

# INSTRUCTION COUNCIL

## MINUTES

Thursday, September 21, 2023

126 ITLE or Zoom

<https://okstate-edu.zoom.us/j/96284911705?pwd=bkITQk5Kc08ydC9GVXJnU2FLaTg0Zz09>

**PASSCODE: 596082**

**8:30 a.m. – 10:00 a.m.**

In attendance: Shannon Baker, Laurie Beets, Chad Blew, Jennifer Borland, Larry Burns, Kyndal Campbell, Aaron Christensen, Ryan Chung, Cynda Clary, Andrew Doust, Kellie Ebert, Craig Freeman, Richard Frohock, Jami Fullerton, Sara Hartline, Sunderesh Heragu, Kaitlyn Holcomb, Diane Jones, Marlys Mason, Chris Ormsbee, Rita Peaster, Jerry Ritchey, Adrienne Sanogo, Rebecca Sheehan, Jessica Sullins, Candace Thrasher, and Chris Francisco, Chair.

### 1. Center for the Humanities – Jennifer Borland

Jennifer Borland is the director of the Center for the Humanities, which was created a year ago. The Center, located in 114 LSE, has a university-wide mission:

- Initiate new interdisciplinary research
- Foster dialogue
- Engage and connect communities in and outside of OSU
- Encourage communication about humanities events across campus
- Support networking and advocacy opportunities
- Demonstrate the important role of the humanities for social change

The Center for the Humanities has developed a humanities research group fellowship program that involves faculty / graduate students / staff to apply for one of three groups for a total of 9 fellows. These fellows are tasked with getting to know each other and developing a research concept/project by the end of the year. The goal is to continue with that project, applying for grants, and possibly developing an online resource. Topics for this year are medical humanities, environmental humanities and nonviolence / peace studies. Individuals across campus are encouraged to apply to these three areas to collaborate with others. The Center for the Humanities is looking to add an undergraduate component to these groups as well.

To be added to their mailing list – contact [humanities@okstate.edu](mailto:humanities@okstate.edu).

### 2. Identifying Students for Scholarships and Fellowships – Jessica Sullins

C. Francisco asked J. Sullins to present to Instruction Council (IC) certain scholarship opportunities to assist in identifying the most competitive students for these scholarships.

J. Sullins detailed a few of the national scholarships where OSU student have been very competitive in the past. We are currently recruiting students for the Goldwater, Udall and Truman scholarships.

- Goldwater Scholarship – encourages excellence in the areas of science, engineering, mathematics and computer science. OSU may nominate up to four students to compete at the national level for this scholarship. Applications due October 16, 2023
- Udall Scholarship – focuses on undergraduate students who are committed to careers related to the environment, or Native American and Alaska Native undergraduate students who intend to pursue careers in native health care or tribal public policy. OSU may nominate up to eight students for the national Udall

Scholarship competition: up to four candidates whose careers will benefit Indian Country and up to four candidates whose careers will benefit the environment. Applications due October 16, 2023

- Truman Scholarship – looking for students who intend to pursue careers in public service. OSU may select up to four junior students to compete for the Truman Scholarship. Applications due October 16, 2023

OSU has had a tremendous showing of students who have competed for these national scholarships, noting 11 Goldwater scholarship recipients in the past 5 years alone. J. Sullins encouraged IC members to speak with their faculty in an effort to publicize these scholarship opportunities. For all students who are selected as an institutional nominee, the Office of Scholar Development hosts these students at the Doel Reed Center in Taos, NM, to work on their national applications. An invitation is also offered to the students who were awarded these scholarships in previous years to serve as mentors for the current nominees. J. Sullins also added that if there are students who are extremely accomplished, yet do not necessarily match these specific scholarships, please encourage them to contact the Office of Scholar Development. There are many other opportunities for scholarships that can be discussed.

