

INSTRUCTION COUNCIL

MINUTES

October 18, 2018
204 Whitehurst
9:00 a.m. – 10:30 a.m.

In attendance: Laurie Beets, Laura Belmonte, Bruce Benjamin, Aaron Christensen, Ryan Chung, Cynda Clary, Richard Frohock, Pei Shan Ho, Susan Johnson, Diane Jones, Amy Martindale, Marlys Mason, Lance Millis, Christine Ormsbee, Shiretta Ownbey, Rita Peaster, Kyndal Roark, Adrienne Sanogo, Susan Sharpton, Jean Van Delinder and Pamela Fry, Chair.

1. Curriculum Requests:

College of Arts & Sciences

ART HISTORY, MINOR
Change to Existing Minor

ENVIRONMENTAL ECONOMICS, POLITICS & POLICY, MINOR
Minor Deletion

ETHICS, MINOR
New

RELIGIOUS STUDIES, MINOR
Change to Existing Minor

STUDIO ART, MINOR
Change to Existing Minor

Discussion:

R. Frohock expressed concern regarding the three upper division courses that were specified for the Religious Studies, Minor. There are courses within the English department that could work well with the Religious Studies program. The Religious Studies minor was tabled in an effort to add upper-division courses from the English department for this minor.

Motion was made to accept the above-mentioned College of Arts and Sciences curriculum requests, with the exception of the Religious Studies, Minor, and approved. Religious Studies, Minor was tabled until further notice.

Spears School of Business

CUSTOMER INTERFACE EXCELLENCE, UNDERGRADUATE CERTIFICATE (495)
Program Modification: Change of Program Name

Change of Program Name: From Customer Interface Excellence to Sales and Service Excellence

The Spears School of Business (SSB) requests the program name change to align the undergraduate certificate name to the new center name.

ECONOMICS, BSBA (445)
Program Modification: Program Requirement Change

Program Requirement Change: Course Requirement Change

The Spears School of Business requests the program requirement change to include an Economics capstone requirement that will assist the college in assessment of the degree program.

GENERAL BUSINESS, BSBA (447)
Program Modification: Program Requirement Change

Program Requirement Change: Course Requirement Change

The Spears School of Business requests the program requirement change to align the curriculum with the new core curriculum.

MARKETING, BSBA (451)
Program Modification: Option Addition

Option Additions: Marketing Research and Analytics, Personal Selling and Sales Management, and Marketing Communications

The Spears School of Business requests the options additions to provide relevant content and career direction for students interested in marketing research and analytics, sales, and promotion.

Discussion:

M. Mason explained that these curriculum requests are not requesting the addition of new classes, but pulling together courses for specific options (focus). C. Clary addressed the usage of the term marketing communications option under the Marketing, BSBA. She asked if another term be used – possibly marketing promotion or marketing design. This matter will need to be addressed by Spears School of Business administration and faculty.

Motion was made to accept the above-mentioned Spears School of Business curriculum requests, with the exception of the Marketing Communications Option of the Marketing, BSBA, and approved. The Marketing Communications Option of the Marketing, BSBA was tabled to discuss a possible name change.

2. College of Arts and Sciences (CAS) Possible Addition of HIST 1483 and 1493 to Degree Sheets Across Colleges – Amy Martindale

History is proposing to add the existing H (Humanities) designation to HIST 1483 and 1493. A. Martindale explained that HIST 1103 is allowed for the US History requirement, as well as HIST 1483 and 1493. However degree sheets across campus specify HIST 1103 only. OSU is the only institution in the state that offers 1103. Transfer students are coming in with 1483 and 1493. CAS would like to offer more sections of 1483 and 1493. Making that information transparent on the degree sheets is critical to that endeavor. Every undergraduate degree sheet will need to specify GENED for US History to include HIST 1103, 1483 and 1493. R. Peaster added that the H - Humanities designation needs to be added to HIST 1483 and 1493.

Motion was made to require that HIST 1483 and HIST 1493 be added to all undergraduate degree sheets under the US History requirements, and approved.

3. Credential/s for Undergraduate Research – Laura Belmonte and Amy Martindale

A. Martindale explained that CAS presented this certificate to Instruction Council (IC) at the 7-19-18 meeting. At that time IC members indicated that this might be beneficial to operate university wide – similar to the BUS degree. A. Martindale crafted a proposal, and again feedback indicated that changes were needed. Having a certificate with a more defined progression of coursework might encourage students to do more research in order to achieve

presentation or publication level and be able to receive the transcript designation. There is still a lack of awareness at the undergraduate level. SSB would like to offer their own research certificate. A. Martindale specified that the original intent was to have each department specify which 9 hours of research would be appropriate for the certificate. C. Clary suggested adding sample courses from each college. P. Fry recommended a description of types of courses and not specific courses might appeal more to the Oklahoma State Regents for Higher Education (OSRHE). P. Fry also suggested giving course numbers that could capture unpaid lab hours to the undergraduate research students. Revision of the certificate with faculty from each college was discussed. Once approved by OSRHE, the Department of Education can approve the certificate for Federal Financial Aid.

