

## INSTRUCTION COUNCIL

### MINUTES

Thursday, February 20, 2020  
204 Whitehurst  
9:00 a.m. – 10:30 a.m.

In attendance: Laurie Beets, Bruce Benjamin, Chad Blew, Larry Burns, Ryan Cox, Brenda Dawes, Richard Frohock, Jami Fullerton, Margi Gilmour, Jeff Hartman, Christie Hawkins, Daniel Hodermarsky, Susan Johnson, Diane Jones, James Knecht, Marlys Mason, Rita Peaster, Kyndal Roark, Adrienne Sanogo, Randy Seitsinger, Candace Thrasher, Jean Van Delinder, Deb VanOverbeke, Missy Wikle, Tom Wikle and Jeanette Mendez, Chair.

#### 1. **Course Roster+ Presentation – Larry Burns and Christie Hawkins**

L. Burns informed Instruction Council (IC) members that Institutional Research and Information Management (IRIM) is focused on the ethical use of collection and dissemination of data. All reports from IRIM will be focused on the ethical use and ethical discussion of the data gathered, using a high level of professional standards. With that in mind, he detailed two reports (below) and how the data should be used.

Course Enrollment Summary – open report that offers the total number of students within the course, breakdown of student types – first generation, major, gender, GPAs, ACT scores, prior courses taken, transfer courses, etc. This information is descriptive, NOT predictive. Data less than five will automatically be suppressed in order to protect privacy as much as possible.

Course Roster Plus – tied to classes that are in the meeting sections. Instructors who are classified as meeting instructors will only be able to view the students within their courses. Data less than three will automatically be suppressed.

For additional information please visit [IRIM.OKSTATE.EDU/CDR](http://IRIM.OKSTATE.EDU/CDR) (cowboy data roundup). C. Hawkins added that IRIM personnel are willing to present this information at the department level whenever needed. This information will also be presented at the Student Success Conference in April.

There will be an email distributed from IRIM within the next few days regarding concurrent retention data sets.

The goal remains to put more and better data into the hands of the end users. Feedback at other universities that have used this type of reporting has been very positive. If there are questions, please do not hesitate to contact IRIM.

#### 2. **Early Grade Submission for ROTC Officer Commissioning – Rita Peaster, Lt. Col. Dan Hodermarsky and Lt. Col. Ryan Cox**

For many years a process has been in place between the Registrar's Office, ROTC and instructors of ROTC students who are eligible for officer commissioning in their final semester. Officer candidates are commissioned at the end of every academic term, and OSU has approximately 5 graduates in the fall and approximately 30 in the spring. ROTC is required by Department of Defense to administer the oath of

office in person and guarantee that the officer will graduate with a bachelor's degree before the oath is administered. The Registrar's Office has been very instrumental in securing the candidate letters. Because of the tight timeline, ROTC would like to request a policy that would allow the instructors to confirm graduation of the officer candidate the Friday before graduation. Breakdown of candidates for this spring is as follows:

- CEAT – 5
- EHA/HS – 6
- Ferguson College of Ag – 4
- SSB – 3
- CAS – 7

The numbers in any given college should not require a significant workload in order to give special consideration to these individuals during the final exam period of the semester. The Registrar's Office works closely with ROTC to direct those students who are ready for graduation.

Discussion revealed that most professors would prefer some sort of communication / mechanism that identifies ROTC students in their last semester and encourage the instructor to allow a modest amount of consideration if the student has a Friday final. The Registrar's Office will begin developing an identification process for ROTC officer commissioning candidates while ROTC prepares communication to instructors of the officer candidates. This system will be monitored this semester, with the possibility of creating policy for Fall 2020.

D. Hodermarsky and R. Cox reminded IC members that there are significant financial benefits to joining ROTC. If freshmen or sophomore students are struggling financially and possibly interested in serving, please encourage them to contact ROTC. M. Wikle added that the First Year Success office offers the ROTC information to students when appropriate.

IC members were also informed that Guaranteed Reserve Force Duty scholarships go unused every year: Four-year scholarships for Oklahoma National Guard or US Army Reserve Duty are highly available. The Army Med system will pay for specialty schools – veterinary medicine, dental medicine or medical school. Recipients agree to serve as a US Army doctor for up to 6 years.

### **3. Financial Aid and Non-Graduated Students Who Have Earned Enough Credits for a Degree – Chad Blew**

Students are not eligible for Pell if they have earned their first bachelor's degree or if they are 100% complete in a degree but have not yet applied to graduate for that degree. Financial aid loans are still available to these students, however.

