

# INSTRUCTION COUNCIL

## MINUTES

Thursday, November 7, 2024  
126 ITLE or Zoom

<https://okstate-edu.zoom.us/j/94152939415?pwd=YzdXM2MwTnF4bTZqUoRnNy8rU1FYUTog>

**PASSCODE: 649494**

**9:00 a.m. – 10:30 a.m.**

In attendance: Shannon Baker, Laurie Beets, Chad Blew, Larry Burns, Kyndal Campbell, Aaron Christensen, Stephen Clarke, Cynda Clary, Adnrew Doust, Craig Freeman, Richard Frohock, Jami Fullerton, Kelva Hunger, Diane Jones, Matt Lovern, Marlys Mason, Christine Ormsbee, Rita Peaster, Carisa Ramming, Candace Thrasher, Ronna Vanderslice, Jimmie Weaver and Chris Francisco, Chair.

### 1. Fall Faculty HR Data Edits – Larry Burns

L. Burns informed Instruction Council (IC) members that 274 rows of faculty data are incorrect. Institutional Research and Analytics (IRA) has forwarded this information to the fiscal officers of each college / division with a deadline of two weeks. This year, the lists were distributed on November 4. The deadline for edits is November 13. On November 15, no additional changes will be allowed. If the proper edits are not made, the data will be incorrect. Our fiscal officers are tasked with being OSU's data stewards and it is their responsibility to keep this data accurate. IRA will submit a list to the Provost and Deans with all the incorrect data with a disclaimer that any decisions made based on individuals included on that list will be inaccurate. Future analysis will be incorrect because the fiscal officers did not maintain their data. IRA needs IC members' assistance in prioritizing the correction of this data. IRA is currently working with HR on weekly reports. The fall report is very important because that is where we base all our analysis, such as budget decisions, etc.

C. Francisco added that he and Denise Weaver have been working on this data for a number of years, and realized there is a lack of standardization of how titles are being entered at the college level. Some confusion stems from what is career track and what is temporary lecturer or appointments that have to be renewed every year. We need a good sense of the correct numbers of faculty in each of these areas. If we decide to change policy with career track faculty we need to have accurate numbers to anticipate the impact of any future changes. If we can improve this information, it will help us in these discussions. Recently he had a conversation with the Faculty Council Career Track committee regarding terms of their appointments, how they differ from tenure track, and what changes we're proposing to the RPT document this year. This is a discussion he will want to have with IC members as well. What makes sense for appointment lengths for career track faculty, what types of contracts make sense, do we want to make the tenured track and the career track more parallel. The path for our tenure track faculty is very standardized, however our career track faculty path is not.

### 2. Certificates for Trails - Chris Francisco

C. Francisco commended C. Blew, R. Peaster and the Academic Affairs team regarding their thinking through the processes of certificates for trails. Previously he mentioned that these certificates proposed for trails totaled 15 credit hours, constructed to make sure we did not take up too much space on degree sheets. We left room for flexibility as we did not want to overwhelm students in forcing them to obtain their general education requirements inside of a trail. At the same time, for federal financial aid eligibility, a certificate must total at least 16 credit hours. We do not wish to impose an additional requirement so we need to consider what other classes students are required to take that we could add to the trail that would be justifiable in putting on a trail but not cause students to

take any additional hours. UNIV 1111 could be considered but the course is not a general education course and it does not fit with the content of the certificate. Other courses that all students take:

- American History – US centric
- US Government – US centric
- Comp 1 / Comp 2 – reasonable option – but English department has been talking about developing special sections of comp 1 for particular trails. There may be confusion.
- General education designated Math or Stat course – add on 3 hours to every trail saying you must take a general education designated Math or Stat prefix course. This is already required in our University academic regulations and is easily defensible.

IC members expressed their agreement with adding the 3 hours of general education designated Math or Stat course to every general education trail. C. Blew reminded IC members that federal financial aid requires that certificates support employability of a student. We still need advising that emphasizes degree completion over certificate completion. Students must declare the certificate program in order for OSU to award it. IT is testing a tool to identify students who are heading towards a certificate without them declaring it to have a conversation with their advisor about the trail system. R. Peaster suggested that possibly we need to specify minimum number of resident credit hours. C. Francisco will speak with Math and Stat department heads to inform them of this new addition to the certificates. These trails will be taken to Council of Deans next week. The General Education Advisory Council will be looking at general education designation for courses, we will have a separate faculty body oversee changes to trails, which will go through the IC approval process. Because these are certificates, they do not require State Regent approval, just notification.

***Motion was made by C. Freeman and seconded by M. Mason to add to every trail the requirement that students take a general education designated Math or Statistics course, making the trails 18 hours, and Instruction Council members approved.***

### 3. Curriculum

#### Information Items Only:

#### Course Action Summaries:

##### **College of Arts and Sciences – attached**

Discussion: technical clarification is expected on Microbiology courses.

