

# INSTRUCTION COUNCIL

## MINUTES

Thursday, January 7, 2020  
ZOOM Conference Call  
9:00 a.m. – 10:30 a.m.

In attendance: Laurie Beets, Chad Blew, Rebecca Brienen, Aaron Christensen, 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, Denise Weaver and Jeanette Mendez, Chair.

### 1. ACT Superscore – Jeff Hartman

In 2019 ACT indicated they would provide the ACT Superscore starting in 2020. For students who completed the ACT multiple times, ACT would choose the best individual scores and combine them to create a composite superscore. Also, in conjunction with the superscore idea ACT planned to allow students to retake individual subject tests and not the entire ACT. Unfortunately, ACT has been unable to deliver superscore to OSU or to provide a timeline for projected launch. This situation creates some concern for OSU, especially since students have not been able to test as often as they would like. OSU and the OSU A&M Board of Regents policy allows for a superscore.

Superscore use for admissions - the Board of Regents allows the Office of Admissions to accept the ACT superscore for admissions purposes as long as the student meets admissions criteria. However, the Board of Regents has indicated that the superscore calculation MUST originate from ACT. ACT has not indicated when the superscore will be available. The Office of Admissions is working with J. Mendez to petition the Board of Regents to allow a university-calculated superscore. The Slate system is able to perform this calculation should the Board of Regents allow it. This request will be submitted to J. Mendez by January 8, 2021 to be forwarded to the Board of Regents. This superscore will assist Admissions with moving students from alternative admission to holistic and holistic to guaranteed admission. This situation is dependent upon the decision from the Board of Regents.

Superscore use for scholarships – an internal decision was made to use ACT superscore when offering scholarships. Office of Admissions is currently working with Office of Scholarships and Financial Aid in an effort to submit the calculation in Banner by the end of the week. This offering will positively affect a number of students at OSU.

An Admissions representative will return to Instruction Council to report the decision of the Board of Regents.

### 2. Spring 2021 Final Exams – Rita Peaster

Traditional and online classes should have no problem scheduling final exams. Area of concern is exams from the blended hybrid courses where only a portion of the class fits in the classroom. Options are as follows:

- Online final exams for all blended hybrid courses
- Alternative final assessments for blended hybrid courses

The statement below has been added to the Spring 2021 final exam schedule:

#### **Spring 2021 final exam guidance for blended/hybrid courses**

Instructors of blended/hybrid courses where only a portion of the class fits in the assigned classroom may consider online final exams or alternate final assessments. It is also possible to request a larger classroom to accommodate in-person finals using the [Pre-Finals/Finals Week Classroom Request](#) form. The Registrar's office processes finals week classroom requests after final exams have been added to the class schedule (mid-semester) on a first-come, first-served basis. Changes to final exam days/times are discouraged to avoid student final exam conflicts.

### 3. Official Class Times – Rita Peaster

These are the OSU official class meeting times for three-credit hour classes during the fall and spring semesters. Any deviations must be approved by the Office of Academic Affairs.

#### OSU-Stillwater Class Times

**Three credit hour classes must comply with one of the following format options:**

a) Classes meeting for 50 minutes (three periods per week) will begin on the half-hour and end 20 minutes after the hour. See start times below.

b) Classes meeting for 75 minutes (two periods per week) are limited to the times listed below:

TR 7:30-8:45 am	TR 12:00-1:15 pm	TR 3:00-4:15 pm	MW 8:00-9:15 am
TR 9:00-10:15 am	TR 1:30-2:45 pm	TR 4:30-5:45 pm	MW 2:30-3:45 pm
TR 10:30-11:45 am			MW 4:00-5:15 pm

**All classes must START at the following times no matter the number of credit hours:**

MWF 7:30 am	MWF 12:30 pm	TR 7:30 am	TR 1:30 pm
MWF 8:30 am	MWF 1:30 pm	TR 9:00 am	TR 3:00 pm
MWF 9:30 am	MWF 2:30 pm	TR 10:30 am	TR 4:30 pm
MWF 10:30 am	MWF 3:30 pm	TR 12:00 pm	
MWF 11:30 am	MWF 4:30 pm		

**Classes that meet once a week use the following time slots:**

4:30-7:15 pm (graduate classes only)  
5:30-8:15 pm (graduate classes only)  
6:45-9:30 pm (undergraduate or graduate classes)  
7:30-10:15 pm (undergraduate or graduate classes)

**Evening classes that meet twice a week use the following time slots:**

MW 6:45-8:00 pm	TR 7:15-8:30 pm
MW 8:15-9:30 pm	TR 8:45-10:00 pm

Acceptable Lab Times begin at the half hour and end 20 minutes after the hour using the set amount of instructional time required on the course any day of the week. Labs may begin no earlier than 7:30 a.m. and cannot extend into or within the common exam period.

(Examples, pick any combination of days)    MTWRF: 7:30-8:20 am    7:30-9:20 am    7:30-10:20 am

Undergraduate courses (1000-4000 level) on the Stillwater Campus will not be scheduled during the common evening exam periods.

MWF 5:30-6:30 pm  
TR 6:00-7:00 pm

***Motion was made by J. Van Delinder and seconded by A. Sanogo to accept the above-mentioned official class time schedule for course offerings, and approved.***

### 4. Online Test Proctoring Update – Christine Ormsbee

Last semester Information Technology added Respondus Monitor, their version of auto proctoring. They purchased a handful of sessions that were shared across three campuses – OSU-STW, OSU-OKC and OSU-IT. That particular auto

proctoring system was not intended to cover the entire campus and will not be used for Spring 2021. The only auto proctoring provided by OSU is Examity.

**5. Videotaping Lectures – Christine Ormsbee**

This spring with attendance policy reenacted many faculty will not be live streaming. If they are not live streaming it is recommended that faculty use the Canvas Studio features to create the videos during class and make it available for those students who are unable to attend class due to COVID.

**6. Other**

- a. There is concern with the increase in COVID numbers, however no decision to shift Spring 2021 classes online has been made.
- b. No definitive decisions have been made regarding OSU vaccination plans, but discussions are ongoing. We are hoping to provide vaccination clinics to the OSU community at some point.
- c. Discussions are ongoing for Fall 2021 vaccine requirements for students. Vaccines will not be required for faculty or staff.
- d. General use classrooms are typically available to faculty the Friday prior to the start of semester for inspection. OSU extended that period to a full week (M-F) for the Fall 2020 semester and had hoped to return to the one-day access by Spring 2021. However, due to faculty workshops and training, the decision was made to allow the flexibility of three days. R. Peaster recommended three days for classroom availability (W-F) prior to the Spring 2021 semester. Coordination with Casey Schell's team regarding classroom availability will be needed, as well as ITLE to guarantee the readiness of technology. Communication will be forthcoming.

Meeting adjourned at 9:39am

Minutes were recorded by K. Roark