

## INSTRUCTION COUNCIL

### MINUTES

Thursday, March 5, 2020  
204 Whitehurst  
9:00 a.m. – 10:30 a.m.

In attendance: Laurie Beets, Bruce Benjamin, Chad Blew, Rebecca Brien, Ryan Chung, Cynda Clary, Rich Frohock, Jami Fullerton, Jeff Hartman, Marlys Mason, Bridget Miller, Christine Ormsbee, Rita Peaster, Kyndal Roark, Adrienne Sanogo, Randy Seitsinger, Frances Smith, Josh Taylor, Candace Thrasher and Jeanette Mendez, Chair.

#### 1. Proposed Changes to Late Enrollment Fee Policy – Rita Peaster

Refer to *Proposed Changes to UAR 5.9 Late Enrollment document (page 17)*. R. Peaster explained that the purpose of the proposed change is to assess the late enrollment fee to students who enroll in their first course on or after the first day of the course, rather than on or after the first day of the main term. The current practice of assessing the late enrollment fee for any student whose initial enrollment for the semester occurs after the main term begins penalizes students in online programs with late-start short courses (e.g. second eight-week session), even if they register before their first class begins. Many of these short online courses do not have the same competition for available seats as traditional, full-semester courses.

***Motion was made to accept the proposed changes to the late enrollment fee policy, and approved.***

#### 2. Direct Bill Textbooks – Chris Ormsbee

Students in classes that offer direct bill ebooks from the Student Union Bookstore are not always aware of the opt out process even though they are emailed about the direct bill process. Starla Marshall with the Bookstore and C. Ormsbee are recommending that faculty incorporate the following message into their course syllabi: *Direct Bill is your digital textbook / courseware delivered to you in Canvas. Login to Canvas and you will have instant access. You have until the last day of drop / add to Opt Out if you do not want to participate in this program. After the drop / add time has expired the bookstore will bill your bursar account. You can Opt Out at <https://portal.verga.io/okstate/login>*

IC members expressed their concern that the opt out option may be misunderstood by students that the book is optional, when it is required. Adding language that the book is required would be helpful.

#### 3. Curriculum:

##### (1) Undergraduate Certificate in Ethical Leadership Presentation – Bridget Miller and Josh Taylor

The goal for this certificate is to increase access to leadership education for all of our students campus wide. Students who were interested in leadership were enrolling in the leadership minor in the College of Education, Health and Aviation, and as a way to keep students in their own academic colleges, this certificate was developed. This certificate is modeled after the undergraduate research certificate. With this certificate being housed in Academic Affairs it will be able to attract more students and give them more access to leadership education while still giving the colleges some freedom to provide electives that would be most helpful for the students that are in their colleges.

The course work listed provides structure and stability with control on the front end, capstone on the back end and flexibility in the middle. B. Miller explained that several agricultural leadership courses have been added to the list of options for the leadership certificate. After discussion with C. Blew regarding financial aid, it was determined that 16 hours would be appropriate to qualify for financial aid.

Moving forward – if there is a volume of students in a specific college possibly there could be a prefix added to associate with that college. It was noted that credit hours follow the instructor; however, J. Taylor is the instructor of the introductory courses, and he is not associated with an academic college. Therefore, the credit hours would not follow a specific college. This certificate is meant to service all academic colleges.

This certificate is currently tabled for corrections and will be brought back to IC at a later date.

**(2) Informational Item Only**

**Course Reactivation:**

**HIST 3233 – Late Medieval World, 1000 – 1500**

**(3) Course Actions:**

**Removal of graduate credit on undergraduate courses:**

**Ferguson College of Agriculture**

<b>Undergraduate/ Grad Changes</b>						
<b>Course Prefix/Number</b>		<b>Title</b>		<b>Present Description</b>	<b>Proposed Description</b>	<b>Action Items</b>
AGCM 4113		Feature Writing and Editing for Agricultural Publications		<b>Description:</b> Brainstorming, researching, interviewing, developing, writing and editing feature stories for agricultural publications.	<b>Description:</b> Brainstorming, researching, interviewing, developing, writing and editing feature stories for agricultural publications. May not be used for degree credit with AGCM 5113.  Mutually Exclusive: AGCM 5113	Change description Mutually Exclusive Level Remove GR credit
AGCM 4203		Professional Development in Agricultural Communications		<b>Description:</b> Professional preparation and personal development for careers in agricultural communications, including business communications writing, resume and portfolio development, presentation delivery, financial planning and management, networking, and job interview skills.		Level Remove GR Credit

