

# INSTRUCTION COUNCIL

## MINUTES

January 17, 2019  
204 WH  
9:00 a.m. – 10:30 a.m.

In attendance: Laurie Beets, Laura Belmonte, Bruce Benjamin, Aaron Christensen, Ryan Chung, Cynda Clary, Richard Frohock, Jamie Fullerton, Margi Gilmour, Jeff Hartman, Susan Johnson, Diane Jones, Marlys Mason, Christine Ormsbee, Shiretta Ownbey, Rita Peaster, Kyndal Roark, Randy Seitsinger, Candace Thrasher, Jean Van Delinder and Gary Sandefur, Chair.

### 1. Curricular Requests

#### Academic Affairs/University College

##### Course Action Request:

The University College did not receive the annual request for curriculum changes last Fall; therefore, an exception was made to consider the course actions below:

PREFIX/ NUMBER		TITLE		ACTION		
<u>MODIFIED COURSES</u>						
UNIV 2511	UNIV 2511	Introduction to Health Careers	Introduction to Health Careers	(Description change from:) An introduction to medical professions related to all areas of human and animal health. Graded on a pass-fail basis.	(To:) 8-week course includes an overview and dialogue about all professional roles in healthcare. We include health profession guest speakers and activities to help you explore various options and validate your health profession interest. All levels of OSU students are welcome (Freshman-Senior if you are still exploring/deciding). Graded on a pass- fail basis.	Change course description

UNIV 2611	UNIV 2611	Health Portfolio Development	Health Portfolio & Self- Development	(Description change from:) For students who have selected a specific health career. Explore how to be a competitive applicant to a health professions school, including factors such as prerequisite courses, GPA, admission test, volunteering, job shadowing, personal statements, interviews, and letters of recommendation. Graded on a pass-fail basis.	(To:) 8-week course designed for all OSU students who are 100% confident of their healthcare pathway and are ready to learn and plan how to grow into a holistically competitive future applicant. The course includes individual and group activities along with mentorship to prepare academically and non-academically for all professional healthcare schools. All levels of OSU students are welcome (Freshman-Senior). Graded on a pass-fail basis.	Change course title and description
UNIV 3511	UNIV 3511	Health Profession School Preparation	Health Profession School Preparation	(Description change from:) This seminar targets the junior/senior pre-health professional primarily pre-medical, pre-dental and pre-optometry. The seminar will provide the student with the necessary tools needed for the following to apply to their professional program; the application process; interview process, including a mock interview; composition of a personal statement; MCAT, DAT & OAT preparation; shadowing/volunteering experience. Graded on a pass-fail basis.	(To:) 6-week course designed for all OSU students who are holistically prepared to apply for a masters or doctoral healthcare program within that year. The course includes individual and group mentorship in the application and interview process, professional exam preparation and other important resources to help support a successful professional application submission and interview. Recommended for students who are applying to professional school within a year. Graded on a pass-fail basis.	Change course description

***Motion was made to accept the above-mentioned Academic Affairs/University College course action requests, and approved.***

**College of Arts & Sciences  
Course Action Request:**

**POLS 4973 – 12/12/18 tabled pending removal of the graduate credit.  
Graduate credit was removed.**

***L. Belmonte requested to re-table the vote for course action request POLS 4973 for further discussions with the department.***

**College of Engineering, Architecture and Technology**

**Petroleum Engineering, PHD  
New Program**

The College of Engineering, Architecture and Technology requests the new program to prepare students to pursue a range of advanced energy-related careers.

***Motion was made to accept the above-mentioned College of Engineering, Architecture and Technology Petroleum Engineering, PHD new program request, and approved.***

**Global Studies and Partnerships  
Course Action Request:**

**GS 5313 – 1/3/19 tabled pending discussions with the Political Science department.  
There were discussions with the Political Science department and a course title change was recommended.  
The title of the course was changed to: Global Communication and Public Diplomacy.**

***Motion was made to accept the above-mentioned Global Studies and Partnerships course action request, and approved.***

**Center for Health Sciences**

**FORENSIC SCIENCES, MS  
Program Modification: Option Name Change and Program Requirement Change**

**Option Name Change: from Arson and Explosives Investigation to Arson, Explosives, Firearms and Toolmarks Investigation**

**Program Requirement Change: Course Requirement Change**

The Center for Health Sciences requests the option name change to better reflect the scope of the curriculum. The course requirement change is requested to allow students to complete elective hours related to their field of study.

***Motion was made to accept the above-mentioned Center for Health Sciences Forensic Sciences, MS program modifications, and approved.***

## Human Sciences

### CHILD DEVELOPMENT, MINOR Change to Existing Minor

### HUMAN SERVICES, MINOR Change to Existing Minor

### NUTRITIONAL SCIENCES, MINOR Change to Existing Minor

Discussion: S. Ownbey noted that the above-mentioned minors will be reworded to avoid confusion and specify the 2.50 GPA requirement BEFORE listing the total number of upper division hours.

