

INSTRUCTION COUNCIL

MINUTES

Thursday, November 21, 2024
126 ITLE or Zoom

<https://okstate-edu.zoom.us/j/94152939415?pwd=YzdXM2MwTnF4bTZqUoRnNy8rU1FYUT09>

PASSCODE: 649494

9:00 a.m. – 10:30 a.m.

In attendance: Laurie Beets, Chad Blew, Larry Burns, Kyndal Campbell, Aaron Christensen, Cynda Clary, Andrew Doust, Craig Freeman, Richard Frohock, Jami Fullerton, Jeff Hartman, Kelva Hunger, Diane Jones, James Knecht, Matt Lovern, Marlys Mason, Christine Ormsbee, Rita Peaster, Carisa Ramming, Jennifer Rudd, Adrienne Sanogo, Candace Thrasher, Ronna Vanderslice and Chris Francisco, Chair.

1. **Proposed Compliance with Non-Credit Microcredential UDS Reporting Requirements – Rita Peaster, Larry Burns and Chris Ormsbee**

R. Peaster reported that in the continuing saga of the Oklahoma State Regents for Higher Education (OSRHE) policy changes one of the pieces they've thrown in is as follows:

Overview:

[OSRHE Policy 3.14.4 Reporting](#): "...Awards given for completion of short courses, non-credit offerings, micro-credentials, basic education courses, or other experiences shall be submitted to the State Regent staff for record keeping using the UDS system."

An OSU system-wide working group was established earlier this year to explore options to centralize the academic records maintenance of microcredentials (MCs) and other non-credit learner, course and credential data required by the State Regents for inclusion in mandatory Unitized Data System (UDS) reports to ensure compliance with revised policy. Although the description of non-credit offerings to be included in UDS reporting according to revised policy 3.14.4 is extremely broad, our current scope is focused on UpSkill OK MCs (both credit and non-credit), including non-credit learners who earn these credentials.

Working proposal to enforce UDS data standards using existing systems (Slate, Canvas Catalog and Banner):

- **Student Profile Creation in Slate:**
The learner begins by creating a profile within Slate. Users with a profile skip to 3rd bullet below.
- **User Creation in Canvas:** (*Learner does not see this action step.*)
A new user is automatically created in Canvas for a seamless connection between the systems.
- **Authenticated Identity Assertion:**
Slate asserts the authenticated identity over to Canvas and Catalog, ensuring the learner's identity is recognized across platforms.
- **Course/Program Enrollment via Catalog:**
The user browses non-credit course or program listings in Catalog and enrolls. As the learner progresses through the course, key data is stored in Canvas.
- **IRA/IT pulls completion data from Canvas & learner data from Slate and pushes to Banner**
Only completed non-credit courses would be recorded in Banner, along with non-credit learner data, at the Banner non-credit level (no plans to record non-credit registration data in Banner).
- **Timeline:**
Operational Slate/Canvas Catalog integration desired by April/May 2025 desired with ability to fulfill UDS reporting requirements by Fall 2025. Next meeting with Instructure scheduled for Nov. 22.

Proposed Microcredential and Non-Credit Records Maintenance Plan

- Require Provost-level approval for UpSkill OK microcredentials (MCs) and have Provost personnel submit approved MCs to OSRHE.
- Use existing curriculum management systems (e.g. CourseLeaf CIM at OSU) for both microcredential (MC) and non-credit course governance. Credit-bearing MCs will follow a similar approval path as credit certificate programs on an expedited timeline, and non-credit MCs and related non-credit courses would have unique streamlined approval workflow under existing outreach/non-credit governance structures (e.g. Vice Provost for Outreach & Online Education at OSU).
- Approved non-credit courses and MCs will be recorded in Banner, and the Registrar's office will provide oversight for adding approved non-credit courses to the Canvas Catalog.
- Earned credit-bearing MCs will be recorded on the official transcript at the appropriate level (undergraduate, graduate or professional).
- Earned non-credit courses and MCs would be recorded on the official transcript at the non-credit level.
- Unique term codes would be used at the non-credit level (similar to correspondence study credit) for clear separation from credit courses and degree/certificate reporting.
- The academic records sub-group needs to obtain input from institutional research and admissions teams to recommend non-credit learner details to record in Banner. Sample Banner Student fields to be discussed include *student type*, *student status*, *residence*, *admission type*, *application status*, and *admission decision*. Rita to coordinate another records sub-group meeting with additional stakeholders in December to make progress in this area.

L. Burns explained if we are going to centralize everything, we need it to match the regular process. Because of the way the data works, it needs to be located in one centralized system. The most significant concern is the identity management because the UDS system also matches people from all the other institutions across the state, which requires us to provide matching information about people including social security numbers, birthdates, addresses, and full names. Requesting this information and then inputting this information into the system will create a definite burden for the institutions, and this concern has been shared with OSRHE. We have submitted a request to only share our student information if they complete the microcredential.

C. Francisco requested a list of proposed changes that he should advocate for:

- L. Burns recommended no financial aid information be shared, and only information on completed records.
- C. Ormsbee added no reporting for noncredit records.

