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| **INSTRUCTION COUNCIL**  **MINUTES**  **Thursday, October 15, 2020**  **ZOOM Conference Call**  **9:00 a.m. – 10:30 a.m.** |

In attendance: Laurie Beets, Cynda Clary, Richard Frohock, Jami Fullerton, Susan Johnson, Diane Jones, James Knecht, Marlys Mason, Rita Peaster, Adrienne Sanogo, Randy Seitsinger, Candace Thrasher, Jean Van Delinder, Denise Weaver, Missy Wikle, Tom Wikle and Jeanette Mendez, Chair.

1. **December Commencement Update – Rita Peaster**

Virtual commencement ceremonies (one per college) will be broadcast on OSTATE TV as follows:

Graduate / Global Studies / CVM – 12-11-20 at 7:00pm

CAS – 12-12-20 at 9:00am

EHS – 12-12-20 at 11:30am

CEAT – 12-12-20 at 2:00pm

FERGUSON – 12-12-20 at 4:30pm

SSB – 12-12-20 at 7:00pm

All commencement information mentioned above will be placed on the Registrar’s Office (RO) website <https://registrar.okstate.edu/commencement/> . Graduates will be recognized thru a pre-recorded video. The video will be available on demand as well. For all UG ceremonies there will be a small group of students who will share short video messages. Registrar’s Office will be reaching out to colleges for recommendations of students. Each student will have approx. 1 minute for their message. A communication will be submitted later today to all graduates. Within the communication, there will be a link to upload a photo for the ceremony. Also, RO is seeking mailing addresses so that each graduate receives a graduation gift box from OSU.

Commencement photo backdrops will be placed around campus the last weeks prior to the Fall / Thanksgiving break. If any IC member wishes to have a backdrop placed outside their college, please contact Trent Davis.

IC members discussed the potential for small in-person graduation celebration events at the college or departmental level. Chris Barlow, Director of University Health Services, established a committee to ensure health and safety guidelines for all campus events.

* Written guidelines will be shared by the end of this week
* Event request form is required for all campus events
* All events must provide a mechanism for attendees to RSVP
* Brand Management is developing an electronic invitation template for college use to share with students
* C. Barlow discussed the possibility of meeting with all campus event planners to discuss details of their events and what is required in terms of safety

The college / department level undergraduate celebrations are not to replace the commencement ceremonies. All undergraduate events are to be held prior to the Fall / Thanksgiving break. Graduate hooding ceremonies will occur after the break – on or near the graduate commencement. There have been no COVID cases leaked to any OSU classrooms throughout the semester, and OSU must remain cautious not to create a “super spreader” event. OSU is continuing to depend on CDC website regarding these types of events.

IC members expressed their concern that there have been mixed messages coming from OSU administration. Originally departments were encouraged to celebrate their graduates, but now there is significant alarm of creating a super spreader event. J. Mendez will discuss communication with Provost Sandefur. Many colleges shared their plans for graduate celebrations:

* SSB – no formal event, possibly some photo ops around campus
* EHS – letter writing campaign but no formal event
* CEAT – no determination yet
* Ferguson – no determination yet, concern that publicity may be negative
* Honors – two small formal events
* Global Studies – one formal event for graduates

1. **Personal Pronouns and Preferred Name – Rita Peaster**

A proposal was brought to IC on 9-3-20 from Irissa Baxter, Multicultural Affairs, to allow personal pronoun use in the Canvas system. A small group convened to review and discuss the proposal. This proposal would allow students to choose a preferred name and would also encompass a larger scope within the Banner system. Before being approved for use on campus, this proposal must be approved by the A & M Banner Data Standards Committee. Currently our campus has the ability for students and employees to specify preferred first names into O-Key. We can configure certain areas of Self Service within Banner to display preferred first names. This name can also be placed on ID cards. A system update to be released in 2021 will allow students to select personal pronouns. Values for personal pronouns are as follows:

* They, them theirs
* She, her, hers
* He, him, his

Assuming support from the Committee is received, implementation will most likely occur sometime during the Spring 2021 semester.

