

# INSTRUCTION COUNCIL

## MINUTES

Thursday, April 2, 2020  
ZOOM Conference Call  
9:00 a.m. – 10:30 a.m.

**In Attendance:** Laurie Beets, Bruce Benjamin, Chad Blew, Aaron Christensen, Ryan Chung, Cynda Clary, Richard Frohock, Jami Fullerton, Margi Gilmour, Jeff Hartman, Susan Johnson, Diane Jones, James Knecht, Marlys Mason, Christine Ormsbee, Rita Peaster, Kyndal Roark, Adrienne Sanogo, Randy Seitsinger, Candace Thrasher, Jean Van Delinder, Missy Wikle, Tom Wikle, and Jeanette Mendez, Chair

### 1. Hidden Prerequisites – Jeanette Mendez

J. Mendez reviewed the recently approved wording from the Council on Instruction (COI) Committee meeting (3-11-20) of the Oklahoma State Regents for Higher Education (OSRHE) Academic Affairs Policy:

#### ACADEMIC AFFAIRS POLICY

##### 3.4 Academic Program Approval

##### 3.4.5 New Program Request Criteria (approved 3-11-20)

All required courses for a degree must be clearly listed. Institutions must provide transparency in all degree requirements in accordance with HLC Institutional, and/or programmatic accreditation standards. For guidance, see Procedures Handbook.

Previously, the criteria required schools to list prerequisite courses as part of the degree requirements. For example - the initial math placement course is required, but students may have to take other courses to prepare them for the required course. J. Mendez recommended that all colleges that have hidden prerequisites prepare a list of those degrees to be approved by OSRHE. She will inquire as to the implementation procedures at the upcoming April COI meeting.

### 2. Research Transcript Designation – Jeanette Mendez

The research transcript designation holds a requirement for students to present their research at a state or local conference. The majority of those students have been unable to fulfill that requirement. Instruction Council (IC) members indicated their approval of the students working with their advisors to prove their conference presentation acceptance in order to receive the research transcript designation.

There has been discussion that the Freshmen Research Scholar presentations will be moved to Fall 2020, but that decision is still to be determined, as well as the Wentz Research Scholar program. Jessica Sullins, Director of Scholar Development and Undergraduate Research is seeking clarification.

### 3. Final Exam Issues – Randy Seitsinger

There has been concern regarding synchronous final exams at the final exam time slot. C. Ormsbee explained that Canvas system could not withstand the weight of all students logging on at the same time to take their final exams synchronously. In an effort to alleviate that stress ITLE has developed a website that contains a list of alternative ways to assess learning without exams. There are webinar opportunities for faculty as well. There is also concern regarding students who are located in areas that do not provide quality internet.

Some options discussed between IC members were as follows:

- Flexible approach to final exams that allows instructors to have a broader window of time for the final exam / assessment
- Removing the timed exams
- Changing the standard pre-finals week letter from the Provost's office to include policy changes, alternative options and best practices

R. Peaster added that Registrar's Office will work with IT to get the final exams removed from the class schedules. A best practices document should be created and distributed that embraces flexibility that can accommodate faculty members. J. Mendez and C. Ormsbee will draft the document and send out for approval. The goal is to have the draft ready for Council of Deans approval – 4-9-20.

C. Ormsbee explained that the student online traffic during common exams times is not a concern at this time.

#### **4. First Year Success Update – Missy Wikle**

(Details regarding current freshman class, current plans for new transfer enrollment, and a timeline for decisions on how we will handle freshman programs this summer)

First Year Success (FYS) office campus connection coaches and the financial planning counselors are working closely with the students' academic advisors in contacting their at-risk students. Anything that needs to be done for a student needs to go thru the Director of Student Academic Services (DSAS) member. FYS is keeping up with the key issues that students are struggling with.

Incoming transfers programs have been put online. After completing the online modules, the transfer students are sent to their college where an advisor is appointed, and an appointment is set. All appointments are held via Zoom. Admissions is still processing transcripts.

