

## INSTRUCTION COUNCIL

### MINUTES

September 7, 2017  
204 Whitehurst  
8:30 a.m. – 10:00 a.m.

In attendance: Laurie Beets, Chad Blew, Aaron Christensen, Ryan Chung, Bruce Crauder, Richard Frohock, Diane Jones, Marlys Mason, Bavette Miller, Chris Ormsbee, Shiretta Ownbey, Jessica Priddy Bullock, Libby Reigh, Kyndal Roark, Jenn Sanders, Randy Seitsinger, Celeste Taber, Candace Thrasher, Jean Van Delinder and Pamela Fry, Chair.

#### 1. DIST Student Attribute For Fully Online Students And Appeal Process – Chris Ormsbee

In order for the Banner system to differentiate fees for a fully online student, an attribute, DIST, is used. Each college has a person responsible for applying the DIST designation. The decision was made to create some flexibility within the plan to respond to situations where a student takes a nonweb-based course but would still retain the DIST designation. Refer to the Oklahoma State University DIST Designation Appeal Request Form. The expanded definition of DIST student is as follows: "A distance student is one who is admitted to and enrolled in an approved online major or degree program. Students with the DIST attribute are limited to no more than 9 hours of non-web based courses. A student who has lost the DIST attribute due to excessive non-web courses or other reasons may appeal to their department for reinstatement for the DIST attribute." Suggestions for change: "limited to no more than 9 hours total (at the discretion of the college)..."; "may appeal to their ~~department~~ college for reinstatement..."

The colleges' DIST attribute designee will monitor all online students to make sure they do not exceed the 9 hours of face to face instruction. If students take more than 9 hours of face-to-face coursework, they may be in jeopardy of losing their DIST designation. The attached appeal request form is needed for students who take more than 9 hours of non-online courses.

J. Sanders recommended the following addition to the title of the form – for students who have exceeded 9 hours of non-web-based courses and lost the distance designation. C. Clary added that students changing from non-web-based courses to approved online programs will also need this designation form. Additional detail is needed.

L. Beets – mentioned the misuse of the DIST waiver. Many students who live on campus will register as an online student to avoid the campus fees, yet still take advantage of the campus facilities. FYI – the waived fees are as follows: student activity fees, student facility fees, health service fees, student development fees and parking and transit. C. Taber suggested that Dr. Lee Bird, VP of Student Services, be included in the DIST waiver discussions due to the fact that these fees are revenue for her area.

C. Ormsbee mentioned the possibility of a task force, initiated by the Graduate Dean Sheryl Tucker, that will investigate out-of-state tuition for online students. C. Taber interjected that we are prohibited by State Regents' policy to consider everyone in a specific program as in-state.

Definition of the Distance Waiver will be discussed at the upcoming Instruction Council (IC) meeting.

## 2. Enrollment Management Fall 2017 New Student Profile Update – Chad Blew and Libby Reigh

Libby Reigh is an Assistant Director of Undergraduate Admissions. The enrollment management update is as follows:

- 2017 freshmen class - 4,220 first time freshmen (65% in state, 35% out of state)
- Second largest freshmen class in OSU's history
- Largest overall enrollment at OSU
- 1,538 transfer students (OSU-Stillwater and OSU-Tulsa)
- Increase in academic talent students – full report from Dr. Christie Hawkins will be available by the end of September
- Average ACT remained the same
- Diversity increased

L. Reigh thanked the members of IC for the welcoming environment this campus provides to perspective students.

Chad Blew is the Director of Scholarships and Financial Aid office. He reported the following statistics for the incoming freshmen class:

- 942 are Pell recipients
- 565 are Promise recipients
- 3,001 students received scholarship or tuition waiver
- Of those 3001 the average amount per student was almost \$7000.
- Last year \$294 million was dispersed through Financial Aid,
  - at this point last year \$87 million was dispersed
  - this year \$106 million has been dispersed
- 26,514 FAFSA submissions this year
- 8,622 freshmen FAFSA submissions this year
- 193 employee dependent waivers have been processed this semester

P. Fry suggested continued analysis of transfer students within each college. OSU has the largest number of transfer students from Oklahoma institutions in the state per OSRHE data.

J. Sanders voiced her concerns with students not being able to apply scholarships if they have accepted the dependent tuition waiver. C. Blew clarified the waiver. It is permissible to stack a tuition waiver with any scholarship but not another tuition waiver. However, the dependent waiver works a little differently. It will be applied after another waiver is applied to offset any tuition that might not be covered with the first waiver. Combination of waivers in excess of tuition is not allowed. OSU cash scholarships can be added on to cover fees and room and board. Cash scholarships are sometimes confused with waivers. (Note – dependent waiver does not apply to NOC tuition.) The Oklahoma Promise scholarship is a cash award that pays in the amount of the student's tuition even if that tuition has been totally or partially waived. The state still pays the full amount so that any remaining funds will apply to fees, books, board, etc.

