

INSTRUCTION COUNCIL

MINUTES

April 5, 2018
204 Whitehurst
9:00 a.m. – 10:30 a.m.

In attendance: Laurie Beets, Cynda Clary, Bruce Crauder, Brenda Dawes, Richard Frohock, Margi Gilmour, Linda Good, Mike Hunsucker, Bobby Jenkins, Diane Jones, James Knecht, Marlys Mason, Christine Ormsbee, Shiretta Ownbey, Jenn Sanders, Randy Seitsinger, Candace Thrasher, Jean Van Delinder and Pamela Fry, Chair.

1. Curriculum Requests:

College of Education, Health and Aviation

PRE-COUNSELING, MINOR
New Minor

Motion was made to accept the above-mentioned Pre-Counseling Minor curriculum request, and approved.

PROGRAM EVALUATION, GRADUATE CERTIFICATE
New Program

The College of Education, Health and Aviation requests the new program for students seeking additional knowledge and skills in program evaluation. Students will gain a critical understanding of program evaluation techniques and tools for analyzing data as well as learning evaluation approaches. Due to the increase in interest and demand for data-driven decisions within the fields of education, psychology, and other social behavioral sciences, there is a need to prepare future educators, psychologists, health providers, and others within related fields with the necessary skills in program evaluation.

Motion was made to accept the above-mentioned Program Evaluation, Graduate Certificate curriculum request, and approved.

School of Global Studies and Partnerships

INTERNATIONAL STUDIES, MINOR
Change to Existing Minor

Discussion: The Undergraduate Minor in International Studies now requires 6 hours of foreign language instead of 10 credit hours.

Motion was made to accept the above-mentioned School of Global Studies and Partnerships curriculum request, and approved.

Spears School of Business

BUSINESS ADMINISTRATION, PHD (036) **Program Modification: Program Requirement Change**

Program Requirement Change: Degree program requirement change.

The Spears School of Business requests to remove the requirement for a master's degree for the PhD program. Students with a bachelor's degree can be directly admitted to the PhD program. This change is consistent with current degree practices and timely degree completion. This change will facilitate matriculation of students from countries where master's degrees may not be required to enter a PhD program.

Motion was made to accept the above-mentioned Business Administration, PhD program modification, and approved.

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

Program Requirement Change: Course requirement change.

The Spears School of Business requests this change to reflect a new course prefix, number, and title.

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

Program Requirement Change: Course requirement change and change in total credit hours from 35-36 to 32-33.

The Spears School of Business requests the program requirement change to correct an error made when the program changed from TCOM to MSIA. The change does not impact core classes.

Motion was made to accept the above-mentioned Information Assurance Masters and Graduate Certificate program modifications, and approved.

Oklahoma State University – Center for Health Sciences

BIOMEDICAL SCIENCES, MS (005) **Program Modification: Program Requirement Change**

Program Requirement Change: Degree program requirement change and change in total credit hours from 32 to 30 for the thesis program.

The Center for Health Sciences requests the reduction in total credit hours for the thesis program only. This change is consistent with current degree practices and timely degree completion. Non-thesis students will still complete 32 credit hours.

BIOMEDICAL SCIENCES, PHD (002) **Program Modification: Degree Program Requirement Change**

Program Requirement Change: Degree program requirement change.

The Center for Health Sciences requests the degree program requirement change to include admission to the PhD in Biomedical Sciences degree requires a minimum of a bachelor's degree. This degree program requirement change is consistent with peer institutions enabling the program to become more competitive in recruiting students.

Motion was made to accept the above-mentioned Center for Health Sciences curricular requests, and approved.

2. Postponed Curriculum Request from 3-15-18 Instruction Council Meeting:

**CAREER AND TECHNICAL EDUCATION, UNDERGRADUATE CERTIFICATE
New Program**

The College of Education, Health and Aviation requests the new program to provide alternatively or provisionally certified individuals with a credential demonstrating preparation as a Career and Technical Education teacher. The undergraduate certificate includes a strong pedagogical background for students who are not traditionally prepared as teachers.

