

INSTRUCTION COUNCIL

MINUTES

Thursday, February 17, 2022

Zoom <https://zoom.us/j/96284911705>

9:00 a.m. – 10:30 a.m.

In attendance: Laurie Beets, Larry Burns, Aaron Christensen, Cynda Clary, Andrew Doust, Richard Frohock, Jami Fullerton, Jeff Hartman, Sunderesh Heragu, Susan Johnson, Diane Jones, James Knecht, Marlys Mason, Christine Ormsbee, Rita Peaster, Jerry Ritchey, Kyndal Roark, Adrienne Sanogo, Randy Seitsinger, Jean Van Delinder, Denise Weaver, Missy Wikle and Chris Francisco, Chair.

1. 2022 Academic Calendar – Rita Peaster

R. Peaster has received several questions recently regarding the 2022 calendar. (Fall grade submission deadline submission for next two years.) ??

Key Calendar Principles

- Fall semesters are 16 weeks (including final exams and excluding Thanksgiving week) and spans 17 weeks of the calendar.
- The number of working days to close out the fall semester ranges from 4 to 9 days (after the Friday of finals week and before the university closes for holidays).
 - At least 5 working days are required to allow Wednesday noon grade submission
 - For a term with only 4 working days before the holiday, Tuesday grade submission deadline is necessary (e.g., fall 2017, fall 2022, fall 2023).
- The winter intersession is 4 weeks and spans the time between the end of the fall semester and the beginning of the next spring semester (effective 2013 upon recommendation by Faculty Council).
- Spring semesters are 16 weeks (including final exams and excluding spring break) and span 17 weeks on the calendar.
- A minimum of 5 working days is required in January to address academic appeals and enrollment adjustments before the spring semester begins.
- The span between the end of the spring semester and beginning of the fall semester varies from 14 weeks (e.g., 2014, 2015, 2017- 2021) to 15 weeks (e.g., 2013, 2016*, 2022).
 - Ensuring a consistent 4-week winter intersession is typically at the cost of an extra week in the summer.
 - When the calendar allows flexibility, an extra week in the summer has typically been prioritized over additional working days to close out the fall semester (e.g. 2022).
- The summer pre-session (3-week May session) begins one week after the spring semester ends.
- The summer term spans a total of 11 weeks, comprised of the 3-week pre-session immediately followed by the 8-week main summer term.
- The fall pre-session is 2 weeks and adjacent to the start of the fall semester. In most years since 2013 the fall pre-session starts immediately after the end of the summer term. In some years there is a week between the end of summer and the fall pre-session (e.g., 2013, 2016*, 2022).

Discussion: Fall 2022 semester starts late this year and will only allow for four business days to close out the term, which means an earlier grade submission deadline is needed. R. Peaster announced a Tuesday deadline instead of Wednesday. Instruction Council (IC) members agreed to the Tuesday deadline at 3:00pm.

2. Acceptable Lab Times on the Official Class Time Schedule – Rita Peaster

Registrar's Office is proposing a minor adjustment to the acceptable lab times as published in the Official Class Time Schedule to allow more flexibility for labs scheduled in the evening after the common exam period. The current rules indicate that labs must start on the half hour and cannot conflict with the common exam period (MWF 5:30-6:30 PM and TR 6:00-7:00 PM). The volume of evening lab meetings in Stillwater after the common exam period is small and labs typically meet in a specialized college or departmental space:

Semester	MWF Evening Labs/Week	TR Evening Labs/Week
Fall 2021	24	26
Spring 2022	26	21

With additional flexibility, MWF evening labs would be able to begin at 6:45 or 7:00 PM and labs on TR evenings could start at 7:15 PM instead of waiting until 7:30 PM without requiring an approved course deviation form every semester. Several evening lab times were adjusted to start at 15 or 45 minutes past the hour in the 2020-21 academic year with pandemic-related updates to the class schedule and have been allowed to roll to the next semester without a deviation.

We propose adding a sentence to the end of the existing rules to convey new flexibility for evening labs as shown below: 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. Evening labs that start after the common exam period are not restricted to begin at the half hour.