1. **Spring 2021 Update – General Discussion**

J. Mendez provided a link to an email that was vetted by herself, Provost Sandefur, Doug Hallenbeck, Monica Roberts and Gary Clark regarding synchronous and asynchronous class offerings, as well as encouraging class attendance. Classes will be recorded if possible for quarantined students. Instructors may require attendance for their classes. Live streaming is at faculty member’s discretion. Students can make an accommodation thru the OSU Student Accessibility Services office.

1. **Curriculum:**

**Information Items Only**

CIP Code update for the Graduate Certificate in Forensic Psychology to 42.2812.

1. **Course Deactivations:**

N/A

1. **Course Action Exception:**

N/A

1. **Program Modifications**

**Spears School of Business**

**Bachelor of Science in Business Administration in Accounting (444)**

Other modification

* Require students to choose an option
  + External Reporting, Control and Auditing
  + Internal Reporting, Control and Auditing
  + The proposed change is requested to provide students with more career focus during their undergraduate program

Course requirement change and degree requirement change

* Increase overall GPA from 2.0 to 2.5
* Increase major requirements GPA from 2.2 to 2.5
* Remove MATH 1483, MATH 1513 or MATH 1813 and replace with Any 3 hours of MATH or STAT with “A” designation
* Remove MATH 2103
* Add BADM 2233
* The proposed changes are requested to successfully prepare students for entry into the accounting profession.
* One new course will be added and no courses will be deleted.
* Total credit hours will not change.

**Minor in Data Science**

Change to existing minor

**Bachelor of Science in Business Administration in Economics (445)**

**Bachelor of Science in Business Administration in Entrepreneurship (473)**

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

**Bachelor of Science in Business Administration in General Business (447)**

**Bachelor of Science in Business Administration in Hospitality and Tourism Management (130)**

**Bachelor of Science in Business Administration in International Business (448)**

**Bachelor of Science in Business Administration in Management (449)**

**Bachelor of Science in Business Administration in Marketing (451)**

Course requirement change

* Remove MATH 1483, MATH 1513 or MATH 1813 and replace with Any 3 hours of MATH or STAT with “A” designation
* Remove MATH 2103
* Add BADM 2233
* The proposed changes are requested to meet the emerging demands of business and industry.
* One new course will be added and no courses will be deleted.
* Total credit hours will not change.

**Minor in Information Assurance**

Change to existing minor

**Minor in Management Information Systems**

Change to existing minor

**Bachelor of Science in Business Administration in Management Information Systems (452)**

Course requirement change

* Remove MATH 1483, MATH 1513 or MATH 1813 and replace with Any 3 hours of MATH or STAT with “A” designation
* Remove MATH 2103
* Add BADM 2233
* Add MSIS 4111
* Increase major requirements from 66 hours to 67 hours
* Decrease electives from 11 hours to 10 hours
* The proposed changes are requested to meet the emerging demands of business and industry, as well as incorporate additional experience recommended by the advisory board.
* One new course will be added and no courses will be deleted.
* Total credit hours will not change.

*Discussion: M. Mason explained that industry demands students to be more tech focused and data focused – SSB has created a course that will be required by all business majors - Business Data Analytics, BADM 2233. T. Wikle expressed his concern for eliminating MATH pre-requisite courses from the above-mentioned business majors. Removing the MATH requirements from the business students will have a significant impact on the Math department in CAS.*

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

1. **Other**

* There will be no ***pass / no pass*** option this semester
* Winter intersession now has 5 weeks
* Increase in student anxiety levels due to COVID shaming
  + Honors College has been hosting regular virtual townhall meetings where professionals are speaking with students about their concerns.
  + C. Thrasher reminded members of the Students of Concern committee. She encouraged members to submit a CARE report for students who may be experiencing difficulties. When a student is placed on the CARE team list a case manager will connect with the student.

Meeting adjourned at 9:55am

Minutes recorded by C. Thrasher and K. Roark