4. Faculty Grade Entry Update – Rita Peaster

The current version of Faculty Grade Entry, which is in Self Service portion of Banner, has been functional, but there have been some known issues: 1) grade status indicators showing false positives; 2) faculty who teach pre-season classes being prevented from entering failing grades. Registrar's Office (RO) has been working with Information Technology (IT) to test the new version of this product and to find solutions to known errors. Version 9.6 addresses these issues and provides some new functionality. RO has consulted with Faculty Council, Academic Standards and Policy Committee, Long Range Planning and IT for feedback on a pilot of version 9.6 this fall. Information on Faculty Grade Entry 9.6 is as follows:

- Appearance is similar
- Grade entry works the same – one at a time or uploaded from spreadsheet
- New functionality allows filtering of course list by course reference number (CRN) or term
- Getting started in course details – tab is hidden by default
- Incomplete grade tab – working just the same as the current version
- New navigation features
- Bread crumbs – navigate to other areas of self service
- Mobile aware – optimize navigation on a smaller screen and hides ability to import / export grades via spreadsheet

Pilot details:

- IT has version 9.6 ready now and have added links in Self Service
- The pilot will extend through the end of the fall 2018 semester
- Faculty will be allowed to use old or new version throughout the pilot so that the final grade submission process is not impeded
- We hope to fully implement version 9.6 effective spring 2019

Communication plan:

- Email just to instructors of fall pre session and first 8 week classes (only courses for which final grade entry is actually active right now) including detailed instructions for using version 9.6
- Next month we will create two-minute video tutorial for version 9.6
- In early December the email to all fall instructors announcing final grade submission details will include pilot information, instructions, and a link to the new video tutorial

Term-Based Holds – Rita Peaster

Registration holds do not work the same way in Banner as they did in SIS. When there is a registration hold in Banner it stops all registration for all terms. Spring 2019 advisor registration holds were added a few weeks ago and those holds are intended to hold only spring registration and to be lifted once the student meets with advisor. The registration hold was never meant to hold current semester registration changes.

RO and IT have created a custom process that uses custom holds with registration time tickets. While holds in Banner are not term specific, time tickets are. This process is running every 30 minutes. RO and IT have converted the holds that are meant to be time specific into a new term-based hold. They do not prevent registration in and of themselves. This process is looking for a term based hold – if it sees a student has a spring term based hold it will remove the spring time ticket which will effectively prevent registration for spring but it does not impact fall enrollment.

When students try to register and are missing a time ticket (due to one of the new term-based holds), the student will see an error message “Unable to register due to a registration hold or time ticket issue. Check hold and registration notices in your profile.”

DSAS has been informed of this process.

5. Nuventive – Assessment Management System – Susan Sharpton

S. Sharpton reported that the implementation of Nuventive Assessment Management System is going well. Three pilots are scheduled this week.

- Data from '16-'17 reports has been successfully downloaded into Nuventive.
- University Assessment and Testing (UAT) is working with seven faculty members from different colleges on a pilot program to present to them the interface, features and functionality, and reporting options. Faculty members are very receptive to the Nuventive program.
- S. Sharpton is working with Nuventive to address suggestions for specific college needs.
- Nuventive is proving to be a great assessment management tool, not just a repository for assessment.
- UAT is providing twelve sessions for spring training.
- UAT is preparing a Nuventive User Manual to provide desk-side reference.
- Nuventive will be fully implemented for the '19-'20 Assessment Reporting Cycle.
- C. Ormsbee has offered for UAT to work with ITLE to develop Nuventive training videos to integrate the different learning styles: video, hands-on workshops, and one on one.

6. State Regents Assessment Report Update – Ryan Chung

'17-'18 assessment program reports review:

- 243 reports – anticipated 278
- 75% of programs assessed met expectations
- 6% of programs need adjustments
- 20% of programs had missing information
- 7% of programs have exceeded expectation

7. Other

- IC members clarified the differences between flipped courses and hybrid courses
 - Flipped courses – participate in direct instruction either online or reading while all class time is spent discussing / applying. This instructional approach is more active.
 - ITLE has provided multiple conferences regarding flipped courses
 - Article in Tuesday Tips can address differences
 - Hybrid courses – do not meet every class period – some instruction online as well as class time
- Transfer portal discussions are taking place on campus. Bridget Miller as Associate Provost is working with Admissions and Registrar's Office to address a new focus regarding transfer students. B. Miller will also be addressing the lag time in transfer students being admitted and their credit being applied. IC members expressed concern with the limited transfer information on the okstate website. C. Clary also mentioned her concern with the time limit (4 semesters) on the transfer academic achievement scholarship. Data shows that transfer students are more likely to take 5 to 6 semesters to graduate. The university is losing students because they lose their scholarship.
- Search for Director of Transfer and Veteran Student Services has begun.

- C Ormsbee reported that Canvas tech team will be here next week to work with IT on integration. Training team will be here late November. ITLE is starting trainings for faculty week of Oct 29 thru dead week. M and Th will be in person training in 108 MS computer lab. Faculty are encouraged to bring materials to start building a course in a sandbox. Webinars will be available on Wednesday 2:00.
 - Tulsa training on 11-28-18 center for Health Sciences – 9:00 to 11:00 and OSU-Tulsa from 1:00 to 3:00
 - Go to ITLE.okstate.edu website to register
 - Click on Canvas, register for training. There are over 65 tutorial videos on Canvas.

Meeting was adjourned at 10:31 a.m.

Minutes were recorded by Kyndal Roark