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OFFICIAL CLASS TIME SCHEDULE FOR COURSE OFFERINGS

Attachment 2

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 on MWF only)
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. Evening labs that start after the common exam period are not restricted to begin at the half hour.

(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

OSU-Tulsa Class Times (In addition to those listed above for OSU-Stillwater)

Tulsa classes that meet once a week use the following time slots for either undergraduate or graduate classes:

8:00-10:40 am 1:40-4:20 pm 5:30-8:10 pm
10:50 am-1:30 pm 4:30-7:10 pm

Tulsa classes that meet for 75 minutes (two periods per week) may use the following time slots:

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

S. Johnson would like to add OSU Tulsa's 7:20 to 10:00 lab schedule to the list.

Motion was made by A. Doust and seconded by A. Sanogo to accept the above-mentioned adjustment to the acceptable lab times as published in the Official Class Time Schedule, and IC members approved.

3. Proposed Updated to UAR 7.3 Residence Waiver for Certain Premedical and Prelaw Students – Rita Peaster

The purpose of the proposed change is to update UAR 7.3 to clarify that students who qualify for this waiver must earn at least fifty percent of the hours in the major field at OSU to ensure compliance with minimum State Regents residence credit requirements.

7.3 Residence Waiver for Certain Premedical and Prelaw Students

Students who complete at least 90 semester credit hours in a recognized premedical science or pre-law preparatory program and are admitted to a professional program leading to the doctoral degree at an accredited professional school, including medicine, osteopathic medicine, chiropractic medicine, veterinary medicine, dentistry, optometry, pharmacy, physical therapy, podiatry, and law, will be awarded the appropriate baccalaureate degree upon the successful completion of 30 semester credit hours in professional school courses applicable to the OSU major. This option is available only to students who have completed all other degree requirements for the major, have taken at least the last 30 semester credit hours of work at OSU prior to transferring to a professional school and at least fifty percent of the hours required by OSU in the major field are satisfactorily completed at OSU (See Academic Regulation 7.2 Residence Credit Requirements), and have completed at least 60 semester credit hours at a baccalaureate degree granting institution (See Academic Regulation 4.4 Transfer Credit from Community Colleges). Credits from accredited professional schools that are part of baccalaureate degree-granting institutions will satisfy the 60 semester credit hour requirement.

Discussion: it appears that OSU's policy, created prior to the State Regents' policy, was more strict than the State Regents' policy.

Motion was made by M. Mason and seconded by A. Doust to accept the above-mentioned update to UAR 7.3 Residence Waiver for Certain Premedical and Prelaw Students, and IC members approved.

4. IT Security Awareness Policy – Chris Francisco

OSU administration has been discussing the need to require security awareness training. A small group has been formed to investigate the specific procedure. Training will be enforced, but how to accomplish this is still being discussed. There is an aversion to placing advising holds if at all possible.

5. General Education Task Force update – Chris Francisco

A recent Provost Weekly Update included the composition of the General Education Task Force. In developing the task force, the Provost felt it was important to create a primarily faculty committee, as faculty should drive the curriculum. The goal of general education (GE) should be to provide students with the academic foundation and the breadth of expectations to be productive and effective citizens upon leaving the university. GE is one of the most important things we as a university provide to our students. It is imperative to review and align our GE with the university's current review of the strategy process. There will be opportunities for broad input after the recommendations from the task force are received.

The Task Force was charged with big picture work – NOT implementation:

- What do other institutions do in GE that we might want to adapt for our purposes?
- How can we encourage students to take classes outside their meta majors, breaking down the silos that exist across the campus? We need to encourage students to interact with students in other meta majors.
- Are there ways we can help our students see the value in GE – develop new courses or advertise existing courses in a more effective way?
- Does the distribution of requirements in GE make sense? Do we have the most appropriate categories, and ratings? What are we doing to implement the values we have in GE courses?
- How can we encourage ways we might be able to foster interdisciplinary courses in GE? Perhaps, consider Honors courses as a guide – bringing multiple perspectives to one topic to help students synthesize these different views, which encourages critical thinking skills.

