In attendance: Laurie Beets, Chad Blew, Cynda Clary, Richard Frohock, Jamie Fullerton, Margi Gilmour, Jeff Hartman, Susan Johnson, Diane Jones, James Knecht, Marlys Mason, Christine Ormsbee, Rita Peaster, Kyndal Roark, Adrienne Sanogo, Randy Seitsinger, Candace Thrasher, Jean Van Delinder, Tom Wikle and Jeanette Mendez, Chair.

1. **Curriculum Requests**

   Information Item:

   Course Reactivations/Deactivations
   VBSC 6200 – Topics in Advanced Pharmacology and Toxicology
   EEE 3020 – Business Plan Laboratory
   EEE 4003 – Operating an Entrepreneurial Firm
   EEE 4483 – Entrepreneurship and New Technologies
   EEE 4703 – Project Management for Entrepreneurship
   EEE 5213 – Entrepreneurship in Science and Technology
   EEE 5703 – Project Management in Entrepreneurship
   EEE 5803 – Operating an Entrepreneurship Firm
   VBSC 6200 – Topics in Advanced Pharmacology and Toxicology

   College of Human Sciences

   Apparel Design and Production, Minor
   Change to existing minor
   - Change name to Fashion Design and Production

   Motion was made to accept the College of Human Sciences Apparel Design and Production, Minor name change to Fashion Design and Production, and approved.

2. **Common Core Requirements from OSRHE – Jeanette Mendez**
   Refer to *Common Core Definition/Application* document below:

   Common Core Definition / Application

   Question:
   When calculating the '50% or more of the same common core" for different options within a degree, if general education courses are designated (for example, a specific math course), are these allowed to count in the common core?

Example:
AGEC 1113, Introduction to Agricultural Economics, is one example of this on the CASNR degree sheets. This course is a college core requirement so it will be taken by all CASNR students. This course also has an "S" designation which allows it to fulfill a general education requirement. We specifically list AGEC 1113 on the general education area of the degree sheet. If a student chose to take a different "5" course, the course would count in the general education section, but the student would still be required to take AGEC 1113 as part of the college core requirement. Many of our degree plans have very few, if any, elective hours. If we are not allowed to identify general education courses that also meet the college core, we would be forced to increase the number of credit hours required on the degree plan. In CASNR's situation, that would likely add 7-13 credit hours to each degree.

OSRHE Policy states: "All options within a degree program must shore on approximate 50% common core of related course requirements EXCLUSIVE OF GENERAL EDUCATION as required by policy (3.4.2 and 3.4.3.A.4). Related courses must shore the some two-digit C/P code".

3.4.3
A4. Level IV
Aggregations of courses under on umbrella degree program (Level III) that reflect subsets of the larger discipline, as listed in the State Regents' inventory of degree programs as options, appears in the institutional catalog, maybe listed an the student's diploma, and will usually share a common care of related course requirements (approximately 50 percent) exclusive of general education, as well as having objectives consistent with the objectives of the Level III program. For example, a Level III Bachelor of Business Administration degree program might have the following Level IV options: Finance, Management, Accounting, Information Systems, and General; or the Bachelor of Arts in English might a/law options in Literature, Creative Writing, and English Education.

OSRHE response:
The 50% is based on the total credit hours required in the major area only. So this would be exclusive of General Education and Free Elective credit hours. For example, if the program requires 48 credit hours of major course work, approximately 24 will need to be common.

OSRHE follow-up response:
I visited with Dr. Blanke regarding courses for the common core also being used for general education requirements- We think that this is possible depending on the course/major. For example, we don't want every program with options to use English Camp I or American National Government as part of the common core since all students take these courses. However, at this time, it is feasible to consider using courses that will count toward other areas of general education to also be used as common core — such as your example. We will be looking into either updating policy to reflect this or providing guidance in the Procedures Handbook.