AGED 4990		Seminar and Problems in Agricultural Education		<b>Description:</b> Small group and/or individual study and research in problems relating to programs of occupational education in agriculture.	<b>Description:</b> Small group and/or individual study and research in problems relating to programs of occupational education in agriculture. Offered for variable credit, 1-3 credit hours, maximum of 6 credit hours.	Change description Level Remove GR credit
AGLE 4101		Seminar in Leadership Education		<b>Description:</b> In-depth exploration of leadership topics related to agricultural sciences and natural resources.		Level Remove GR credit
AGLE 4303		Facilitating Leadership Education Programs		<b>Description:</b> Identification and application of methods and techniques for teaching leadership education programs in formal and non-formal educational settings. Focus on using experiential methods of teaching leadership.		Remove GR credit Level
BAE 4314		Design Hydrology		<b>Description:</b> Basic principles of surface and groundwater hydrology and their application in engineering problems. The hydrologic cycle, weather and hydrology, precipitation, evaporation, transpiration, subsurface waters, stream flow hydrographs, hydrologic and hydraulic stream routing, probability of hydrologic events and application of hydrologic models. Laboratory component will emphasize the application of hydrologic and hydraulic models and the quantification of hydrologic and hydraulic parameters. Course previously offered as BAE 4313.	<b>Description:</b> Basic principles of surface and groundwater hydrology and their application in engineering problems. The hydrologic cycle, weather and hydrology, precipitation, evaporation, transpiration, subsurface waters, stream flow hydrographs, hydrologic and hydraulic stream routing, probability of hydrologic events and application of hydrologic models. Laboratory component will emphasize the application of hydrologic and hydraulic models and the quantification of hydrologic and hydraulic parameters. Course previously offered as BAE 4313. May not be used for Degree Credit with BAE 5314. Mutually Exclusive 5314.	Change description Mutually Exclusive Remove GR credit

HORT 4990		Horticultural Problems		<b>Description:</b> Problems related to pomology, olericulture, nursery production, landscape design, or the culture, sales and arrangement of flowers. Additional fee of \$12.00 per credit hour applies.	<b>Description:</b> Study of horticultural problems under the supervision of a faculty member.	Change description Remove GR credit
LA 4034		Landscape Planting Design		<b>Description:</b> Plants in the landscape as aesthetic and functional elements. Environmental enhancement by and for plants. Preparation of planting sketches, plans and specifications. Previously offered as LA 4033.  Prerequisite(s): LA 3324, HORT 2313 and HORT 2413.	<b>Description:</b> Plants in the landscape as aesthetic and functional elements. Environmental enhancement by and for plants. Preparation of planting sketches, plans and specifications.  Prerequisite(s): LA 3325 and HORT 2613	Change description. Change prerequisites Remove GR credit
LA 4415		Studio III: Recreation and Open Space Design		<b>Description:</b> Recreation and play, the interface of nature, human-kind and land ethic. Applied projects will address structured and nature play, active and passive parks, open space planning, and natural landscapes. Previously offered as LA 4414 and LA 4023.	<b>Description:</b> Recreation and play, the interface of nature, human-kind and land ethic. Applied projects will address structured and nature play, active and passive parks, open space planning, and natural landscapes.	Change description Remove GR credit Level
LA 4453		Principles of Landscape Analysis for Site Design		<b>Description:</b> Analysis of landscapes for design and management decision-making using real-world projects integrating computer-aided design (CAD) and geographic information systems (GIS), aerial photography, and global positioning system (GPS) technologies. Applications will be related to landscape architecture and site design. Additional fee of \$12.00 per credit hour applies.	<b>Description:</b> Analysis of landscapes for design and management decision-making using real-world projects integrating computer-aided design (CAD) and geographic information systems (GIS), aerial photography, and global positioning system (GPS) technologies. Applications will be related to landscape architecture and site design.	Change description Remove GR credit Level

