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| **INSTRUCTION COUNCIL**  **MINUTES**  **Thursday, October 1, 2020**  **ZOOM Conference Call**  **9:00 a.m. – 10:30 a.m.** |

In attendance: Laurie Beets, Aaron Christensen, Cynda Clary, Richard Frohock, Jami Fullerton, Margi Gilmour, Jeff Hartman, Susan Johnson, Diane Jones, Jason Kirksey, James Knecht, Marlys Mason, Christine Ormsbee, Rita Peaster, Kyndal Roark, Adrienne Sanogo, Randy Seitsinger, Jean Van Delinder, Denise Weaver, Missy Wikle, Tom Wikle and Jeanette Mendez, Chair.

1. **Student Diversity Module – Jason Kirksey**

* 2015 Student Government Association (SGA) passed a requirement that all faculty and staff participate in diversity training. Also, Title VII and Title IX were updated.
* 2017 SGA passed a recommendation for all first year students to complete a diversity and inclusion workshop.
* 2018 SGA created a policy for all students to complete a diversity and inclusion workshop.
* 2020 OSU created a diversity and inclusion module.
  + Students are required to take the workshop during their first semester at OSU. Otherwise a hold will be placed on the student’s future enrollment.
  + This is not an Institutional Diversity initiative; this is an OSU initiative. This initiative is about awareness and education.
  + Discussion – building this module into incoming freshmen, transfer and graduate orientation

1. **Fall 2020 Final Exams Update – Rita Peaster**

There is concern for the potential of a significant number of students to experience technical difficulties during the Fall 2020 final exams. In a previous Instruction Council (IC) meeting R. Peaster proposed the following:

* Retain the current finals schedule
* Encourage faculty to provide flexible options for final assessments in a format other than traditional exams when possible
* Add final exams to class schedules – instructors will need to communicate to students if the final assessment differs from the class schedule

IC members indicated their approval of the proposal.

ITLE provided a survey to all instructors regarding options for final assessment. 86 instructors participated in the survey:

* Online exams – 60% (bulk of the respondents indicated they would not use online proctoring)
* Other final assessment – 40%
* Desire for flexible window for final exam – 75%

1. **Spring 2021 Class Schedule – Rita Peaster**

Currently the class schedule data for the Stillwater campus is as follows:

* Traditional offering - 47% (about 70% still show they do not fit in the classroom)
* Blended offering – 4%
* Online offering – 10%
* Independent Study – 39%

The plan is to publish the class schedule on October 12.

Discussion regarding Spring 2021 preparation revealed the following concerns:

* Common exam times for large classes are needed and will most like return, however specifying that on a request to M. Hunsucker’s team in the Registrar’s Office is recommended
* Announcement regarding Spring 2021 start date is forthcoming. There will be a one-week delay to the start of the semester and spring break will be removed from the Spring 2021 calendar
* Prioritize attendance for Spring classes and encourage faculty to be flexible
* Recent email from Provost specified face to face classes for freshmen and sophomores, which concerned associate deans that juniors and seniors’ major classes are not a priority. There is also concern that offering courses via live stream may not offer the best educational experience for the students
* Faculty are comfortable with teaching face to face, but the blended hybrid creates difficulties
* Suggestion of departments to create priority levels for courses
* Clarification of recording of classes synchronously or asynchronously – possibly make recordings available only to students who are officially quarantined
* Important to create a regular process for faculty – possibly recording lectures instead of providing live stream. “A class recording is created for every class and is made available for those who need it.”
* Tulsa campus – providing flexibility for them to remote in has made a positive difference for a lot of OSU Tulsa students
* R. Peaster will help identify a list of general university classrooms that students can use while attending an online class. GAB 002 will be available to any student who needs access. Discussion was held regarding the best way to communicate this information to students. A handful of these rooms are needed across campus.

Registrar’s Office will be submitting drafts for Summer 2021 semester schedules in mid October and drafts for Fall 2021 semester schedules in mid November.

