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INSTRUCTION COUNCIL

MINUTES

Thursday, January 16, 2020
204 WH
9:00 a.m. – 10:30 a.m.

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In attendance: Laurie Beets, Chad Blew, Aaron Christensen, Ryan Chung, Richard Frohock, Jami Fullerton, Margi Gilmour, Jeff Hartman, Susan Johnson, Diane Jones, Marlys Mason, Christine Ormsbee, Rita Peaster, Kyndal Roark, Adrienne Sanogo, Randy Seitsinger, Candace Thrasher, Jean Van Delinder, Deb VanOverbeke, Tom Wikle and Jeanette Mendez, Chair.

1. **Pilot to Incorporate Finish in Four Plans in the Catalog – Rita Peaster**
   Refer to *Pilot to Incorporate Finish in Four Plans in the Catalog* document.

   The Registrar's Office is piloting the incorporation of Finish in Four plans in the 2020-2021 University Catalog with the College of Arts and Sciences. Select plans will be available as a secondary tab on the associated degree requirements page. If this year's pilot is a success, we hope to incorporate them for all colleges in the 21-22 catalog to provide a consistent location and presentation for all suggested four-year plans alongside the official undergraduate degree requirements.

   Instruction Council (IC) members indicated they would like to see an emphasis on EXAMPLE plan of study, as well as the importance and clarification on the progression of prerequisites.

2. **Registration Working Group Recommendations – Rita Peaster**
   For detailed information, refer to *Proposed Revisions to OSU Policy 2-0206 Adding and Dropping Courses and Withdrawing from the University and Related University Academic Regulations* document.
   Summary of Proposed Changes
   University Registrar convened a campus-wide Registration Working Group in 2019 charged with examining OSU, State Regents, and peer institution registration policies, identifying gaps in current policy versus practice, and seeking opportunities for improvement with a focus on removing barriers to student success. The working group included representatives from Faculty Council, the Directors of Student Academic Services, Instruction Council, Student Affairs, Academic Affairs, OSU-Tulsa, Scholarships and Financial Aid, Undergraduate Admissions, First Year Success, Office of the Bursar, and the Office of the Registrar. The working group's recommendations are summarized in items 1-5 of the table below. The committee that reviews retroactive drop petitions subsequently recommended a revision to OSU Policy 2-0206 which is summarized in item #6 below.

#	Description	Location of Proposed Policy Revision	Rationale Summary
1	Reference late enrollment petition process in OSU policy, and update late enrollment form to increase clarity.	Policy 2-0206 (1.01) and University Academic Regulation (UAR) 5.9	Close gap in current policy vs. practice.

2	Delay assignment of automatic W grade for dropped classes until after 10th class day (retain all other aspects of the restrictive drop/add period).	Policy 2-0206 (2.02 – 2.04 and 3.01) and UARs 1.10 and 5.4	State Regents policy allows us to assign W grades after 10th class day which is more student-friendly, clearly reflects open seats available for other students, still promotes early settling of class rosters, and allows financial aid to be recalculated after 10th class day.
3	Allow W/F period (weeks 13-14) to be used for individual class drops as well as complete withdrawals.	Policy 2-0206 (2.02 – 2.04 and 3.01) and UAR 5.4	State Regents policy allows the W/F period to be used for individual class drops, provides students with extraordinary circumstances late in the semester to salvage some classes, and reduce number of retroactive drop petitions.
4	Consolidate coordination of retroactive drop and refund petition processes.	Policy 2-0206 (sections 4 and 5)	Streamline petition process from student, advising and administrative perspectives; allow retroactive drop committee to define expedited approval criteria similar to refund petitions.
5	Develop an online enrollment cancellation/withdrawal system with automated workflow for approvals; then no longer allow students to drop last class online through nonrestrictive drop period.	N/A	Prevent enrolled students from "disappearing" and enable an academic adviser to intervene and attempt to retain the student; replace existing paper forms and automate manual procedures; process approved withdrawals as of the date of the request.
6	Provide the retroactive drop committee the authority to approve an automatic "W" grade when the student's exceptional circumstances occur after the automatic "W" drop period.	Policy 2-0206 (4.03.B-C and 4.04.B)	Since fall 2014, only 3.8% of approved petitions have been identified with circumstances occurring after the "W" drop period – of the 67 grades issued within this group, only five "F" grades were assigned; it can be difficult to pinpoint when mental health issues begin; desire to protect students who have experienced a crisis of a sensitive and confidential nature to repeat details again with instructor after already sharing with committee; at least one faculty representative (FC AS&P member) is always on the committee.

