

# INSTRUCTION COUNCIL

## MINUTES

Thursday, November 17, 2022  
126 ITLE or Zoom <https://zoom.us/j/96284911705>  
9:00 a.m. – 10:30 a.m.

In attendance: Laurie Beets, Chad Blew, Larry Burns, Aaron Christensen, Cynda Clary, Andrew Doust, Leslie Evans, Craig Freeman, Richard Frohock, Jami Fullerton, Jeff Hartman, Sunderesh Heragu, Diane Jones, James Knecht, Marlys Mason, Chris Ormsbee, Kyndal Roark, Adrienne Sanogo, Candace Thrasher, Jean Van Delinder and Chris Francisco, Chair.

### 1. Entrance / declaration requirements for undergraduate programs in the catalog – Leslie Evans

*All degree requirements must be clearly reflected in the University catalog to enable enforcement, including requirements to declare the program. Historically these post-admission requirements have been in the college narrative section of the catalog. In recent years more have been listed directly on the degree requirement pages, using a variety of terminology and placement on the page. The Registrar's Office supports moving these requirements to the degree requirements, and desires to collaborate on consistent terminology and placement on degree sheets beginning with the 2023-24 catalog.*

*Between the standard degree requirements table and the Additional State/OSU Requirements lies additional requirements that are specific to the college or program that don't fit well in the degree requirements table (see examples below):*

- *College residence requirements (SSB)*
- *Upper-division requirements (SSB, CAS, Ferguson)*
- *Exit interview with department head (Ferguson)*
- *Non-course prerequisite for course in program (CEHS)*
- *Variety of GPA and minimum grade requirements (CEAT, CEHS, CAS)*
- *Hours in one department limit (CAS)*
- *Other college requirements (CAS)*

*We recommend that all programs list applicable entrance/declaration requirements in the Other Requirements section of the catalog or a new section specific for this purpose.*

Instruction Council (IC) members indicated their approval of moving forward with consistency. Registrar's Office recommended placing this additional information in the Program Declaration section at the bottom of each degree page. A sample template will be prepared for future review by IC members.

### 2. Degree Clearance for Undergraduate Certificates – Candace Thrasher

We have 25 active undergraduate certificates (refer to page 4). These certificates were originally created and approved with approximately half of them requiring students to earn a bachelor's degree in order to earn the certificate. With an increasing number of certificates, it is becoming an issue as to how we monitor progress of each of the certificates. There needs to be an examination of the bachelor's degree requirement for the function of these certificates. There have been situations where the student has met all the requirements for the certificate but has not earned the bachelor's degree. There are also situations where the student intends to enroll in the certificate program without having a desire to earn a bachelor's degree. That scenario can be problematic when there are upper-level college courses required for the certificate.

Basically there are two questions to be considered for departments offering these certificates:

- 1) Do we need to have students earn a bachelor's degree in order to earn the certificates?
- 2) Do the departments realize that a bachelor's degree is a stipulation of their certificates?

IC members expressed concern regarding any state regulations that prohibit us from creating these certificates without any need for a bachelor's degree. C. Francisco emphasized that State Regents are encouraging additional programs that support work force development from any institution. OSU has the expertise to provide microcredentials and badges along with certificates. Differentiation needs to be made between the degree seeking student who is also earning a certificate at the same time and the student who is only seeking the stand alone certificate. New research supporting the momentum that certificates can build retention for finishing the bachelor's degree was also discussed.

The list of all undergraduate certificates was distributed earlier (see page 4). IC members were asked to review this list with their departments that are granting these certificates to determine if a bachelor's degree is definitely needed. If there are cases where a bachelor's degree is mandatory that can be discussed as well. There will be Instruction Council follow up on this topic during the Spring 2023 semester.

### 3. Curriculum

#### 1) Information Item Only:

N/A

#### Course Actions Summaries:

##### **College of Arts and Science**

*Motion was made by C. Clary and seconded by A. Sanogo to accept the attached College of Arts and Sciences course actions, and IC members approved.*

##### **Center for Health Sciences**

*Motion was made by C. Freeman and seconded by J. Van Delinder to accept the attached Center for Health Sciences course actions, and IC members approved.*

##### **Graduate College**

*Motion was made by M. Mason and seconded by S. Heragu to accept the attached Graduate College course actions, and IC members approved.*

##### **OSU-Tulsa**

##### **College of Professional Studies**

*Motion was made by A. Sanogo and seconded by S. Heragu to accept the attached OSU-Tulsa College of Professional Studies course actions, and IC members approved.*

##### **Spears School of Business – Undergraduate Courses**

##### **Spears School of Business – Graduate Courses**

Discussion: MSIS 5633 Data Engineering name change will be made to Data Wrangling.