### **4. Curricular Requests**

**Curriculum:**

**Informational Item Only**

**Course Deactivations:**

**PHYS 5583 – Physics of Medical Imaging**

**PHYS 5693 – Clinical Studies in Medical Physics**

**Course Actions: SEE ATTACHED ADDENDUM**

***Motion was made to accept the attached course actions, and approved, with the exception of the tabled course action SOC 2243.***

### **Academic Affairs**

#### **Undergraduate Certificate in Ethical Leadership**

New program request

Program purpose: The Office of Academic Affairs requests an undergraduate certificate in Ethical Leadership to provide an academic credential to allow students to convey their leadership experience to prospective graduate schools, professional schools, and employers.

***The above-mentioned certificate was tabled until the 3-5-20 Instruction Council meeting for further discussion presented by Josh Taylor and Bridget Miller.***

### **Ferguson College of Agriculture**

#### **Bachelor of Science in Agricultural Sciences and Natural Resources in Plant and Soil Sciences (014)**

Degree program requirement change

- For all options
  - Rearrange College, Departmental and Major requirements
  - Add MATH 2103 as alternate to MATH 1513 and MATH 2144
- For Soil and Water Resources option
  - Increase College and Departmental requirements from 30 to 47 hours
  - Decrease Major requirements from 50 to 33 hours
  - Remove PHYS 1114 as alternate to PHYS 1014
- For Plant Biotechnology and Improvement option
  - Increase College and Departmental requirements from 25 to 47 hours
  - Decrease Major requirements from 55 to 33 hours
  - Add CHEM 1225 as alternate to CHEM 1515
  - Add PLNT 2041 and PLNT 3011
  - Remove PLNT 4470
- Crop Production and Management option
  - Increase College and Departmental requirements from 25 to 47 hours
  - Decrease Major requirements from 55 to 33 hours
  - Add PBIO 3263 and PBIO as alternates to PBIO 4463
  - Add PLNT 3011
  - Remove PLNT 4470
- Agronomic Business option
  - Increase College and Departmental requirements from 25 to 47 hours
  - Decrease Major requirements from 55 to 33 hours
  - Remove ANSI 1124 as alternate to ENTO 2993
  - Add PLNT 4033
  - Add PLNT 3011
  - Remove PLNT 4470
  - Add PLNT 4573 as alternate to PLNT 4123

- The proposed changes are requested due restructuring of the curriculum and to provide students with more relevant coursework.
- No 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 Biosystems Engineering (010)**

Degree program requirement change

- For all options
  - Eliminate professional program requirement
  - Require minimum 2.0 Technical GPA
- For Bioprocessing and Food Processing option
  - Add ENGR 1322 as alternate to ENGR 1332
  - Remove CHEM 3053 and BIOC 3653 as alternates to BIOC 2344
- For Environmental and Natural Resources option
  - Add ENGR 1322 as alternate to ENGR 1332
- For Pre-Medical option
  - Add ENGR 1322 as alternate to ENGR 1332
- The proposed changes are requested to increase retention and align requirements with peer institutions.
- 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 Ferguson College of Agriculture curricular requests, and approved.***

### **College of Arts and Sciences**

#### **Graduate Certificate in Big Data Analytics (512)**

Degree program requirement change

- Remove CS 5423 and MSIS 5633.
- Add CS 5683 and CS 5783.
- Remove 6 hours of electives.
- The proposed changes are requested to concentrate on fundamental concepts and align the program with other graduate certificates.
- No new courses will be added and no courses will be deleted.
- Total credit hours will decrease from 18 to 12.
- No funds are requested from the State Regents.

#### **Master of Arts in English (086)**

Option name change

- From Teaching English as a Second Language to Teaching English to Speakers of Other Languages.
- The option name change is requested to better represent the learning outcomes of the program.

## **Bachelor of Science in Psychology (176)**

Degree program requirement change

- All options
  - Add "Completion of PSYC 1113 with a minimum grade of C and a minimum grade of C in MATH 1513 (or higher) to declare major.
- For Pre-Occupational Therapy and Pre-Physical Therapy options
  - 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.
- *This was previously approved on 1-16-20 by IC. Department made changes to MATH requirement after approval.*

## **Bachelor of Science in Zoology (210)**

Option name change

- From Zoology Secondary Teacher Certification to Secondary Teacher Certification
- The option name change is requested to align the option name with other options in the college.

Degree program requirement change

- For all options
  - Add MATH 1813 as alternate to MATH 1613.
- Secondary Teacher Certification option
  - Remove PHIL 3743.
  - Add Courses designated (H).
  - Update requirement that total credit hours must include at least 48 hours in courses numbered 3000 or above.
- The proposed changes are requested to increase flexibility for students and clarify language to align with other options in the degree.
- No 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.