### **3. First Destination Survey Dashboard – Larry Burns, Kellie Ebert and Sara Hartline**

In an effort to find out where students are going after graduation the First Destination Survey was developed. A core set of questions is provided to the colleges, who can layer on their questions to their first destination survey. Sometimes these surveys would be filtered down to the department / program. One of the challenges in that approach was the many different platforms being used to collect the survey data. Eventually that information would be reported back to Career Services. Students who completed the survey immediately following graduation may not have secured employment at that time. Because they responded, they were not contacted again, and 6 months later, the information was never updated to reveal any additional data from our graduates. Career Services has worked very closely with David Mariott and his team to move this process into Slate. A month ago – the survey was administered out of Slate. This survey allows us customization to the specific student, as well as customization for colleges to communicate with their students in their unique ways. Many individuals across campus have been very interested in this data, but we have never collected it before now. The First Destination dashboard was demonstrated for the members of IC. This information is required to be available to the Higher Learning Commission (HLC). As a university we are trying to gather the most accurate information possible. Institutional Research and Analytics (IRA) continuously meets with vendors on a regular basis to investigate additional ways to collect data and the most effective way of displaying it. Additionally, National Student Clearing House will offer a considerable amount of student educational paths, available to IRA after November 15.

### **4. CourseDog Update – Rita Peaster**

The phases of CourseDog are as follows: Phase 1 (6-8 weeks) departments are required to submit their schedules for validation; Phase 2 (3-4 weeks) colleges and other approvers proof schedules; Phase 3 schedule is published to Self Service. Students and advisors are able to utilize the program for enrollment. In phases 1 thru 3 departments will have access to make edit to their classes / sections. A couple of weeks prior to enrollment Registrar's Office (RO) will perform error checking.

R. Peaster demonstrated some of the software benefits of the CourseDog program for IC. During specific phases, the class information is very easily edited. Note – for course approval for online and blended hybrid instructional methods, a notice at the bottom of screen will prompt the user with indefinite approval versus one-time approval. Further into a semester, the section editor will be locked down.

Schedule validation – the goal is to ensure the departments' class schedules have been reviewed by the colleges. Departments must submit their schedule for validation before the end of phase 1. If departments miss the phase 1 deadline RO will be looking to associate deans as college approvers or other designees to submit the schedules for validation. All section conflicts or warnings need to be dealt with before submitting for validation. The schedule

validation will have a specific workflow for each college to determine approvers. Outreach areas are included in the workflow so they have a chance to review their sections. RO has also incorporated deadlines every step of the schedule validation workflow. If someone is unable to complete the validation by their deadline, the workflow will continue to move to the next step. The default workflow is every section of every course, so filters will need to be added. Personalized columns can be added depending on the departments' needs.

C. Francisco clarified some issues with deviations. Two requests that will be refused are Monday / Wednesday nonstandard times at 75 minutes, occupying two standard prime time MWF slots. We have standard MW 75 minutes timeslots available 8:00, 2:30 and 4:00 and require no deviation. The deviations that have been refused are MW at 12noon with no other justification than "works better for the instructor's schedule" and "specialized room needs". More information is needed before approval is granted. Other refused deviations include classes that are occupying multiple standard time slots where shifting the time could easily avoid a deviation.

## 5. **APR Process and Procedure Follow Up – Ryan Chung and Chris Francisco**

R. Chung and C. Francisco will visit Faculty Council's Committee on Academic Standards and Policies meeting next week, as well as the Arts and Sciences Department Heads meetings for APR process and procedure presentations. For scheduling individual APR presentations, please contact C. Francisco or R. Chung.

Since this is a pilot project, the timeframe can be more fluid at this point. Upcoming potential steps – colleges should reflect on fall and spring activity in preparation for APR process.

Departments may wish to seek additional feedback before final submission to associate dean and dean for review. IC members discussed the idea of using only faculty within the same college as reviewers. C. Francisco recommended tabling this part of the discussion regarding the APR process for the Provost to weigh in prior to the final decision.

Timeline for the upcoming APR scheduling process:

- Meeting with each individual colleges and/or departments to discuss new process
- Tutorial video based on each form / process for each element available in mid-October
- End of each semester - instructional videos will be updated in the Campus Community and everyone should receive an invitation fairly soon. Document will also be available in Campus Community
- End of fall semester - departments should have a general idea of what element / area or report they need, with a draft possibly ready for review
- Early spring semester - departments will be able to have their program enhancement plan ready for review finalizing
- Late spring - dean / associate dean will have internal meeting to verify all elements are ready to be uploaded in Campus Community
- University Assessment and Testing will organize information for Provost review
- June - Provost Office should have everything in place
- July and August - submission to the A&M Board of Regents
- September - Board of Regents approval
- November – submission to Oklahoma State Regents for Higher Education
- December - State Regents approval
- Continue to check for modifications to improve the APR process for the next cycle. The 2025 program review list available, as well as the mockup of the next five years
- Fall 2024 - communicate with departments regarding changes

