

INSTRUCTION COUNCIL

MINUTES

Thursday, April 15, 2021
ZOOM Conference Call
9:00 a.m. – 10:30 a.m.

In attendance: Laurie Beets, Bruce Benjamin, Chad Blew, Larry Burns, Deb VanOverbeke, Chris Francisco, Jami Fullerton, Margi Gilmour, Ebonie Hill, Susan Johnson, Diane Jones, James Knecht, Marlys Mason, Christine Ormsbee, Shiretta Ownbey, Rita Peaster, Kyndal Roark, Randy Seitsinger, Candace Thrasher, Jean Van Delinder, Denise Weaver, Tom Wikle and Jeanette Mendez, Chair.

1. College Park TCC/OSU-Tulsa Concept – Susan Johnson

OSU Tulsa and Tulsa Community College (TCC) are involved in a new initiative, the College Park campus, made up of TCC and OSU-Tulsa classes, located on the OSU Tulsa campus. College Park will offer a four-year business program, with TCC offering the freshmen and sophomore classes while OSU Tulsa offers junior and senior courses. There has been significant interest in having a four-year public college in the city of Tulsa. Dr. Pamela Fry and Dr. Leigh Goodson met with Tulsa city leaders to present the College Park plan, and the green light to move forward was given. The current plans involve sharing services such as tutoring and writing assistance, as well as student organization events. A TCC advisor will be located on the OSU Tulsa campus. Also included in discussions was a specific new student orientation for the Campus Park students in particular.

The Campus Park announcement will be made April 20th. Forty (40) students are expected to be admitted into this program this fall. TCC will be adding the College Park identifier on their institution application. GPA will be a consideration for students entering into this program. The plan is for these students to earn their associate degree from TCC and continue with OSU Tulsa classes for a bachelor's degree from OSU.

Admission enrollment billing between the two institutions to continue as it has been and will remain separate. There will be no combined admission, billing etc. S. Johnson added that there is a \$250,000 initial gift for scholarship opportunities for students within this program. The students will receive the scholarship once they have matriculated to OSU. L. Burns suggested that our data sharing agreement with TCC be reviewed to request additional data on these students than what we are currently allowed. Billing should remain separate as this is not a dual admit degree.

2. Proposed Revisions to Online Course Approval Form – Chris Ormsbee

Several years ago Instruction Council (IC) approved an online or hybrid course form, and changes are needed. The original form specified that the course length approved was the only one allowed. We want to remove the course length specification. We are also proposing that an addition to this form should read: *Please attach a detailed course syllabus that provides enough information to determine that the course is an equivalent experience to an in-person course. Suggested information would include a course description, instructional information delineating how students will engage in the course content, and a course schedule.* This information is kept in the Registrar's office for accreditation visits.

Motion was made by T. Wikle and seconded by M. Mason to accept the changes to the Online Course Approval Form, and approved.

3. Faculty Council Modification to P&P 2-0217 Attendance Policy for Students – Jeanette Mendez

The majority of the proposed changes are located in the military service section. A faculty group of veterans presented the changes to Faculty Council. FC endorsed 4 of the 5 points of the policy. FC would prefer to have IC review and approve the policy changes before moving for a final vote of approval. This policy would clarify what would be included for students facing absences for their military service.

IC members needed clarification of sections 1.03, 1.04 and 1.06 of the policy. For details of the complete policy with changes, please refer to pages 6-8 of these minutes.

1.03 IC members expressed concern that the second sentence seems contradictory with the rest of the changes to the document. Faculty can decide when they are going to make exceptions.

1.04 This section is in reference to adding a class after the semester begins but prior to last day to add.

1.06 IC members are concerned with specific meaning (sudden illness, impromptu military service).

1.03 Faculty may choose to set a maximum total number of excused, sick, and unexcused absences. Faculty may also specify when absences will not be excused under any circumstance, excluding the excused absences referenced in this policy. Students are highly strongly encouraged to meet with the instructor during the first week of classes to discuss any anticipated absences (See Section 1.06).