New Student Orientation (NSO) was scheduled to begin immediately following Memorial Day. The decision for fully online orientation has not been made, however zoom meetings with groups such as Big 12 colleagues and National Orientation Directors Association are scheduled this afternoon to discuss options and to brainstorm. A meeting has been scheduled for April 16<sup>th</sup> with Camp Cowboy, NSO and Admissions to discuss options. Within a few weeks several scenarios should be laid out and ready to share. Incoming freshman student numbers are still solid. However, many students were expecting an opportunity to retake the SAT and / or ACT tests for an increased acceptance score. Now that SAT and ACT tests have been cancelled / postponed until further notice we are looking at some opportunities with the OSU Foundation and Enrollment Management in an effort to give more students assistance.

In light of the issues that have resulted from the COVID19 situation there is some expectancy of decrease in freshman class enrollment. Some out-of-state students have cancelled their enrollment. On the other hand, there may be Oklahoma students who were planning on attending an out of state school that will decide to remain in state. Several colleges have awarded additional scholarships to incoming freshmen from Oklahoma.

#### **5. Federal Aid Update – Chad Blew**

The Federal Financial Aid administration is being responsive and moving quickly on many items. The administration provided us with a significant amount of regulatory relief, which allowed us to make adjustments for the study abroad students and for refunds for partial fees and room and board. None of those refunds were required to be calculated in the student's federal financial aid package. Because the CARES act includes funds for students, C. Blew encouraged IC members to direct students who are considering cancelling their enrollment to Office of Scholarships and Financial Aid for assistance. He anticipates that rules that are typically rigid will become less rigid soon. He also added that when a life changing event occurs (such as a student's parent loss of job) their FAFSA can be changed to reflect that information and possibly allow for students' eligibility for additional funds. Please contact C. Blew directly, and he will distribute the requests to his financial counselors.

The July deadline for receiving test scores, transcripts and admission information for 2020-2021 scholarship consideration has been moved to August 14, 2020.

6. Curriculum:

(1) Course Actions:

<u>Courses to be Deleted</u>						
MUSI 4990		Lessons in Applied Music (Major Field)				GR/UG Course Review Course to be Dropped

College of Arts and Sciences

<u>Modified</u>					<u>New Course</u>	
CS 4323		Design and Implementation of Operating Systems I		CS 2133; and CS 3443 or ENSC 3213; and CS 3653 and CS 4343 or CS 3353, all with a grade of "C" or better.	CS 2133; and CS 3443 or ENSC 3213 or ECEN 3213; and CS 3653 and CS 4343 or CS 3353, all with a grade of "C" or better.	Prerequisite change requested as the course did not reflect the correct prerequisite to coincide with the program curriculum.
GEOL 4543		Introduction to Exploration Seismology		GEOL 4103 and GEOL 4303		Prerequisite change requested as the course did not reflect the correct prerequisite to coincide with the program curriculum.
STAT 4981		Statistics Capstone I		STAT 4023, STAT 4043, STAT 4091 and STAT 4203 or concurrent enrollment.	STAT 4023, STAT 4043, STAT 4091 or STAT 4193; and STAT 4203 or concurrent enrollment.	Prerequisite change requested as the course did not reflect the correct prerequisite to coincide with the program curriculum.

STAT 4991		Statistics Capstone II		STAT 4023, STAT 4043, STAT 4091 and STAT 4203 or concurrent enrollment.	STAT 4023, STAT 4043, STAT 4091 or STAT 4193; and STAT 4203 or concurrent enrollment.	Prerequisite change requested as the course did not reflect the correct prerequisite to coincide with the program curriculum.
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***Motion was made to accept the above-mentioned College of Arts and Sciences course action requests, and approved.***

College of Education, Health, and Aviation and Human Sciences

NSCI 5432		Dietetic Internship		2 LEC	2 IS	Change in credit hour configuration.
NSCI 5422		Dietetic Internship Clinical Practicum		2 LEC	2 IS	Change in credit hour configuration.
NSCI 5412		Dietetic Internship Management Practicum		2 LEC	2 IS	Change in credit hour configuration.

