

INSTRUCTION COUNCIL

MINUTES

Wednesday, December 12, 2018

126 ITLE

8:30 a.m. – 10:30 a.m.

In attendance: Laurie Beets, Laura Belmonte, Ryan Chung, Cynda Clary, Heather Fahlenkamp, Richard Frohock, Jamie Fullerton, Margi Gilmour, Susan Johnson, Diane Jones, Randy Kluver, Marlys Mason, Shiretta Ownbey, Rita Peaster, Kyndal Roark, Adrienne Sanogo, Candace Thrasher, Jean Van Delinder and Pamela Fry, Chair.

1. CVHS Requested Changes to Grade Appeals Policy – Margi Gilmour

College of Veterinary Health Sciences (CVHS) proposed the following changes to Oklahoma State University Policy and Procedures 2-0821 Sections 4.05 and 4.06:

4.05 The Emergency Grade Appeals Board for the Center for Veterinary Health Sciences consists of at least five faculty members which may include any combination of tenured faculty, clinical associate professors, and clinical professors recommended by the Veterinary Medicine Faculty Council and appointed by the dean. Two faculty members from the University Grade Appeals Board will also be appointed. A quorum of two faculty members from CVHS and one from the University Board is required to hear a case and offer a decision. A faculty member elected by the EGAB from the hearing board membership will chair the EGAB. In a case of tie votes, the chair can cast the deciding vote. Members that have conflicts of interest (student's advisor, members of the Professional Standards Committee, student's instructor in the course, instructor of record for course) in an appeal will be excused from hearing the case. The Chair of the Professional Standards Committee will be an ex-officio member of the committee.

4.06 Procedure. **NOTE: The Grade Appeals Board only hears appeals based on concerns related to the course syllabus, i.e. the contract between the instructor and the student.** In cases where a student appeals a final grade of "D" or "F" and where allegations of violations of academic integrity are not involved, the following procedures shall be utilized:

- A. The student meets with the Instructor of Record (IOR) within 2 working days after final grades are due in the Registrar's office (Years 1-3 students), or within 2 working days after clinical course grades are made available to students (Year 4 students). The student is welcome to bring his/her advisor to the meeting if preferred. If the student is unable to contact the IOR within the 2 day requirement, the student shall contact the Associate Dean for Academic Affairs (ADAA). The ADAA may grant a delay for those students that may be off campus when grades are posted.
- B. If after meeting with the IOR the student still wishes to appeal a final grade, the student shall meet with the Associate Dean for Academic Affairs (ADAA) within 2 working days following the IOR meeting. If the student wishes to pursue the appeal, the student may obtain the appeal form from the ADAA office. The appeal form shall be completed and submitted to the ADAA office within 2 days of meeting with the ADAA.
- C. The ADAA office will submit the appeal form to the chair of the EGAB. The Chair will provide the instructor of record a copy of the student's appeal form and written statement and the student will receive a copy of the instructor's verification form.

- D. The EGAB will schedule a hearing for both the student and instructor. These are usually held on the same day but never simultaneously. Only persons invited by the EGAB may be present. To expedite cases, hearings are usually scheduled within 3 working days after receipt of the student's written appeal.
- E. The EGAB renders a decision. Written notice of the decision is sent to the student, student advisor, instructor of record, instructor's department head, and the ADAA. Decisions will be rendered within 24 hours after date of hearing. When the EGAB votes to change a grade, the decision is sent to the Office of the Registrar and the grade is changed.
- F. In the event that a grade appeal shall involve any current member of the EGAB as a party (instructor), an alternate member shall be selected by the Chair to hear the case.

CVHS is quite centralized and does not use advisors and department heads in the same way as other colleges do. The most efficient way to address an appeal is for student to meet with Instructor of Record (IOR) first. If that did not resolve the issue, then it would move to associate dean. CVHS is proposing a more streamlined approach by updating the appeals policy.

Motion was made to adopt the changes in the Oklahoma State University Policy 2-0821 Sections 4.05 and 4.06 as mentioned above, and approved.

2. Mutual Exclusion Exception Form – Rita Peaster

The purpose of the Mutual Course Exclusion Waiver form is to help facilitate exceptions to allow more than one mutually exclusive course to count toward a degree. Mutually exclusive courses are courses that are not equivalent but have considerable overlapping of content such that only one of the courses is allowed to count toward a degree.

Updates have been made to DegreeWorks scribe, which has improved the enforcement of the exclusive courses, but it has caused an increase in students caught unaware. Because of this situation, the Registrar's Office created a form to help handle the issue.

Approvals were developed with the assumption that the courses would both be in the same department and in the same college. The student's home college would initiate the form. Instruction Council (IC) proposed the following signatures for approval: advisor, associate dean, vice provost.

