Music Industry was approved by OSRHE on March 23, 2017. That degree will replace the BM in Music with the option in Elective Studies in Business. The College of Arts and Sciences needs to pull the Music, BM, Elective Studies in Business program modification from the approval process because Arts and Sciences will instead submit an option deletion for that option.

MUSIC EDUCATION, BM (241)
Program Modification: Program Requirement Change

Course requirement change and increase in total credit hours from 129 to 135.

The College of Arts and Sciences has a foreign language proficiency requirement. Students who did not meet the foreign language proficiency requirement with two years of a single language in high school are required to complete six hours of a single language at the college level. This degree currently does not have room for those six hours within the total hours required for the degree. Six hours of electives are being added to accommodate students who need to take six hours of a foreign language. Students who met the proficiency requirement in high school will take six hours of general electives.

Discussion: P. Fry explained that the State Regents will accept the degrees that can accommodate the prerequisites as electives; however, the degrees that list for-credit prerequisites but allow no room as electives are reason for concern - false advertising.

Curriculum Request from the College of Arts and Sciences for the program modifications for Music Education, BM was approved.

3. Academic Alert – participation by Faculty – Pamela Fry

P. Fry asked IC members to speak with their instructors to encourage their use of the academic alert system. Possibly streamlining the instructions may help. C. Thrasher informed IC that the faculty reminder is scheduled for distribution on Monday, March 27th. She will email the reminder and instructions along with the information regarding the decrease in alerts to IC members today.

4. MyMajors Webinar May 24, 2017, 2:00 pm, 143 ITLE – Pamela Fry

This is a software program that can guide students in choosing the right major at OSU. P. Fry encouraged members to attend the informational webinar.

5. Grade Submission Plan for Summer 2017, Fall 2017, and Spring 2018 – Celeste Taber (handout)

The current proposed process is as follows: August Session (pre-session) open grading is available Tuesday of the last week of pre-session; 1st 8-week session open grading is available Tuesday of week 8; all parts of term open grading is available Tuesday of week 15 (pre-finals week). Close grading (grades due) occurs at 10 am on Wednesday after finals weeks. There was discussion regarding timing of close grading– 10 am or noon for all future semesters, with the exception of Fall 2017 due to winter break timing.

Grade submission plan for Summer 2017, Fall 2017 and Spring 2018 was approved as follows: Summer 2017 and Spring 2018 grades are due Wednesday at noon following finals week, while Fall 2017 grades are due Tuesday at noon following finals week.

6. UAR 7.8 Exception to Allow Juniors Who will Complete Degree Requirements to Apply for Graduation – Keila Manos (handout)

Registrar's Office has received several requests from students who do not meet the criteria in UAR 7.8 of being a senior that would allow them to apply for graduation. This issue arises more in the Spring semesters than in the Fall. With the completion of the spring and summer semesters, it is technically possible for students who are juniors to graduate after the Summer semester but desire to be part of the graduation ceremony in May. The form would allow a

junior an exception to UAR 7.8 to apply for graduation with consent from their major's college. The decision is at the discretion of the college. The Paper Grad App would need to be included with the documentation. Both the Request Form and the Paper Grad App will be housed in Sharepoint on the faculty / staff site, not available to students. The philosophy behind this request is that if students could realistically graduate within the limited period, it should be allowed.

UAR7.8 Exception form – Request to Allow a Junior to Apply for Graduation was approved.

Instruction Council commended Keila Manos on her Ph.D. announcement.

7. Other

- The Block Rate Update handout details where the banked hours will be displayed so that students and advisors can be easily viewed. The new student profile will include the tabs that are displayed on the handout. Currently those tabs are not in production. Christie Hawkins and IRIM department should address any questions about banked hours. C. Taber relayed advice from C. Hawkins - utilize the block rate for the Fall 2017 semester but cautioned that the utilization of banked hours for Summer 2018 has not been approved. There was discussion about the financial aspect of the use of banked hours. C. Hawkins will be asked to share information with IC at the 4-6-17 meeting. A. Martindale mentioned that University of Oklahoma students enroll for summer at the same time as their spring enrollment. It has been reported that they saw significant growth in their summer enrollment.
- The First Year Success Office is being created by the Office of Admissions and Enrollment Management to address freshman retention issues. The proposed areas of focus include financial, academic and engagement activities. There was expressed concern from IC members that there is has been no faculty involvement with the current setup of this office and that the scope of the academic and engagement responsibilities of this office are not well defined. C. Clary stressed the importance of using a more collaborative approach in addressing student success. She reiterated the need to have purposeful partnerships between academic affairs, student affairs and other university programs/operational areas. She also suggested that IC offer to be involved as a partner in this project. P. Fry encouraged members to speak with their Deans and Directors of Student Academic Services (DSAS) representatives for more details. Missy Wikle was selected as the Director of the First Year Success Office and will present at the 4-6-17 Instruction Council meeting.
- J. Van Delinder announced that the Graduate College *gradi email* has been spoofed. The new email address is grad-i@okstate.edu
- J. Knecht reported that the Advisor Survey closes on Friday, March 24th. The plan is to get the individualized reports to the advisors by Monday.
- J. Knecht reported that Student Survey of Instruction will begin April 24, 2017. OSU-IT purchased Class Climate so they also appear in the Banner choices.

Meeting was adjourned at 10:31 am.

Meeting minutes were recorded by Kyndal Roark