IC members indicated they would like to wait on a vote of approval until the Directors of Student Academic Services have reviewed the document.

3. **Curricular Requests**

College of Agricultural Sciences and Natural Resources

Bachelor of Science in Agricultural Sciences and Natural Resources in Agricultural Leadership (458)
   The College of Agricultural Sciences and Natural resources requests electronic delivery to address the growing need to prepare college graduates for careers in the food and agricultural sciences.

Undergraduate Certificate in Equine Enterprise Management (532)
   Degree program requirement change
   - Remove ACCT 2103 and ANSI 3533
   - Add ACCT 2003
   - The proposed changes are requested to address a course number change and reduce the number of required hours from 15 to 12.
   - No new courses will be added and no courses will be deleted.
   - Total credit hours will decrease from 20 to 17.
   - No funds are requested from the State Regents.

Motion was made to accept the above-mentioned College of Agricultural Sciences and Natural Resources curricular requests, and approved.

College of Arts and Sciences

Bachelor of Science in Geology (111)

Degree program requirement change

- Remove major declaration statement.
- Remove GEOL 2254 and GEOL 2364.
- Add GEOL 2464.
- Geology option
  - Increase upper-division GEOL from 18 to 21 hours.
  - Reduce major requirement hours from 55 to 54.
  - Increase electives from 12 to 13 hours.
- Business Essentials option <mark>(will not be adding FIN4003 as of 1-16-2020)</mark>
  - Add ENGL 3323 as alternate to ENGL 1213 or ENGL 1413.
  - Add PHYS 1114 as alternate to PHYS 2014.
  - Add PHYS 1214 as alternate to PHYS 2114.
  - Change 3 hours STAT to 3 hours STAT designated (A).
  - Add EEE 2023 as option to Select 3 hours from section.
  - Add FIN 4003 as alternate to FIN 3113.
  - Reduce major requirements hours from 55 to 51.
  - Increase elective hours from 12 to 16 hours.
- Environmental Geology option
  - Add ENGL 3323 as alternate to ENGL 1213 or ENGL 1413.
  - Delete SOIL 2124 and STAT 4013.
  - Add 3 hours STAT designated (A).
  - Increase upper-division related curriculum hours from 6 to 9 hours.
  - Reduce major requirement hours from 62 to 57.
  - Increase elective hours from 5 to 10 hours.
- Petroleum Geology option <mark>(will not be adding FIN4003 as of 1-16-2020)</mark>
  - Add ENGL 3323 as alternate to ENGL 1213 or ENGL 1413.
  - Add FIN 4003.
  - Reduce major requirement hours from 55 to 54.
  - Increase electives from 12 to 13 hours.
- Pre-Law option
  - Add ENGL 3323 as alternate to ENGL 1213 or ENGL 1413.
  - Add PHYS 1114 as alternate to PHYS 2014.
  - Add PHYS 1214 as alternate to PHYS 2114.
  - Remove ENGL 3323 from pre-law curriculum section.
  - Remove 6 upper-division related hours.
  - Add 12 related hours from ECON, GEOL, PHIL, POLS, SOC, or other courses as approved by the Geology undergraduate advisor.
  - Reduce major requirement hours from 58 to 57.
  - Increase electives from 9 to 10 hours.
- <mark>Secondary Teacher Certification option (TABLED AS OF 1-16-2020)</mark>
  - Change 3 hours STAT to 3 hours STAT designated (A).
  - Remove PHIL 3743.
  - Add 3 hours designated (H).
  - Add PHYS 1114 as alternate to PHYS 2014.
  - Remove GEOL 4773.