The Task Force received two main constraints:

- Recommendation needs to have flexibility for students to change their majors – GE is not supposed to be major specific, nor degree plan specific. The purpose of GE is to set a foundation that is common across the university. Currently, there is not a significant number of shared common experience courses in GE at our university.
- Recommendation must adhere to the State Regents minimum requirements but not necessarily structured in a specific way.

Discussion:

We have hundreds of GE courses on campus, and we utilize a hyper technical process to evaluate whether those courses are truly GE or not. We need to know that our GE courses are meeting the needs of a LARGE group of students. Are some courses so tailored that they will only be taken by a small group of students within a very specific discipline? We need to be able to justify the weightings that we have. As a university we have experienced pressure to decrease the number of credit hours in bachelor’s degree plans. The reality of being able to provide courses in the GE curriculum that serve a prerequisite for courses that are required for the major allows individual colleges to accomplish more. Many colleges have a college core group of classes and some of those courses are very diverse and can expose the students to different fields outside of their major, but still within their college.

IC members expressed their desire to see the following:

- Infuse GE type principles into more courses.
- Competency as we move forward – broad competency in technology, as well as humanities –
- Interdisciplinary possibilities within GE – if there were a way to create a course where interdisciplinary practices were implemented that would have a lot of appeal and serve the mission of GE at OSU.
- We tend to have 600+ GE courses and a small number of those do have an interdisciplinary perspective to the course but most do not. Many GE courses are developed to satisfy the “S”, “D” etc. criteria.

We are not serving our students with true GE if we are only requiring degree plan specific GE courses. It is a balance.

IC members expressed their concern that the Task Force has several STEM faculty but only one humanities faculty represented. C. Francisco assured IC members that the make up of the Task Force, even though they may be considered STEM, have definite interests in other areas and could represent those areas well.

Recommendations will be evaluated, followed by many conversations to ensure alignment of strategy process.

6. Curriculum

1) Information Item Only:

2) Course Actions Summaries:

EDUCATION AND HUMAN SCIENCES					
DHM 5043		Technology in Apparel Retail and Consumer Experiences		A study of technology in the field of retail and consumer behavior. Examination of concepts, frameworks, theories, issues, and academic research in content areas. 3 LEC	New Course

Motion was made by M. Mason and seconded by J. Fullerton to accept the above-mentioned Education and Human Sciences course action DHM 5043, and IC members approved.

COLLEGE OF ENGINEERING, ARCHITECTURE AND TECHNOLOGY				
Course Modification		Present	Proposed	Action
ECEN 6001	PhD Seminar Series	Grade Mode – Standard	Grade Mode – Pass/Fall	Grade Mode Modification Effective: Spring 2023

Motion was made by C. Clary and seconded by A. Doust to accept the above-mentioned College of Engineering, Architecture and Technology course action ECEN 6001, and IC members approved.

3) Program Modifications:

College of Arts and Sciences

Master of Arts in Political Science (171)

Change of Program Name

- Change name from Political Science to Politics and Policy Studies
- The proposed name change is requested to better reflect the relationship between political science and public policy.

Degree requirement change

- Remove GRE requirement for admission
- The proposed change is requested to remove barriers for prospective students.

Course requirement change

- Require either POLS 5403 or POLS 5203
- Add POLS 5613
- Add non-thesis track
- Remove 6 hours of advanced topic courses
- Require 12 hours of guided electives
- The proposed changes are requested to allow students to tailor the curriculum to their career goals.
- No new courses will be added and no courses will be deleted.
- Total credit hours will not change.
- *Tabled at Instruction Council on 1-20-2022.*

Motion was made by J. Fullerton and seconded by A. Sanogo to accept the above-mentioned College of Arts and Sciences, Master of Arts in Political Sciences program modification, and IC members approved.

7. Other

- a. R. Seitsinger introduced Sunderesh Heragu to IC members. S. Heragu will be replacing R. Seitsinger as the CEAT representative on IC due to his upcoming retirement. IC members welcomed S. Heragu.
- b. J. Ritchey joined IC for the first time as the CVM representative. IC members welcomed J. Ritchey.

Meeting adjourned at 9:54am

Minutes were recorded by K. Roark