*Motion was made by C. Freeman and seconded by A. Doust to accept the attached Spears School of Business Undergraduate and Graduate course actions, with the exception of the tabled MSIS 3293 for further discussion with College of Arts and Sciences, and IC members approved.*

### **Global Studies and Partnerships**

*Motion was made by C. Clary and seconded by A. Sanogo to accept the attached Global Studies and Partnerships course action, and IC members approved.*

### **Ferguson College of Agriculture**

*Motion was made by A. Sanogo and seconded by S. Heragu to accept the attached Ferguson College of Agriculture course actions, and IC members approved.*

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

N/A

#### **4. Other**

- C. Ormsbee distributed updated Canvas information (refer to pages 5-7) regarding three semesters of data for OSU-Stillwater and OSU-Tulsa.

Meeting was adjourned at 9:57am

Minutes were recorded by K. Roark

Program Name	Degree Code	OSRHE Code	Credit Hours	Completion of Bachelor's Degree Specified
Fashion Design	FDEU	322	30 hours	No
Family Financial Planning	FFP	540	18 hours	No
Digital Studies	DGST	034	15 hours	Yes
Sustainable Business Management	SBM	508	24 hours	No
Travel & Tourism Management	TTMU	308	16 hours	Yes
Sales and Service Excellence	SSE	495	18 hours	No
Business Essentials	BUEU	295	15 hours	Yes/SSB majors not eligible
Business Financial Essentials	BFEU	296	15 hours	Yes/SSB majors not eligible
Accounting, Systems, & Auditing	ACSU	325	18 hours	No
Teaching English to Speakers of Other Languages	TEOU	527	15 hours	Yes
Pre-Health Care Administration	PHCA	555	20 hours	Yes
Pre-Medical Sciences	PMDS	533	64 hours	Yes
Pre-Nursing	PNUR	534	62 hours	No
eSports	ESPU	307	15 hours	Yes
Communications Sciences	CSDC	265	38 hours	Yes (post baccalaureate)
Equine Enterprise Management	EEM	532	17 hours	No
Undergraduate Research	UR	273	15 hours	Yes (from OSU)
Ethical Leadership	ELU	297	16 hours	No
Environmental Studies	EVST	455	17 hours	No
Geographic Information Systems	GIS	406	15 hours	Yes
Food Safety	SAFU	306	18 hours	No
Property & Real Estate Management	PRMU	314	16 hours	Yes
Public Health	PHU	318	16 hours	No
Learning & Motivation	LEMU	280	18 hours	No
Product Development for Packaging	PDAU	323	24 hours	No