1. **Reverse Transfer Update – Rita Pester**

The reverse transfer initiative for the 2019-2020 school year experienced significant success. The community and technical colleges in the State awarded 311 associates degrees thru the initiative, an increase of 70% from the previous year. Northern Oklahoma College (NOC) awarded 234 associate degrees and Tulsa Community College (TCC) awarded 58 degrees. Information learned from this year is as follows:

* Early identification of the potential reverse transfer students
* Proactive outreach to students to send transcript to previous institution
* Printing transcripts earlier in the semester before holds have been placed
* Website to explain this process and how it helps. Refine for future

1. **Curriculum:**

**Information Items Only**

1. **Course Deactivations:**

CHEM 3015 – Survey of Organic Chemistry

1. **Course Action Exception:**

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| CDIS 4023 | Clinical Methods and Issues | Semester Credit Hours  Lec 2  Lab 1 | Semester Credit Hours  Lec 3  Lab 0 | Change in Semester Credit Hours |

1. **Program Modifications**

**Ferguson College of Agriculture**

**Undergraduate Certificate in Food Safety**

New program request

The Ferguson College of Agriculture requests an undergraduate certificate in Food Safety offered by both traditional and electronic delivery methods. The proposed undergraduate certificate is requested to meet the needs of various food industry companies, including processors, suppliers, and restaurants.

Discussion: Ferguson is requesting that the certificate be offered both traditionally and online. Five years ago the College of Ag received funding to focus on food safety. The faculty member developed training for industry people to provide certification and different protocols used in food safety. Ferguson has gradually created academic courses that have other elements that industry professionals would use as well.

Adding OSU Tulsa campus to this request will need more conversations with the department. This program is relatively new and having control over the curriculum in that program is critically important to them. Food safety industry in Tulsa could be greatly benefited by this certificate, however face to face conversations are needed to clarify questions.

***Motion was made by A. Sanogo and seconded by M. Mason to accept the above-mentioned******Ferguson College of Agriculture******Undergraduate Certificate in Food Safety, and approved.***

**Spears School of Business**

**Bachelor of Science in Business Administration in Finance (446)**

Degree requirement change

* Add MATH 1813 as alternate to MATH 1483 or MATH 1513
* Add alternate to MATH 2103 of “or higher MATH with A designation”
* Add alternate of approved first year seminar course to BADM 1111
* Remove ACCT 3003 and ACCT 3103
* Add ACCT 3004, ACCT 3104 and ACCT 4901
* Add STAT 2023 or STAT 2053 as alternate to STAT 2013
* Remove 3 hours guided electives from option
* The proposed changes are requested due to curricular changes made by the Accounting department and provide additional flexibility to students.
* No courses will be added and no courses will be deleted
* Total credit hours will not change

**Bachelor of Science in Business Administration in Accounting (with two options)**

Existing program with a location requirement change

Request was made by President Hargis and the Board of Regents to offer this program at the OSU Tulsa campus.

***Motion was made by J. Van Delinder and seconded by C. Clary to accept the above-mentioned******Spears School of Business program modifications, and approved.***

**College of Education and Human Sciences**

**Bachelor of Science in Human Sciences**

Change Degree Designation

* Change Bachelor of Science in Human Sciences in Design, Housing and Merchandising to Bachelor of Science in Design, Housing and Merchandising (050)
* Change Bachelor of Science in Human Sciences in Human Development and Family Science to Bachelor of Science in Human Development and Family Science (094)
* Change Bachelor of Science in Human Sciences in Nutritional Sciences to Bachelor of Science in Nutritional Sciences (097)
* Change Bachelor of Science in Human Sciences in Early Child Care and Development to Bachelor of Science in Early Child Care and Development (537)
* The proposed changes are requested due to the recent creation of the College of Education and Human Sciences. Having a degree designation for the Bachelor of Science in Human Sciences is no longer appropriate.

**Bachelor of Science in Aerospace Administration and Operations (247)**

Degree requirement change

* For all options
  + Remove EDUC 1111
  + Add EDHS 1112
* The proposed changes are requested to align the Freshman Seminar course requirement across all degree programs in the College of Education and Human Sciences.
* One new course will be added and no courses will be deleted.
* Total credit hours for Professional Pilot option will increase from 120 to 121. Total credit hours for Aviation Management, Aerospace Security, Technical Services Management, and Aerospace Logistics options will not change.