## 6. **Curriculum**

1) **Information Item Only:**

2) **Course Action Summaries:**

**Global Studies**

**New course**

**GS 5443 Refugee & Forced Migration – tabled for further discussion**

*TABLED for further discussion.*

3) **Program Modifications:**

**Ferguson College of Agriculture**

**Biosystems Engineering: Bioprocessing and Food Processing, BSBE (010)**

Course requirement change

- Move MATH 2163 from general education requirements to college/departmental requirements
- Move PHYS 2014 from college/departmental requirements to general education requirements
- Increase general education requirements from 42 to 43 credit hours
- Remove PHYS 2114
- Add ENSC 3231 and ENSC 3431
- Add Select one of the following (ENSC 2141, ENSC 2411, ENSC 2611, ENSC 3311, ENGR 2421)
- Decrease college/departmental requirements from 38 to 36 credit hours
- Reduce guided electives from 8 credit hours to 7 credit hours
- Total credit hours will decrease from 124 to 122
- Reason for requested action: PHYS 2114 was removed as a prerequisite for ENSC 2613. Adding engineering sciences laboratory courses. Changing controlled elective hours to match what students select most.

**Biosystems Engineering: Biosystems Engineering, BSBE (010)**

Course requirement change

- Move MATH 2163 from general education requirements to college/departmental requirements
- Move PHYS 2014 from college/departmental requirements to general education requirements
- Increase general education requirements from 42 to 43 credit hours
- Remove PHYS 2114
- Decrease college/departmental requirements from 38 to 33 credit hours
- Remove BAE 3223
- Add BAE 4413 as an alternate to BAE 4283
- Add select one of the following (PLNT 4123, PLNT 4443, HORT 4963, ENVR 4033, NREM 3013, MICR 2123, or BIOL 3204)
- Add 6 hours from upper-level BAE or AST courses
- Increase major requirements from 41 to 44 hours
- Total credit hours will decrease from 121 to 120 credit hours
- Reason for requested action: PHYS 2114 was removed as a prerequisite for ENSC 2613 Creating additional flexibility for students. Adding an advanced biology course to meet accreditation requirements.

**Biosystems Engineering: Environmental and Natural Resources, BSBE (010)**

Course requirement change

- Move MATH 2163 from general education requirements to college/departmental requirements
- Move PHYS 2014 from college/departmental requirements to general education requirements
- Increase general education requirements from 42 to 43 credit hours

- Remove PHYS 2114
- Decrease college/departmental requirements from 38 to 33 credit hours
- Add CIVE 2081
- Change select two of the following from 3 to 6 credit hours
- Increase major requirements from 45 to 49 hours
- Total credit hours will not change
- PHYS 2114 was removed as a prerequisite for ENSC 2613. Updating major requirements based on feedback from the industry advisory committee.

### **Biosystems Engineering: Machine Systems and Agricultural Engineering, BSBE (010)**

#### Course requirement change

- Move MATH 2163 from general education requirements to college/departmental requirements
- Move PHYS 2014 from college/departmental requirements to general education requirements
- Increase general education requirements from 42 to 43 credit hours
- Remove PHYS 2114
- Add ENSC 2141 and ENSC 3311
- Add Select one of the following (ENSC 2411, ENSC 2611, ENSC 3231, ENSC 3431, ENGR 2421)
- Decrease college/departmental requirements from 38 to 36 credit hours
- Add 3 hours from list (PLNT 4123, PLNT 4543, HORT 4963, ENVR 4033, MICR 2123, BIOL 3204)
- Increase major requirements from 38 to 41 credit hours
- Decrease electives from 6 credit hours to 4 credit hours
- Total credit hours will not change
- Reason for requested action: PHYS 2114 was removed as a prerequisite for ENSC 2613. Adding engineering sciences laboratory courses. Adding an advanced biology course to meet accreditation requirements.