3. **2018-2019 Reverse Transfer Report Update – Rita Peaster**
   Refer to the *OSU Reverse Transfer Initiative Report of 2018-19 Results and Initial 2019-20 Information*. This initiative was set in place to help OSU students use their OSU coursework to complete an associate's degree from a previous institution they attended. That associate's degree can also help them with their general education requirements here at OSU. Last year the program yielded 182 associate's degrees. OSU will continue to work with the fourteen (14) public community colleges and technical branches of the state. OSU is now registered with the National Student Clearinghouse who has a new reverse transfer service. This service will provide automation in exchange of the reverse transfer data.

Instruction Council (IC) members requested a breakdown of the results per college.

Note: Registrar's Office has moved away from accepting paper transcript requests. All transcript requests will be completed electronically.

4. **Banner 9 Class List / Roster – Rita Peaster**
   Overview:
   The Office of the Registrar is testing a new version of the Self Service Class List/Roster (9.9) which provides several improvements over existing Banner 8 Self Service functionality for faculty:
   - Consolidates the summary class list, detail class list, CRN selection and waitlist views
   - Student photos are available in the roster
   - Easy instructor access to the Student Profile for enrolled and waitlisted students
   - Ability to export or print the roster
   - Improved email functionality (send message to all or selected students on the roster)
   - Connects to Faculty Grade Entry 9.6 when midterm or final grading is open
   - Similar navigation to Faculty Grade Entry 9.6

   A hard-coded security change is introduced with Class List/Roster 9.9. By default, instructors will only be able to view rosters for their own classes. The ability to view rosters for any class is limited to individuals with a *Class Administrator* role.

   Implementation Proposal:
   - Expand testing to select faculty, advisors and administrators in September
   - Include the Class Administrator role with the existing Department Head Query security group
   - Add Class List/Roster (9.9) link to Self Service menu this fall and communicate to faculty
   - Streamline Self Service Faculty and Advisor menus prior to Fall 2020

5. **New Orange Scantron Forms – James Knecht**
   J. Knecht explained that it has been decades since the last update of the Scantron form. University Assessment and Testing (UAT) notified all faculty who regularly drop off their Scantron forms to UAT. The Student Union University Store has the updated forms for sale. No changes were made to the bubble section. Old forms can be scanned with new forms, and vice versa. Scantron forms now include a version choice so that instructors can make multiple versions of an exam. The CRN section now holds five (5) numbers as opposed to three (3). The student ID field now holds only eight (8) digits.

6. **Syllabus Website Update – Christine Ormsbee**
   The syllabus website will go live in October. Concerns have been expressed regarding copyright issues. After reviewing the policy with legal counsel, C. Ormsbee reported that the policy is obscure. To err on the side of caution, in order to access the information, all students will need an active Okey account. Faculty Council has been notified.

   The Spring 2019 and summer 2019 syllabi are loaded into the Syllabus website. The Fall 2019 syllabus will be ready after the drop / add procedure is complete.

7. **Other**
   a. C. Ormsbee reminded all IC members of the EAB presentation that is scheduled for 9-5-19 at 10:30 in 126 ITLE Building. EAB will complete an organizational scan of how OSU handles online education and provide us with an analysis of how we compare to other similar institutions across the country.

b. C. Ormsbee announced that Clicker committee members are still needed. She would like to have two (2) individuals from each academic college represented on the committee so that a decision made by January, 2020.

c. C. Blew offered an update on course compliance. Of the 3,000 students mentioned earlier who were out of compliance, 1,900 of those were FAFSA filers. The Office of Scholarships and Financial Aid (OSFA) worked with the colleges to bring these students into course compliance by correcting information in Degree Works and submitting overrides in Banner. Aid was adjusted for approximately 240 students. The Compliance project has gone more smoothly than anticipated. C. Blew announced that OSU is now in compliance with federal financial aid.

Meeting was adjourned 9:30 a.m..

Minutes were recorded by Kyndal Roark