

**INSTRUCTION COUNCIL
MINUTES
May 4, 2017
204 Whitehurst
9:00 a.m. – 10:30 a.m.**

In attendance: Laurie Beets, Cynda Clary, Bruce Crauder, Bob Davis, Karen Flaherty, Keith Garbutt, Diane Jones, James Knecht, Bavette Miller, Chris Ormsbee, Shiretta Ownbey, Kyndal Roark, Chris Ross, Randy Seitsinger, Celeste Taber, Candace Thrasher, Jean Van Delinder, Missy Wikle and Pamela Fry.

1. First Year Success (FYS) Initiative Follow Up – Missy Wikle

The focus this month has been on hiring two individuals – Robert Raab and Angela Vivar, starting May 15th and May 24th respectively. They will split the topical areas - Vivar's expertise in engagement and R. Raab's expertise in financial and data analysis. The Financial Planning Counselor positions and the Engagement Specialist positions will be posted in the next 10 days or so. These individuals will be working with the students who are identified as at risk based on information available at the time of their enrollment during New Student Orientation.

An area that could work well with the FYS initiatives is a new project by OSU's Chief Wellness Officer, Todd Misener, to identify levels of resiliency. This project includes a 20-question validated survey that will serve as a baseline to follow these students through their first year. Data collected will help identify levels of resiliency and if there is correlation to student success. The goal is to use the gathered data for predictive outcomes in the future. P. Fry recommended that Dr. Misener present information about his resiliency questionnaire to Instruction Council at the May 18th meeting. K. Roark will contact Dr. Misener.

Student Affairs directors have been meeting weekly to monitor retention initiatives and how they are tracking them. One program of note is a new initiative through Campus Link – a program that houses all student organization data. Student Affairs has initiated a Campus Link organization for the class of 2021 (automatic membership of all incoming freshmen). The program can be used to push out information, as well as track information. Another program focused on engagement is the new Library Ambassadors Program, aiming for first generation freshmen. As part of this program each ambassador will be assigned a mentor. Outposts of the ambassador program are being considered for Learning and Student Success Opportunity (LASSO) and the Writing Center. Matt Upson will be overseeing this program.

FYS is considering financial planning workshops during Welcome Week to educate students on the financial planning aspect of college life. The College of Human Sciences (CoHS) uses Dave Ramsey's Personal Finance in their orientation classes while the College of Agricultural Sciences and Natural Resources (CASNR) uses iGrad program. The iGrad subscription is open to everyone. C. Clary recommended contacting Dr. Mike Woods with Agricultural Economics Department for details. CASNR has plans to incorporate iGrad into their orientation courses.

Institutional Research and Information Management (IRIM) is looking at different campus databases to incorporate pertinent data into a SAS management system in an effort to provide a more well-rounded view of each student and how they are connecting here at OSU. FYS continues to work on the database of resources so that they will be able to provide availability to everyone on campus.

M. Wikle and P. Fry spoke previously regarding an FYS committee. There was discussion of a campus-wide council on retention to "bridge all silos". P. Fry informed the Directors that Provost Gary Sandefur and VP for Administration and Finance Joe Weaver have formed a student retention committee. The FYS council should be considered subsets of that committee, with a specific goal of addressing the financial and engagement pieces of retention. P. Fry recommended forming the committee early to begin discussions. M. Wikle asked the purpose of a separate FYS council, as there has been some miscommunication regarding the FYS office scope. The FYS office will only be looking at retention issues dealing with financial and engagement for the First Year Student and is not meant to organize all retention efforts across campus. IC members recommended starting with a small planning group to create a more formal plan. K. Flaherty expressed concern regarding missed opportunities with best practices. In order to retain freshmen Spears School of Business has done some research that points to engagement in clubs

associated with their college early on. P. Fry agreed that there is a balance between FYS plans and individual colleges' plans for academic, engagement and scholarships / financial. C. Clary defined two separate groups: 1)large group that focuses on all activities on campus, keeping everyone informed, and 2)small group that can evaluate the retention efforts to keep everyone moving in the same direction on campus. In the interest of time, P. Fry suggested that all members carefully consider this evolving project. Coordinating with all the different colleges is challenging but also very impactful if done correctly. Most colleges have retention initiatives ready to go but will not be able to implement them due to budget constrictions. M. Wikle was asked to present an FYS update to Instruction Council in June.

