

INSTRUCTION COUNCIL

MINUTES

Thursday, June 4, 2020
ZOOM Conference Call
9:00 a.m. – 10:30 a.m.

Attendance: Laurie Beets, Chad Blew, 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. Course Access in Canvas – Jeanette Mendez and Christine Ormsbee

Currently students have access to their grades for one week after the semester is completed. This semester, students' access to Canvas ended prior to the selection of the pass / no pass period, so students got caught in that period of trying to make that decision but had no access to grades in Canvas. The question was raised as to extending that period longer than one week from the final exam. Since all academic activity is preserved C. Clary proposed that grades be available to access through appeals process. C. Thrasher informed the group that the appeals process is allowed 6 weeks into the next semester. C. Ormsbee informed IC members that extending is possible, but perhaps not for the entire campus. She also expressed caution that access to grades from a previous semester might cause some confusion. T. Wikle added his concern with digital space considering that all lectures will be recorded. There will be a high demand for storage space. This enormous amount of data will be a challenge this fall.

C. Ormsbee will investigate organizing courses by semester in Canvas. She recommended presenting this matter to Faculty Council to seek their feedback and will update Instruction Council (IC) at the June 18th meeting.

2. Fall Scheduling – Rita Peaster

The Provost proposed the following changes to the fall calendar timelines:

- Common evening exams – delete
- MWF – shorten classes by 5 minutes to allow 15-minute break between classes
- MWF – University to provide guidance to faculty to ensure semester hour standards
- MWF – add new class time – 5:30-6:15 OR possibly change to MW and extend class from 5:30 to 6:45, as well as the other MFW class times to MW 7:00 – 8:15, 8:30 – 9:45
- T Th – am no difference from regular fall semester
- T Th pm – 12:00 – 1:15, 1:30 – 2:45, 3:00 – 4:15, 4:30 – 5:45, 6:00 – 7:15
- No deviations will need required
- Labs will be adjusted as well
- Implementation:
 - Monday, June 8th spreadsheet from the Registrar's Office (RO) will be sent to each college with details regarding class time changes
 - Thursday, June 11th feedback will be due by (personal preference is not considered an issue)
 - Provost is interested in receiving priority of classes to be moved into these new blocks - T Th 12:00 – 1:15 block especially
 - Monday, June 15th potential updates implemented in Banner by
 - Communication plan to students, parents, faculty, advisors will be essential – draft to DSAS, Brand Management, etc. – suggestions:

- Goal is to provide students with f2f experience
 - In order to do provide f2f specific modifications need to be met
 - Focus on positive
 - Higher education is essential service
 - Importance for first year students to experience classes f2f
 - Freshmen who have already enrolled are locked out of system until July 17th. Any changes will need to be processed through their advisor, which results in more pressure on advisors
 - Concern with continuing students who have their schedules set for months now
- Next Steps
 - Casey Shell, University Planning, is leading the social distance capacity for classrooms. My hope is that his project should be finalized by June 15th and updated in Banner
 - IC members expressed concern that although we have measurements that have the capacities to go with measurements, those are not necessarily the capacities when using PPEs. More discussion may be needed after that information is determined.
 - Provost is fully aware that 20% capacity for all freshmen classrooms would be detrimental, but that final decision will be made by President Burns
 - Having final capacities is required for the final work of a class schedule and identifying the f2f classes that do not fit in their current classroom
 - Once that milestone has been reached, we anticipate communicating a period of time (2-4 weeks) for your teams to identify and implement solutions for these classes:
 - Problem solve
 - Finding new room
 - Moving to new T Th noon time slot or evening time slots
 - Decreasing maximum enrollment
 - Splitting into multiple sections
 - Hybridizing
 - Move online
 - RO and Provost will review the remaining f2f classes that do not fit and propose class changes to maximize available space with as many f2f classes as possible

C. Ormsbee informed IC that all the General Use classrooms will have access to some sort of video / camera set up. Most classrooms will have high quality webcams with built in audio systems. The webcam area is about 15' so faculty will need to be within that range. Teaching live with the recording feature is the goal. For the auxiliary classroom areas, the University is using the technology called Owl, which should be acceptable in most of the small spaces. Owl specifications have been communicated to all college IT departments. Communication and training will be provided to faculty regarding instruction for Owl. Microphones will be available thru ITLE.