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

## **(2) Program Modifications:**

### **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.

*Tabled at Instruction Council on 2-20-20.*

***Motion was made to accept the above-mentioned Academic Affairs new program request, and approved.***

### **College Arts and Sciences**

#### **Bachelor of Fine Arts in Acting**

New program request

Program purpose: The College of Arts and Sciences requests a Bachelor of Fine Arts in Acting to recruit and retain top theatre students, prepare students to create an entrepreneurial approach to the curriculum, and provide an in-depth and focused training in musical theatre performance.

#### **Minor in Africana Studies**

New minor

#### **Bachelor of Arts in American Sign Language Studies**

New program request

Program purpose: The College of Arts and Sciences requests a Bachelor of Arts in American Sign Language Studies to prepare students to interact with persons who are deaf within a variety of professional settings and to qualify interpreters to obtain national certification.

Discussion: R. Frohock questioned the accuracy of the statistic mentioned in the proposal regarding American Sign Language being the third most commonly used language in the United States. From his quick research he discovered that it might fall into the category of the top ten most commonly used languages in the United States.

#### **Minor in Applied Computer Programming**

New minor

#### **Bachelor of Science in Chemistry (044)**

Degree program requirement change

- For the Chemistry (Approved by the American Chemical Society) option
  - Remove CHEM 4320 and CHEM 5260.
  - Add CHEM 4322 and CHEM 4333.

- Increase electives from 11 to 12 hours.
- For the Departmental Degree option
  - Remove CHEM 4023, CHEM 5260, and CHEM 4320.
  - Add CHEM 4333.
  - Add CHEM 3532, CHEM 4312, and CHEM 4322.
  - Decrease electives from 21 to 19 hours.
- For the Pre-Health/Pre-Law option
  - Remove CHEM 4022 and CHEM 5260.
  - Add CHEM 4313 and CHEM 4333.
  - For Pre-Health: Remove MICR and/or BIOL. Add ANSI 3423 or BIOL 3023 and/or other BIOL, CHEM, MICR.
  - For Pre-Law: Remove ENGR. Add SOC and/or SPCH.
- For the Secondary Teacher Certification option
  - Remove PHIL 3743 and CHEM 4320.
  - Add 3 hours designated (H).
  - Require CHEM 4990 and BIOC 3653.
- The proposed changes are requested to provide transparency to students.
- One course will be added and no courses will be deleted.
- Total credit hours will not change.
- No funds are requested from the State Regents.

### **Minor in Communication Sciences and Disorders**

New minor

### **Minor in Creative Writing**

New minor

### **Minor in Criminology and Criminal Justice**

New minor

### **Doctor of Philosophy in English (087)**

Degree program requirement change

- Remove GRE as an admissions requirement.
- The proposed change is requested to make the program more competitive.
- 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.

### **Minor in Gender, Women's and Sexuality Studies**

Change to existing minor

### **Bachelor of Science in Geophysics**

New program request

Program purpose: The College of Arts and Sciences requests a Bachelor of Science in Geophysics to combine the disciplines of geology, mathematics and physics for students who plan to pursue advanced graduate degrees or enter the workforce using their specialized skills in science and mathematics.

**Minor in Global Studies**

Change to existing minor

**Minor in Music Composition and Theory**

New minor

**Bachelor of Fine Arts in Musical Theatre**

New program request

Program purpose: The College of Arts and Sciences requests a Bachelor of Fine Arts in Musical Theatre to recruit and retain top arts students, prepare students to create an entrepreneurial approach to the curriculum, and provide an in-depth and focused training in musical theatre performance.

**Minor in Neuroscience**

New minor

Discussion: OSU-Tulsa is included within the offering.