UPDATE regarding admissions standards to undergraduate certificates - the issue between College of Education, Health and Aviation (CEHA) and Admissions has been resolved. Admission to this program will be the same as admission to Oklahoma State University. P. Fry recommended that IC members review the revised proposal via email and respond with a vote by 5:00 p.m. on Monday, April 9, 2018. **The Career and Technical Education, Undergraduate Certificate program was approved via email vote on April 13, 2018.**

Informational Items:

Course Deactivation:

UNIV 0023 – Concepts of Algebra

Course Actions:

**CURRICULAR REQUESTS FROM THE COLLEGE OF ENGINEERING, ARCHITECTURE AND
TECHNOLOGY**

March 2018

PRESENT PREFIX/NUMBER	PROPOSED	PRESENT TITLE	PROPOSED	PRESENT ACTION	PROPOSED
<u>NEW COURSES</u>					
	MAE 3324		Mechanical Design I		Introduction to the design process. Consideration of reliability, factors of safety, product liability, and economics. Use of codes, standards, and other design resources. Stress analysis of mechanical components such as beams, rings, cylinders, and shafts. Analysis of stiffness and deflection of straight and curved beams, frames, columns, and links. Consideration of static and fatigue failure theories for

					<p>various types of engineering materials. Incorporation of stress and deformation analyses and applicable material failure theories iteratively until all design needs and constraints are satisfied.</p> <p>Same Course as MAE 3323</p> <p>Prerequisite(s): Admission to MAE professional school.</p> <p>Grades of "C" or higher in ENSC 2113, ENSC 2143, and ENSC 3313</p>
<u>MODIFIED COURSES</u>					
<u>MAE 3323</u>		Mechanical Design 1		<p>Introduction to the design process. Consideration of reliability, factors of safety, product liability, economics. Use of codes, standards, and other design resources. Design stress analysis of mechanical components such as beams, rings, cylinders, and shafts. Analysis of stiffness and deflection of straight and curved beams, columns, and links. Consideration of failure theories for various types of engineering materials. Application of fatigue analyses in the design process.</p>	<p>Introduction to the design process. Consideration of reliability, factors of safety, product liability, and economics. Use of codes, standards, and other design resources. Design stress analysis of mechanical components such as beams, rings, cylinders, and shafts. Analysis of stiffness and deflection of straight and curved beams, columns, and links. Consideration of failure theories for various types of engineering materials. Application of fatigue analyses in the design process. Same course as MAE 3324.</p>
<u>MAE 3723</u>		Systems Analysis		<p>Physical and mathematical modeling of mechanical, electrical, fluid, thermal and mixed dynamic systems. Systems analysis in the time domain and in the frequency domain, with an emphasis on first and second order systems. Laplace transform method for solving ordinary linear differential equations.</p>	<p>Physical and mathematical modeling of mechanical, electrical, fluid, thermal and mixed dynamic systems. Systems analysis in the time domain and in the frequency domain, with an emphasis on first and second order systems. Laplace transform method for solving ordinary linear differential equations. Representation of system models using transfer</p>

				Representation of system models using transfer functions, block diagrams and state variable forms. Use of computer methods for solving linear and nonlinear dynamic system models.	functions, block diagrams and state variable forms. Use of computer methods for solving linear and nonlinear dynamic system models. Same course as MAE 3724.
MAE 3724		Systems Analysis 2	Dynamic Systems Analysis and Introduction to Control	LEC/TH 4 Analysis techniques for lumped parameter dynamic systems: state model formulation, analog and digital computer simulation, Laplace transform solution of differential equations, stability criteria, steady-state response, frequency domain characteristic analysis of complex systems. Introduction to dynamic system design Prerequisite(s): MAE 3714 or ELEN 3714	LEC/TH 3 DISC 1 Physical and mathematical modeling of mechanical, electrical, fluid, thermal and mixed dynamic systems. Systems analysis in the time domain and in the frequency domain, with an emphasis on first and second order systems. Laplace transform method for solving ordinary linear differential equations. Representation of system models using transfer functions, block diagrams and state variable forms. Use of computer methods for solving linear and nonlinear dynamic system models. Introduction to dynamic system control. Laboratory investigation to demonstrate application. Same course as MAE 3723 Admission to MAE professional school. Grades of "C" or higher in ENSC 2123 AND ENSC 2613 AND MAE 3013.