**Bachelor of Science in Human Sciences in Design, Housing and Merchandising (050)**

Degree requirement change

* Fashion Merchandising Option
  + Remove DHM 3553, DHM 3563, DHM 3853, ACCT 2003, and MGMT 3013
  + Add DHM 4071 or DHM 4041, DHM 4111, and ENGL 2513
  + Change number of hours in “Other Requirements” from 44 to 34 hours
  + Require 12 credit hours of an “Emphasis Area”
  + Decrease number of hours in “General Electives” from 7 to 5 hours
  + The proposed changes are requested to align the degree requirements with industry demands.
  + Three courses will be added and no courses will be deleted
  + Total credit hours will not change

**Bachelor of Science in Elementary Education (074)**

Degree requirement change

* Add SMED 2153 as option to MATH 1483, MATH 1493, MATH 1513, MATH 1613, MATH 2103, MATH 2144 or STAT 2013
* Add SMED 1103 as option to GEOG 1114, GEOL 1014 or GEOL 1114
* Remove CIED 4073
* Add CIED 4133
* Remove CIED 2450 and SCFD 3223
* Add CIED 2453
* Add SMED 3013 as alternate to EPSY 3113
* The proposed changes are requested to allow more flexibility to students in course selection.
* One new course will be added and no courses will be deleted
* Total credit hours will not change

**Bachelor of Science in Human Sciences in Human Development and Family Science (094)**

Degree requirement change

* Early Childhood Education Option
* Remove 3 hours course designated (H)
* Add Select one of the following – AMST 2103, GEOG 3093, HIST 1613, HIST 1623, HIST 1823, HIST 2023, or HIST 2333
* The proposed change is requested to align degree requirements with standards for teacher certification through the Oklahoma State Department of Education.
* No new courses will be added and no courses will be deleted
* Total credit hours will not change

**Bachelor of Science in Nursing: RN to BSN (515)**

Degree requirement change

* Decrease General Education Requirements from 41 to 40 hours
* Remove EDUC 1111
* Add EDHS 1112
* Remove any 3 hours STAT (A)
* Add STAT 2013 or STAT 2023 or STAT 2053
* The proposed changes are requested to align the Freshman Seminar course requirement across all degree programs in the College of Education and Human Sciences.
* One new course will be added and no courses will be deleted
* Total credit hours will not change

**Minor in Nutritional Sciences**

Change to Existing Minor

**Bachelor of Science in Human Sciences in Nutritional Sciences (097)**

Degree requirement change

* For the Public Health Nutrition Option
  + Remove NSCI 2311 and NSCI 2412
  + Add HLTH 2213
  + Remove HHP 2802
  + Add NSCI 3312
  + The proposed changes are requested to provide students with courses more applicable to entering a healthcare profession as a practitioner.
  + No courses will be added and no courses will be deleted
  + Total credit hours will not change

**Bachelor of Science in Secondary Education (182)**

Degree requirement change

* English Option
  + Remove EDUC 1111
  + Add EDHS 1112
  + Reduce electives from 5 hours to 4 hours
* Social Studies Option
  + Remove EDUC 1111
  + Add EDHS 1112
  + Reduce electives from 11 hours to 10 hours
* Foreign Language Option
  + Remove EDUC 1111
  + Add EDHS 1112
  + Reduce “Select Hours” within College/Departmental Requirements from 8 hours to 7 hours
  + For Major Language Core in French
    - Remove FREN 4363
    - Add FREN 3073
* The proposed changes are requested to align the Freshman Seminar course requirement across all degree programs in the College of Education and Human Sciences.
* One new course will be added and no courses will be deleted
* Total credit hours will not change

**Unmanned Aircraft Pilot, Minor**

Delete Minor

***Motion was made by T. Wikle and seconded by C. Clary to accept the above-mentioned******College of Education Human Sciences program modifications, and approved pending review of the two new SMED 2153 and SMED 1103 courses.***

**College of Engineering, Architecture and Technology**

**Graduate Certificate in Supply Chain and Logistics**

New program – *Tabled at 9-3-20 Instruction Council meeting*

The College of Engineering, Architecture and Technology proposes a graduate certificate in Supply Chain and Logistics to give students an edge in employment opportunities and will provide the state of Oklahoma more individuals ready to enter the workforce to meet the demands for advanced STEM professionals.

Discussion: College of Engineering, Architecture and Technology (CEAT) administration met with a group of Spears School of Business (SSB) faculty, and it was determined that this certificate is focused on engineering and is not interfering with any SSB related supply chain and logistics instruction.

***Motion was made by A. Sanogo and seconded by T. Wikle to accept the above-mentioned******College of Engineering, Architecture and Technology graduate certificate program, and approved.***

1. **Other**
   1. CEAT has a visiting professor this year and R. Seitsinger would like to request permission for him to attend a future Instruction Council meeting. IC members indicated their approval.

Meeting was adjourned at 10:29am

Minutes were recorded by K. Roark