- o Add GEOL 2773 and 4503.
- o Reduce major requirement hours from 61 to 60 hours.
- o Increase electives from 6 hours to 7 hours.
- The proposed changes are requested to increase student recruitments and due to curriculum changes.
- One new course will be added and two courses will be deleted.
- Total credit hours will not change.
- No funds are requested from the State Regents.

Bachelor of Science in Geospatial Information Science (510)
Degree program requirement change
- Remove MATH 2153
- Remove CS 2433
- Add GEOG 4383
- The proposed changes are requested to allow greater flexibility and provide students with more relevant coursework.
- 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 Medicinal and Biophysical Chemistry (530)
Degree program requirement change
- Add PHYS 1114 as alternate to PHYS 2014
- Remove CHEM 3553
- Remove CHEM 4320 as alternate to CHEM 4313
- Add PHYS 1214 as alternate to PHYS 2114
- The proposed changes are requested to allow additional student choice and provide students with more relevant coursework.
- 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 Arts in Multimedia Journalism (478)
Bachelor of Science in Multimedia Journalism (477)
Degree program requirement change
- Decrease credit hour requirements from 28 to 24 hours to declare major.
- Remove MGMT 3013.
- Add MMJ 2063.
- Change 9 hours Departmental electives to 9 hours Departmental electives (3 must be upper-division).
- The proposed changes are requested to allow second year students to declare the major, add an introductory MMJ course, and ensure students meet the required number of upper-division credit hours.
- 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 Physics (161)
Degree program requirement change
- Physics option
  - o Move MATH 2153 from Major Requirements to General Education Requirements.
  - o Remove BIOL 1114
  - o Add 2 hours designated Natural Sciences

- o Decrease General Education requirement for any courses designated A, H, N, or S from 7 hours to 6 hours.
  - o Increase upper-division hours from 3 to 6 hours
- Applied Physics option
  - o Move MATH 2153 from Major Requirements to General Education Requirements.
  - o Remove BIOL 1114
  - o Add 2 hours designated Natural Sciences
  - o Decrease General Education requirement for any courses designated A, H, N, or S from 7 hours to 6 hours.
  - o Increase electives from 15 hours to 18 hours
- Secondary Teacher Certification Option
  - o Remove PHIL 3743
  - o Add 3 hours designated Humanities
- The proposed changes are requested to adjust credit hours due to changes in the general education requirements.
- 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 Physiology (164)
Degree program requirement change
- Change "Select two of the following" to "Select two courses, including at least one BIOL"
- Pre-Medical Sciences option
  - o Remove BIOL 4134 and BIOL 4253
  - o Change "Select one course" to "Select two courses, including at least one BIOL"
- The proposed changes are requested due to course sequencing and transparency for students.
- 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 Arts in Political Science (170)
Option additions
- Add option in Global Politics
- Add option in Practical Politics: Campaigning, Lobbying, and Policymaking
- The proposed options are requested to encourage growth in the department.
  Degree program requirement change
- Reduce core requirements from 45 to 39 by reducing upper-division courses from 15 hours to 9 hours.
- Increase electives from 13 hours to 19 hours
- For Pre-Law Option:
  - o Add POLS 2013 or POLS 2113
  - o Add POLS 4353 or POLS 4980
  - o Add POLS 4973
  - o Reduce upper-division Pre-Law courses from 15 hours to 9 hours
  - o Decrease electives from 13 hours to 10 hours
- The proposed changes are requested to align the options to share an approximate 50% of common core major requirements.
- 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 Political Science (407)

Option additions
- Add option in Global Politics
- Add option in Practical Politics: Campaigning, Lobbying, and Policymaking
- The proposed options are requested to encourage growth in the department.
  Degree program requirement change
- Reduce core requirements from 45 to 39 by reducing upper-division courses from 15 hours to 9 hours.
- Increase electives from 22 hours to 28 hours
- For Pre-Law Option:
  - Add POLS 2013 or POLS 2113
  - Add POLS 4353 or POLS 4980
  - Add POLS 4973
  - Reduce upper-division Pre-Law courses from 15 hours to 9 hours
  - Decrease electives from 22 hours to 19 hours
- The proposed changes are requested to align the options to share an approximate 50% of common core major requirements.
- 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.