***Motion was made to accept the above-mentioned Human Sciences Child Development minor and Nutritional Sciences minor, and approved. The Human Services minor was tabled for further clarification of total number of upper division hours.***

## Center for Veterinary Health Sciences Course Action Request:

**ITOX 5103, 5203, and VBSC 5103 – 11/29/18 tabled pending discussion with Biochemistry and Molecular Biology.**

### Dr. Gilmore noted:

1. ITOX 5203 (Bioinformatics) – the question was if the course title needed to be more descriptive. This is the equivalent sister course (dual listing) to MICR 5203 Bioinformatics, so although it is a “new” course listing the name is appropriate as is.
2. VBSC 5103 and ITOX 5103 name change to Biochemical and Molecular Toxicology – the comment was to check with John Gustafson to be sure this does not overlap with a course in his department. I checked with Dr. Carey Pope who runs the interdisciplinary toxicology program and he verified there was no overlap. Dr. Gustafson was emailed on 12-10-18 to verify there was no overlap with a course in his department and a response was not received.

ITOX 5203	Bioinformatics		Fundamental concepts of biological sequence information and inferential techniques to assign structure, function, and evolutionary relationship among genes and proteins. No prior programming necessary, but familiarity with computers assumed. No credit for students with credit in MICR 4203.  <i>Prerequisite: MICRO 3033 or Bioc 3653 or equivalent.</i>	New course
ITOX 5103	Biochemical Toxicology	Biochemical and Molecular Toxicology		Change title
VBSC 5103	Toxicology	Biochemical and Molecular Toxicology		Change title

***Motion was made to accept the above-mentioned Center for Veterinary Health Sciences course action requests, and approved.***

**2. Reinstatement of Undergraduate Students After Academic Suspension (attachments)– Candace Thrasher**

C. Thrasher proposed a change to UAR 2-0802 reinstatement policy, specifically the summer reinstatement program, to allow students to enroll in online courses with proctored exams. Approval from advisor and Directors of Students Academic Services (DSAS) will be required. More departments are offering online courses only during the summer term, and many students are unable to participate in the summer reinstatement program because the face-to-face courses that apply to their degree are not offered during the summer. C. Thrasher also reviewed the policy to ensure that the language matches the terms now used with the implementation of Banner.

Plans to communicate policy changes:

- Academic Affairs will assemble a list of courses with proctored exams
- The list will be distributed to DSAS to disseminate to their advisors
- For courses that do not offer proctored exams, approval from DSAS representative and associate dean of appropriate college will be necessary
- Decision for approval rests at the college level

R. Peaster suggested the following changes to UAR 2-0802:

- 4.03 – change working to include “Independent or Individual Study”
- 4.04 – remove *H. Courses that deviate from the calendar and begin prior to the first summer term and/or end after the last summer term* due to the Non Standard Term regulations
- Form – column to indicate that class is offered online

***Motion was made to accept the UAR 2-0802 policy changes, including R. Peaster’s recommendations, and approved.***

**3. SSI Data Collection Updates – Ryan Chung**

During the December Instruction Council (IC) meeting R. Chung was asked if the overall response rates from the SSI could be broken down by department response rate. The answer unfortunately is “not at the moment due to the limitations of the system.” Although the program is not designed to report by departments, R. Chung is working with the company to arrange for additional reminders to course instructors during the data collection period. He is hopeful that the reminder message will be able to link to the current course response rate so that instructors can take action for it prior to the end of the data collection. He is also working to see if the course prefix can be utilized in a way to break down response rates by program which UAT can collaborate with IRIM and individual college SSI coordinators. R. Seitsinger mentioned that College of Engineering, Architecture and Technology was able to write a code to be able to extract the information they desired. This code can be shared with the University.

L. Belmonte questioned the efficacy of the survey for Gened courses and suggested the possibility of offering more detailed instruction on how to interpret the report since there are very few numbers displayed on the document. R. Chung explained that it depends on what the instructor is looking for, such as there are two sets of questions: 1) for the instructor; 2) for the course. In addition, there is one question asked about faculty performance in the course. Each instructor has to decide which data point better fits their scope. L. Belmonte would like more description of SSI to assure the faculty that this is an evaluation of the course.

L. Belmonte also informed IC and R. Chung that the College of Arts & Sciences faculty council expressed their preference of short course SSIs being given immediately following the class as opposed to waiting until the end of the full semester. As recorded in the 9-20-18 IC minutes, of the 8302 instructors for the fall 2018 semester sections with enrollment, 127 instructors had sections ending on or before the 8<sup>th</sup> week of the semester (1.53%). Due to the

resources needed to prepare the SSIs – no matter how large or small the number of courses surveyed – the effectiveness of such a small percentage remained in question.

