

## INSTRUCTION COUNCIL

### MINUTES

Thursday, May 2, 2019

204 WH

9:00 a.m. – 10:30 a.m.

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

#### 1. Curriculum Requests:

##### College of Arts and Sciences

#### JAZZ, MINOR Change to Existing Minor

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

##### College of Education, Health and Aviation

#### NURSING: RN TO BSN, BS (515) 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 NURS 3043 decreased from four credit hours to three credit hours. The credit hours for NURS 4034 increased from three credit hours to four credit hours.

*Motion was made to accept the above-mentioned College of Education, Health and Aviation Nursing: RN to BSN, BS program modification, and approved.*

##### Graduate College

#### ENVIRONMENTAL SCIENCE WITH REGULATORY CERTIFICATIONS, GRADUATE CERTIFICATE New Program

The Graduate College requests the new graduate certificate to prepare students for careers as environmental scientists. The proposed degree will fulfill federally mandated safety training requirements of the United States Environmental Protection Agency, Occupational, Safety and Health Administration, and Department of Transportation

Discussion: C. Clary posed a question as to whether there were sections of course offerings that would allow undergraduate students along with the graduate students. J. Van Delinder explained that she would verify with the

professor – Dr. Ken Ede. He will contact College of Agricultural Sciences and Natural Resources (CASNR) with further information.

It was noted that although the students are earning an industry certificate from OSU, they are not precluded from taking the industry certification test.

***Motion was made to accept the above-mentioned Graduate College Environmental Science with Regulatory Certifications, graduate certificate, and approved.***

## **2. Tuition Insurance – Laurie Beets**

L. Beets presented the GradGuard tuition protection plan to members of Instruction Council (IC). The purpose of this insurance is to cover educational costs associated with students attending OSU who for medical reasons or for catastrophic events must withdraw from the university. Insurance companies are realizing that mental health is a serious concern among college students and should be considered as a viable medical condition covered under tuition insurance. At this time, the tuition insurance policy states that coverage for mental illness requires hospitalization; however, by Spring 2020, hospitalization will not be a requirement. The student will need to be in active treatment with a physician.

This insurance covers not only tuition and fees, but also housing, meal plans, books, and financial aid if retracted. The recommended coverage is \$10,000, which costs \$100; the amount of coverage is flexible if a lowered amount is desired. Students are required to sign up for the insurance before the 100 percent withdrawal date. All students are eligible for this insurance – undergraduate and graduate.

An insurance representative will be on campus May 22, 2019 at 9:00 to present the plan to Admissions and New Student Orientation (NSO) staff. Even though the Bursar's Office will be partnering with GradGuard to present this tuition insurance, all policy and financial matters will be completed through the insurance company.

Communication plan for the tuition insurance:

- Emails will be sent throughout the summer semester to all students
- Tuition insurance will be presented to students during New Student Orientation (NSO)
- Sophomores will receive a mailing in July

IC members requested a copy of the communication to be knowledgeable about the information that their students are receiving.

## **3. Other**

- a. Bursar holds – L. Beets reported that compared to this time last year, the holds have actually decreased by a small number. The Bursar is offering summer payment plans – 3 months (May, June, July) or 2 months (June, July). The enrollment hold is lifted when the student enrolls in a payment plan. IC members commended the Bursar's Office for being so student minded.
- b. J. Fullerton announced that she attended Sooner Saturday (junior day at the University of Oklahoma) where she found that their presentation of junior day was very similar to OSU. The only different was that OU gave a presentation on Greek life.
- c. Retention measures:
  - i. Financial - discussion was held regarding individual college assistance from the First Year Success (FYS) office. IC members would like clarification regarding the process for assisting students. Possibly Chad Blew could present at a future IC meeting, along with personnel from FYS. Further discussion revealed that there have been instances when the colleges partner with Financial Aid or FYS to assist students. Creative funding has included targeting funds for a future semester to increase retention

- ii. Engagement - discussion was held regarding the tracking of students – how much is too much, how can each college assist in pulling the data more accurately without being invasive.
  - iii. The financial / engagement counselors from the FYS office are returning to assigning specific individuals to specific colleges rather than assigning students alphabetically.
- d. Re-awarding scholarships – the deadline for students to accept scholarship awards is 5-1-19. If any funds have not been accepted, colleges were directed to re-award. However, most colleges over award so there is no real re-award.
- e. Honors advising – R. Frohock informed IC that there are several new Fall add-ons for incoming students only that will give students Honors academic credit retroactively. Dean Keith Garbutt is working with other deans to offer additional Honors add-ons. A list of Honors add-ons will be provided to IC members, as well as a comprehensive list of all Honors offerings. L. Belmonte added that the College of Arts and Sciences (CAS) is working with Honors to create a new block of add-ons that are specifically targeting students with AP credits.
- f. C. Clary announced that she heard PLC is moving their class from Wednesdays to Tuesdays. The students involved in PLC are required to create their schedule around the PLC class time. Confirmation regarding this change is required.
- g. C. Ormsbee reported that the fall new faculty orientation will be held the mornings of August 12, 13 and 14. Presenters are being finalized and communication should be ready by next week. All colleges are to encourage their new faculty to attend the orientation.
  - i. Monday – research focused
  - ii. Tuesday – teaching focused
  - iii. Wednesday – student issues (BCT, SOC, Safety)
- h. C. Ormsbee also mentioned the Early Career Program, which addresses new faculty throughout the semester. They will meet every Friday for lunch 12:00 to 1:30 in ITLE from August 30 to December 6. All new (hired within the last three years) faculty members are invited. This is a great opportunity to learn about the different campus resources, as well as network with other faculty across campus.
- i. R. Chung announced that the University Assessment and Testing (UAT) center is a 80% capacity for finals week. The Student Satisfaction Survey is complete, and a report to AAIC will be presented soon. OSU Policy Department survey is complete and over 7000 responses were received..
- j. R. Peaster informed IC that the Online Major Change system is going live on Monday, May 6, 2019. An announcement will be sent. She commended Marissa McIntyre with Spears School of Business for helping with the pilot testing.
- k. J. Hartman explained that Admissions is working to streamline the transfer student process. He has also seen a rise in students who have accepted their award and housing assignment but neglect to register for NSO. His office is working to communicate with those students.
- l. L. Belmonte announced that Glen Krutz, incoming Dean of CAS will be starting 7-1-19. He has had a successful history of effective retention at his previous institution. CAS is in the process of creating working groups of faculty who teach first year students to compare best practices and disseminate ideas throughout the campus. She also informed IC members that her last day at OSU is 7-25-19. She has taken the Dean's position at Virginia Tech. IC members congratulated her on her new opportunity.

Meeting was adjourned at 10:02 am

Minutes were recorded by Kyndal Roark