LA 4515		Studio 5: Urban Design		<b>Description:</b> Contemporary urban issues affecting the design process, site master planning, and multi-disciplinary problem solving. Applied project will address influences on urban design, from regional influences to user behavior. Additional fee of \$12.00 per credit hour applies. Previously offered as LA 4514 and LA 5024.	<b>Description:</b> Contemporary urban issues affecting the design process, site master planning, and multi-disciplinary problem solving. Applied project will address influences on urban design, from regional influences to user behavior.	Change description Remove GR credit Level
LA 4583		Landscape Environment al Planning		<b>Description:</b> Development of landscape architectural projects in the context of the National Environmental Policy Act (NEPA) and state and local government environmental regulations affecting planned projects encountered by the landscape architect. Previously offered as LA 4584.	<b>Description:</b> Development of landscape architectural projects in the context of the National Environmental Policy Act (NEPA) and state and local government environmental regulations affecting planned projects encountered by the landscape architect.	Change description Remove GR credit Level
LA 4894		Landscape Architectural Construction 3: Materials and Methods		<b>Description:</b> A capstone course using design techniques, computer skills, construction materials, methods and applications for the landscape industry. Detailed computerized construction drawings of pavement, fences, walls, wood structures, and water features. Comprehensive construction documents using computer drafting, design and calculation applications. Previously offered as LA 4893. Additional fee of \$12.00 per credit hour applies.	<b>Description:</b> A capstone course using design techniques, computer skills, construction materials, methods and applications for the landscape industry. Detailed computerized construction drawings of pavement, fences, walls, wood structures, and water features. Comprehensive construction documents using computer drafting, design and calculation applications.	Change description Remove GR credit Level
LA 4990		Landscape Architecture Special Problems		<b>Description:</b> Landscape architectural related problems. Additional fee of \$12.00 per credit hour applies.	<b>Description:</b> Landscape architectural related problems.	Change description Remove GR credit Level
ANSI 3423		Animal Genetics		<b>Description:</b> The basic principles of heredity including: kinds of gene		Remove GR credit Level

				action, random segregation, independent assortment, physical and chemical basis of heredity, mutations, sex-linkage, chromosome mapping, multiple alleles and chromosomal abnormalities. Also a brief introduction to quantitative inheritance and population genetics.	
ANSI 3433		Animal Breeding		<b>Description:</b> The application of genetic principles to livestock improvement; study of the genetic basis of selection and systems of mating; development of breeding programs based on principles of population genetics.	Remove GR credit Level
ANSI 3443		Animal Reproduction		<b>Description:</b> Physiological processes of reproduction in farm animals, gonad function, endocrine relationships, fertility, and factors affecting reproduction efficiency. Emphasis on principles of artificial insemination in the laboratory.	Remove GR credit Level
ANSI 3653		Applied Animal Nutrition		<b>Description:</b> Composition, characteristics and nutritive value of feeds and ration additives; qualitative and quantitative nutrient requirements of each of the classes of livestock; formulation of rations for each of the classes of livestock.	Remove GR credit Level
ANSI 4132		Welfare Assessment and Audit of Farm Animals		<b>Description:</b> Reliable, science-based, on-farm and slaughter welfare assessment systems for cattle, pigs and poultry as well as a methodology to convey welfare measures into understandable product information.	Remove GR credit Level

ANSI 4910		Animal Industry Internship		<b>Description:</b> Full-time internship at an approved production, processing or agribusiness unit or other agency serving animal agriculture. Maximum credit requires a six-month internship in addition to a report and final examination. Graded on a pass-fail basis.	<b>Description:</b> Full-time internship at an approved production, processing or agribusiness unit or other agency serving animal agriculture. Maximum credit requires a six-month internship in addition to a report and final examination. Graded on a pass-fail basis. May not be used for Degree Credit with ANSI 5910. Mutually Exclusive ANSI 5910.	Change description Remove GR credit Mutually Exclusive Level
ANSI 4910	ANSI 5910	Animal Industry Internship		<b>Description:</b> Full-time internship at an approved production, processing or agribusiness unit or other agency serving animal agriculture. Maximum credit requires a six-month internship in addition to a report and final examination. Graded on a pass-fail basis.	<b>Description:</b> Full-time internship at an approved production, processing or agribusiness unit or other agency serving animal agriculture. Maximum credit requires a six-month internship in addition to a report and final examination. Graded on a pass-fail basis. May not be used for Degree Credit with ANSI 4910. Mutually Exclusive: ANSI 4910	Change description Mutually Exclusive Level

