

# INSTRUCTION COUNCIL

## MINUTES

Thursday, September 15, 2022  
126 ITLE or 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, Craig Freeman, Jami Fullerton, Jeff Hartman, Sunderesh Heragu, Ebonie Hill, Diane Jones, James Knecht, Marlys Mason, Rita Peaster, Kyndal Roark, Adrienne Sanogo, Candace Thrasher, Jean Van Delinder and Chris Francisco, Chair

### 1. COVID Update – Chris Francisco

The COVID Dashboard indicates better news on campus, with the number of cases decreasing. University Health Services (UHS) numbers are consistent with this information. Payne County numbers have increased, as well as hospitalization numbers, placing us in a high community transmission at this point. Possibly we are at the peak of the transmission. Campus activity is progressing more smoothly than last fall with many instructors choosing to stay in class with masks required. UHS has the bivalent boosters available by appointment for students, faculty and staff on campus.

### 2. New Program Submission – Chris Francisco

C. Francisco and C. Thrasher recently reviewed the academic plan and policy manual for Academic Affairs to determine the requirement of listing a new program in the Oklahoma State Regents for Higher Education academic plan. The State Regents plan states, “anything you propose must be consistent with the function and mission described in the academic plan.” Our goal, if we know we are going to propose a new program in the next year, will include listing it in the academic plan. However, if the need arises, we need to be responsive to opportunities. We should propose the new program even if we did not list it in the academic plan rather than postpone another year to begin the process.

During the recent Technical Form Assistant Workshop, Dr. Stephanie Beauchamp mentioned that OSRHE interprets policy as not requiring higher education institutions to list new programs in the academic plan prior to proposing.

### 3. Curriculum

#### 1) Information Item Only:

##### Course Deactivations:

ENGR 1342 – Engineering Design with CAD for ECEN.

ENGR 1352 – Engineering Design with CAD for CHE.

#### 2) Course Actions Summaries:

N/A

#### 3) Program Modifications:

N/A

### 4. Other

- State Regents are currently working on the general education policy. Another meeting is scheduled and the policy will be submitted to Council on Instruction at that point. Once there is a draft, C. Francisco will share with IC members. His opinion is that this general education policy work will not affect OSU significantly. He is monitoring the situation to verify that nothing is occurring that will tie our hands in way that would prevent us from continuing with our campus procedures or creating process issues for us in dealing with transfer credits.

Institutions have been very vocal about maintaining institutional freedom. Drafts will be submitted as they are available.

- C. Thrasher presented OSRHE program modifications and proposal updates:
  - i. For certificates that are 15 or less hours, there is a new expedited process that the Chancellor will review and make a determination for approval. There is no need to submit the proposal to the State Regents.
  - ii. We are not required to provide letters of intent for certificates that are 15 hours or less.
  - iii. There are significant changes to the New Program form, which is located on the Academic Affairs website: <https://academicaffairs.okstate.edu/faculty-development/degree-programs-and-curricular-requests.html>
  - iv. Note – undergraduate certificates that are 15 or less hours are not eligible for federal financial aid. Only undergraduate certificates 16 hours or more are eligible.
- C. Thrasher informed IC members that Courseleaf notified us yesterday that they have moved our course forms to production. Within the next few weeks, virtual training should be available for our campus. Currently, all EHS course actions are going thru the new electronic process. As we get further along in the process, some of the training paper forms will be moved to the online environment. Course forms for program modifications and new programs are still paper based.
- C. Francisco explained that currently we are investigating the possibility of streamlining the process of turning existing minors into certificates. Any college who has an existing minor will be able to complete a form that explains the curriculum and switch the minor to a certificate. This will be a one-time event. This is not an approved practice by the State Regents yet, but this is what we are proposing.

Meeting was adjourned at 9:26am

Minutes were recorded by K. Roark