***Motion was made to accept the above-mentioned College of Arts and Sciences curricular requests, and approved.***

## **Spears School of Business**

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

Degree program requirement change

- Add MATH 1813 as alternate to MATH 1483 and MATH 1513
- Add "or higher MATH designated (A)" as alternate to MATH 2013
- Add ACCT 2103 and ACCT 2203 as alternate to ACCT 2003

- Remove EEE 3023
- Add EEE 2083 and EEE 3673
- Decrease electives from 14 to 11 hours
- The proposed changes are requested to provide more relevant curriculum and allow more choices for general education requirements.
- One new course 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 Spears School of Business curricular request, and approved.***

### **College of Education, Health and Aviation/Human Sciences**

#### **Minor in Leadership**

Delete existing minor

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

Option name change

- From Merchandising to Fashion Merchandising
- The option name change is requested to better reflect the scope of the curriculum.
- Degree program requirement change
- For all options
  - Add DHM 4131 as option for major core
- For Fashion Merchandising option
  - Add MATH 2103 as alternate for MATH 1483 or MATH 1513
  - Require minimum grade of C in MATH 1483, MATH 1513 or MATH 2103
  - Require minimum grade of C in ECON 1113 or ECON 2103
- For Fashion Design and Production option
  - Change any MATH or STAT course designated (A) to MATH 1483 or MATH 1513 or MATH 2103 (minimum grade of C)
  - Require minimum grade of C in ECON 1113 or ECON 2103
- For Interior Design option
  - Add MATH 1583 and MATH 1613 as alternates for MATH 1513
  - Require minimum grade of C in MATH 1513, MATH 1583 or MATH 1613
  - Require minimum grade of C in ENGL 1113 or ENGL 1313
- The proposed changes are requested to provide students with additional choices for mathematics general education requirements and clarify minimum requirements for general education courses.
- One new course will be added and no courses will be deleted.
- Total credit hours will not change.
- No funds are requested from the State Regents.

#### **Education Specialist in School Psychology**

New program request

Program purpose: The College of Education, Health and Aviation proposes an Education Specialist in School Psychology. Currently, the degree is offered as an Education Specialist in

Education with an option in School Psychology. The college would like the degree to be clearly identified as a school psychology program to increase recruitment for students, lessen confusion for employers, and meet NASP requirements.

### **Minor in Sustainable Design**

Change to existing minor

***Motion was made to accept the above-mentioned College of Education, Health and Aviation/Human Sciences curricular requests, and approved.***

## **College of Engineering, Architecture and Technology**

### **Bachelor of Science in Civil Engineering (047)**

- Eliminate professional program requirement
- Require minimum 2.0 Technical GPA
- Require "C" or better in CIVE, ENSC, and MATH courses
- Remove 3 hours any course designated (S)
- Add CIVE 2081, ENSC 2141, and ENSC 3231
- The proposed changes are requested to increase retention and align requirements with peer institutions.
- Three 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 engineering, Architecture and Technology curricular request, and approved.***

## **School of Global Studies**

### **Graduate Certificate in Global Issues (425)**

Degree program requirement change

- Update INTL prefix to GS prefix
  - INTL 5013 to GS 5013
  - INTL 5233 to GS 5233
- Remove INTL 5043, ANTH 5243, AGECE 5343, EEE 5403, GEOG 5233, LSB 5203, MC 5253, MGMT 5113, MGMT 5153, NSCI 5553, POLS 5693, POLS 6203, RMTR 4943, FLL 5210
- Add GS 5213, GS 5223, GS 5243, GS 5313, GS 5323, GS 5333, GS 5343, GS 5513, GS 5523, GS 5533, GS 5543, and GS 5553
- The proposed changes are requested to align the curriculum with the Master of Science in Global studies.
- Four 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.

## **Graduate Certificate in International Disaster and Emergency Management (503)**

Degree program requirement change

- Remove INTL 5110 and INTL 5020.
- Add GS 5513 and GS 5013/GS5110/GS 5200.
- Remove POLS 5693 and POLS 6203.
- Add FEMP 5623 and FEMP 6313.
- The proposed changes are requested to align the curriculum with the Master of Science in Global Studies.
- 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.

***Motion was made to accept the above-mentioned School of Global Studies curricular requests, and approved.***

### **5. Other**

- a. Chris Francisco, Math Department Head, has analyzed a couple of years of data, and the Math department would like to adjust the ALEC Math Placement exam from 30 to 25 for MATH 1493. This will give additional students a chance to enroll for Fall, 2020. IC members indicated their support of this decision.

Meeting was adjourned at 10:01am

Minutes were recorded by K. Roark