

## INSTRUCTION COUNCIL

### MINUTES

Thursday, January 3, 2019

204 WH

9:00 a.m. – 10:30 a.m.

**In attendance:** Bruce Benjamin, Chad Blew, Brecca Farr, Richard Frohock, Susan Johnson, Diane Jones, James Knecht, Marlys Mason, Rita Peaster, Kyndal Roark, Randy Seitsinger, Candace Thrasher, Jean Van Delinder, Deb VanOverbeke, Tom Wikle and Gary Sandefur, Chair.

#### 1. Curriculum Items:

##### College of Agricultural Science and Natural Resources

##### Course Action Request:

**AGEC 6222 - 11/29/18 Tabled**

Discussions with Arts and Sciences took place and a mutual agreement made.

***Motion was made to accept the above-mentioned College of Agricultural Science and Natural Resources course action request, and approved.***

##### College of Arts & Sciences

#### COMMUNICATION SCIENCES AND DISORDERS, UNDERGRADUATE CERTIFICATE New Program

The College of Arts & Sciences requests the new program to provide students who completed a bachelor's degree in another field with an opportunity to complete requirements to apply for graduate programs in Speech-Language Pathology or Audiology.

Discussion: S. Johnson expressed concern with the issue of omitting OSU-Tulsa in the certificate language. T. Wikle will discuss the additional language with the communication sciences department head prior to presenting to Council of Deans.

***Motion was made to accept the above-mentioned College of Arts & Sciences Communication Sciences and Disorders, Undergraduate Certificate, and approved.***

#### DIGITAL STUDIES, UNDERGRADUATE CERTIFICATE New Program

The College of Arts & Sciences requests the new program to combine critical thinking and information literacy with skills in coding, data analysis and visualization, and multimedia production. The program will help students develop the skills needed to be successful in a 21<sup>st</sup> century information economy.

***Motion was made to accept the above-mentioned College of Arts & Sciences Digital Studies, Undergraduate Certificate, and approved.***

**ECONOMICS, BA (249)  
and  
ECONOMICS, BS (063)  
Program Modification: Program Requirement Change**

**Program Requirement Change: Course Requirement Change**

The College of Arts & Sciences requests the program requirement change to include an Economics capstone requirement that will allow students to apply theoretical learning to contemporary economic problems.

***Motion was made to accept the above-mentioned College of Arts & Sciences Economics, BA and Economics, BS course requirement change, and approved.***

**FRENCH, BA (188)  
Program Modification: Option Addition**

**Option Addition: 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.

***Motion was made to table the above-mentioned College of Arts & Sciences, French, BA option addition for further discussions with Spears School of Business.***

**GEOGRAPHY, BS (109)  
Program Modification: Option Addition**

**Option Addition: 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.

***Motion was made to accept the above-mentioned College of Arts & Sciences Geography, BS option addition, and approved.***

**GEOLOGY, BS (111)  
Program Modification: Program Requirement Change and Option Addition**

**Program Requirement Change: Course Requirement Change**

**Option Addition: Business Essentials**

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

***Motion was made to accept the above-mentioned College of Arts & Sciences Geology, BS course requirement change and option addition, and approved.***

**GERMAN, BA (113)  
Program Modification: Option Addition**

**Option Addition: 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.

***Motion was made to table the above-mentioned College of Arts & Sciences, German, BA option addition for further discussions with Spears School of Business.***

**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.

Tabled on 12/12/18 for discussion with SSB on course offerings.

***Motion was made to table the above-mentioned College of Arts & Sciences, Philosophy, BA option addition for further discussions with Spears School of Business.***

**PHYSICS, BS (161)  
Program Modification: Program Requirement Change**

**Program Requirement Change: Course Requirement Change**

The College of Arts & Sciences requests the program requirement change to provide greater flexibility and better prepare students for careers in industry.

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

**PLANT BIOLOGY, BS (131)  
Program Modification: Option Addition**

**Option Addition: Pre-Forensics**

The College of Arts & Sciences requests the option addition to increase opportunities for students, provide guidance for students' career goals, and prepare students for multiple career tracks in forensics.

***Motion was made to accept the above-mentioned College of Arts & Sciences Plant Biology, BS option addition, and approved.***

**SPANISH, BA (188)  
Program Modification: Option Addition**

**Option Addition: 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.

***Motion was made to table the above-mentioned College of Arts & Sciences, Spanish, BA option addition for further discussions with Spears School of Business.***

**Course Action Requests:**

**ASL 3723 and 3823 – 11/29/18 Tabled**

**Discussion with Education, Health and Aviation took place and a mutual agreement made.**

**CS 5783 - New course request**

**CS 4783 was submitted with the annual curriculum request but CS 5783 was omitted.**

**MICR 2123 – 11/29/18 Tabled**

**Discussions with Agricultural Sciences and Natural Resources took place and a mutual agreement made.**

***Motion was made to accept the above-mentioned College of Arts & Sciences course action requests, and approved.***

**Spears School of Business**

**GENERAL BUSINESS ADMINISTRATION, MINOR**

**Change to Existing Minor**

***Motion was made to accept the above-mentioned Spears School of Business General Business Administration, Minor, and approved.***

**College of Engineering, Architecture and Technology**

**MECHANICAL ENGINEERING TECHNOLOGY, BS ENG TECHY (081)**

**Program Modification: Program Requirement Change**

**Program Requirement Change: Course Requirement Change**

The College of Engineering, Architecture & Technology requests the program requirement change to provide courses that are more beneficial to students.

