

## INSTRUCTION COUNCIL

### MINUTES

Thursday, May 16, 2019

204 WH

9:00 a.m. – 10:30 a.m.

In attendance: Laurie Beet, Laura Belmonte, Bruce Benjamin, Chad Blew, Cynda Clary, Richard Frohock, Jamie Fullerton, Carol Johnson, James Knecht, Bridger Miller, Lance Millis, Shiretta Ownbey, Rita Peaster, Kyndal Roark, Adrienne Sanogo, Candace Thrasher, Jean Van Delinder and Gary Sandefur, Chair.

#### 1. Curriculum Requests:

##### Informational Purposes Only

##### Course Deactivations:

VMED 7532 – Molecular Genetics

VMED 7581 – Zoo and Wildlife Medicine

VMED 7631 – History of Veterinary Medicine

VMED 7632 – Exercise Physiology

VMED 7642 – Veterinary Sports Medicine

VMED 7691 – A Focus on Zoonotic Diseases

VMED 7732 – Advanced Oncology

VMED 7791 – Case Studies in Small Animal Dermatology

VMED 7801 – Business Management for Veterinary Practice

VMED 7821 – Equine Radiology

VMED 7831 – Advanced Small Animal Medicine II: Problem-Based Learning

VMED 7842 – Special Problems & Techniques, Advanced Wound Management & Intro to Reconstruction Surgery

VMED 7871 – Special Surgical Problems & Techniques, Advanced Small Animal Orthopedics & Neurosurgery

VMED 7891 – Equine Surgical Laboratory

##### College of Arts and Sciences

#### BRAND COMMUNICATION, GRADUATE CERTIFICATE New Program

The College of Arts and Sciences proposes a graduate certificate in Brand Communication to provide students with critical expertise necessary to lead brands, especially in the digital age.

#### MASS COMMUNICATION, MS, 140 Program Modification: Program Requirement Change

Program requirement change: Course requirement change, degree requirement change, and decrease in total hours from 33 to 31 (Thesis) and 34 to 32 (Non-Thesis)

The College of Arts and Sciences requests the course requirement change and degree requirement change to enhance recruitment and retention of students. The GRE exam will no longer be required for program admission. The change in total degree hours is requested due to realignment of the curriculum. One has been changed from a core course to an elective course. Non-Thesis options for practicum and study abroad are requested in addition to the current creative component option.

**SPORT COMMUNICATION, GRADUATE CERTIFICATE  
New Program**

The College of Arts and Sciences proposes a graduate certificate in Sport Communication to prepare students for careers in sports media or help those already in the field advance within the industry.

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

**Spears School of Business**

**BUSINESS ANALYTICS, MS, 505**

**Program Modification: Change of Program Name, Option Addition, and Program Requirement Change**

**Change of Program Name: From Business Analytics to Business Analytics and Data Science**

**Option Additions: 1) Marketing Analytics, 2) Advanced Data Science, 3) Health Analytics and 4) Cybersecurity Analytics**

**Program requirement change: Course requirement change**

The Spears School of Business requests the name change and course requirement change to reflect the combination of Master of Science in Business Analytics and the Master of Science in Management Information Systems Data Science option. The option additions are requested to allow students to specialize in industry specific areas.

***Motion was made to accept the above-mentioned Spears School of Business Business Analytics, MS program modification, and approved.***

**College of Education, Health and Aviation**

**APPLIED EDUCATIONAL STUDIES, EDD (069)  
Existing Program Online Delivery**

The College of Education, Health and Aviation requests online delivery of the existing Applied Educational Studies, EdD. Online delivery of this degree will provide Aviation/Aerospace professionals flexibility in accessing coursework.

***Motion was made to accept the above-mentioned College of Education, Health and Aviation Applied Educational Studies program modification, and approved.***

**College of Engineering, Architecture and Technology**

**FIRE AND EMERGENCY MANAGEMENT ADMINISTRATION, PHD, 470  
Program Modification: Program Requirement Change**

### **Program requirement change: Course requirement change**

The College of Engineering, Architecture and Technology requests the course requirement changes due to moving the program from the College of Arts and Sciences to the College of Engineering, Architecture and Technology. Changes are also requested to align the curriculum to current needs in fire and emergency management professions.

## **MECHANICAL AND AEROSPACE ENGINEERING, ME New**

The College of Engineering, Architecture and Technology requests a Master of Engineering in Mechanical and Aerospace Engineering. The proposed degree will meet the need of providing a professional pathway for students who are employed in engineering design and management in an industry setting. The proposed degree complements the existing Master of Science in Mechanical and Aerospace Engineering degree which was designed for those interested in pursuing academic or research careers.

***Motion was made to accept the above-mentioned College of Engineering, Architecture and Technology curriculum requests, and approved.***

### **2. APLU Western Land Grant Cluster Follow Up Discussion – Gary Sandefur**

A link was emailed to all IC members <https://curricula.academicdashboards.org/>. Dr. Sandefur recommended that each department enter the information for their degree programs over the course of the summer. R. Peaster explained that the Finish in Four degree sheets are very useful when entering the information into the spreadsheet. As G. Sandefur's email stated, "Using this tool may help us simplify some degree programs to make it easier for students to make timely progress toward their degrees. Members of the cluster also expressed interest in looking at the association between complexity and outcomes such as persistence and time to degree. I think we would have to be careful in interpreting such associations since there are many other factors that affect outcomes." APLU Western Land Grant Cluster would also like to identify a set of best practices across our institutions – things going well for our students' success.