***Motion was made to accept the above mentioned Ferguson College of Agriculture course actions, and approved.***

**College of Arts and Sciences**

<p>12/5/19 – IC tabled pending discussion with EHA HEP regarding the title and overlap with HLTH 2323</p> <p>2/10/2020 – Education and Human Sciences noted that they do not have objections to the proposed title.</p> <p>2/20/20 – IC Tabled pending clarification of the title and description.</p>	<p>SOC 2143 2243</p>		<p>Drugs and Society Drug Policy in the United States</p>	<p><del>Why do individuals use drugs? Why are some substances criminalized and not others? What cultural factors determine how drugs are defined and categorized? What is the relationship between race and the adoption and enforcement of drug laws? How have drug laws impacted the criminal justice system? How are drugs approached around the world? Drawing on key literature, case studies, film and popular media, and class discussions, these and other provocative questions will be answered from a sociological perspective.</del></p> <p>This course approaches the study of drugs and drug policy from a sociological perspective. Drawing on key literature, case studies, film and popular media, and class discussions, some of the questions we will answer using this perspective include: Why do individuals use drugs? What sociocultural factors determine how drugs are defined and categorized? What is the history of drug policy in the United States and how has it changed? What responses are effective in controlling drug use and abuse? Why are some substances criminalized and not others? What is the relationship between race and the adoption and enforcement of drug laws? How have drug laws impacted the criminal justice system?</p> <p>Total Credit Hours: 3 LEC/TH Total Contact Hours: 3 LEC/TH</p>	<p>New Course Supplemental Form Syllabus Gen Ed-S</p>
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***Motion was made to accept the above mentioned College of Arts and Sciences course action, and approved.***

**(4) Program Modifications:**

**Ferguson College of Agriculture**

**Bachelor of Science in Agricultural Sciences and Natural Resources in Landscape Management (453)**

The Ferguson College of Agriculture request authorization to delete the Bachelor of Science in Agricultural Sciences and Natural Resources in Landscape Management (453) beginning with the 2022-2023 academic year.

- The college is requesting an option addition for Landscape Management under the Bachelor of Science in Agricultural Sciences and Natural Resources in Horticulture.
- There are currently 11 students enrolled in the program with an expected graduation date of spring 2023.
- Students will be able to complete their degree program.
- No courses will be deleted.
- No funds are available for reallocation.



***Motion was made to accept the above-mentioned Ferguson College of Agriculture program modification, and approved.***

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

#### **Bachelor of Arts in Strategic Communications (476)**

##### Option additions

- Add option in Advertising and Public Relations
- Add option in Entertainment Media
- Add option in Social Media
- The proposed options are requested to allow student specialization within the degree.
- No funds are requested from the State Regents.

##### Degree program requirement change

- Reduce number of hours to declare major from 28 to 24 hours.
- The proposed change is requested to allow students with a successful, full-time freshman year declare the major as a sophomore.
- No new courses will be added or deleted.
- Total credit hours will not change.
- No funds are requested from the State Regents.

##### Other degree program modification

- Remove the “plain” option for a BA in Strategic Communications.
  - Students will declare a BA in Strategic Communications with an option in Advertising and Public Relations, a BA in Strategic Communications with an option in Entertainment Media, or a BA in Strategic Communications with an option in Social Media.
- The proposed change is requested to help incoming students identify the degrees more easily.
- No funds are requested from the State Regents.
- Curriculum changes have been requested through an option addition and a degree program requirement change.

***The Bachelor of Arts in Strategic Communication program modification was tabled for further discussion between Spears School of Business and College of Arts and Sciences. M. Mason will reach out to T. Wikle for clarification.***

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

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

##### Degree program requirement change

- For Early Childhood Education option
  - For graduation requirements require 2.50 overall GPA and 2.50 GPA in General Education requirements, Major requirements, College/Departmental requirements, Professional Core, and Electives.
  - For licensure requirements require 2.50 overall GPA and 2.50 in General Education requirements, Major requirements, College/Departmental requirements, Professional Core, and Electives with no grade lower than a “C” or “P”.
  - Decrease Social and Cultural dimension from 5 to 3 hours.
  - Increase electives from 1 to 3 hours.
- For Child and Family Services option
  - Require a “C” or higher in (STAT 2013, STAT 2023 or STAT 2053), (HS 1112 or HS 3112), HDFS 1112, HDFS 2523, and HDFS 4521.
  - Remove all professional tracks except Individualized Plan.

