

INSTRUCTION COUNCIL

MINUTES

September 21, 2017
204 Whitehurst
8:30 a.m. – 10:00 a.m.

In attendance: Laurie Beets, Chad Blew, Ryan Chung, Cynda Clary, Bruce Crauder, Leslie Evans, Richard Frohock, Bert Jacobson, Carol Johnson, Diane Jones, Blake Myers, Chris Ormsbee, Shiretta Ownbey, Rita Peaster, Kyndal Roark, Randy Seitsinger, Richard Shepard, Celeste Taber, Candace Thrasher and Pamela Fry, Chair.

1. Degree Works and Ambiguous Degree Requirements – Celeste Taber

An ambiguous requirement is something that an average student or advisor would not be able to determine based on information in the catalog. Refer to *Degree Works and Ambiguous Degree Requirements* document. C. Taber explained that the Registrar's Office (RO) is taking a look at some of the decisions that were made to activate the current degree audit program. Some of our degree programs leave very little room for misinterpretation, while others leave significant room for ambiguity. The general principle is that RO only scribes what is published. Requirements should be transparent to the public. The end goal is to have degree plans that are unambiguous.

RO would like to phase in a plan where ambiguities are minimized, and scribing from offline lists does not exist. This plan may cause examination of degree requirements. It is understood that there will be plans that need flexibility, and in those cases exceptions would be needed for each student, thereby removing the automation of the degree audit.

We have three general requests:

- We seek your support for minimizing ambiguous requirements and have RO only scribe what is published in the catalog
- Feedback on when it is feasible to enforce the new RO scribing standards (ex: 2018-19 or 2019-20?)
- Look at what RO has identified within your degree plans and identify where ambiguities can be removed

Even though a long list of courses seems undesirable, that seems to be what has been enforced. C. Taber encouraged IC members to include them on the degree requirements.

Note: changes to the menu of choices for a required course will require state regents' approval. Changes to the menu of choices for an elective does not require state regents' approval.

All degree plans with substantive changes should be submitted to D. Jones by October 6th. RO deadline for receiving the 2018-2019 revised degree program is January 26th.

2. Curriculum Requests:

Academic Affairs

UNIVERSITY STUDIES, BUS (025) Program Modification: Program Requirement Change

**Program Requirement Change: Degree program requirement change
Adding the wording "minimum" to the 120 credit hour requirement for the Multidisciplinary Studies plan
and reduction of the upper division credit hour requirement to 40 for both plans**

Academic Affairs at Oklahoma State University requests the program requirement changes to better align the two Bachelor of University Studies degree plans and to reduce the upper division credit hour requirements to meet the minimum credit hour requirements of the Oklahoma State Regents for Higher Education.

Proposed Amendments:

- Bachelor of University Studies (BUS) – University Studies, Procedures – 4. “If it is determined that the student’s education objectives can be met best by the Bachelor of University Studies degree program, the student will work with an adviser to identify an advisory body of at least **one** departmental representatives (faculty members **or** advisers).”
- BUS – University Studies and BUS – Multidisciplinary Studies forms should reference University College Advising as such. Any mention of University College Advising should be consistent throughout the forms.
- Procedure sections on both BUS forms should be consistent. Refer to the BUS – Multidisciplinary Studies form Procedures section for the correct version. Immediately below Procedure of the BUS – University Studies form should be a preface paragraph describing what follows. “Students who believe their educational objectives can best be fulfilled through a Bachelor of University Studies degree program will be responsible for complying with the following procedures:” The preface should not be numbered.
- Additional State/OSU Requirements box at the bottom of both University Studies Degree Plans reads as follows: “At least: 60 hours at a four-year institution; 30 hours completed at OSU; 15 of the final 30 **or** 50% of the upper-division hours in the major field completed at OSU.” Spears School of Business (SSB) has replaced the word “and” for “or” on all of their degree sheets in the catalog. After discussion within the SSB, it was determined that the word “or” is suitable.
- Additional State/OSU Requirements box specifies “...in the major field...” clarification is needed.
- BUS – Multidisciplinary Studies, Procedure list: C. Clary proposed that we use the same list for both BUS – University Studies and BUS – Multidisciplinary Studies degree requirements. The multidisciplinary studies option is the preferred procedure list.
- BUS working group is scheduled to meet Friday, September 22 to discuss the issue of considering 120 credit hours or more when formulating the BUS plan.

College of Education, Health and Aviation

CAREER AND TECHNICAL EDUCATION, EMBEDDED UNDERGRADUATE CERTIFICATE

Embedded Under

Career and Technical Education, BS (196)

The College of Education, Health and Aviation proposes an embedded certificate in Career and Technical Education to address the five workforce ecosystems developed by the State Department of Commerce: Aerospace and Defense, Agriculture and Bioscience, Energy, Information and Financial Services, and Transportation and Distribution. The undergraduate certificate will ensure that Career and Technical Education teachers, who complete the certificate, will have the best possible preparation to support their success. Courses will be delivered in a hybrid format with course completion possible in less than 12 months.