#### 4. Other

- G. Sandefur explained to IC that a student was assigned a grade that was not supposed to be assigned. Banner allowed instructors to record an “Incomplete A” and “Incomplete SR,” which is not allowed by UAR policy 6.2 Grade Interpretation that states that grades A or SR are not permitted for the default incomplete grade. The University is trying to find a technological solution for mistaken grades being assigned. If we cannot find a technological solution other options are as follows:
  - Ask colleges to look at all “I” grades as they are coming in and make sure they are not incorrect.
  - Have Registrar’s Office monitor “I” grades and then send a grade change form back to the instructor. The concern with this option is that the instructor may leave for the semester break and not process the grade change

R. Peaster indicated that another option that had been discussed was to consider modifying the policy in a way that would allow the Registrar’s office to change incomplete default grades of SR to UR after final grade submission. She felt that there was too much ambiguity to consider automatically changing an incomplete default A grade. IC members were not comfortable considering a policy change. Currently there are 64 outstanding “I” grades from previous semesters. C. Clary requested an “I” grades report be submitted to individual colleges for their review and to follow up with instructors. R. Peaster will send a list of “I” grades, as well as a draft of communication that would be sent to instructors. She asked for feedback from IC members. Communication was prepared and distributed by R. Peaster. IC members indicated their approval pending two minor changes:

1. Copy the Associate Dean along with the department head on the letter
2. Add a sentence about the permanent grade change if appropriate. For example, “If you have recently received the missing work and are able to assign a final grade, please do so instead of resubmitting the incomplete grade paperwork.”

The draft of the communication is attached to these minutes.

- M. Gilmour was informed that online counseling was available to students. G. Sandefur answered that there has been no formal communication regarding online counseling, but he will verify that information with the counseling center. Jean Van Delinder added that there is online counseling for employees however – Compsych.
- L. Beets reminded IC that OSU has several students who have been impacted by the government shutdown. She urged IC members to notify her of any students they are aware of that are falling into this predicament at [laurie.beets@okstate.edu](mailto:laurie.beets@okstate.edu). Financial Aid is continuing to package. They are accepting the paper 1040s – an issue that was prohibiting them from awarding future aid. This matter is now resolved.
- L. Beets introduced the topic of tuition insurance with IC. The specific vendor she is working with is offering an opt-in option as opposed to everyone being placed in the program without a choice. This tuition will cover the following:
  - Tuition
  - Housing on campus
  - Books
  - Some federal loans

The cost of this insurance is approximately \$100 for every \$10,000 of tuition costs. This vendor may be invited to campus to demonstrate the program.

Meeting was adjourned at 9:35 a.m.

Minutes were recorded by K. Roark

**DRAFT communication to instructors with incomplete default grades of A or SR 01232019**

To: Instructor  
Copy: Department Head, [Associate Dean](#)  
Subject: Incomplete Grade with Default Grade of A or SR: Action Required

Dr. [Last name],

You are receiving this message because a review of outstanding incomplete (I) grades reflects that the grades you assigned below are out of compliance with [University Academic Regulation 6.2 Grade Interpretation](#), which states that grades of A or SR are not permitted for the default incomplete grade. Please submit a completed [Grade Change Form](#) for each student with an appropriate grade to [registrar@okstate.edu](mailto:registrar@okstate.edu) (detailed instructions are provided below). [If you have recently received the missing work and are able to assign a final grade, please do so instead of following the instructions below.](#)

Student Name	Student ID	Term	Course	Final Grade	Default Incomplete Grade
				I	
				I	

Peaster, Rita

The table will be filled in to reflect student/course details.

The default incomplete grade is the projected final grade a student would earn if he or she received a zero for the remaining course work. Students who would earn a grade of A or SR if they received a zero for remaining course work [should be assigned final grades of A or SR rather than an I grade](#). More specifics can be found on our [Incomplete Grade Policy FAQs for Faculty](#).

**Grade Change Form Instructions:**

- Complete the "Old Grade" and "New Grade" sections at the top as follows:
  - Retain the I grade and adjust the default incomplete grade:

Course Prefix	Course Number	CRN	# Credit Hours	Old Grade (Grade changed from)	New Grade (Grade changed to)
MATH	5000	60002	2	I-SR	I-UR

- Replace the I grade with a final grade of SR or A (only for students who would earn a grade of SR or A if they received a zero for remaining course work):

Course Prefix	Course Number	CRN	# Credit Hours	Old Grade (Grade changed from)	New Grade (Grade changed to)
MATH	5000	60002	2	I-SR	SR

- In the "Reason for Grade Change" section, check the first "Error in original grade" box.
- Obtain all signatures, [then](#) return to the Office of the Registrar.

Please contact me with questions.

[RGP signature]