L. Burns speculated that OSRHE wants to get a handle on everything that creates revenue, and every credential we are producing. He also mentioned that Integrated Postsecondary Education Data System (IPEDS) is discussing noncredit information as well.

2. Curriculum

Information Items Only:

N/A

Course Action Summaries:

N/A

Program Modifications:

College of Arts and Sciences

Minor in Actuarial Science

Change to existing minor

- Add STAT 4123 as an alternate to STAT 4203
- Total credit hours will not change
- Reason for requested action: To allow students additional options based on their professional goals.

Undergraduate Certificate in American Sign Language (New)

New program request

Total credit hours: 21

Reason for requested action: The proposed certificate will give students linguistic proficiency and cultural knowledge to interact with native American Sign Language users in real-world situations for various professions.

Minor in Chemistry

Change to existing minor

- Add CHEM 1314 and CHEM 1515
- Remove CHEM 2122
- Total hours will decrease from 27 to 26 credit hours
- Reason for requested action: Restructuring curriculum to avoid confusion regarding requirements needed to earn the minor.

Minor in Campaigns and Lobbying

Change to existing minor

- Add POLS 3513
- Total credit hours will not change
- Reason for requested action: To better meet the needs of students.

Bachelor of Science in Statistics: Actuarial Science (230)

Course requirement change

- Require MATH 2233
- Add STAT 4123 as an alternate to STAT 4203
- Require ACCT 2003, ECON 2203, FIN 3113, and MATH 4453
- Total credit hours will not change
- Reason for requested action: To update curriculum to align with the Society of Actuaries requirements.

Bachelor of Arts in Strategic Communication: Global Communication (476)

Option Addition

- Add option in Global Communication
- Reason for requested action: To provide students with the option of concentrating their studies on global topics related to strategic communication.

Undergraduate Certificate in Teaching English to Speakers of Other Languages (527)

Course requirement change

- ENGL 4180 changed from a 3-hour course to a 4-hour course
- Total hours will increase from 15 to 16 credit hours
- Reason for requested action: To update the credit hours for the course to align with the amount of work required and make the certificate eligible for federal financial aid.

Motion was made by M. Mason and seconded by J. Fullerton to accept the above-mentioned College of Arts and Sciences program modifications, and Instruction Council members approved.

College of Education and Human Sciences

Master of Science in Human Development and Family Science: Early Childhood Education (095)

Course requirement change

- For thesis:
 - Add HDFS 5293 as an alternate to HDFS 5213
 - Remove 3 hours of ECE electives
 - Add 3 hours of HDFS guided electives
 - Add STAT 5013 as an alternate to REMS 5953
 - Remove SCFD 5913
 - Total credit hours will not change
- For non-thesis:
 - Add HDFS 5293 as an alternate to HDFS 5213
 - Remove REMS 5953 or SCFD 5913
 - Remove 6 hours of ECE electives
 - Remove HDFS 5160
 - Add 12 hours of HDFS guided electives
 - Total credit hours will decrease from 32 to 30
- Reason for requested action: To streamline the ECE program and align the course requirements with the HDFS course rotation.

Master of Arts in Social Foundations of Education (529)

Existing program online delivery

Reason for requested action: To allow greater flexibility for students pursuing the degree.

Motion was made by C. Freeman and seconded by C. Clary to accept the above-mentioned College of Education and Human Sciences program modifications, and Instruction Council members approved.

3. Other

- C. Francisco welcomed J. Rudd as the representative from the College of Veterinary Medicine during this period that Jerry Ritchey is serving as interim dean of CVM.
- C. Francisco held a meeting with a group from College of Education and Human Sciences and Athletics to talk about the Bachelor of University Studies (BUS) degree. We have seen some increased issues with the BUS, which led to the discussion about from which college should the BUS be granted to particular students. There are some written and non-written rules regarding the BUS. A. Sanogo emailed all colleges here at OSU that house the BUS to let them know about this conversation, and we will be creating a working group to standardize our process and document the unwritten rules. C. Francisco has asked the deans for nominations for the working group, as well as Athletics, Admissions, Registrar's Office, Student Success, Candace Thrasher, and Chris Ormsbee's team. The working group will discuss what makes the most sense across the University and what we want to publish so that it is clear for advisors and students. The goal is to finalize the process by late spring, including review by Directors of Student Academic Services, Instruction Council, and Council of Deans, and incorporating the BUS process into University Academic Regulations.
- Associate Provost for the Arts position search - recommendations have been received from the search committee and we are currently talking with the potential finalists. There are tentative dates for campus visits, and we will keep you informed when everything has been finalized. We would like to offer the position to someone prior to the holiday break. There will be additional discussions within the College of Arts and Sciences due to the fact that all of the finalists would have their tenure home in CAS. The Faculty Fellow Task Force on the Arts has been asked to participate in this search as well.
- Vice President for Student Affairs search is also listed on the Academic Affairs website - <https://academicaffairs.okstate.edu/initiatives/2024-vp-student-affairs-search.html>.

Meeting was adjourned at 9:31am.

Minutes were recorded by K. Campbell