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

**Center for Health Sciences**

**FORENSIC ARSON AND EXPLOSIVES INVESTIGATION, GRADUATE CERTIFICATE (008)**

**Program Modification: Change of Program Name**

**Program Name Change from Forensic Arson and Explosives Investigation to Forensic Arson, Explosives, Firearms and Toolmarks Investigation**

The Center for Health Sciences requests the program name change to better reflect the scope of the program.

***Motion was made to accept the above-mentioned Center for Health Sciences Forensic Arson and Explosives Investigation, graduate certificate program name change to Forensic Arson, Explosives, Firearms and Toolmarks Investigation, and approved.***

**GLOBAL HEALTH, MS**

**New Program**

The Center for Health Sciences request the new program to prepare students for health-related careers in governmental, non-governmental, non-profit, and academic settings.

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

## Human Sciences

### HOSPITALITY AND TOURISM MANAGEMENT, BSHS (130) Program Modification: Program Requirement Change

#### **Program Requirement Change: Course Requirement Change**

The College of Human Sciences requests the program requirement modification due to a change in credit hours for HTM 2664.

***Motion was made to accept the above-mentioned Human Sciences Hospitality and Tourism Management, BSHS course requirement change, and approved.***

#### **Course Action Requests:**

##### **HTM 4525 - New course request**

12/12/18 - Dr. Ownbey asked if Human Sciences could present a course modification and members agreed to review the request.

***Motion was made to accept the above-mentioned Human Sciences course action request, and approved.***

## **2. Non-Standard Terms and Revised Standards for Class Start/End Dates – Rita Peaster and Chad Blew** **Summary of Proposed Changes**

*To ensure compliance with federal financial aid regulations, the start and end dates for all classes offered within a term must conform to Title IV Standard Academic Term rules. A standard academic term (or semester) is defined as being 15-17 weeks in length and of substantially equal length as other terms. A deviation allowance of two weeks is given at the beginning or end of the semester (but not both) for a course to still be considered as offered in a standard academic term. An exception is granted to classes that do not span the entire semester (as long as they do not cross over separate semesters) and for pre-session (or intersession) classes.*

*All OSU classes need to conform with the Title IV standard academic term rules. Effective Summer 2019, we propose the revised class schedule guidelines as follows:*

- With the exception of pre-session classes, the class start date can begin no earlier than two weeks prior to the first day of the main term, and the end date can be no later than the last class day of the main term.*
- Pre-session (or intersession) classes cannot overlap the previous main term nor the immediate upcoming main term. In other words, the start date for pre-session classes can begin no earlier than the day after the last day of the previous main term, and the end date must precede the first day of the main term.*

*These guidelines impact a very small percentage of OSU classes (see table on page 2). While Title IV rules provide additional allowances for select clinical courses or study abroad courses offered at another institution, such exceptions should be reviewed on a case-by-case basis.*

R. Peaster and C. Blew will be discussing the specifics course violations with individual associate deans.

After extensive discussion it was determined that these proposed changes will be effective Fall 2019.

***Motion was made to endorse the above-mentioned proposed changes to the Title IV Standard Academic Term rules of the federal financial aid regulations effective Fall 2019, and approved.***

**3. Proposed Revisions to Policies Related to UG Courses Approved for GR Credit (attachment) – Rita Peaster  
Summary /Purpose of Proposed Changes**

*The purpose of the proposed policy changes is to discontinue the practice of allowing undergraduate courses (course numbers below 5000) to carry graduate credit. All courses approved for graduate credit must be numbered 5000 or above. When sections of graduate courses are cross-listed (meet at the same time on the same days in the same classroom with the same instructor) with undergraduate courses, the syllabus for the graduate course must include assignments at an intellectual level commensurate with that of graduate work when compared to that required for undergraduate credit.*

*The proposed effective term is Fall 2020, and a streamlined course action process will be developed by Academic Affairs, the Graduate College, and the Office of the Registrar to assist departments in identifying new graduate course number options and obtaining approval. As of Fall 2018, a total of 495 active undergraduate courses were approved for graduate credit. Crosslist identifiers in Banner can be used to tie specific sections of cross-listed undergraduate and graduate level courses in a given term.*

***Motion was made to accept the above-mentioned proposed changes to OSU Policy 2-0202 Course Action Requests, UAR 5.1 Course Numbering System, and Various Graduate College Policies Related to Undergraduate Courses Approved for Graduate Credit, and approved.***

**4. Revisit Mutual Exclusion Exception Form (attachment) – Rita Peaster**

R. Peaster reported that when she presented the Mutual Course Exclusion Waiver form to the Directors for Student Academic Services (DSAS) meeting for approval, the directors expressed their desire to require the department head's signature on the form. The department offering the course should be included on the waiver. Members of Instruction Council (IC) agreed to the change.

**5. Other**

- G. Sandefur announced that Dr. Pamela Fry has been appointment as full-time Provost for OSU-Tulsa. An internal search will begin for the OSU-Stillwater Vice Provost position she has vacated. If an appropriate candidate cannot be named, the search will turn to external candidates. G. Sandefur will chair Instruction Council until the new Vice Provost for Undergraduate Studies is named.
- R. Seitsinger offered an update on the Retention to Graduation Conference to the IC members. The committee was very happy with the number of abstract submissions they received. Seventeen presentations were selected, and a number of poster presentations will be displayed as well. The conference is planned for March 6, 2019, (8:30 a.m. registration) with Linda Barton as luncheon keynote speaker.

Meeting was adjourned at 10:03 a.m.

Minutes were recorded by Kyndal Roark