Canvas Usage Fall 2022

College	1000-2000 used	3000-4000 used	Class Size: 1-10		Undergrad Subtotal		Graduate Subtotal		Overall			
			number	percentage	number	percentage	number	percentage	number	percentage		
A&S	274	324	419	56.80%	512	743	163	517	31.53%	675	1260	53.57%
Spears	8	8	67	65.67%	52	75	57	102	55.88%	109	1177	61.58%
Ferguson	5	6	98	48.98%	53	104	74	231	32.03%	127	335	37.91%
CEAT	20	20	87	82.76%	92	107	98	243	40.33%	190	350	54.29%
ED&HS	20	24	83	75.90%	83	107	90	244	36.89%	173	351	49.29%
Honors	5	5	27	3.70%	6	32	0	0	0.00%	6	32	18.75%
Global	0	0	2	50.00%	1	2	1	5	20.00%	2	7	28.57%
Graduate	0	0	0	0.00%	0	0	5	8	62.50%	5	8	62.50%
CHS	0	0	0	0.00%	0	0	34	91	37.86%	34	91	37.86%
<b>TOTAL</b>	<b>332</b>	<b>387</b>	<b>783</b>	<b>59.64%</b>	<b>799</b>	<b>1170</b>	<b>522</b>	<b>1441</b>	<b>36.22%</b>	<b>1321</b>	<b>2611</b>	<b>50.59%</b>
<b>College</b>	<b>1000-2000 used</b>	<b>3000-4000 used</b>	<b>Class Size: 1-10</b>		<b>Undergrad Subtotal</b>		<b>Graduate Subtotal</b>		<b>Overall</b>			
A&S	685	703	317	94.64%	985	1020	38	40	95.00%	1023	1060	96.51%
Spears	45	48	142	89.44%	172	190	35	36	97.22%	207	226	91.59%
Ferguson	34	34	94	95.74%	114	128	16	17	94.12%	140	145	96.55%
CEAT	90	90	89	100.00%	179	179	24	26	92.31%	203	205	99.02%
ED&HS	71	74	174	98.28%	242	248	89	91	97.80%	331	339	97.64%
Honors	26	27	2	100.00%	28	29	0	0	0.00%	28	29	96.55%
Global	0	0	0	0.00%	0	0	5	5	100.00%	5	5	100.00%
Graduate	0	0	0	0.00%	0	0	6	7	85.71%	6	7	85.71%
CHS	0	0	0	0.00%	0	0	31	46	67.39%	31	46	67.39%
<b>TOTAL</b>	<b>951</b>	<b>976</b>	<b>818</b>	<b>95.23%</b>	<b>1730</b>	<b>1794</b>	<b>244</b>	<b>268</b>	<b>91.04%</b>	<b>1974</b>	<b>2062</b>	<b>95.73%</b>
<b>College</b>	<b>1000-2000 used</b>	<b>3000-4000 used</b>	<b>Class Size: 31-100</b>		<b>Undergrad Subtotal</b>		<b>Graduate Subtotal</b>		<b>Overall</b>			
A&S	278	281	103	96.12%	377	384	14	14	100.00%	391	398	98.24%
Spears	33	37	166	93.84%	170	183	30	35	85.71%	200	218	91.74%
Ferguson	34	35	41	100.00%	75	76	0	0	0.00%	75	76	98.68%
CEAT	29	29	59	96.61%	86	88	7	7	100.00%	93	95	97.89%
ED&HS	43	47	57	98.25%	99	104	3	3	100.00%	102	107	95.33%
Honors	0	0	0	0.00%	0	0	0	0	0.00%	0	0	0.00%
Global	0	0	0	0.00%	0	0	0	0	0.00%	0	0	0.00%
Graduate	0	0	0	0.00%	0	0	0	0	0.00%	0	0	0.00%
CHS	0	0	0	0.00%	0	0	26	26	100.00%	26	26	100.00%
<b>TOTAL</b>	<b>417</b>	<b>429</b>	<b>406</b>	<b>96.06%</b>	<b>807</b>	<b>835</b>	<b>80</b>	<b>85</b>	<b>94.12%</b>	<b>887</b>	<b>920</b>	<b>96.41%</b>
<b>College</b>	<b>1000-2000 used</b>	<b>3000-4000 used</b>	<b>Class Size: 101+</b>		<b>Undergrad Subtotal</b>		<b>Graduate Subtotal</b>		<b>Overall</b>			
A&S	30	31	8	87.50%	37	39	0	0	0.00%	37	39	94.87%
Spears	24	24	27	96.30%	50	51	0	0	0.00%	50	51	98.04%
Ferguson	11	12	8	100.00%	19	20	0	0	0.00%	19	20	95.00%
CEAT	7	7	3	100.00%	10	10	0	0	0.00%	10	10	100.00%
ED&HS	5	5	0	0.00%	5	5	0	0	0.00%	5	5	100.00%
Honors	0	0	0	0.00%	0	0	0	0	0.00%	0	0	0.00%
Global	0	0	0	0.00%	0	0	0	0	0.00%	0	0	0.00%
Graduate	0	0	0	0.00%	0	0	0	0	0.00%	0	0	0.00%
CHS	0	0	0	0.00%	0	0	0	0	0.00%	0	0	0.00%
<b>TOTAL</b>	<b>77</b>	<b>79</b>	<b>46</b>	<b>95.65%</b>	<b>121</b>	<b>125</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>	<b>121</b>	<b>125</b>	<b>96.80%</b>