M. Mason requested that Canvas be opened to faculty two weeks prior to the semester.

University Health Services contact information will be accessible throughout campus. M. Wikle informed IC that the University is discussing the purchase of self-check kiosks and additional hand sanitizers. Residential Life will be purchasing 5000 thermometers and signage in residential halls, as well as providing quarantined spaces for up to 200 students. International Student Services has been in communication with all international students regarding their safe return to campus.

3. Curriculum:

Informational Items Only:

NSCI 5843	Capstone Non-thesis Graduate	3 LEC	3 IS	Change in credit hour configuration from lecture to independent study.
--------------	---------------------------------	-------	------	--

Program Modifications:

College of Arts and Sciences

Bachelor of Science in Biology (030)

Degree program requirement change

- For all options
 - Add MATH 1813 as alternate to MATH 1613.
- For Secondary Teacher Certification option
 - Remove PHIL 3743
 - Add 3 credit hours (H)
- The proposed changes are requested to add flexibility to the degree program option.
- No courses will be added or 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 program modification, and approved.

College of Education, Health and Aviation/Human Sciences

Bachelor of Science in Elementary Education (074)

The College of Education, Health and Aviation requests electronic delivery to increase recruitment of students and the retention of educators within the state.

Bachelor of Science in Physical Education (239)

The College of Education, Health and Aviation requests authorization to suspend the Bachelor of Science in Physical Education (239) beginning with the academic year 2020-2021.

- There is a lack of student demand.
- OSU will reinstate or delete the program by June 30, 2023.

Bachelor of Science in Secondary Education (182)

Degree program requirement change

- For English option
 - Remove CIED 4093.
 - CIED 4193 has been changed to CIED 4194.
- The proposed changes are requested to combine content from two courses.
- No courses will be added or deleted.
- Total credit hours will decrease from 124 to 122.
- 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 modifications, and approved.

College of Engineering, Architecture and Technology

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

The College of Engineering, Architecture and Technology requests electronic delivery to allow broader access to working professionals and to support the joint program with SWJTU in China.

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

4. Other

- a. C. Thrasher was contacted by a potential online student who wanted to use their unemployment benefit – Oklahoma Works – for online training from OSU. Currently we are not an approved provider. According to the State Regents, the process for becoming an approved is to apply 60 days in advance of training, which would be Fall 2020 semester. After approval of one program, online access to request approval for other programs should be easily accomplished. Each program requires separate approval, whether it be certificate or degree. Regular annual reporting to Oklahoma Works is required due to the Federal funds being directed to the State. J. Mendez and C. Thrasher will discuss options and time frames.
- b. Campus Life is presenting an organization fair that will be held on campus either in multiple locations or virtually. The purpose of this fair is meant to guide students regarding engagement. Communication regarding campus events should remain cautious regarding student gathering.
- c. New Faculty Orientation will be held August 10, 11 and 12 and will keep the same schedule as years previous
 - i. Monday – focused on research
 1. General session key notes by Brenda Smith and Kenneth Sewell via zoom live
 - ii. Tuesday – focused on teaching
 - iii. Wednesday – focused on student affairs
 1. General session by Doug Hallenbeck via zoom live
 2. Safety on campus by Sargent Queen via zoom live
 - iv. Breakout sessions will be pre-recorded on Canvas.
- d. Early Career Faculty Program will be held virtually – live every Friday over the lunch hour. The purpose is to create community to keep new faculty engaged.
- e. I-Clicker will be recommended to be the on-campus student response system for implementation Fall 2021. The purpose of the attendance app to track attendance for the health and wellbeing of our students, as well as tracking for retention purposes and tracking students if they test positive. The University needs to be very clear as to why attendance is tracked – not as a punitive measure. As a reminder, C. Clary added that the University is preparing our students for life. Reinforcing participation either f2f or virtually should be considered helpful. Students should be engaged in the educational process, because it is not a passive activity.
- f. Please hold all Springs 2021 schedule course deviations for common exams. Currently, the University is focused on Fall 2020 semester. When the Fall 2020 schedule is finalized, we will proceed with Spring 2021.

Meeting was adjourned at 10:23 a.m.

Minutes were recorded by K. Roark