### **Biosystems Engineering: Pre-Medical, BSBE (010)**

- Move MATH 2163 and CHEM 1515 from general education requirements to college/departmental requirements
- Add CHEM 1314
- Move PHYS 2014 from college/departmental requirements to general education requirements Remove PHYS 2114
- Total credit hours will not change
- Reason for requested action: PHYS 2114 was removed as a prerequisite for ENSC 2613. CHEM 1314 has been a hidden prerequisite and is being added to degree requirements for transparency.

### **Entomology: Insect Biology and Ecology, BSAG (088)**

#### Course requirement change

- Add ENTO 2001 and ENTO 3001
- Reduce ENTO 4800 from 3 credit hours to 1 credit hour
- Total credit hours will not change
- Reason for requested action: Adding additional courses to prepare student for their research experience or capstone requirement.

### **Environmental Science: Environmental Policy, BSAG (401)**

#### Course requirement change

- Add ENVR 3101, ENVR 4113, and ENVR 4512
- Add STAT 4013 as an alternate to MATH 2103 or MATH 2144

- Remove ENVR 4363 and AGECE 3713
- Total credit hours will not change
- Reason for requested action: Recommendations from the Environmental Science Steering Committee to address needs in additional coursework for environmental sampling and analysis and to meet the needs indicated by industry.

### **Environmental Science: Water Resources, BSAG (401)**

Course requirement change

- Require MATH 1813
- Add ENVR 3101, ENVR 4113
- Remove ENVR 4363
- Decrease Related Courses from 5 credit hours to 4 credit hours
- Total credit hours will not change
- Reason for requested action: Recommendations from the Environmental Science Steering Committee to address needs in additional coursework for environmental sampling and analysis and to meet the needs indicated by industry.

### **Forestry, Minor**

Change to existing minor

- Updating list of guided electives
- Total credit hours will not change
- Reason for requested action: Updating minor requirements due to course action changes.

### **Horticulture, Minor**

Change to existing minor

- Remove HORT 3084, PBIO 1404, and SOIL 2124
- Total credit hours will decrease from 18 to 15 credit hours
- Reason for requested action: Helps simplify requirements and makes the minor more accessible to students.

### **Plant and Soil Sciences: Agronomic Business, BSAG (014)**

#### **Plant and Soil Sciences: Crop Production and Management, BSAG (014)**

Course requirement change

- Add MATH 1483 as an alternate to MATH 1513, MATH 2103, or MATH 2144
- Remove CHEM 3012
- Remove PLNT 3011
- Add PLNT 3012
- Reduce College/Departmental Requirements from 45 to 44 credit hours
- Increase Major Requirements from 35 to 36 credit hours
- Total credit hours will not change
- Reason for requested action: Students are no longer required to take CHEM 3012 (lab). MATH 1483 provides an additional option for students. PLNT 3011 was updated to PLNT 3012.

### **Plant and Soil Sciences: Plant Biotechnology and Improvement, BSAG (014)**

Course requirement change

- Remove CHEM 3012
- Move BIOC 2344 and PHYS 1014 from college/departmental requirements to related courses
- Decrease College/Departmental Requirements from 45 to 41 credit hours
- Remove PLNT 3011
- Add PLNT 3012

- Require PLNT 4353 and PLNT 4933
- Add CHEM 3013 as an alternate to CHEM 3053
- Add BIOC 3653 as an alternate to BIOC 3713
- Increase Major Requirements from 35 to 39 credit hours
- Total credit hours will not change
- Reason for requested action: Changes will assist with advising and course sequencing.

***Motion was made by A. Sanogo and seconded by A. Doust to accept the above-mentioned Ferguson College of Agriculture curriculum requests, and IC members approved.***

## **College of Education and Human Sciences**

### **Applied Exercise Science: Pre-Professional, BS (514)**

Course requirement change

- Require HHP 4124
- Decrease electives from 11 to 10 credit hours
- Total credit hours will not change
- Reason for requested action: The changes will better prepare students for future careers in applied exercise and improve alignment between the program's options.

### **Early Child Care and Development, BS (537)**

Course requirement change

- Remove EDHS 3112 as an alternate to EDHS 1112
- Remove HDFS 4013
- Increase electives from 24 to 27 credit hours
- Total credit hours will not change
- Reason for requested action: EDHS 3112 will no longer be offered. HDFS 4013 is no longer needed for the program.

