

## INSTRUCTION COUNCIL

### MINUTES

**Thursday, June 18, 2020**  
**ZOOM Conference Call**  
**9:00 a.m. – 10:30 a.m.**

**In attendance:** Bruce Benjamin, Ryan Chung, Cynda Clary, Richard Frohock, Jami Fullerton, Margi Gilmour, Jeff Hartman, Susan Johnson, Diane Jones, Marlys Mason, Christine Ormsbee, Rita Peaster, Kyndal Roark, Adrienne Sanogo, Randy Seitsinger, Candace Thrasher, Jean Van Delinder, Denise Weaver, Missy Wikle, Tom Wikle and Jeanette Mendez, Chair

#### 1. **Course Access in Canvas Follow Up – Christine Ormsbee**

C. Ormsbee spoke to IT in an effort to identify concerns regarding additional access to Canvas. If Canvas access for a previous semester were to remain open until the next semester, there will be a significant amount of classes listed for each student and no way of organizing them by semester. This additional increase in access to Canvas may increase sharing of information from student to student, which may not be appropriate. Through this discussion Instruction Council (IC) members agreed that Canvas should allow for access two weeks prior to the course and three weeks following the end of the semester. C. Ormsbee will inform IT of the changes. Communication to students may be necessary to instruct students how to archive their own information.

#### 2. **Fall 2020 Class Scheduling – Rita Peaster**

R. Peaster reviewed the summary of the recent class scheduling changes in Banner:

- MWF – class times shortened by 5 minutes to provide 15 minutes of travel time between classes
- Elimination of common evening exam times
- TTh – new class time 12:00 – 1:15
- TTh – all afternoon classes moved to one hour later
- MW – new class time 5:30 – 6:45
- TTh – new class time 6:00 – 7:15

R. Peaster encouraged IC members to take advantage of these early evening class times given the amount of large classrooms needed and the shortage of available large classrooms.

In light of these changes, Jim Hellwege of IRIM created a report to identify students with time conflicts. Only 52 students were affected by the time changes. R. Peaster will submit a list of students by college to DSAS representative to distribute to advisors to aid students in resolving class conflicts.

Next steps:

- Social distance capacities for classrooms possibly finalized this week
- Banner will be updated with new information
- Communication will be issued from Provost to Deans regarding classroom capacities
- Communication will allow time for associate deans to implement solutions for classes
- Special care should be considered when determining maximum enrollment numbers
  - Splitting classes into multiple sections
  - Hybridizing classes
  - Moving classes fully online

R. Peaster sought direction from IC members regarding amount of time needed for colleges to review classroom availabilities and develop solutions. After significant discussion, it was determined that 2 weeks would be needed. IC

members expressed their desire to see Administration communicating this information with our students. Communication is also needed to clearly state how to view the student's schedule. C. Ormsbee will share communication and videos already prepared with M. Wikle for New Student Orientation students.

R. Peaster further explained that at the end of the two weeks there will be a central review of classes that do not fit into a classroom. The Registrar's Office will make recommendations for proposed classroom changes. By the third week of July student schedules should be set.

J. Mendez added that communication to students regarding Cowboys Coming Back should be ready for distribution by July 1<sup>st</sup>. The President's Office is working with Brand Management on a series of videos.

### 3. **Update on implementing the approved changes to OSU Policy 2-0206 *Adding and Dropping Courses and Withdrawing from the University* and related UARs effective this fall – Rita Peaster**

Refer to the Implementing Approved Changes to OSU Policy 2-0206 *Adding and Dropping Courses and Withdrawing from the University* and related University Academic Regulations document.

Students will see a "Drop Partial Refund" option in Self-Service Registration during the restrictive drop period (class days 7-10), instead of the "Drop with Automatic W" option they now see during this time.

Unlike a class that is dropped during the nonrestrictive period (no W and full refund), classes dropped with a partial refund will remain in their registration summary with a delivered status of "Dropped."