***Motion was made by M. Mason and seconded by J. Fullerton to accept the College of Arts and Sciences course actions, with the exception of the tabled PSYC 6413 course, and Instruction Council members approved.***

##### **Ferguson College of Agriculture – attached**

***Motion was made by M. Mason and seconded by C. Freeman to accept the Ferguson College of Agriculture course actions, and Instruction Council members approved.***

##### **College of Engineering, Architecture and Technology – attached**

***Motion was made by J. Fullerton and seconded by C. Freeman to accept the College of Engineering, Architecture and Technology course actions, and Instruction Council members approved.***

## **Spears School of Business Undergraduate – attached**

***Motion was made by C. Freeman and seconded by J. Fullerton to accept the Spears School of business Undergraduate course actions, and Instruction Council members approved.***

## **Center for Health Sciences – attached**

***Motion was made by M. Mason and seconded by C. Freeman to accept the Center for Health Sciences course actions, and Instruction Council members approved.***

## **Program Modifications:**

### **Ferguson College of Agriculture**

#### **Bachelor of Science in Agricultural Sciences and Natural Resources in Environmental Science (401)**

- Option in Environmental Policy
- Option in Natural Resources
  - Add ENVR 4513
  - Move AGCM 3503 from major requirements to related courses
- Option in Water Resources
  - Add ENVR 4513
  - Require ENVR 4512
  - Move AGCM 3503 and BIOL 4434 or GEOL 4453 from major requirements to related courses
- Total credit hours will not change
- Reason for requested action: Changes are being made on the recommendation of the program's steering committee.

***Motion was made by M. Mason and seconded by J. Fullerton to accept the abovementioned Ferguson College of Agriculture program modification, and Instruction Council members approved.***

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

#### **Master of Science in Educational Leadership Studies: Higher Education (437)**

Course requirement change

- Option in Higher Education
  - Require HESA 5320
  - Add HESA 5903
  - Remove HESA 5720
  - Reduce guided electives from 18 to 15 credit hours
  - Total credit hours will not change
  - Reason for requested action: To update the curriculum to serve students better.

#### **Master of Science Educational Technology: Educational Technology (462)**

Course requirement change

- Option in Educational Technology
  - Remove EDTC 5103 as a required course
  - Remove 9 hours of electives and increase hours for the option from 15 to 27 credit hours.
  - Total credit hours will not change
  - Reason for requested action: To allow students greater flexibility to choose coursework that aligns with their career and professional goals.

### **Graduate Certificate in Hidden Student Populations (286)**

Course requirement change

- Add HESA 5320
- Decrease guided electives from 6 to 3 credit hours
- Credit hours will not change
- Reason for requested action: To ensure students are prepared for the remaining coursework by completing HESA 5320.

### **Graduate Certificate in Online Teaching (487)**

Course requirement change

- Add EDTC 6153 as an alternate to EDTC 5153
- Require EDTC 5503 and EDTC 5753 or EDTC 6613
- Total credit hours will not change
- Reason for requested action: To remain up-to-date with current instructional design practice and course offerings.

***Motion was made by M. Mason and seconded by J. Fullerton to accept the abovementioned College of Education and Human Sciences program modifications, and Instruction Council members approved.***

### **General Education Certificates**

**Ethics and Society Certificate (Managing Department: Philosophy) – attached**

**Farm to Fork Certificate (Managing Department: Nutritional Sciences) – attached**

**Narrating Nature Certificate (Managing Department: Entomology & Plant Pathology) – attached**

***Motion was made by C. Freeman and seconded by A. Doust to approve the above-mentioned General Education Certificates, Ethics and Society, Farm to Fork, and Narrating Nature, with the added requirement of the general education designated MATH or STAT prefix course bringing to total to 18 hours, and Instruction Council members approved.***

C. Francisco thanked IC members for their vital role in developing these general education certificate trails.

#### **4. Other**

- Vice President for Student Affairs search was approved to begin at the October 26, 2024 OSU/A&M Board of Regents meeting. The search committee is being formed, with Shannon Baker and Karen Chen as co-chair persons. Deadline for applications will be prior to the winter break, followed by evaluation of applications immediately following the break. On-campus interviews are estimated to be held February, 2025.
- The search committee for the Associate Provost for the Arts/Director of the OSU Museum of Art and Marilyn and Carl Thoma Professor of the Arts met yesterday to make its final recommendations for the pool of finalists from which the Provost will choose the campus visitors. These individuals will be brought to campus either immediately before the winter break or immediately afterward.
- The search is underway for the Chief Financial Officer, trying to wrap that up this semester.

Meeting was adjourned at 9:53am

Minutes were recorded by K. Campbell