1.04 If no written attendance policy is provided before the last day to add a class without instructor permission. If no policy is provided, no penalty may be assessed for class absences although students may not be permitted to make up certain in-class activities such as presentations, labs and “pop” quizzes.

1.05 Faculty must ~~Faculty are encouraged to~~ provide reasonable accommodation for students who must miss a class, laboratory, or studio meeting because they are required to participate in sponsored activities of the University. For the purpose of this policy, sponsored activities can include but are not limited to: academic or professional presentations, conferences and workshops; intercollegiate athletics, academic, judging competitions, and musical, theatrical, dance and other artistic performances. a sponsored activity of the University includes any activity sponsored by an academic college or department, by an organization recognized by Campus Life, or by intercollegiate athletics. Students involved in activities that are likely to require them to miss course meetings have the responsibility to notify the instructor as early as possible in a semester and certainly in advance of the absences to request permission for the absences (preferably in writing) from the instructor and to discuss how the absences will affect their ability to meet the course requirements. In the ideal circumstance, discussions should occur during the first week of the semester. While instructors ~~are encouraged~~ must to make reasonable accommodation for any student involved in University-sponsored activities, students should recognize that not every course can accommodate absences and neither the absence (nor the notification of an absence) relieves them from meeting the course requirements.

1.06 ~~Faculty~~ The designated University sponsor for a sponsored activity must provide to the students involved documentation requesting the absence for specific dates and times. The documentation must demonstrate the sponsor has no reasonable option in scheduling the activity except during regular class periods. Students must provide this documentation to instructors in advance of the activity or event, except when such notice is not possible. The written documentation must be provided at the earliest point available in the semester. may require written documentation in advance of the absence from the designated University sponsor for a sponsored activity and/or require that the organization demonstrate that it has no reasonable option in scheduling the activity except during regular class periods.

Motion was made by M. Mason and seconded by M. Gilmour to accept the above-mentioned policy with highlighted changes, and approved.

4. Turnitin.com Authorship Tool – Candace Thrasher

OSU was contacted by Turnitin regarding the new authorship tool that is included in our package. The purpose of this tool is to assist institutions in examining papers in a different way – training provided later today – designed to be used by 1 or 2 individuals to review student submissions to determine if there are possible cases of contract cheating (paid for papers). Meta-data is also available - total editing time, comparing samples of students writing from freshmen year. Synopsis of significant changes in writing will be provided by Turnitin. If instructor suspects a student of academic integrity issues, C. Thrasher can upload the paper to the system to begin the investigation process. There are internal processes that will need to be determined. After training C. Thrasher will have additional information and suggestions regarding implementation.

Instructors have the ability to allow students to see the similarity report if they choose. There is a way within the program to only count the final paper submitted, otherwise it appears to be plagiarized. C. Thrasher will demonstrate this program after receiving training.

5. Proposed Update to the Official Class Time Schedule – Rita Peaster

We have recently incorporated permanent changes to the official class time schedule for Stillwater campus classes to incorporate a TR 12:00 – 1:15 PM block that was initially introduced in fall 2020. Inserting this new time block required the following adjustments:

1. Shift TR afternoon classes to start one hour later
2. Adjust TR evening classes meeting twice a week to start 30 minutes later
3. Adjust TR common evening exam time to start 30 minutes later

It was recently brought to our attention that the 6:45-9:30 PM class time for classes that meet once a week conflicts with the TR 6:00 – 7:00 PM common evening exam period:

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

Proposed Change

This conflict would be avoided if we clarify that the 6:45-9:30 PM time can only be used on Monday, Wednesday or Friday.

Motion was made by M. Gilmour and seconded by R. Seitsinger to accept the above-mentioned changes to the Official Class Time Schedule, and approved.

