

INSTRUCTION COUNCIL

MINUTES

Thursday, December 19, 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, Larry Burns, Aaron Christensen, Cynda Clary, Andrew Doust, Craig Freeman, Richard Frohock, Jami Fullerton, Jeff Hartman, Kelva Hunger, Diane Jones, Matt Lovern, Marlys Mason, Tina Meier, Christine Ormsbee, Jennifer Rudd, Adrienne Sanogo, Candace Thrasher, Ronna Vanderslice, Jimmie Weaver and Chris Francisco, Chair.

Meeting was called to order at 9:02 AM

1. Faculty Onboarding – Andrew Doust and Tina Meier

Meier presented a possible solution to faculty onboarding issues, including access to email, Banner, and Canvas. OKEY was developed about 20 years ago. Meier presented a flow chart showing the current new hire process in the College of Arts and Sciences. Meier presented three recommendations to improve the process for faculty gaining access to Banner and Canvas.

- Move the ability to activate Okey account to UKG onboarding competition
- Review Banner access for faculty to standardize based on position
- Move Banner confidentiality agreement to UKG onboarding

Frohock suggested that having a similar expedited process for advisors would be helpful. Baker agreed. Burns expressed concern that standardizing access based on a faculty position could be problematic because there are numerous

Francisco will assemble a small group, including Meier, a representative from IRA and the Registrar's Office, Enterprise IT, and Human Resources to discuss the onboarding process further.

2. HLC Assurance Review Update – Chris Francisco

Francisco has presented to Faculty Council and Staff Advisory Council. Steering Committee has been in place for about 6 months. Subcommittees met this fall. Have a writing team of 4 members who will highlight items for HLC. A small writing team helps the product be written in one voice and cohesive. Efforts are moving forward. The current plan is to invite our HLC representative in late 2025 to acquaint her with the campus. In early 2026, we will have a mock site visit. Site visit will be in April 2026.

3. UNIV Course for Transfers – Chris Francisco

Francisco recapped the discussion from the last meeting about whether we want to offer a universal transfer course. Baker would like to see a standardized decision on whether to require a UNIV transfer course or not. Baker acknowledged that some colleges would like to offer transfer students to take a course that is more focused on career information. Sanogo would like it to be non-credit bearing and suggested that any modules/resources developed should be created with DSAS and Instruction Council working together. Doust said there are differing opinions in College of Arts and Sciences. Mason agreed with Sanogo's point of view about non-credit resources. Francisco and Baker will arrange a meeting for DSAS and Instruction Council to discuss further.

4. Curriculum

Information Items Only:

N/A

Course Action Summaries:

College of Engineering, Architecture and Technology – attached

Sanogo motioned to approve, and Doust seconded. Instruction Council members approved the College of Engineering, Architecture and Technology course actions.

Center for Health Sciences – attached

Sanogo motioned to approve, and Doust seconded. Instruction Council members approved the Center for Health Sciences course actions.

Program Modifications:

Ferguson College of Agriculture

Undergraduate Certificate in Pest Management (New)

New program request

- Total credit hours: 18
- Reason for requested action: To provide students with skills needed to enter the workforce as pest management professionals.

Sanogo motioned to approve, and Freeman seconded. Instruction Council members approved the Ferguson College of Agriculture program modifications.

College of Arts and Sciences

Undergraduate Certificate in Dyslexia (New)

New program request

- Total credit hours: 17
- Reason for requested action: To prepare students to work with children with dyslexia on reading skills.

Undergraduate Certificate in Ethics (New)

New program request

- Total credit hours: 16
- Reason for requested action: To provide students with a foundation in both theoretical and applied ethics.

Bachelor of Arts in Mathematics (254)

Course requirement change

- For General Track
 - Allow STAT 4203 as part of the “select 9 hours from MATH courses numbered 4000 or above” section
 - Exclude 0-ending and thesis courses from the “select 9 hours from MATH courses numbered 4000 or above” section
- For Preparation for Graduate Study Track
 - Change the track name to Advanced Studies

- Remove MATH 4063
- Total credit hours will not change
- Reason for requested action: To meet recommendations from the professional society to include depth and breadth within the curriculum.