- The proposed changes are requested to align the option in Early Childhood Education with new state mandates and to simplify degree requirements for the option in Child and Family Services.
- 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 Education, Health and Aviation/Human Sciences program modification, and approved.***

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

#### **Bachelor of Architectural Engineering in Architectural Engineering (020)**

##### Option deletion

- Delete option in Mechanical, Electrical and Plumbing effective immediately.
- There was a lack of student interest.
- No students are currently enrolled in the option.
- No funds are available for reallocation.

##### Degree program requirement change

- For all options
  - Require minimum 2.0 Technical GPA.
  - Require PHYS 2114.
  - Require 3 hours courses designated (N).
  - Change courses designated (S) from 3 hours lower division and 3 hours upper division to any 3 hour of lower division course designated (S).
  - Decrease College/Departmental requirements from 29 to 28 hours.
    - Remove ARCH 2216.
    - Add ENGR 1412, ENSC 2141, and ARCH 2252.
- For Structures option
  - Decrease Major requirements from 79 to 63 hours.
    - Remove ARCH 3223, ENSC 2213, and ENSC 2613, ENGR 1412, and PHYS 2114.
    - Remove ARCH 3224 and add ARCH 3343.
    - Remove ARCH 4134 and add ARCH 4163.
    - Remove ARCH 4224 and add ARCH 4243.
    - Remove ARCH 4444 as alternate to ARCH 5023.
    - Remove additional 1 hour upper division from ARCH 5023.
    - Add ARCH 3043.
- For Construction Project Management option
  - Decrease Major requirements from 85 to 69 hours.
    - Remove ARCH 3223, ARCH 3263, ENSC 2213, ENSC 2613, ENGR 1412, and PHYS 2114.
    - Add ARCH 3043, ARCH 5023, CIVE 4711.
    - Remove ARCH 4134 and add ARCH 4163.
    - Remove CIVE 3614 and add select one of the following: CIVE 4183, CIVE 4103, CIVE 4113, or CIVE 4133.
    - Decrease controlled electives from 9 to 6 hours.
- The proposed changes are requested due to a reorganization of the curriculum and to make the degree more competitive with other programs.
- Three courses will be added and two courses will be deleted.
- Total credit hours will decrease from 157 to 140.
- No funds are requested from the State Regents.
- **Typo in the proposed curriculum hours – ENGR 2141 should be ENSC 2141**

### **Bachelor of Architecture in Architecture (021)**

#### Degree program requirement change

- Require minimum 2.0 Technical GPA
- Remove ENSC 2113 from General Education requirements.
- Add ARCH 2283 as alternate to ARCH 2003
- Change courses designated (S) from 3 hours lower division and 3 hours upper division to any 3 hours.
- Change 3 hours courses designated (A), (H), (N), or (S) to 3 hours any course designated (A), (H), (N), or (S) and 6 hours upper division any course designated (A), (H), (N), or (S).
- Increase College/Departmental requirements from 23 to 31 hours.
  - Add ARCH 2252, ARCH 2183, and ENSC 2113.
- Decrease Major Requirements from 79 to 73 hours.
  - Remove ARCH 3134 and add ARCH 3163.
  - Remove ARCH 5177 and add ARCH 5216.
  - Add ARCH 4023 and ARCH 4991
  - Remove ARCH 3223, ARCH 3252, ARCH 3263, and ARCH 2203.
  - Increase ARCH elective from 9 to 12 hours.
- Decrease electives from 11 to 9 hours.
- The proposed changes are requested to standardize GPA requirements across program in the college and due to a reorganization of curriculum.
- Four new courses will be added and four courses will be deleted.
- 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 Chemical Engineering (041)**

#### Degree program requirement change

- Eliminate professional program requirement.
- Require a minimum 2.0 Technical GPA.
- 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.

### **Bachelor of Science in Computer Engineering (467)**

#### Degree program requirement change

- Eliminate professional program requirement.
- Require a minimum 2.0 Technical GPA.
- Add ENGL 1313 as alternate to ENGL 1113.
- Move PHYS 2114 from College/Departmental requirements to General Education requirements.
- Decrease (S) designated courses from 6 to 3 hours.
- Decrease College/Departmental requirements from 31 to 25.
- Add ENSC 2611.
- Remove ENSC 3213 and add ECEN 3213.
- Increase Major requirements from 48 to 54.
- Add ECEN 3903 or PHYS 3313. PHYS 3313 moved from College/Departmental requirements to Major requirements.
- Increase electives from 3 to 6 hours.
- The proposed changes are requested to increase retention and align requirements with peer institutions.
- Two new courses will be added and one courses will be deleted.
- Total credit hours will increase from 124 to 125 hours.