6. Curriculum

1) Information Items Only:

Course Deactivations:

- ENGR 1113 – Introduction to Engineering Mathematics
- ENGR 1342 – Engineering Design & CAD for ECEN
- ENGR 1352 – Engineering Design with CAD for CHE
- ENGR 4103 – Impact of Law on Engineering Practice
- ENGR 4113 – Intellectual Property Law for Technical Professionals
- ENGR 4123 – Tort & Products Liability for Technical Professionals
- ENGR 4133 – Environmental Regulation for Technical Professionals

2) Course Action:

Approval Requested

New Course	Proposed Title	Proposed Description	Action
ARCH 5016	Architecture Design Studio VIII	Problems in Architectural Design. May not be used for degree credit in ARCH 5117.	New Course

Motion was made by J. Van Delinder and seconded by B. Benjamin to accept the above-mentioned course action request, and approved.

3) Program Modifications:

College of Arts and Sciences
Minor in Actuarial Science
 New minor

Bachelor of Arts in Arts Administration (536)

Course requirement change

- Remove MATH 1813
- Add any 3 hours MATH or STAT designated (A)
- Reduce courses designated A, H, N, or S from 10 hours to 7 hours
- Remove ART 2423 and ART 3423
- Add ART 1203 and ART 1303

- Increase electives from 10 to 16 hours
- The proposed changes are requested to provide additional flexibility for students.
- One course will be added and no courses will be deleted
- Total credit hours will not change

Minor in Military Science

Change to existing minor

Minor in Physics

Change to existing minor

Motion was made by J. Van Delinder and seconded by R. Seitsinger to accept the above-mentioned program modifications, and approved.

College of Education and Human Sciences

Master of Science in Design, Housing and Merchandising (051)

Option addition

- Add Digital Design option
- The proposed option is requested to provide students with knowledge about virtual reality and augmented reality in the context of apparel design, interior design, and retailing sectors.

Tabled by Instruction Council on 12-17-2020

Motion was made by B. Benjamin and seconded by J. Fullerton to accept the above-mentioned Master of Science in Design, Housing and Merchandising option addition, and approved.

7. Other

- a. IC members welcomed Chris Francisco, Interim Vice Provost to the meeting. C. Francisco will transition from Math Department Head to Academic Affairs as of June 1, 2021.
- b. A protest on OSU curriculum is going to the State Board of Regents today. OSU is offering accounting at the OSU Tulsa campus. The challenge is from Northeastern State University (NSU). We expect that the vote will be in our favor. Sociology, History and Psychology are working their way toward offering programs at the OSU-Tulsa campus as well, and this decision regarding the accounting challenge will be a factor in moving forward. NSU lawyers are claiming that OSU is in violation of state law. Their distinction is that the no duplication status that applied to Langston applies to NSU as well. More information will be revealed as decisions are made by the Board of Regents.
- c. Virtual vs. in-person advising appointments – desire to provide in-person appointments during New Student Orientation (NSO) during the summer months, however there will be an option for virtual format as well. Our desire is to remain flexible for students yet support the return to campus as much as possible. IC members agreed – summer syllabus should include mostly in-person NSO appointments with flexibility and re-evaluate for fall syllabus.
- d. Masks will continue to be required for individuals on campus throughout the summer, even though the Stillwater mask mandate will end in May. There is a good possibility that masks will be required through the fall 2021 semester as well.
- e. No decision has been made in mandating vaccines for students.

Meeting was adjourned at 10:06am.

Minutes were recorded by K. Roark.

The following policy modification combines two March recommendations from Faculty Council:
21-03-01-ASP and 21-03-01-Athletics

Oklahoma State University Policy and Procedure

ATTENDANCE POLICY FOR STUDENTS

2-0217
ACADEMIC AFFAIRS
August 2014 Pending

POLICY

1.01 Class attendance is a critical component of learning. Students are expected to attend and participate fully in all scheduled class meetings.

1.02 A written attendance policy should be provided to students within the nonrestricted add period of the semester. The nonrestricted add period is defined as the sixth class day of a regular semester, or the third class day of an eight-week session, or the proportionate period for block or short courses. (For additional information see P&P 2-0206: Adding and Dropping Courses and Withdrawing from the University.)