Discussion: R. Seitsinger explained that CEAT submitted a change for two three-hour courses to two four-hour courses (MAE 3323 to 3324 and MAE 3723 to 3724). Due to the large number of students that were enrolled in the program prior to the change, the two three-hour courses needed to be reactivated for one year. P. Fry approved this urgent reactivation, per course action university regulations. Members of Instruction Council indicated their approval of the decision.

CURRICULAR REQUESTS FROM NORTHERN OKLAHOMA COLLEGE

March 2018

PRESENT	PROPOSED	PRESENT	PROPOSED	PRESENT	PROPOSED
PREFIX/ NUMBER		TITLE		ACTION	
<u>MODIFIED COURSES</u>					
UNIV 0123		Intermediate Algebra	Pre-College Algebra	Prerequisite: One year of high school algebra or equivalent.	Prerequisite: ACT sub score Math 1-16

Discussion: clarification in the name of the proposed course – pre-college algebra. M. Hunsucker explained that that the intent was to bring our name and convention in the 0 ending courses in line with actual name and convention at Norther Oklahoma College (NOC). Instruction Council members indicated their endorsement of the curricular requests from NOC.

3. CourseLeaf Curriculum Management Process Update – Diane Jones

The curriculum pilot of CourseLeaf is scheduled for May 2nd all day and May 3rd half day. Representatives from IT, Registrar's Office, curriculum coordinators for each college, and associate deans have been invited to attend. The decision was made to cancel the May 3rd Instruction Council meeting in order for the associate deans to attend the CourseLeaf pilot training. The pilot will demonstrate the process, the conceptual workflow, and allow individuals the opportunity to provide input. D. Jones will submit an agenda as soon as CourseLeaf provides one to her. There will be subsequent training sessions for additional staff members at a later date. This piece of the process should be live mid fall (September or October).

4. Other

- P. Fry announced that R. Chung with University Assessment and Testing (UAT) worked with Darlene Hightower to secure the Qualtrics license for OSU. This particular license was to encompass the entire campus - a central account. Individual colleges that have contracts with Qualtrics will not be able to combine information. This new contract covers the OSU Stillwater and OSU Tulsa faculty if they report to a Stillwater dean. P. Fry requested that R. Chung provide an update to Instruction Council at the 4-19-18 meeting.
- J. Sanders announced that Adrienne Sanogo is the new College of Education, Health and Aviation associate dean, effective 4-16-18.
- L. Beets, Bursar announced the creation of a summer payment plan. The summer payment plan can be utilized for the summer semester or for those students who wish to take three additional months to pay their spring semester balance.
- C. Clary discussed the status of the Retention to Graduation Committee. The group discussed the following potential areas for committee involvement:
 - Opportunities for summer bridge programs
 - Facilitate communication, awareness and collaboration of college, department and university retention-related efforts
 - Within the committee – panels and presentations focusing on specific areas or programs
 - Campus wide design and implement an annual retention / graduation conference
 - Enhance credibility for these efforts using an awards program recognizing excellence in retention / graduation success programming

- Share college, department and university data and show how it is being used to enhance programming efforts
- Examine opportunities to improve student success in large general education and/or foundational courses with high DWF rates such as Biology, Physics and Chemistry
- Examine how cost of education and billing information is communicated (on the web, in printed materials, in the OSU bursar bills, etc.) so that students and their families can better understand and plan for college costs
- C. Ormsbee announced that ITLE is considering offering a fall conference regarding large lecture / early retention. Anyone interested in collaborating with ITLE should contact C. Ormsbee.

Meeting was adjourned at 10:05 a.m.

Minutes were recorded by Kyndal Roark