- No funds are requested from the State Regents.

### **Bachelor of Science in Engineering Technology in Construction Engineering Technology (076)**

Degree program requirement change

- Require minimum 2.0 Technical GPA.
- Change course prefix from CMT to CET.
- Add Fundamental of Engineering Exam as alternate to the American Institute of Constructors Level 1 – Associate Constructors Certification Exam.
- Add MATH 2144 as alternate to MATH 2123.
- Add MATH 2153 as alternate to MATH 2133.
- Add PHYS 2014 as alternate to PHYS 1114.
- Add PHYS 2114 as alternate to PHYS 1214.
- Remove CMT 2351, CMT 2352.
- Remove CMT 2352 and add CET 2343.
- Add ACCT 2003 as alternate to ACCT 2103.
- Remove GENT 2323 and add ENSC 2113.
- Add ENSC 2143 as alternate to CET 3323 or GENT 3323.
- The proposed changes are requested to standardize GPA requirements across programs in the college and update course prefix changes that were recently made.
- Two new courses 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 Electrical Engineering (071)**

Degree program requirement change

- Eliminate professional program requirement.
- Require minimum 2.0 Technical GPA.
- Reduce 6 hours (S) designated courses to 3 hours.
- Move PHYS 2114 from College/Departmental requirements to General Education requirements.
- Increase General Education requirements from 42 to 43 hours.
- Remove ENSC 3213.
- Add ENSC 2613 and ECEN 3213.
- Decrease College/Departmental requirements from 30 to 24 hours.
- Move PHYS 3313 from College/Departmental requirements to Major requirements.
- Add ECEN 3903 and add PHYS 3313 as alternate.
- Remove ECEN 3623 as alternate to ECEN 3723 and ECEN 3913.
- Increase ECEN electives from 15 to 18 hours.
- Increase Major requirements from 48 to 54 hours.
- The proposed changes are requested to standardize GPA requirements across programs in the college.
- Two new courses will be added and one course will be deleted.
- Total credit hours will increase from 123 to 124 hours.
- No funds are requested from the State Regents.

### **Bachelor of Science in Engineering Technology in Electrical Engineering Technology (077)**

Degree program requirement change

- For all options
  - Require minimum 2.0 Technical GPA.
  - Increase General Education requirements from 40 to 44 hours.
  - Remove MATH 1715.
    - Move MATH 2123 or MATH 2144 and MATH 2133 or MATH 2153 from College/Departmental requirements to General Education requirements.

- Remove STAT 4033 as alternate to STAT 4103. Move STAT 4103 from Major Requirements to General Education requirements.
- Remove 3 hours any course designated (S).
- Add 3 hours any course designated (A), (N), (S), or (H).
- Remove PHYS 1214 or PHYS 2114.
- Add ENGR 1111.
- For Electrical Engineering Technology
  - Decrease College/Departmental requirements from 30 to 22 hours.
  - Decrease Major requirements from 60 to 58 hours.
  - Increase courses from prefix from 5 to 6 hours.
- For Computer option
  - Decrease College/Departmental requirements 33 to 25 hours.
  - Add ENGR 2421
  - Decrease Major requirements from 57 to 56 hours.
  - Increase course from prefix from 2 to 3 hours.
  - Increase upper-division CS courses from 5 to 6 hours.
- The proposed changes are requested to standardize GPA requirements across program in the college and due to a reorganization of curriculum.
- One new course is being added and no courses are being deleted.
- Total credit hours will decrease from 130 to 124 for Electrical Engineering Technology and from 130 to 125 for Electrical Engineering Technology with an option in Computer.
- No funds are requested from the State Regents.