1.03 Faculty may choose to set a maximum total number of excused, sick, and unexcused absences. Faculty may also specify when absences will not be excused under any circumstance, excluding the excused absences referenced in this policy. Students are highly strongly encouraged to meet with the instructor during the first week of classes to discuss any anticipated absences (See Section 1.06).

1.04 If no written attendance policy is provided before the last day to add a class without instructor permission, if no policy is provided, no penalty may be assessed for class absences although students may not be permitted allowed to make up certain in-class activities see such as presentations, labs and “pop” quizzes.

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relieves them from meeting the course requirements.

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1.07 Absence Due to Military Service

A. All students are entitled to leaves of absence from their studies at OSU in order to engage in military service ~~as is authorized by federal law without loss of status or seniority in the armed forces and National Guard. Military service includes mandatory training and short-term deployment (typically two weeks or less). Students will not be penalized for such absences and will be given the opportunity to earn equivalent credit for missed activities, including (but not limited to) assignments and exams. The student should always consult with the instructor to determine the potential impact of any absence. A student who is called to active duty for a period of at least 30 days is eligible to complete a Military Leave of Absence Form (Office of the Registrar).~~

B. ~~Faculty members shall work with the student to find a reasonable accommodation for such absences. A student shall provide the instructor with advance notice of military service in the form of written documentation. No advance notice is required if the giving of such notice is precluded by military necessity (as per regulations prescribed by the Secretary of Defense) such as deployment to a natural disaster or national crisis. The student and/or instructor may ask the OSU Office of Student Veteran Success for guidance on the documentation requirement and/or the verification of documents.~~

C. ~~Students engaging in military service are required to give notice of such service in advance in writing or orally to the instructor, of record for each of their classes, either in person or through an appropriate officer of the uniformed service in which the service will be performed, except in extraordinary circumstances. No advance notice is required if the giving of such notice is precluded by military necessity (as per regulations prescribed by the Secretary of Defense) or, under all of the relevant. In certain courses, such as short-term courses, it may not be possible for a student to make-up a missed session. In courses with extensive laboratory exercises, group projects, group performances, or participation requirements, equivalent exercises or assessments may not be possible as determined by the instructor. In these cases, the student may be eligible for a retroactive withdrawal per OSU policy.~~

~~C-D. Arriving at a reasonable accommodation for an excused absence is often the result of clear communication between an instructor and student. If a student feels they have been unfairly penalized due to an excused absence, they may present their case to the~~

university's Grade Appeals Board.

1.08 Faculty at their discretion may require homework, reports, papers, compositions, and projects to be turned in ahead of or after the missed classes and examinations to be taken before or after any planned or unplanned absence.

1.09 The decision to grant access to materials from missed learning experiences (lectures, labs, etc.) lectures lies with the faculty member who sets the attendance policy for the course and has the authority to determine the circumstances under which accommodations for absences are permitted.

1.10 If a student believes that a faculty member has denied a reasonable and appropriate accommodation request, the student may appeal the decision to the Department Head or School Director. Since class attendance is a critical component of learning, such appeals would be considered on a case-by-case. The University Ombuds Office is available to all Oklahoma State University students, faculty, and staff to discuss and advise on any matter of campus related concern.

1.11 Attendance policy statements in "The OSU Student Rights and Responsibilities" handbook and in the "OSU Syllabus Attachment" should, at all times, be consistent with this policy.

Approved:

Faculty Council, March 10, 2009

Instruction Council, March 13, 2009

Council of Deans, April 9, 2009

Executive Team, July 2009

Revisions Approved:

Faculty Council, January 10, 2012

Faculty Council, May 8, 2012

Instruction Council, September 7, 2012

Council of Deans, September 13, 2012

Executive Team Policy Committee, March 1, 2013

Revisions Approved:

Faculty Council, May 14, 2013

Instruction Council, October 4, 2013

Council of Deans, November 14, 2013

Executive Team, August 2014

Revisions Approved:

Faculty Council, March 9, 2021

Instruction Council, April 15, 2021