Classes dropped with a partial refund will display in the *Schedule and Options* tab of Registration and *Registration History*, which also includes withdrawn and waitlisted classes:

Classes dropped with a partial refund and no grade will **not** display in the *View Registration Information* or *Concise Student Schedule* areas of Self Service, which only display active registrations:

In the registration audit trail (SFASTCA), a course status of DP will indicate a course dropped during the partial refund period with no grade.

#### 1. Academic Calendar

No changes will be needed to the deadline on the Academic Calendar (we will continue to list it as the "Partial Refund, Restrictive Drop/Add Deadline"):

#### **Friday, August 28**

#### **Partial Refund, Restrictive Drop/Add Deadline ([details](#))**

The *Drop/Add and Withdrawal Deadline Details* will be updated to reflect that no grade is assigned for classes dropped during this period:

#### **Partial Refund, Restrictive Drop/Add Deadline:**

- Add a course (requires instructor and advisor signature)
- Drop a course with partial refund and no grade

#### 2. Registrar's Website and University Catalog

- Update references to the restrictive drop deadline to indicate partial refund and no grade, and associated deadline definitions.
- Update the fall 2020 Enrollment Guide PDF on our website.

- Send communication to campus community explaining updates and pointing to updated website. Request updates to local websites or other materials with new restrictive drop deadline definition.

**Revisions to W/F Withdrawal Period (Weeks 13-14): Allow individual class drops with assigned grades of W or F**

1. Banner Registration

Students will not be able to drop individual classes during the weeks 13-14 from Self-Service, and will be required to use the new *Request to Drop a Course During the Assigned W or F Period* form (see Attachment A). This form requires approval from the student’s advisor and the instructor of the course, and is intended to encourage a conversation about circumstances outside the student’s control that may have affected course performance. It also provides guidance to instructors about the grade options they will encounter for the student during final grade entry.

In the registration audit trail (SFASTCA), a course status of WP will indicate a course dropped during weeks 13-14 pending a final grade of W or F from the instructor.

2. Academic Calendar

The deadline, previously listed as “W/F Full Withdrawal Deadline” will be replaced with “Assigned W or F Withdrawal Deadline”:

**Friday, November 20**

Assigned W or F Withdrawal Deadline ([details](#))

The *Drop/Add and Withdrawal Deadline Details* section, which defines the various deadlines, will be updated as follows:

**Assigned W or F Withdrawal Deadline:**

- Drop a course with an assigned grade of “W” or “F” by the instructor (requires completed Request to Drop a Course During W/F Period form)
- Withdraw from all classes with assigned grades of “W” or “F” (requires completed [Withdrawal Form](#))

3. Registrar’s Website and University Catalog

- Update references to the W/F withdrawal deadline to reflect “Assigned W or F Withdrawal Deadline,” and associated deadline definitions.
- Update the fall 2020 Enrollment Guide PDF on our website.
- Send communication to campus community explaining updates and pointing to modified website. Request updates to local websites or other materials with new “Assigned W or F Withdrawal” period information.

4. Curriculum:

**Information Item:**

**Course Deactivation:**

**PHYS 1313 – Inquiry-Based Physics**

**Curriculum:**

Request to add a new course schedule type and definition to the course action form and instructions. Specific changes are highlighted in the attached documents.

Schedule Type:  
**“Clinical (CLN)”**

Definition:

CLN – Specify the number of credit hours for clinical rotations per week (based on a 16 week semester). Similar to laboratory credits, a minimum of two hours of clinical rotations are equivalent to one hour of lecture.

***Motion was made to accept the new course schedule type of “Clinical (CLN)” and approved.***

**Program Modifications:**

**5. Other**

- Discussion was held at the Directors of Student Academic Services (DSAS) meeting on 6-17-20 regarding virtual advising appointments. Several options were discussed:
  - At home advisors meeting with students virtually
  - In office advisors meeting with students virtually
  - Advisors meeting face to face with students if space allows
  - Athletic advisors meeting face to face with athletes
  - Admissions counselors meeting face to face with prospective students
  - Provost would like to see all advising appointments treated in a similar manner

A group of DSAS representatives will meet separately to discuss a consistent plan. J. Mendez will visit with the Provost to seek his approval of the plan.

Meeting was adjourned at 9:51am

Minutes were recorded by K. Roark