L. Beets commended Admissions for their welcoming response to new students. She attended an event recently and asked students their reasons for their choice to attend OSU. They responded with an explanation of the exceptional way their admissions was processed.

## 3. Curriculum Requests:

College of Education

### **Program Modification: Option Name Change**

#### **Option Name Change: From: Educational Research and Evaluation To: Research, Evaluation, Measurement, and Statistics**

The College of Education requests the option name change as the proposed name fully encompasses the breadth of the courses offered. The course prefixes for the program have been changed to REMS (i.e. Research, Evaluation, Measurement, and Statistics); therefore, the option name would be consistent with the prefixes to reduce confusion for students interested in pursuing a graduate degree in the program area.

### **EDUCATIONAL PSYCHOLOGY, PHD (070) Program Modification: Option Name Change**

#### **Option Name Change: From: Educational Research and Evaluation To: Research, Evaluation, Measurement, and Statistics**

The College of Education requests the option name change as the proposed name fully encompasses the breadth of the courses offered. The course prefixes for the program have been changed to REMS (i.e. Research, Evaluation, Measurement, and Statistics); therefore, the option name would be consistent with the prefixes to reduce confusion for students interested in pursuing a graduate degree in the program area.

*Motion to accept the Educational Psychology curriculum requests from the College of Education was approved.*

### **SOCIAL FOUNDATIONS IN EDUCATION, MA New Program**

The College of Education is requesting this new program as it is designed for current working professionals/certified teachers aspiring to increase students' knowledge base in core areas, including history, philosophy, sociology, and anthropology of education. The Master of Art in Social Foundations in Education is an interdisciplinary program designed to attract students with broad interests in education, particularly in examining the relationships of education and educational policy related to social, cultural, economic, and political areas.

*Motion to accept the Social Foundations in Education curriculum request from the College of Education was approved.*

### **Spears School of Business**

#### **INFORMATION ASSURANCE, GRADUATE CERTIFICATE (457) Program Modification: Program Requirement Change**

#### **Program Requirement Change: Course requirement change**

The Spears School of Business requests the program modification as the common electives have been revised.

#### **INFORMATION ASSURANCE, MS (403) Program Modification: Program Requirement Change**

#### **Program Requirement Change: Course requirement change**

The Spears School of Business requests the program modification as the common electives have been revised.

*Motion to accept the curriculum requests from the Spears School of Business was approved.*

## Center for Health Sciences

### FORENSIC SCIENCES, MS (004) Program Modification: Program Requirement Change

#### **Program Requirement Change: Degree program requirement change, graduation criteria change**

The Center for Health Sciences is proposing a change to the program requirements to include not only a thesis option but also to add a non-thesis coursework only option as well as a formal report option for students admitted to the secondary specializations. Currently, students in the secondary specializations (or tracks) are required to complete a thesis only. This change to the program requirements would accommodate a broader student population of both traditional and non-traditional students.

*Motion to accept the curriculum request from the Center for Health Sciences 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: the reduction in credit hours will come out of research credit hours. Students entering the PhD program with a Master's degree will continue to need to complete 60 credit hours for the PhD.

*R. Seitsinger would like to discuss the photonics program requirement change with the electrical engineering department before approving this program change. This curriculum request will be postponed to the 9-21-17 Instruction Council meeting.*

## 4. Other

- IC members welcomed Jessica Priddy Bullock as the Director of Pre-Professional Academic Support Services. Jessica comes to us from San Antonio. She has a background in student affairs and counseling, undergraduate advising, multi-disciplinary advising, health professions advising, and admissions. Her office is located in 040 Student Union.
- Reminder - Advisors Conference is tomorrow, September 8. Possibly next year the conference could be tied to advisor appreciation day.
- There will be an OSU-Tulsa Department Heads meeting on October 19, at 10:30 a.m. in 280 Student Union. There will be discussion regarding program-specific marketing. Three electronic billboards have been rented to promote OSU-Tulsa campus.
- The 2017 OSU-Tulsa undergraduate enrollment increased by 3 percent from 2016 enrollment.
  
- Late admission was discussed. IC members expressed concern, and data shows that there is significant increase in attrition with students who are admitted after August 1<sup>st</sup>. Admitting the students after classes have begun is a substantial disadvantage. L. Reigh added that the deadline for the petition waiver admitting students who do not meet assured admission criteria is the Thursday before semester begins.
- C. Blew announced to all IC members that if they know of any students whose families were affected by Hurricane Harvey, please send them to the Scholarships and Financial Aid office. There are "mercy" funds set aside to aid these students.

- P. Fry reminded members to have all curricular requests to D. Jones by the Wednesday one week prior to the IC meeting. The requests will be added to the agenda that is emailed to all members the Friday before the IC meeting, allowing members time to review the requests.
- C. Taber clarified that the program changes that are approved today are effective for the 2018-2019 school year, with the exception of brand new programs / options. If the new programs are fully approved, it is possible to place students in those classes Spring 2018.

Meeting was adjourned at 9:46 a.m.

Minutes were recorded by Kyndal Roark