**Minor in Pre-Art Therapy**

New minor

**Minor in Professional Communication**

New minor

**Minor in Professional Writing**

New minor

**Minor in Social Justice**

New minor

**Bachelor of Science in Statistics (230)**

Degree program requirement change

- Add CS 1103 as alternate to CS 1113.
- Limit lower division hours in the area of application to 6 hours.
- Add additional course options to the "Select 9 hours of the following" section.
- Specify addition hours from concentration are must be upper division.
- The proposed changes are requested to limit lower division hours in the area of application to 6 hours.
- No new courses are being 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 Strategic Communications (476)****Bachelor of Science in Strategic Communication**

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 to declare the major as a sophomore.
- 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.

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.

*Tabled at Instruction Council on 3-5-20.*

*Discussion:* Clarification – students will need to choose an option as listed above advertising and public relations, entertainment media or social media. There is not a “no option” option.

## **Bachelor of Arts in Strategic Communications Bachelor of Sciences in Strategic Communications**

Existing program delivery at OSU-Tulsa

Program purpose: The College of Arts and Sciences requests to offer the existing Bachelor of Arts in Strategic Communication with an option in Entertainment Media at OSU-Tulsa. This program is a good fit for students who complete an associate’s degree in digital media and desire to complete a bachelor’s degree in the Tulsa area.

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

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

### **Master of Science in Aging Studies**

New program request

Program purpose: The College of Education, Health and Aviation/Human Sciences requests a Master of Science in Aging Studies to provide applied interdisciplinary scholarship focused on reducing risk and enhancing resilience within individuals and among families across cultures and generations.

### **Master of Science in Family and Community Services**

New program request



Program purpose: The College of Education, Health and Aviation/Human Sciences requests a Master of Science in Family and Community Services to provide students with knowledge and skills related to the design, implementation, evaluation, and sustainability of family and community service programs. This program is part of the GPIDEA consortium.

### **Bachelor of Science in Health Education and Promotion (116)**

Program name change

- Change program name from Health Education and Promotion to Public Health.
- The proposed change is requested to align the program with accreditation standards of the Council on Education in Public Health.
- No funds are requested from the State Regents.

Option name change

- Change option name from Public Health to Community Health.
- The proposed change is requested to delineate the degree program's two options, one having a broad focus and the other having a behavior specific focus.
- The proposed change will not affect curriculum.
- No funds are requested from the State Regents.

Degree program requirement change

- For Exercise and Health option
  - Remove BCOM 3113, ECON 1113, MGMT 3013, and MKTG 3213.
  - Move HHP 3114 from College/Departmental Requirements to Major Requirements.
  - Add STAT 2103 or STAT 2023 or STAT 2053.
  - Remove HHP 3223.
  - Add HLTH 3551.
  - Remove "Select one of the following."
  - Add 15 hours of electives.
- For Public Health option (Request to change name to Community Health)
  - Remove BCOM 3113, ECON 1113, MGMT 3013, MKTG 3213, and HHP 3114.
  - Add STAT 2103 or STAT 2023 or STAT 2053.
  - Remove HHP 2654/BIOL 3214, and HHP 2623.
  - Add HLTH 3113, HLTH 3351, and HLTH 4783
  - Remove "Select one of the following."
  - Add 17 hours of electives.
- The proposed change is requested to create greater flexibility for students and to align the degree with current accreditation standards.
- 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.

*Discussion:* Conversations were held with Langston and the State Regents prior to pursuing the above-mentioned changes.

### **Graduate Certificate in Hidden Student Populations**

New program request

Program purpose: The College of Education, Health and Aviation/Human Sciences requests a Graduate Certificate in Hidden Student populations to provide students with knowledge to serve diverse students in all parts of the educational system. This program is proposed for the OSU-Stillwater and OSU-Tulsa campuses.

