

## INSTRUCTION COUNCIL

### MINUTES

Thursday, November 7, 2019

204 WH

9:00 a.m. – 10:30 a.m.

In attendance: Bruce Benjamin, Ryan Chung, Cynda Clary, Jami Fullerton, Marlys Mason, Shiretta Ownbey, Rita Peaster, Kyndal Roark, Randy Seitsinger, Candace Thrasher, Jean Van Delinder, Wilma White, Tom Wikle and Jeanette Mendez, Chair

#### 1. **OSU Student Engagement Survey and 2018-19 Assessment Program Review Updates – Ryan Chung**

The draft of the OSU Student Engagement Survey was distributed to members of Instruction Council (IC), Assessment and Academic Improvement Council (AAIC), Committee for the Assessment of General Education (CAGE) and Directors of Student Academic Services (DSAS) will be presented with this survey draft for discussion as well. R. Chung would like to be able to submit the engagement survey along with the third year of the student satisfaction survey. These two surveys will be offered early Spring 2020.

***Motion was made to endorse the OSU Student Engagement Survey and approved.***

#### 2. **Class Scheduling for Traditional, Non-Independent Study Courses Follow Up – Rita Peaster**

During the 10-17-19 IC meeting, the general consensus was that meeting details for non-independent study courses (lecture/lab/discussion) with a traditional delivery method should be required for the following reasons:

- Provide transparency to students before enrollment so they can plan to accommodate their work schedules and other personal commitments with their class schedule;
- Ensure instructional minutes and other credit hour standards are met;
- Facilitate emergency response; and
- Allow actual classroom usage to be tracked.

At the request of Instruction Council members R. Peaster shared two separate course lists with IC via email prior to the 11-7-19 meeting: 1)Spring 2020 Traditional Instruction Courses with no meeting pattern; and 2)Spring 2020 Independent Study Instructional Method Courses.

Discussion among IC members determined that lecture, lab or discussion (non-independent study) courses should not be offered with an independent study instructional method. Possibly exceptions could be granted as needed via deviation forms, or course action exceptions may be needed to change the course type to independent study. R. Peaster proposed that IC members evaluate the emailed list of, and she will work on draft communication to implement these changes effective summer and fall 2020 and bring back to IC for approval.

#### 3. **Request for Proposals for New Honors Seminar Courses – Jeanette Mendez**

*The Honors College is seeking proposals for up to four (4) new Honors seminar courses. An Honors seminar course should be one that crosses disciplinary boundaries and challenges students through its intellectual diversity and rigor. They may be on any topic and level, but for this request they should be aimed at students in their first year in college and should potentially be able to receive general education approval. While courses in all general education areas are desirable, we currently have particular need for courses that meet S, N, D, or I requirements. Faculty teaching Honors seminars must have a terminal degree.*

Courses may be taught by individuals or be team taught; individual faculty whose proposal is selected for development will receive \$3500 summer support, and team-taught proposals will receive a total \$5000 of summer support. Faculty whose proposals are selected will need to produce and submit a preliminary syllabus to the Honors curriculum committee by the end of January, 2020; this syllabus must have detail sufficient that it can meet expectations for applications for university general education designations. Course development should be completed by the end of July 2020; the first offering of these courses will be Fall 2020. When offered, the Honors College will provide \$5500 per section to the faculty's department to cover instructional costs.

Course proposals, which should be limited to a maximum of one page, should be submitted on or before Monday, November 18<sup>th</sup> through the following form: <https://honorsokstate.wufoo.com/forms/z1yd5dah1hbtvua/>.

All proposals must be accompanied by a letter from the lead faculty's department head indicating support of the proposal and agreeing that the course will be offered at a minimum of once a year for the next three years. Proposals are also subject to the approval of the appropriate college Associate Dean.

For further questions regarding potential Honors courses, such as fee structure, should be addressed to Richard Frohock, Associate Dean, Honors College.

#### 4. Curriculum Requests

##### Information Item

##### Course Deactivations:

NREM 5093 – Community Natural Resource Management

NREM 5463 – Stream Restoration and Management

NREM 5563 – Forest Wildlife Ecology

NREM 5573 – Grassland and Desert Wildlife Ecology

The process for course deactivation is department head approval/signature, followed by announcement at IC. Discussion was held regarding added approval from the associate deans level. Previous discussions revolved around the fact that course deactivations did not need as much oversight as course actions, and therefore, associate dean signature was not needed. Associate deans would have the chance to review the deactivations at IC. Currently, associate deans can discontinue the deactivation process at IC if needed.

##### Course Action:

MPH 5973 – Designing Public Health Programs

J. Van Delinder explained that MPH 5973 was set up as cross listed with Health. Prior to Spring 2020 semester, Health faculty were able to teach MPH 5973, however this spring, a graduate faculty member will be teaching the course.

***Motion was made to accept MPH 5973 Designing Public Health Programs course action, and approved.***

**Course Action Summaries for Removal of Graduate Credit on Undergraduate Courses (new and modified)**  
**College of Agricultural Sciences and Natural Resources (see attached)**

***Motion was made to accept the above-mentioned course action summaries for removal of graduate credit on undergraduate courses within the College of Agricultural Sciences and Natural Resources and approved.***

**College of Education, Health and Aviation and College of Human Sciences**

##### **Master of Science in Aviation and Space (486)**

Degree program requirement change

- Removing the requirement for a thesis or creative component.