3. Curriculum Requests:

College of Arts and Sciences

Course Action Requests

POLS 4973 – U.S. Constitution: Civil Liberties

This particular course action request was submitted in 2017 and tabled. The issue was resolved but was never brought back to Academic Affairs for processing. J. Van Delinder clarified that no graduate credit can be given with this course. After the graduate credits are removed L. Belmonte will resubmit for an electronic vote.

COMPUTER SCIENCE, BS (052) Existing Program Online Delivery

The College of Arts & Sciences requests online delivery of the BS in Computer Science to serve interested students from across the country.

Motion was made to accept the above-mentioned College of Arts & Sciences Computer Science, BS curriculum request, and approved.

ENVIRONMENTAL STUDIES, UNDERGRADUATE CERTIFICATE (455)
Program Modification: Program Requirement Change

Program Requirement Change: Course Requirement Change and Reduction in total credit hours from 24 to 17

The College of Arts & Sciences requests the program requirement modifications due to changes in the curriculum structure. The reduction in total credit hours will more closely align the number of credit hours required with other undergraduate certificates offered at the University.

Discussion: CASNR would like to add courses to degree before finalizing the program requirement changes.

Motion was made to table the above-mentioned College of Arts & Sciences Environmental Studies, Undergraduate Certificate program requirement change.

GEOGRAPHIC INFORMATION SYSTEMS, CERTIFICATE (406)
Program Modification: Program Requirement Change

Program Requirement Change: Course Requirement Change and Degree Requirement Change
Course Requirement Change: Reduction in total credit hours from 21 to 15

The College of Arts & Sciences requests the program requirement modifications due to changes in the curriculum structure. The reduction in total credit hours will maintain the program's competitiveness.

Motion was made to accept the above-mentioned College of Arts & Sciences Geographic Information Systems, Certificate program requirement change, and approved.

PHILOSOPHY, BA (158)
Program Modification: Option Addition

Option Addition: Ethics and Business Essentials

The College of Arts & Sciences requests the option addition to provide students with an interest in business-related careers or graduate study a path to complete essential business courses.

Discussion: Spears School of Business would like to discuss this program further with the College of Arts & Sciences before finalizing.

Motion was made to table the above-mentioned College of Arts and Sciences Philosophy, BA program modification.

ZOOLOGY, BS (210)
Program Modification: Option Addition

Option Addition: Secondary Teacher Certification

The College of Arts & Sciences requests the option addition to allow students pursuing a degree in Zoology to obtain secondary teaching certification.

Motion was made to accept the above-mentioned Zoology, BS program modification, and approved.

College of Education, Health and Aviation

Aerospace Administration and Operations, BS (247)
Program Modification: Program Requirement Change

Program Requirement Change: Course Requirement Change

The College of Education, Health and Aviation requests the program requirement change to meet demands of the professional aviation management workforce.

Discussion: M. Mason noted that the accounting and economic course numbers are changing and all degree sheets will need to be corrected to reflect this change.

Motion was made to accept the above-mentioned College of Arts & Sciences Aerospace Administration and Operations, BS course requirement change, and approved.

College of Engineering, Architecture and Technology

CIVIL ENGINEERING, BS (047) Program Modification: Program Requirement Change

Program Requirement Change: Course Requirement Change

The College of Engineering, Architecture & Technology requests the program requirement change to add flexibility in general education requirements for students.

Motion was made to accept the above-mentioned College of Engineering, Architecture and Technology Civil Engineering, BS course requirement change, and approved.

Discussion: After the approval vote, R. Frohock mentioned that ENGL 1413 should be considered as an added option. This change may be submitted as an email vote.

School of Global Studies and Partnerships

Course Action Requests

11-29-18 – all course action requests were TABLED until further discussions were held between College of Agricultural Sciences and Natural Resources Masters of International Ag Program with Global Studies (GS) sometime during the week of 12-4-18. Discussions took place, a name change for GS 5413 was agreed upon, and both units are now in agreement on all proposed course actions.

The Oklahoma State Board of Regents are expecting the Global Studies program to become an academic self-standing program. The goal is to develop a core curriculum for the graduate program to be offered in house. New faculty are being hired. The courses offered for approval represent the in house core curriculum.

GS 5313 was tabled for further discussions with Political Science department.

Motion was made to accept the above-mentioned Global Studies course action requests, with the exception of GS 5313, and approved.

Other

- R. Chung with University Assessment and Testing discussed the Student Surveys of Instruction (SSI) response rate – 45% as of Friday, 12-7-18. The breakdown is as follows:
 - i. CASNR 46%
 - ii. A&S 42%
 - iii. EHA 44%
 - iv. CEAT 46%
 - v. HS 39%

vi. SSB 52%

- M. Mason described how SSB increased their response rate:
 - Instructors emphasized importance of evaluation
 - Instructors allowed class time to complete survey
 - Extra credit was given for completed surveys

Meeting was adjourned at 9:40 a.m.

Minutes were recorded by Kyndal Roark