### **3. Bachelor of University Studies – updated form and submission instructions/requirements – Rita Peaster & Leslie Evans**

Updates to Bachelor of University Studies form and the submission process:

Background: BUS degrees are designed to be very flexible for the student. Part of the BUS degree is developing a plan of study. The BUS process requires several levels of approval. During Fall 2017 – while implementing DegreeWorks – a recommendation was made to develop a DegreeWorks audit along with the plan of study. That allowed us to streamline a plan of study form. Feedback indicated a preference for DegreeWorks to recognize a unique total credit hour towards a degree. The BUS allows for a minimum of 120 credit hours. The degree audit advisory committee recently expressed confusion about the streamlined process, and we subsequently identified inconsistencies with what is being submitted.

In addition, there have been concerns with allowing concurrent declaration of a BUS along with another bachelor's degree since University Policy 3.10 was changed in Fall 2017. The Registrar's Office and Academic Affairs propose updates to the BUS POS form and submission process to achieve the following outcomes:

1. Update the student acknowledgement section of the plan of study (POS) form to clarify conditions for allowing concurrent declaration of a BUS degree with another baccalaureate degree, in accordance with University Academic Regulation 3.10 Second Baccalaureate Degree: "... The Bachelor of University Studies cannot be earned as a second or concurrent OSU baccalaureate degree."
2. Require the student's signature on the POS form, or via a separate attachment (e.g. email) where the student acknowledgement verbiage is clearly included with the student's consent.
3. Establish a maximum BUS degree plan credit hour limit, using total hours from our recognized five-year

baccalaureate degree programs as a guide for the upper limit:

- a. Bachelor of Architecture – 154 hours
  - b. Bachelor of Architectural Engineering – 157 hours
  - c. Bachelor of Landscape Architecture – 150 hours
4. Enforce submission of a Degree Works audit reflecting a complete plan of study with the signed POS form. The Registrar's Office will record receipt of a complete POS in Banner using a noncourse requirement, and the degree audit scribe will be updated to incorporate this requirement.
  5. Provide new resources from the Registrar's Office to assist colleges with BUS plan of study development in the form of (a) optional assistance with BUS student attribute maintenance, and (b) adjusting other aspects of the Degree Works audit to account for a unique total hour limit.

There was discussion regarding the possibility of adding a statement to the form that would include attaching a summary of courses that are not reflected on the DegreeWorks audit. Instruction Council members indicated a desire for more time to review and consider the proposed changes before voting in support, so the item will be revisited at the next meeting.

#### **4. SGA Fall Break Resolution and Academic Calendar Considerations – Rita Peaster**

*The Student Government Association (SGA) passed a resolution in spring 2018 recommending a student holiday the entire week of Thanksgiving. While it is not specifically stated in the resolution, it is assumed that the proposed student holidays on the Monday and Tuesday of Thanksgiving week would replace the existing fall break student holiday, which is typically a Friday in mid-October.*

*Rationale for the resolution cites the need for additional Thanksgiving holiday travel time, a high volume of cancelled classes the Tuesday before Thanksgiving, and other Big 12 institutions with similar fall holidays (Iowa State University, Kansas State University, and West Virginia University).*

*In addition to weighing practical factors and individual preferences when scheduling student holidays, other historical considerations for scheduling student breaks within a semester include:*

- *Inequities in class contact hours result when the same weekday is used as a holiday more than once in a semester. For example, spring semesters have two student holidays on a Monday, resulting in less contact hours for spring classes with Monday meetings.*
- *When class contact hour inequities exist due to holidays or breaks, consider how many classes are impacted. For example, a Friday holiday affects fewer classes than a Monday holiday.*
- *Examine the timing of the break with respect to successful completion of the semester.*

The Oklahoma State Regents publish the holiday schedule and academic calendars for all state system institutions, and there are quite a few that provide the entire week of Thanksgiving as a holiday. The majority of state institutions provide a 2-day fall break in mid-October in addition to the 3-day Thanksgiving break.

Discussion:

- G. Sandefur pointed out that making the proposed change in the Thanksgiving break would not change the days the campus is open for faculty and staff (Monday thru Wednesday)
- This change would give the students a better chance of successful travel around the busiest travel time of the year
- Any changes to the calendar would not take effect until the 2020-2021 calendar year
- G. Sandefur suggested continued discussion at the June 6, 2019 Instruction Council meeting after IC members have had a chance to visit with their departments about the proposed SGA fall break resolution

R. Peaster requested feedback on the academic calendar with regards to a one week break in between semesters. Typically OSU has a one-week break between the end of the spring semester and the summer pre session. There have been concerns expressed regarding the lack of time between wrapping up the summer sessions and

preparing for the fall semester. There was discussion regarding preference of the break from end of spring semester to end of summer semester. It was determined that if a choice had to be made, it would be best to keep the one week break at the end of the spring semester.

#### 5. **Fall 2019 Enrollment Late Fee Increase – Laurie Beets**

More and more students have been enrolling within the first two weeks of class, and this late enrollment fee (\$100 per semester) is placed as an attempt to encourage timely enrollment (before the first day of class) and discourage the late enrollment. Communication will be sent to students via email regarding the late enrollment fee.

#### 6. **Other**

- **BrightSpace to Canvas – Candace Thrasher**

- Gradebooks should be retained for 5 years.
  - In Brightspace, click on “Grades.” Click on “Export.” Click on “Export to Excel.” Download and save file.
- Completed tests/exams/papers should be retained until returned to students. If unreturned, retain until the expiration of the academic appeals period.
  - For spring 2019, the deadline to file a grade appeal is September 27.

ITLE has provided videos to show instructors how to export content from BrightSpace -

<https://itle.okstate.edu/Canvas.vbhtml>. This exports the content of the course, not students’ individual assignments/quizzes.

- R. Peaster and G. Sandefur commended IC members and their colleges on the timely grade submission.
- G. Sandefur will be chairing IC thru June.

Meeting was adjourned at 10:01 a.m.

Minutes were recorded by Kyndal Roark