### **Doctor of Philosophy in Human Development and Family Science**

## New program request

Program purpose: The College of Education, Health and Aviation/Human Sciences requests a stand-alone PHD in Human Development and Family Science. Currently, students earn a PHD in Human Sciences with an option in Human Development and Family Science.

### **Doctor of Philosophy in Human Sciences (123)**

#### Option deletion

- Delete option in Hospitality and Tourism Management effective immediately.
- The Hospitality and Tourism Management program recently moved from the College of Human Sciences to the Spears School of Business.
- No students are currently enrolled in the option.
- No funds are available for reallocation.

#### Degree program requirement change

- For Human Development and Family Science option
  - Add two specialization areas under the option
    - Human Development
    - Family Science
  - Rearrangement of curriculum to provide flexibility for students.
  - The proposed changes are requested to increase student recruitment and align the program the 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 Education, Health and Aviation / Human Sciences program requests, and approved.***

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

### **Bachelor of Science in Aerospace Engineering (424)**

#### Degree program requirement change

- Eliminate professional school requirement.
- Require a 2.00 technical GPA.
- Reduce (S) designated courses from 6 to 3 hours.
- Add ENGR 2421, ENSC 2141, ENSC 3231, MAE 3153, and MAE 3333.
- Remove ENSC 3233 and MAE 3113.
- 5 new courses will be added and no courses will be deleted.
- Total credit hours will not change.

### **Master of Science in Engineering Technology (519)**

#### Option addition

- Add option in Mechatronics and Robotics
- The proposed option is requested to provide graduate level technology education in the field of Mechatronics and Robotics to meet industry demand.
- No funds are requested from the State Regents.

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

## Graduate College

### Graduate Certificate in Neuroscience

New program request

Program purpose: The Graduate College proposes an interdisciplinary graduate certificate in Neuroscience to educate graduate students, foster an environment for collaborative research for faculty and students, and build a common language across disciplines.

***Motion was made to accept the above-mentioned Graduate College new program request, and approved.***

## Spears School of Business

### Master of Science in Accounting (002)

Option additions

- Add option in Tax
- Add option in Financial Reporting and Auditing
- Add option in Data Analytics and Systems
- Add option in Corporate Finance
- The proposed options are requested to prepare students with specific technical competence in an area related to the primary focus of their career.
- No funds are requested from the State Regents.

Degree program requirement change

- Remove current BSBA requirement for admission.
- Require applicants to have completed undergraduate degree and have completed course equivalency for Survey of Accounting, Foundational Skills in Accounting, Intermediate I, Intermediate II, Income Tax, Cost Accounting, Accounting Information Systems, and Audit.
- The proposed changes are requested to open applications to additional qualified candidates.
- Total credit hours will change from 33 to 33-34 (depending on the option).
- Three new courses will be added and no courses will be deleted.
- No funds are requested from the State Regents.

### Master of Business Administration (035)

Option additions

- Add option in Hospitality and Tourism Management
- Add option in Finance Investment Banking
- The proposed options are requested to allow students to specialize in Hospitality and Tourism Management and Finance and Investment Banking.
- No funds are requested from the State Regents.

Option deletion

- Delete option in Risk Management effective immediately.
- To be more competitive in higher education and due to requests from alumni for other areas of finance in more demand for today's job market.
- No students are currently enrolled in the option.
- No funds are available for reallocation.

#### Degree program requirement change

- For Global Marketing option:
  - Add additional electives
  - The proposed changes are requested to provide additional flexibility for students.
- For Entrepreneurship option:
  - Add EEE 5233, EEE 5333, EEE 5653 and EEE 5653 as required courses.
  - The proposed changes are requested because the program plans to put the MS in Entrepreneurship on hold.
- One new course will be added and no courses will be deleted.
- Credit hours will not change.
- No funds are requested from the State Regents.

#### **Minor in Entrepreneurship**

Change to existing minor

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

The Spears School of Business requests electronic delivery to address student demand.