Motion to accept the embedded certificate in Career and Technical Education was approved.

NURSING, BSN (515)

Program Modification: Program Name Change

Program Name Change: From: Nursing, BSN (Bachelor of Science in Nursing in Nursing)

To: Nursing: RN to BSN (Bachelor of Science in Nursing: RN to BSN)

The College of Education, Health and Aviation requests the program name change as the previous name was redundant and the new name more accurately describes the degree.

Motion to accept the program name change from Nursing, BSN to Nursing: RN to BSN was approved.

PUBLIC HEALTH, MINOR

Change to Existing Minor

Explanation: this minor is creating more flexibility and reducing the number of hours for the minor from 26 to 18 credit hours. The public health emphasis is increasing. S. Ownbey stated that Nutritional Sciences department is planning to offer a Bachelor of Science in public health nutrition in the future. There should be no overlap of programs. Both programs would flow into the master degree of Public Health.

Motion to accept the change of existing minor to Public Health, Minor was approved.

Graduate College

PHOTONICS, PHD (423)

Program Modification: Program Requirement Change

Program Requirement Change: Decrease in total credit hours from 90 to 72.

The Graduate College requests the reduction in program credit hours from 90 to 72 for students with a Bachelor's degree. This reduction is enabled by the reduced continuous enrollment policy for students who have been admitted to doctoral candidacy. No course requirements will change, as the reduction in credit hours will be accomplished by requiring fewer research credit hours. Students entering the PhD program with a Master's degree will continue to complete 60 credit hours for the PhD.

9/7/17 – Instruction Council members tabled pending discussions in Engineering.

9/13/17 – R. Seitsinger received confirmation of no objection to the proposal. The Electrical Engineering PhD program will remain at a required 90 total credit hours.

Motion to accept the program modification of Photonics, PhD was approved.

3. Other

- FYI – C. Taber presented a draft of communication to the IC members, as well as the DSAS members at their 9-20-17 meeting. Refer to *Draft Message to DSAS and Advisors* and *Draft Message to Students Pursuing 2nd Majors* documents. The communication regarding the change in requirements for a second degree will be emailed to all advisors and undergraduate students. Please submit any feedback to C. Taber by afternoon 9-21-17. The elimination of the additional 30 hours for a second degree has been approved so RO is informing advisors and students. Students who are pursuing a second major can change to a second degree, effective for Fall 2017 graduates. There is a possibility of a Phase 2 that would address graduates who would qualify for a second degree. C. Clary mentioned that College of Agriculture Sciences and Natural Resources (CASNR) has degrees that are basically double majors. Having that option is a valuable tool when approaching potential new students. Should they consider doing an options sheet that says double degrees? C. Taber reminded IC members that students must meet all of the requirements of both degrees. Not every second major will become a second degree.
- During the 9-20-17 Directors of Student Academic Services (DSAS) monthly meeting the members discussed recommendations for student classifications. Currently classification is as follows: freshman fewer than 28 semester credit hours earned, Sophomore 28-59 semester credit hours earned, Junior 60-93 semester credit hours earned, Senior 94 or more semester credit hours earned. DSAS proposed the following: Freshman fewer than 30 semester credit hours earned, Sophomore 30 semester credit hours earned, Junior 60 semester credit hours earned, Senior 90 semester credit hours earned. Linda Good from Financial Aid was present to discuss the unintended circumstances caused by altering the classifications. Further discussions are encouraged between IC members and DSAS representatives.
- OSU requires an application prior to a formal review of transfer credit evaluation. A working group / task force will be formed to investigate the issue.
- Midterm grade submission will open Tuesday, September 26, 2017. The focus will be the 1000 and 2000 level courses. The 3000 and 4000 level courses are also open for grading but not required.
- Saturday enrollment prior to first day of fall semester - discussion whether sufficient student traffic warrants Saturday hours prior to the first day of classes. OSU-Tulsa may reduce the number of staff who are required to work on this day. Others will consider their staffing. There are no Saturday hours for spring semester.

- C. Clary encouraged other Instruction Council members to meet with their First Year Experience (FYE) representatives, along with a financial counselor and engagement counselor. Through their formulas they have identified students with financial risk and those with engagement risk. Communication between FYE and the individual colleges is important to be aware of steps that are being taken for the retention efforts. R. Frohock mentioned dropping of the enrollment holds similar to Fall 2016. The holds for first time full time freshmen were dropped for students who owed a certain amount. L. Beets clarified that any student who has a balance of \$500 or greater will receive an enrollment hold. She asked IC members to refrain from emphasizing the amount but rather encourage the students to work with the Bursar to pay down their accounts. Holds will be placed on Monday, September 25, 2017. L. Beets, Bursar, reported that there is a record 4300 students on payment plans.

Meeting was adjourned at 9:42 a.m.

Minutes were recorded by Kyndal Roark