2. Curriculum Requests:

College of Arts and Sciences

AMERICAN STUDIES, BS New Program

The College of Arts and Sciences proposes a B.S. in American Studies to be offered in parallel with the existing B.A. in American Studies which would allow students to enhance their exposure to the skills provided in social, natural, mathematical, and human science courses. This degree option will improve retention and graduation rates within American Studies at Oklahoma State University (OSU)-Tulsa. The program will also support programs at OSU-Tulsa by encouraging increased enrollments in mathematical, computer, and human development and family sciences courses.

MUSIC, BM (153) Program Modification: Option Deletion

Option Deletion: Elective Studies in Business

The College of Arts and Sciences proposes the option deletion as it will be replaced by the new Music Industry, B.S., approved by OSHRE on March 23, 2017. The new degree offers more flexibility to students.

APPLIED POLITICS, MINOR Name Change To: CAMPAIGNS AND LOBBYING, MINOR and Decrease in total credit hours

BOTANY, MINOR Name Change to: PLANT BIOLOGY, MINOR and Increase in total credit hours

EUROPEAN STUDIES, MINOR Decrease in total credit hours

GLOBAL STUDIES, MINOR New Minor

JAZZ, MINOR New Minor

LEGAL STUDIES, MINOR Name Change To: LAW AND LEGAL STUDIES, MINOR

POLITICAL INFORMATION AND SECURITY ANALYSIS, MINOR

Name Change To:

INTELLIGENCE AND SECURITY ANALYSIS, MINOR

Motion for all listed College of Arts and Sciences Curriculum Requests was approved.

College of Human Sciences

SUSTAINABLE DESIGN, MINOR

NEW MINOR

The proposed minor in Sustainable Design complements numerous OSU undergraduate programs, allowing students to enrich their design-related major by completing a set of one-credit-hour short courses focusing on sustainability. Given the importance of sustainable practices in today's world, this minor provides an opportunity for student's to graduate with a strong perspective that can support their professional and personal success.

3/2/17 - Discussion: the motivation behind this minor is to complement other design programs on campus who wish to have a student earn a minor. The intent of this minor is about teaching sustainable practices within design in general. This minor is not an outgrowth of a major. R. Seitsinger, with the College of Engineering, Architecture and Technology (CEAT), was supportive of this minor but would like to have a more collaborative effort. Deb Vanoverbeke with the College of Agricultural Sciences and Natural Resource (CASNR) mentioned that Landscape Architecture could also benefit from this Sustainable Design minor offering. Because Oklahoma State University offers a Sustainability Certificate program, it would be prudent to include the chief advisor (faculty member from the Architecture Department) in these discussions. Spears School of Business (SSB) offers a Business Sustainability Certificate within the Business Management Department. The details of Interdisciplinary Studies Certificate Program will be investigated further.

The proposed number of hours associated with this minor is 12 credit hours. Celeste Taber informed the members that all undergraduate minors at OSU must include 15-30 credit hours inclusive – from OSU Policy 2-0128 *Policy for Undergraduate and Graduate Minors*.

S. Ownbey will be collaborating with other departments in an effort to develop the Sustainable Design minor.

4/18/17 – Revisions to the curriculum submitted.

5/4/17 – This minor is fairly focused on design – R. Seitsinger reported that the Architecture Department is agreeable to this new minor as long as the focus does not shift in the future. Architecture may consider a future sustainable minor focused on architecture, and the department does not want it to be seen as a conflict. Sustainability is a very important topic with many colleges already providing programs in this area.

Motion for College of Human Sciences Curriculum Request was approved.

3. Summer School – Pamela Fry

Provost Sandefur has created a Summer School Task Force, with several IC members represented. Two questions for Instruction Council:

- 1) Is there an interest in developing robust summer school programming?
- 2) If there is an interest, what kind of funding revenue split is available, similar to outreach?

B. Crauder explained that all colleges are given a summer school allocation but during times of budgets cuts colleges are forced to tighten up what is offered in summer school. If a summer school section is added it takes away from the academic year budget. The current model does not seem to make sense as a budgetary model, but some sort of outreach model might pay for itself. Another issue is banking hours. It has negatively affected many online courses. Colleges pay faculty members, yet no additional revenue is generated. The summer school program will not grow with that model. There was an assumption by summer school task force members that this summer may be the last semester for banking hours.