- Adding AVED 5663 and AVED 5953.
- The proposed changes are requested to improve student recruitment and add additional curricular content relevant to industry needs.
- No new courses will be added and no courses will be deleted.
- Total credit hours will not change.
- No funds are requested from the State Regents.

### **Bachelor of Science in Career and Technical Education (196)**

The College of Education, Health and Aviation requests authorization to suspend the Bachelor of Science in Career and Technical Education (196) effective immediately.

- There is a lack of student demand and faculty.
- OSU will reinstate or delete the program by June 30, 2022.

### **Undergraduate Certificate in Career and Technical Education (547)**

The College of Education, Health and Aviation requests authorization to suspend the Undergraduate Certificate in Career and Technical Education (547) effective immediately.

- There is a lack of student demand and faculty.
- OSU will reinstate or delete the program by June 30, 2022.

### **Master of Science in Dietetics (264)**

Degree program requirement change

- Change admission criteria from bachelor's degree and Registered Dietitian credential to bachelor's degree, completed Didactic Program in Dietetics with verification from ACEND accredited program, have Registered Dietitian Nutritionist credential, or be eligible to sit for Registered Dietitian Nutritionist exam.
- Add NSCI 5603 as alternate to STAT 5013.
- The proposed changes are requested to align OSU's program with admission standards of the Great Plains IDEA Consortium.
- One new course will be added and no courses will be deleted.
- Total credit hours will not change.
- No funds are requested from the State Regents.

### **Graduate Certificate in Educational and Psychological Measurement (543)**

Degree program requirement change

- Remove admission criteria of two letters of recommendation and personal statement.
- The proposed changes are requested to streamline the admission process.
- No new courses will be added and no courses will be deleted.
- Total credit hours will not change.
- No funds are requested by the State Regents.

### **Minor in Multi-Tiered Systems of Instructional Support**

Change to Existing Minor

### **Bachelor of Science in Human Sciences in Nutritional Sciences (097)**

Degree program requirement change

- For Allied Health option:
  - Remove CHEM 3015 and add CHEM 3013 and CHEM 3012.
- For Dietetics option:
  - Remove HTM 1113 and add NSCI 3993.
  - Add ACCT 2003 as alternate to ACCT 2103.

- Remove CHEM 3015 and add CHEM 3013 and CHEM 3012.
- Remove HHP 2802 and add NSCI 3312.
- Remove HTM 3213 and add NSCI 4023.
- For Public Health Nutrition option:
  - Remove HTM 2153 as an alternate to ACCT 2003.
  - Remove HTM 3213 and add NSCI 4573.
- The proposed changes are requested to address recent curriculum updates and better align the program with accreditation requirements.
- Two new courses will be added and no courses will be deleted.
- Total credit hours will not change.
- No funds are requested from the State Regents.

### **Graduate Certificate in Program Evaluation (538)**

Degree program requirement change

- Remove admission criteria of two letters of recommendation and personal statement.
- The proposed changes are requested to streamline the admission process.
- No new courses will be added and no courses will be deleted.
- Total credit hours will not change.
- No funds are requested by the State Regents.

### **Minor in Sports and Coaching Science**

Change to Existing Minor

### **Bachelor of Science in Sports and Coaching Science (522)**

The College of Education, Health and Aviation requests authorization to delete the Bachelor of Science in Sports and Coaching Science (522) effective immediately.

- The one faculty member and program coordinator for the degree left the institution.
- There are currently 52 students enrolled in the program with an expected graduation date of Spring 2023.
- Students will be able to complete their current degree program.
- No courses will be deleted.
- No funds are available for reallocation

Discussion: Members of IC expressed their concern that 52 students were still enrolled in the program and that this program could possibly be redesigned. This particular curricular request will be tabled until further discussion can be held with Adrienne Sanogo. S. Ownbey will discuss this matter with A. Sanogo for further clarification, and the matter will be brought back to IC as needed.

### **Graduate Certificate in Statistical Methods and Analyses in Educational and Behavioral Science (550)**

Degree program requirement change

- Remove admission criteria of two letters of recommendation and personal statement.
- The proposed changes are requested to streamline the admission process.
- No new courses will be added and no courses will be deleted.
- Total credit hours will not change.
- No funds are requested by the State Regents.

***Motion was made to accept the above-mentioned College of Education, Health and Aviation and College of Human Sciences curriculum requests, add approved, with the exception of the deletion of the Bachelor of Science in Sports and Coaching Science (522) program, which was tabled.***

## Minor in Accounting

Change to Existing Minor

***Motion was made to accept the above-mentioned Spears School of Business change to existing Minor in Accounting, and approved.***

### 5. Other

- **Spring 2020 Honors course offerings are available online at:** <https://honors.okstate.edu/honors-course-offerings.html>.
- R. Chung announced that Oklahoma State Regents for Higher Education (OSRHE) policy states that stand-alone certificates will be processed as regular degree programs with 5-year academic program review (APR) processes. R. Chung would like IC to determine how to proceed with the stand-alone certificate assessment reports. The previous director of University Assessment and Testing (UAT) informed IC that assessment was not needed for the stand-alone certificate programs. S. Ownbey explained that when embedded certificates were created, those certificates would be assessed along with the degree programs but at an easier level, with 1-2 additional student learning outcomes on the 5-year APR. If the certificates were not embedded, departments should prepare a separate assessment for each certificate. Perhaps this information was not distributed to others at OSU. T. Wikle stated that he would like to have policy specify this requirement prior to demanding the certificate assessments, due to the intense number of hours required to prepare the assessments.

Meeting was adjourned at 9:58 a.m.

Minutes were recorded by Kyndal Roark