### **Elementary Education, BS (074)**

Course requirement change

- Increase Natural Sciences (N) from 7 to 10 credit hours
- Move HLTH 2603 from general education to major requirements
- Add SMED 2153 as alternate to SMED 2100 or SMED 3100
- Decrease Science courses from 5 to 2 credit hours
- Remove CIED 4133
- Add CIED 4103
- Total credit hours will not change
- Updating degree requirements to comply with state certification rules.

Degree requirement change

- Change overall GPA from 2.75 to 2.50
- Reason for requested action: Aligning the required GPA with State Department of Education standards.

### **Gerontology, Minor**

Change to existing minor

- Change name from Gerontology to Aging Studies
- Remove HDFS 3443, HDFS 4713, and 6 hours from list of courses
- Add HDFS 3813, HDFS 4833

- Total credit hours will not change
- Reason for requested action: Better organize minor requirements to serve students more efficiently. Update requirements to better reflect minor content.

### **Nursing, BSN (332)**

#### Course requirement change

- Remove STAT 2013, STAT 2023, and STAT 2053
- Increase courses designated (A), (H), (N), or (S) from 3 credit hours to 5 credit hours
- Decrease general education requirements from 41 to 40 credit hours
- Remove BIOL 3204 and add 4 hours Physiology and Physiology Lab
- Remove BIOL 3124 and add 4 hours of Human Anatomy and Human Anatomy Lab
- Remove NURS 3224
- Require NURS 3003 and NURS 3223
- Add NURS 3103
- Increase major requirements from 62 to 64 credit hours
- Total credit hours will increase from 121 to 122
- Reason for requested action: Comparable undergraduate nursing programs are changing the STAT requirement and moving it to the graduate level of nursing education. This change allows the program to be equitable with other programs. The change to the major requirements is a requirement for the Board of Nursing.

### **Nursing: RN to BSN, BS (515)**

#### Course requirement change

- Remove STAT 2013, STAT 2023, and STAT 2053
- Increase courses designated (A), (H), (N), or (S) from 9 credit hours to 12 credit hours
- Decrease college/department requirements from 18 to 15 credit hours and increase general education requirements from 40 to 43 credit hours
- Total credit hours will not change
- Reason for requested action: Comparable undergraduate nursing programs are changing this requirement and moving it to the graduate level of nursing education. This change allows the program to be equitable with other programs.

### **Recreational Therapy, BS (317)**

#### Course requirement change

- Remove RT 4480
- Add RT 4489
- Require RT 4843
- Increase guided electives from 5 to 6 credit hours
- Total credit hours will increase from 120 to 121
- Reason for requested action: Making internship requirements more transparent.

### **Recreational Therapy: Pre-Professional Occupational Therapy, BS (317)**

#### Option addition

- Add option in Pre-Professional Occupational Therapy
- The option addition is requested to prepare students for application to occupational therapy graduate programs.

### **Special Education, UCERT (New)**

#### New certificate request



- The proposed undergraduate certificate is designed to enhance the marketability of a bachelor's degree and increase students' knowledge about working with individuals with disabilities, promoting their learning, and enriching their lives through well-trained teachers and service providers.

***Motion was made by C. Clary and seconded by M. Mason to accept the above-mentioned College of Education and Human Sciences curriculum requests, and IC members approved.***

### **Spears School of Business**

#### **Marketing: Sports Marketing and Revenue Generation, BSBA (451)**

Option addition

- Add option in Sports Marketing and Revenue Generation
- The option addition is requested to meet student demand and interest in sports marketing.

***Motion was made by S. Heragu and seconded by A. Sanogo to accept the above-mentioned Spears School of Business curriculum request, and IC members approved.***

#### **7. Other**

- COVID boosters are readily available at Walgreens.
- Individuals have expressed concerns about semesters where the grade deadline is after May 15, causing work visa issues for some of our graduate teaching assistants (GTA). This situation will occur again in 2029. For departments with GTAs on working visas it would be advisable to consider writing their offer letter to include time after May 15.
- There has been discussion about teaching assistants (TA) being removed from payroll during winter break, with offer letters specifying August to mid December and mid January through mid May. This practice should be discontinued immediately. If TAs are teaching throughout the school year, they should not be removed from payroll or benefits during winter break.

Meeting was adjourned at 10:32am

Minutes were recorded by K. Campbell