There was discussion regarding a baseline for summer credit-hour production and anything beyond that baseline would become part of the split of the revenue. K. Garbutt explained an entrepreneurial model for summer school based on his experience at his previous institution. The departments would offer whatever they liked and they were responsible for securing the funds to split. It was important to know how many students were needed in a class to make a profit. Program growth was slow, but once it was established the program made significant amounts of money to help support not only the summer school but the regular semesters as well. All instructors were paid the same amount per summer course.

R. Seitsinger with the College of Engineering, Architecture and Technology (CEAT) explained that CEAT has moved to the online only model for their summer courses as a way to absorb the previous budget cuts. He agreed that there would be an advantage to offering some of the courses as summer school through an entrepreneurial model. CEAT would not be able to support the idea of moving academic year funds to summer school funds.

All members agreed with the zero based outreach model, with a best revenue split of 55/45. Instructor compensation decisions would need to remain at the department level. There was discussion regarding concern with a shift from regular semester instruction to summer instruction only. Members agreed that all instruction would be delivered during regular semesters, with extra sessions provided during summer semesters.

S. Ownbey mentioned the possibility of offering required courses online only. There is a slow movement in certain departments toward undergraduate online instruction. Not all students perform as well with online courses as they do in the typical classroom setting, plus there is an added monetary concern for online course fees.

4. Proposed Changes to University Academic Regulation 3.11 – Double Majors and Minors Follow Up – Celeste Taber

The previous discussion was focused on providing clarity to what is required to earn a second major. The current policy needs clarification in order to be used for Degree Audit. "Double major can be earned by satisfying the primary major's degree requirements and the requirements for the second major, plus any additional college or departmental requirements from the second major degree plan as deemed appropriate by the college home of the second major." B. Crauder made a suggestion to change "as deemed appropriate" to "if deemed appropriate". C. Taber informed Instruction Council members that she will be taking this policy change to Directors of Student Academic Services.

Motion for changes to University Academic Regulation 3.11 – Double Majors and Minors was approved.

5. Double Majors Meeting the Full Requirement for Both Degrees – Bob Davis and Celeste Taber

Refer to "Reviewing the Minimum 30 Additional Hours to Earn Second Bachelor's Degree" handout. C. Taber investigated minimum additional credit hours required by other Big 12 institutions for the second bachelor's degree. The rationale behind some of the requirements was determined by the way their State Regents policies were interpreted. University of Oklahoma Associate Registrar explained that they do not encourage second degrees, but rather graduate degrees. Some institutions limit 2nd degrees of the same type (e.g., BA). Other institutions only require the additional 30 hours if the second degree is a different type (e.g. BA and BS). University of Central Oklahoma specifies that a BS in General Studies (similar to our BUS) cannot be earned as a 2nd or concurrent degree. The State Regents will need to be contacted prior to voting on any changes with this policy.

B. Davis led the discussion regarding specialty or emphasis areas recorded on the plan of study but not visible anywhere on the diploma, which can be seen as false advertising. This is an undergraduate and graduate issue. B. Davis would like to see more options offered. S. Ownbey added programs that could be options or majors which lends legitimacy to a given program. Some IC members believe that we are putting students at a disadvantage by not formalizing their options, minors or specialties, while other members have the opinion that we offer so many options that it becomes pointless to notate them on the diploma.

This will be tabled until the May 18, 2017 Instruction Council. Between now and then, P. Fry and C. Taber will be contacting the State Regents regarding the Double Major 30 Hour Minimum Requirement.

6. Certificate Workshop – Pamela Fry

P. Fry announced that a Save the Date will be emailed to the IC members for all department heads and deans regarding the May 19th workshop on creating undergraduate and graduate certificates. The planning committee included Chris Ormsbee, Sheryl Tucker, Susan Johnson, Brenda Masters, James Knecht and Pamela Fry.

Refer to Guide for Developing Graduate Certificate Proposals handout. The Graduate College has clear certificate guidelines; however, OSU does not have undergraduate certificate guidelines. In today's society credentials are desirable. Minors are evolving into certificates. Certificates are considered as degrees regulated by the State Regents, whereas minors are not. There was discussion regarding Gainful Employment as it is associated with Certificates. There are concerns with the types of certificates that require OSU to follow the students who earn them to prove they are gainfully employed. Scholarships and Financial Aid will need to be involved in this discussion. If the certificate is embedded in a degree there should be no issues with financial aid, but when it is a stand alone program, financial aid may not be an option.

Meeting was adjourned at 10:33 a.m.

Minutes were recorded by K. Roark.