#### **Graduate Certificate in Finance and Investment Banking**

New program request

Program purpose: The Spears School of Business proposes a graduate certificate in Finance and Investment Banking to better equip students to obtain careers in the fields of finance and investment banking.

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

Option additions

- Add option in Event Management
- Add option in Beverage Management
- The proposed options are requested to allow student specialization within the degree.
- No funds are requested from the State Regents.

Degree program requirement change

- Remove ENGL 3323 as alternate to ENGL 1213 and ENGL 1413.
- Remove STAT 2013, STAT 2023 and STAT 2053.
- Add MATH 1483, MATH 1513 or MATH 1813.
- Remove NSCI 2114 and 2 hours courses designated (N) with one (L).
- Add 7 hours L/N.
- Remove ECON 1113 and ECON 2103.
- Add 3 hours S.
- Remove 10 hours A, H, N, or S.
- Add MATH 2103, MGMT 3013, and MKTG 3213.
- Add BADM 3111.
- Add ACCT 2003 (or ACCT 2103 and ACCT 2203), BADM 3113, ECON 2003, EEE 2023, FIN 3113, LSB 3213, MGMT 4513, MSIS 2103, MSIS 3223.
- Remove HTM 2153, HTM 2283, HTM 2533, HTM 2771, HTM 3123, HTM 3213, HTM 3411, HTM 3473, HTM 3783, HTM 4103, HTM 4163, and HTM 4525.
- Add HTM 3243 and HTM 3283

- The proposed changes are requested to incorporate the Spears School of Business common body to the 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.

### **Master of Science in Quantitative Financial Economics (431)**

#### Program name change

- Change program name from Quantitative Financial Economics to Quantitative Finance
- The proposed change is requested to indicate a more specific degree in finance.
- No funds are requested from the State Regents.

#### Degree program requirement change

- Add FIN 5550, FIN 5653, and MATH 5473 as required courses.
- Remove STAT 4043/ECON 5213, STAT 5123/STAT4203, MATH 3013, MATH 4513/CS 4513, and ECON 5223/AGEC 5103/ECON 5123/ECON 5133/ECON 5033 as required courses.
- Decrease required hours from 24 to 18 hours.
- Increase electives from 9 to 15 hours.
- The proposed changes are requested to align with Graduate College standards that no longer allow undergraduate courses to carry graduate credit.
- Total credit hours will not change.
- One course will be added and no courses will be deleted.
- No funds are requested from the State Regents.

***Motion was made to accept the above-mentioned Spears School of Business program requests, and approved.***

### **7. Other**

- a. C. Ormsbee detailed the State Regents' arrangement to accept online delivery of all approved programs for Spring 2020, Summer 2020 and Fall 2020 semesters, regardless of previously approved modality. Internal processes will still be required, but the 90-day waiting period required by the State Regents is not being enforced at this time. The required paperwork will be completed after the Fall 2020 semester. C. Ormsbee will contact OSRHE for clarification on brand new programs.
- b. Clarification was needed regarding information concerning Honors contracts. R. Frohock explained that Honors College informed their students to verify with the faculty who directs that particular Honors contract. Contracts may or may not need to be modified. There is no blanket modification form.
- c. J. Mendez announced that 4 laptops are available for students who remain in Stillwater. Requests are being taken, and possibly by the end of this week all requests for computers will be fulfilled.
- d. R. Seitsinger informed IC that CEAT received an email from ABET accreditation agency basically informing them that they will accommodate adjustments to course assessment.
- e. J. Mendez explained that the FAQ document regarding Pass / No Pass (P/NP) prepared by R. Peaster will be ready for deans' approval this week, then on to faculty / students by Monday, April 6<sup>th</sup>.
- f. Commencement changes should be announced soon. The plan is to postpone Spring commencement ceremonies and combine Fall and Spring 2020 commencement ceremonies in December, 2020.

Meeting was adjourned at 10:37am

Minutes were recorded by K. Roark