Canvas Usage Fall 2021

College	1000-2000		3000-4000		Class Size: 1-10		Undergrad Subtotal		Graduate Subtotal		Overall	
	used	percentage	used	percentage	number	percentage	number	percentage	number	percentage	number	percentage
A&S	278	78.31%	236	51.87%	455	63.46%	514	89.87%	172	33.08%	686	51.58%
Spears	14	100.00%	57	87.69%	65	87.69%	71	89.87%	62	50.82%	133	66.17%
Ferguson	7	77.78%	50	43.86%	114	46.34%	57	46.34%	72	30.00%	129	35.54%
CEAT	24	96.00%	67	79.76%	84	79.76%	91	83.49%	77	34.07%	168	50.15%
ED&HS	7	53.85%	67	76.14%	88	76.14%	74	73.27%	94	37.60%	168	47.86%
Honors	6	100.00%	5	11.63%	43	11.63%	11	22.45%	0	0.00%	11	22.45%
Global	0	0.00%	1	100.00%	1	100.00%	1	100.00%	1	33.33%	2	50.00%
Graduate	0	0.00%	0	0.00%	0	0.00%	0	0.00%	3	50.00%	3	50.00%
CHS	0	0.00%	0	0.00%	0	0.00%	0	0.00%	35	46.05%	35	46.05%
<b>TOTAL</b>	<b>336</b>	<b>79.62%</b>	<b>483</b>	<b>56.82%</b>	<b>850</b>	<b>64.39%</b>	<b>819</b>	<b>64.39%</b>	<b>516</b>	<b>35.76%</b>	<b>1335</b>	<b>49.17%</b>
<b>Class Size: 11-30</b>												
College	1000-2000		3000-4000		Undergrad Subtotal		Graduate Subtotal		Overall			
A&S	677	94.82%	276	92.00%	953	93.98%	1014	93.98%	44	91.67%	997	93.88%
Spears	47	100.00%	127	100.00%	174	100.00%	174	100.00%	34	97.14%	208	99.52%
Ferguson	26	96.30%	91	81.98%	117	84.78%	138	84.78%	15	93.75%	132	85.71%
CEAT	67	88.16%	86	90.53%	153	89.47%	171	89.47%	23	92.00%	176	89.80%
ED&HS	88	95.65%	165	95.38%	253	95.47%	265	95.47%	88	96.70%	341	95.79%
Honors	29	100.00%	1	100.00%	30	100.00%	30	100.00%	0	0.00%	30	100.00%
Global	0	0.00%	0	0.00%	0	0.00%	0	0.00%	5	100.00%	5	100.00%
Graduate	0	0.00%	0	0.00%	0	0.00%	0	0.00%	6	100.00%	6	100.00%
CHS	0	0.00%	0	0.00%	0	0.00%	0	0.00%	28	68.29%	28	68.29%
<b>TOTAL</b>	<b>934</b>	<b>94.82%</b>	<b>746</b>	<b>92.44%</b>	<b>1680</b>	<b>93.75%</b>	<b>1792</b>	<b>93.75%</b>	<b>243</b>	<b>91.01%</b>	<b>1923</b>	<b>93.39%</b>
<b>Class Size: 31-100</b>												
College	1000-2000		3000-4000		Undergrad Subtotal		Graduate Subtotal		Overall			
A&S	254	98.45%	98	98.99%	352	98.60%	357	98.60%	13	92.86%	365	98.38%
Spears	26	100.00%	137	99.28%	163	99.39%	164	99.39%	31	100.00%	194	99.49%
Ferguson	35	97.22%	34	91.89%	69	94.52%	73	94.52%	0	0.00%	69	94.52%
CEAT	31	88.57%	54	98.18%	85	94.44%	90	94.44%	3	100.00%	88	94.62%
ED&HS	41	97.62%	52	100.00%	93	98.94%	94	98.94%	2	100.00%	95	98.96%
Honors	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Global	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Graduate	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	100.00%	1	100.00%
CHS	0	0.00%	0	0.00%	0	0.00%	0	0.00%	18	100.00%	18	100.00%
<b>TOTAL</b>	<b>387</b>	<b>97.48%</b>	<b>375</b>	<b>98.43%</b>	<b>762</b>	<b>97.94%</b>	<b>778</b>	<b>97.94%</b>	<b>68</b>	<b>98.55%</b>	<b>830</b>	<b>97.99%</b>
<b>Class Size: 101+</b>												
College	1000-2000		3000-4000		Undergrad Subtotal		Graduate Subtotal		Overall			
A&S	30	100.00%	6	100.00%	36	100.00%	36	100.00%	0	0.00%	36	100.00%
Spears	23	100.00%	30	100.00%	53	100.00%	53	100.00%	0	0.00%	53	100.00%
Ferguson	7	100.00%	7	100.00%	14	100.00%	14	100.00%	0	0.00%	14	100.00%
CEAT	6	100.00%	6	85.71%	12	92.31%	13	92.31%	0	0.00%	12	92.31%
ED&HS	2	100.00%	0	0.00%	2	100.00%	2	100.00%	0	0.00%	2	100.00%
Honors	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Global	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Graduate	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
CHS	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
<b>TOTAL</b>	<b>68</b>	<b>100.00%</b>	<b>49</b>	<b>98.00%</b>	<b>117</b>	<b>99.15%</b>	<b>118</b>	<b>99.15%</b>	<b>0</b>	<b>0.00%</b>	<b>117</b>	<b>99.15%</b>