INSTRUCTION COUNCIL

MINUTES

Thursday, March 2, 2023
126 ITLE or Zoom https://zoom.us/j/96284911705
PASSCODE: 596082
9:00 a.m. – 10:30 a.m.

In attendance: Laurie Beets, Chad Blew, Larry Burns, Kyndal Campbell, Aaron Christensen, Cynda Clary, Andrew Doust, Richard Frohock, Jami Fullerton, Jeff Hartman, Sunderesh Heragu, Diane Jones, James Knecht, Marlys Mason, Gina Noble, Rita Peaster, Jerry Ritchey, Adrienne Sanogo, Candace Thrasher, Jean Van Delinder and Chris Francisco, Chair.

1. **Coursedog Update – Rita Peaster**
   Timeline:
   - March - user acceptance testing phase (staging environment), currently working with CEHS, SSB and OSU-Tulsa, helping us to test functionality of different scenarios.
   - April and May – production environment, validate the data
   - June and July – production pilot working with a handful of departments – working on Spring 2024 class schedule
   - August and September – training and preparing to launch as the Summer 2024 schedule is drafted
   Comparison from current processes to Coursedog:
   - Current Class Scheduling Processes:
     - Departments draft class schedule by access their spreadsheets on Sharepoint or e-print site
     - Changes are conveyed to Registrar by emailing markups on spreadsheet
     - Notifications are submitted if there is a violation to standards or rules
     - Deviation forms are required to request exceptions to those rules
   - Coursedog Processes:
     - Access to all class sections in the Coursedog section editor
     - Enter changes directly in the section
     - Rules are configured within the system and Coursedog will flag the section and notify user of issue
     - Request an exception in the site and exception will be routed for approvals in workflow
   Coursedog staging area review:
   - Section editor – drafting class schedules
   - Warning flags for errors to be reviewed by editor
   - Exceptions will go to college for approval then Registrar's office, then to Associate Deans and Vice Provost for final approval.

2. **New withdrawal registration status codes – Rita Peaster**
   Students who withdraw from class with a W will be dropped from the class roster. Institutional Research and Analytics (IRA) is preparing adjustments to reports, which will be implemented Fall, 2023. Instruction Council (IC) members indicated their approval of removing those students with the W from the class rosters. There has been some preliminary testing and it appears that all involved are comfortable with implementing Fall, 2023. This change will not affect the student's transcript.

3. **Curriculum**
   1) <u>**Information Item Only:**</u>
      Course Reactivation:
      　　MUSI 4490 – Lessons in Applied Music (Major Field)

   2) <u>**Course Action Summaries:**</u>
      　　Ferguson College of Agriculture