

## INSTRUCTION COUNCIL

### MINUTES

Thursday, April 18, 2019

204 WH

9:00 a.m. – 10:30 a.m.

**In attendance:** Laurie Beets, Laura Belmonte, Aaron Christensen, Ryan Chung, Cynda Clary, Leslie Evans, Richard Frohock, Jamie Fullerton, Margi Gilmour, Susan Johnson, Diane Jones, Marlys Mason, Rita Peaster, Adrienne Sanogo, Randy Seitsinger, Candace Thrasher, Jean Van Delinder and Shiretta Ownbey, Chair.

#### 1. Curriculum Requests:

##### College of Arts and Sciences

#### APPLIED STATISTICS, MINOR

New

ART, BA (024)

Program Modification: Program Requirement Change

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

The College of Arts and Sciences requests the course requirement change to the option in Art History to remove the studio art requirement. This action will broaden students' knowledge of art history.

ART, BFA (233)

Program Modification: Program Requirement Change

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

The College of Arts and Sciences requests the course requirement change to the option in Graphic Design due to curriculum changes for ART 1203 and 1303. The change will provide students with additional career-related course choices.

#### BIOLOGICAL SCIENCE, MINOR

Change to Existing Minor

GEOGRAPHY, BA (252)

Program Modification: Option Addition and Program Requirement Change

##### Option Additions: (1) Pre-Ministry, (2) Pre-Law, and (3) Business Essentials

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

The College of Arts and Sciences requests the option additions to provide additional pathways for students. Geography promotes awareness and understanding of cultural difference and offers a good fit for a pre-ministry option. Many aspects of geography such as property rights, boundary disputes, resource management, and city zoning policies have legal dimensions and the program provides excellent preparation for law school. The option in Business Essentials pairs a Geography degree with core business courses to enhance career preparation or

graduate school. The course changes allow for scheduling flexibility and gives students fuller exposure to a range of contemporary geospatial techniques and exercises.

**GEOPHYSICS, MINOR**

**New**

**MATHEMATICS, BS (141)**

**Program Modification: Program Requirement Change**

**Program Requirement Change: Course Requirement Change**

The College of Arts and Sciences requests the course changes to increase flexibility and to reflect course changes made by other departments.

**STATISTICAL DATA SCIENCE, MINOR**

**New**

*Motion was made to accept the above-mentioned College of Arts and Sciences program modifications, and approved.*

**College of Education, Health and Aviation**

**SPECIAL EDUCATION, GRADUATE CERTIFICATE**

**New Program**

The College of Education, Health and Aviation requests a new graduate certificate to meet the needs of alternative and emergency certified special education teachers. The Oklahoma State of Department of Education has designed a Special Education Boot Camp for licensure offered as an alternative certification process for interested candidates who hold a bachelor's degree in any area of study from an accredited college/university. In combination with the Boot Camp training, the addition of this 18 credit hour certificate will meet the needs of the alternative certification pathways offered in Oklahoma.

**SPORTS AND COACHING SCIENCE, BS (522)**

**Program Modification: Program Requirement Change**

**Program Requirement Change: Course Requirement Change**

The College of Education, Health and Aviation requests the course requirement change due to a course action request. The credit hours for HHP 4124 changed from 3 credit hours to 4 credit hours.

*Motion was made to accept the above-mentioned College of Education, Health and Aviation program modifications, and approved pending edits to include Special Education, Graduate Certificate offerings at the OSU-Tulsa campus.*

**College of Human Sciences**

**NUTRITIONAL SCIENCES, BSHS (097)**

**Program Modification: Option Name Change and Program Requirement Change**

**Option Name Change from Community Nutrition to Public Health Nutrition**

**Program Requirement Change: Course Requirement Change and increase in total credit hours from 121 to 122 for Dietetics Option**

The College of Human Sciences requests the option name change to align with terminology used by the Academy of Nutrition and Dietetics. The course requirement changes for the option in Community Nutrition are requested to better prepare students. The course requirement change for the option in Dietetics is requested to meet accreditation standards for the Accreditation Council for Education in Nutrition and Dietetics.

***Motion was made to accept the above-mentioned College of Human Sciences, Nutritional Sciences, BSHS program modification, and approved.***

**2. New Expedited Process to Award Degrees – Leslie Evans**

Refer to New Expedited Degree Award Process document. L. Evans explained that the timeline to confer degrees is five weeks. With new functionality made possible by IT, Banner and DegreeWorks, the Registrar's Office will be able to expedite awarding of degrees beginning this semester. Data from Banner for those students that have applied to graduate will be matched with DegreeWorks. A list of students with 100% clear DegreeWorks audits will be provided to the colleges for approval. Registrar's Office will be able to confer these degrees in batch processing. Any non-100% clear degree audits will be sent to the colleges for review, approval and subsequent batch processing. This process is designed for undergraduate and DVM students at this time.

**3. Updates to Missing Final Grade Report – Rita Peaster**

Refer to Missing Final Grades Report Update document. R. Peaster reported that incomplete grades that are assigned an invalid default grade will now appear on the Missing Final Grade Report colleges receive. There will be separate tabs for incomplete grade details. A. Sanogo asked if information about default grades for incompletes can be added to the final grading email the Registrar's Office sends out. R. Peaster confirmed this could be added to the communication sent to faculty.

**4. Other**

**a. 2019 Institutional Survey Data Collection Update – Ryan Chung**

R. Chung reported that the 2019 Student Satisfaction Survey closed on Monday. He provided a handout with responses. University Assessment and Testing (UAT) is also administering the police department's customer service survey that will close in about two weeks. The Campus Climate survey will be open for about another two weeks. UAT will also administer the Alumni Survey and the Student Survey of Instruction. There was discussion of ways to encourage faculty to promote the SSI to their students. R. Chung stated that if the response rate is below 75%, instructors will receive a prompt.

**b. Increase Yield – C. Clary brought up the issue that the number of student admission applications is up, but the number of admitted students is down. L. Belmonte stated one problem is the November 1<sup>st</sup> scholarship deadline for colleges. Colleges have already awarded funds by this point in the semester. R. Seitsinger said College of Engineering, Architecture and Technology (CEAT) was able to provide additional scholarship dollars to incoming freshman. CEAT held a calling campaign – department heads and student ambassadors called students who had been offered admission, but had not accepted yet. M. Mason said Spears School of Business (SSB) was also able to offer additional scholarship money to incoming freshman. SSB also held a calling campaign with student ambassadors. SSB held recruitment events in Dallas/Fort Worth. C. Clary stated College of Agricultural Sciences and Natural Resources (CASNR) held a calling campaign with student ambassadors. CASNR targeted out-of-state students with ACT of 24 and above. She also mentioned that 2<sup>nd</sup> year students are likely to experience financial issues. When applying for scholarships, it is harder for freshman to be competitive with juniors. S. Ownbey mentioned College of Human Sciences (CoHS) developed a ratio to alleviate this issue. L. Beets mentioned that freshmen often enter OSU with one-time funds from high schools, local churches, and local organizations. This can be a financial issue their 2<sup>nd</sup> year when they do not have these funds.**

- c. J. Fullerton stated that Junior Day was well organized. This led to a discussion of Admitted Student Day. IC members were encouraged to provide feedback to Office of Admissions. Discussion was also held regarding the feasibility of offering multiple days for Admitted Student Day. Consensus from group indicated that it would not be feasible due to the amount of resources and time needed from colleges for this event.

Meeting adjourned at 9:42 a.m.

Minutes were recorded by Candace Thrasher.