Undergraduate Certificate in Publishing and Editing (New)

New program request

- Total credit hours: 18
- Reason for requested action: This undergraduate certificate is intended for writers, job seekers, and new or returning students seeking to add skills in editing and publishing.

The Undergraduate Certificate in Publishing and Editing was tabled for further discussion within the college.

Bachelor of Arts in Sociology (258)

Course requirement change

- Environment and Society option
 - Remove SOC 4493 as a required course
 - Increase guided electives from 15 to 18 credit hours
 - Reason for requested action: To allow more flexibility for students and reduce the need for course substitutions.
- Social Services option
 - Remove PSYC 1113 and HDFS 2113
 - Reason for requested action: To align general education requirements with other options in the degree.
- Total credit hours will not change

Undergraduate Certificate in Speech-Language Pathology Assistants (New)

New program request

- Total credit hours: 21
- Reason for requested action: To prepare graduates for immediate employment as a speech-language pathology assistant, which will help meet critical service shortages in schools and health care settings.

Undergraduate Certificate in The Art and Science of Critical Thinking (New)

New program request

- Total credit hours: 18
- Reason for requested action: To help students develop the foundational critical thinking skills to address concrete, real-world problems.

Clary suggested removing ENVR course and replacing it with a different course.

The Undergraduate Certificate in Publishing and Editing was tabled. A minor correction to a course for the Undergraduate Certificate in the Art and Science of Critical Thinking

College of Education and Human Sciences

Master of Science in Applied Health, Rehabilitation, and Recreation (436)

Program name change

- Change program name from Applied Health, Rehabilitation, and Recreation to Recreation Management and Recreational Therapy

- Reason for requested action: To better reflect the current language in the associated fields.

Master of Science in Nutritional Sciences (098)

Course requirement change

- For option in Nutrition
 - Remove Professional Seminar
 - Add 1 hour of electives
- For options in Dietetics Practice and Dietetics Research
 - Updating list of electives
- Total credit hours will not change
- Reason for requested action: To provide additional options for students.

Freeman motioned and Mason seconded. Instruction Council approved The College of Education and Human Sciences program modifications.

Spears School of Business

Undergraduate Certificate in Event Management (New)

New program request

- Total credit hours: 16
- Reason for requested action: To provide students with the fundamental knowledge to manage events across various industry sectors.

Undergraduate Certificate in International Business (New)

New program request

- Total credit hours: 18
- Reason for requested action: To equip individuals with the tools necessary to navigate the global business landscape effectively and provide more specialization in international business practice.

Minor in Nonprofit Management

Change to existing minor

- Suspend Minor in Nonprofit Management
- Reason for requested action: A Minor in Business Sustainability and Nonprofit Management was recently approved.

Undergraduate Certificate in Supply Chain Management (348)

- Course requirement change
 - Require MKTG 3223
 - Remove 3 hours of guided electives
 - Total credit hours will not change
 - Reason for requested action: To provide students with more applicable coursework.

Undergraduate Certificate in International Business was tabled. Sanogo motioned to approve, and Doust seconded. Instruction Council members approved the remaining program modifications from the Spears School of Business.

Center for Health Sciences

Graduate Certificate in Digital Forensics and Incident Response (354)

- Other program modification
 - Update CIP Code from 43.0116 to 43.0406
 - Reason for requested action: The current CIP Code is invalid.

Graduate Certificate in Forensic Crime Analysis (355)

- Other program modification
 - Update CIP Code from 43.0106 to 43.0406
 - Reason for requested action: The current CIP Code is invalid.

Graduate Certificate in Forensic Threat Assessment and Management (356)

- Other program modification
 - Update CIP Code from 43.0106 to 43.0406
 - Reason for requested action: The current CIP Code is invalid.

Freeman approved and Fullerton seconded. Instruction Council approved the Center for Health Sciences program modifications.

5. Other –

Francisco acknowledged Kyndal Campbell's work and dedication throughout the years. Campbell could not attend today's meeting but will retire in early January. She will be missed.

Meeting was adjourned at 9:52 AM.

Minutes were recorded by C. Thrasher and K. Campbell