Undergraduate Certificate in Pre-Medical Sciences (533)

Degree program requirement change
- Remove MATH 1513
- Add MATH 1483 or STAT 2103 or STAT 2023 or STAT 2053 or STAT 4103
- The proposed changes are requested to allow flexibility for students.
- 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.

Undergraduate Certificate in Pre-Nursing (534)

Degree program requirement change
- Add HIST 1483 as alternate to HIST 1103 and HIST 1493
- Add approved upper or lower division anatomy course as alternate to BIOL 3214
- Add PHIL 1113, PHIL 3513 and PHIL 3833 as alternates to PHIL 1213
- Add additional options for Humanities requirement
- Add additional options for International Dimension requirement
- The proposed changes are requested to allow greater student choice to meet general education requirements.
- 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 Arts in Psychology (257)

Degree program requirement change
- Business Essentials option
  - Add "Completion of PSYC 1113 with a minimum grade of C and a minimum grade of C in MATH 1483 (or higher except MATH 1493) or STAT 2103 (or higher) required to declare major.
  - Add PSYC 3003 as option to Psychometrics, Personality, Social Processes competency area.
  - Add PSYC 4073 as option to Learning, Cognition, Biological Basis competency area.

- The proposed changes are requested to align major and option declaration with other departmental degree offerings.
- 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.

Bachelor of Science in Psychology (176)

Degree program requirement change
- Pre-Occupational Therapy and Pre-Physical Therapy options
  - Add "Completion of PSYC 1113 with a minimum grade of C and a minimum grade of C in MATH 1483 (or higher except MATH 1493) or STAT 2103 (or higher) required to declare major.
  - Add PSYC 3003 as option to Psychometrics, Personality, Social Processes competency area.
  - Add PSYC 4073 as option to Learning, Cognition, Biological Basis competency area.
  - The proposed changes are requested to align major and option declaration with other departmental degree offerings.
  - 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.

Bachelor of Arts in Sports Media (479)
Bachelor of Science in Sports Media (480)

Degree program requirement change
- Decrease credit hour requirements from 28 to 24 hours to declare major.
- Remove Sports Media/Sports Information emphasis area.
- The proposed changes are requested to allow second year students to declare the major and remove duplication within the degree program.
- 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.

***Motion was made to accept the above-mentioned College of Arts and Sciences curricular requests, and approved with the exception of the tabled Secondary Teacher Certification option of the* Bachelor of Science in Geology *and the deletion of the FIN 4003 in the Business Essentials option and the Petroleum Geology option* of the Bachelor of Science in Geology. Continued discussions between colleges are necessary at this time.**

College of Engineering, Architecture and Technology

Minor in Construction
New Minor

Minor in Data Analytics for Engineers
New Minor

Minor in Fire Suppression and Emergency Operations
Change to Existing Minor

Minor in Homeland Security Science and Technology
Change to Existing Minor

Minor in Safety and Exposure Sciences
Change to Existing Minor

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

Spears School of Business

Minor in General Business Administration
Change to Existing Minor

Motion was made to accept the above-mentioned Spears School of Business curricular request, and approved.

4. **Other**
   a. **C. Ormsbee** reminded IC members of a previous discussion regarding a more expedited process for approving online programs for degrees that already exist. Currently the College of Education, Health and Aviation and Human Sciences process involves a routing signature process. She explained that having a signature routing process as opposed to a committee review is appropriate, especially considering that only the delivery process of the course is changing, not the content. C. Ormsbee encouraged all colleges to adopt a similar procedure in an effort to expedite the online program approval process.

Meeting was adjourned at 9:46 a.m.

Minutes were recorded by K. Roark