### **Bachelor of Science in Engineering Technology in Fire Protection and Safety Engineering Technology (079)**

#### Degree program requirement change

- Require minimum 2.0 Technical GPA.
- Decrease General Education requirements from 44 to 42 hours.
- Decrease College/Departmental requirements from 29 to 28 hours.
- Increase electives from 6 to 9 hours.
- Remove MATH 3263.
- Remove PHYS 1114 as alternate to PHYS 2014.
- Move PHYS 1214 or PHYS 2114 from College/Departmental to General Education requirements.
- Remove ENSC 2613 as alternate to PHYS 1214 or PHYS 2114.
- Decrease 6 hours any course designated (S) to 3 hours any course designated (S).
- Remove ENGR 1332, ENGR 1342, ENGR 1352, MET 1123, and CMT 2203 as alternates for ENGR 1322.
- Add CET 2253 as alternate to ENGR 1322.
- Add MET 3453 as alternate to ENSC 2213, MET 3433, and MET 4433.
- Add ENGR 2400.
- Remove FPST 2344 as alternate to FPST 2343.
- Remove CHEM 3013 or CHEM 3015 as alternate to GENT 3323, ENSC 2143, or ENSC 3313.
- Move STAT 3013, MATH 2233, and MATH 3013 from General Education to Major requirements.
  - Add STAT 4023 and STAT 4043 as option.
- Remove MGMT 3013 and IEM 4413.
- Remove FPST 4993 and add FPST 4994 as alternate to FPST 4982 and FPST 4992.
- Increase controlled electives from 6 to 9 hours.
- The proposed changes are requested to standardize GPA requirements across program in the college and due to a reorganization of curriculum.
- Two new courses 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 Engineering Technology in Mechanical Engineering Technology (081)**

### Degree program requirement change

- Require a minimum 2.0 Technical GPA.
- Remove MATH 1813.
- Move MATH 2123 or MATH 2144 and MATH 2133 or MATH 2153 from College/Departmental requirements to General Education requirements.
- Remove SPCH 3703 and SPCH 3723 as alternates to SPCH 2713.
- Remove 3 hours any course designated (S).
- Add ENSC 2141, ENSC 3231, ENGR 2421, and ENGR 2400.
- Remove MET 4433 and add MET 3453.
- Add MET 4133 as alternate to MET 4103.
- Add MET 4143 as alternate to MET 4123.
- Change electives from 5-6 hours to 6 hours.
- The proposed changes are requested to standardize GPA requirements across program in the college and due to a reorganization of curriculum.
- Six courses will be added and 1 course will be deleted.
- Total credit hours will change from 121-125 to 120-123.
- No funds are requested from the State Regents.

## **Bachelor of Science in Industrial Engineering Management (134)**

### Degree program requirement change

- Eliminate professional program requirement.
- Require a minimum 2.0 Technical GPA.
- Add CHEM 1515 as alternate for CHEM 1414.
- Decrease College/Departmental requirements from 27 to 21 hours.
- Change Engineering Science requirements from select 6 hours to select 9 hours.
  - Move 3 hours from Major requirements.
  - Remove ENSC 2313 as option.
- Increase Major requirements from 54 to 60 hours.
- Move IEM 2903, IEM 3103, and IEM 3703 from College/Departmental requirements to Major requirements.
- 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 College of Engineering, Architecture and Technology program modifications, and approved.***

#### **4. Other**

- a. R. Peaster presented a recent update from the Oklahoma State Regents for Higher Education policy on professional licensure.  
*“Previously, the 2016 regulations only required institutions to disclose professional licensure requirements to students doing programs via distance education. The new regulations expand that requirement to all students in programs that require professional licensure or certification, regardless of modality. For all programs leading to professional licensure or certification, an institution must make readily available to all current and prospective students:*
  - *A list of all States for which the institution’s curriculum meets State educational requirements for professional licensure or certification,*

- *A list of all States for which the institution's curriculum does not meet State educational requirements for professional licensure or certification, and*
  - *A list of all states for which the institution has not made a determination of whether the curriculum meets educational requirements.*
    - *If the program falls into either of the latter two categories for a state in which the student is located, the institution must make that disclosure directly to the student by letter or email. This must occur prior to the student's enrollment in the program.*
    - *For students already enrolled in the program, if it is determined that the program does not meet the licensure or certification requirements in the state where the student is located, direct notification must be made within 14 days of the date when that determination was made. This is most likely to happen if a program loses recognition in a state."*
- b. Save the Date for the April 27, 2020, *Student Success Council Annual Conference – Faculty's Role in Student Success* was distributed March 4<sup>th</sup>. Call for proposals was distributed February 21<sup>st</sup>. The deadline for proposal entries is Monday, March 9<sup>th</sup>. J. Mendez encouraged IC members to seek support at the Dean's level to encourage their faculty to attend.
  - c. L. Beets offered assistance to C. Ormsbee / ITLE by providing specific cost information associated with degree sheets for online programs.
  - d. C. Thrasher announced to IC members that she will email a list of current degree programs with current CIP codes following the meeting. CIP codes were updated for 2020, and OSU is expected to compile a list of any changes and submit to the Oklahoma State Regents for Higher Education.
  - e. Coronavirus
    - i. Provost Sandefur would like to know if IC members need anything from his office. IC members expressed a need for clarification on what course costs are reimbursable.
    - ii. The University Pandemic Team is meeting regularly, and plans are in place if needed but no need for launch yet. Classes can go online if needed.
    - iii. ITLE is offering workshops for testing online. Labs will be challenging because there is no way to replicate the labs online.
    - iv. C. Blew informed IC that if students' classes are cancelled and they drop below full-time status, financial aid will continue to honor tuition waivers and scholarships. The Federal guidelines regarding the handling of COVID19 was received moments prior to today's IC meeting. C. Blew will review the document and advise accordingly. He encouraged colleges to keep in close communication with the Office of Scholarships and Financial Aid for further guidance with their study abroad students.
    - v. International students are required to take at least 75% of their courses in the traditional modality. Moving all courses online would affect that requirement.
    - vi. Complications with Study Abroad
      1. All study abroad trips to countries with threat level 3 have been canceled by the University, with the understanding that reimbursement costs will be determined by the University
      2. All study abroad trips to countries with threat level 2 may be canceled at the discretion of the college, with the understanding that reimbursement costs will be determined by the college
      3. For students returning from Italy, colleges may decide to waive the "I" designation, and Academic Affairs will approve at the request of the colleges
      4. In communicating with students returning from study abroad it is recommended that any communication be approved by Monica Roberts and / or Chris Barlow
      5. The term "self isolation" has been used, indicating that study abroad students need to quarantine themselves for 14 days before returning to campus. Students are instructed

to notify University Health Center of their return so that there is a record of their return and isolation time period.

Meeting was adjourned at 10:30am

Minutes were recorded by K. Roark



## Proposed Changes to UAR 5.9 Late Enrollment

Prepared by the Office of the Registrar, February 2020

### Summary/Purpose of Proposed Changes

Assess the late enrollment fee to students who enroll in their first course on or after the first day of the course, rather than on or after the first day of the main term.

### Background and Rationale

The current practice of assessing the late enrollment fee for any student whose initial enrollment for the semester occurs after the main term begins penalizes students in online programs with late-start short courses (e.g. second eight-week session), even if they register before their first class begins. Many of these short online courses do not have the same competition for available seats as traditional, full-semester courses.

### Proposed Policy Revision with Track Changes

*University Academic Regulation 5.9 Late Enrollment (second paragraph pending final approval)*

Students are allowed and encouraged to enroll well before the beginning of a given term (fall, spring, summer). Students whose initial enrollment for the term occurs on or after the first day of class will be charged a late enrollment fee. A student is permitted to add classes after initial enrollment without a late enrollment fee during the first two weeks of a 16-week semester or through the fifth day of an eight-week summer session or during proportionate periods for block or short courses.

Adding a course or increasing credit hours in a variable-credit class after the restrictive deadline is granted by petition only through the Office of the Registrar, and is not appropriate if enrollment was delayed due to a registration hold or if the semester has ended. Late class section changes approved through this petition process will be processed as if they occurred within the nonrestrictive drop/add deadline.

See the "[Tuition, Fees, and Cost Estimates](#)" section of the *Catalog* for the current late enrollment fee amount.

### Implementation Considerations

The proposed policy change is expected to reduce late enrollment fee assessments by approximately 11%, and primarily for online and blended/hybrid courses, based on data since fall 2016. It would be ideal to develop an automated process with IT and the Bursar to implement the new policy, if approved.

### Discussion/Approval Record

Committee/Council	Date Approved
Graduate Council	
Directors of Student Academic Services	
Instruction Council	
Faculty Council Academic Standards and Policies Committee	
Faculty Council	
Council of Deans and Provost	