

INSTRUCTION COUNCIL

MINUTES

Thursday, February 15, 2024

126 ITLE or Zoom

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

PASSCODE: 596082

9:00 a.m. – 10:30 a.m.

In attendance: Shannon Baker, Laurie Beets, Larry Burns, Kyndal Campbell, Aaron Christensen, Stephen Clarke, Cynda Clary, Andrew Doust, Craig Freeman, Richard Frohock, Jami Fullerton, Sunderesh Heragu, Diane Jones, James Knecht, Marlys Mason, Rita Peaster, Jerry Ritchey, Rebecca Sheehan, Candace Thrasher, Ronna Vanderslice and Chris Francisco, Chair.

1. Graduate Degree Plans – Chris Francisco

When our graduate programs were originally placed in the catalog for VA benefit purposes the information inputted was rushed and not often as detailed as undergraduate programs. These graduate degree programs in the catalog do not match with what our practices are, which lends to concern for various reasons. Students are meeting the requirements they have been advised to take, but not the requirements in the catalog. The catalog needs to be accurate. Graduate programs listed within the catalog need to be verified to match their practices and what they intend for their students. This correction needs to be made quickly and ready for the Fall 2024 semester. We have had to manually clear several dozen students because of these issues.

R. Peaster added that the Registrar's Office is mostly looking for accuracy in total hours required. At the graduate level, each student has an individualized plan of study that is approved by their committee, but the biggest issue is total hours required.

C. Francisco mentioned that discussions with HLC in future years will be more favorable if we can explain that we recognize the issues and are preparing specific steps to correct them.

C. Thrasher explained the degree review process for catalog additions / corrections. She also emailed a summary of her presentation to IC members following the meeting and included below:

Note from C. Thrasher for further clarification:

Overview:

During today's Instruction Council meeting, we discussed the need for departments to review the current degree requirements in the catalog and submit any necessary modifications in [CourseLeaf \(CIM Programs\)](#). Below are a few reminders of what was discussed. I've included the college curriculum coordinators as well.

Timeline

To ensure we can have all modifications to the OSU/A&M Board of Regents at their June 14th meeting, modifications need to be entered and approved by the department and college (at the Graduate Council step in workflow) no later than March 15, 2024. Instruction Council will review items approved by Graduate Council in April.

CIM Programs Workflow

To ensure the college is aware of changes requested to workflow, requests should come from the college curriculum coordinator or Associate Dean. If I receive a request from someone else, I will verify with your office that it is okay to make.

Substantive v. Non-Substantive Changes

Substantive changes include any change that adds/removes a required course, alters the number of elective or total credit hours, changes admission/graduation criteria or GPA requirements, etc.

Non-substantive changes include adding/removing courses from a list of choices/electives. It is non-substantive if a course number is changed through the course action process and the credit hours do not change.

2. Extension of Scholarship / Admission May 1 Deadline - Chad Blew

Postponed to the February 29, 2024 IC meeting

3. Policy discussion on UARs 3.10 and 3.11, continued – R. Peaster

3.10 Second Baccalaureate Degree (excerpt)

...An additional baccalaureate degree may not be earned in the same major as the first degree, even if the option is different.

Question 1 – Should we allow a second major to be used as the primary major in a second degree?

Question 2 – Should the answer be different for students who have already earned a single degree with a second major than it is for current students who want to concurrently pursue dual degrees with duplication in majors?

After we relaxed the requirements for a second degree back in 2017 we could not prevent a student from earning a second degree with the requirements from their second major. It has been over six years since that decision was made, and it seems inconsistent to refuse a student to concurrently pursue multiple degrees but allow the second degree after the fact.

We don't want to give a second degree that mimics a second major. Advising should encourage students to declare a second degree if they express interest in a second major. We will no longer retroactively allow students who have a second major to go back and apply those hours to a second degree.

R. Peaster will draft a policy revision for clarification purposes and take a vote for approval at a future Instruction Council (IC) meeting.

4. Curriculum

Information Items Only: N/A

Course Action Summaries:

College of Arts and Sciences

NEW COURSE					
AMST	3103	The History and Future of Work		What will work be like in the future? This course explores recent developments in work and the workplace. It draws on an array of sources such as scholarship, journalism, memoirs, popular films, TV shows, and writings on the	Applying for Gen Ed H

				effects of technology on the labor market, workplace culture, and identity. Through these sources, the course will provide you with a roadmap to the future of work as well as rich a lends into ideas, cultural values, experience, and aesthetics related to work.	
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PRESENT	PROPOSED	PRESENT	PROPOSED	PRESENT	PROPOSED	ACTION SUMMARY
PREFIX/NUMBER		TITLE		ACTION		
<u>NEW COURSES</u>					<u>New Course</u>	
	ENGL 2393		Popular Fiction		Readings in several related popular genres of fiction such as science fiction, fantasy, horror, romance, crime fiction, Westerns, graphic novels, comics, and/or fan fiction. Small, discussion-based classes investigate how contemporary popular fiction depicts diverse experiences and identities and engages different communities. Total Credit Hours: 3 LEC/TH Total Contact Hours: 3 LEC/TH	New Course Gen Ed: D, H

<u>Course Modifications</u>						
	ENGL 1923	Great Works of Literature	Classics Old and New	Some of the best literature of all time, from Ancient Greece to modern-day America. Works are set in their cultural and historical context, providing the chance to explore the art and life of different ages.	What's on your list of must-read books? In this course, you'll get to dive deep into some of the most celebrated (and controversial) works of literature in a small, discussion-based class. Guided reading, short writing, and creative activities designed to spark your literary curiosity. Total Credit Hours: 3 LEC/TH Total Contact Hours: 3 LEC/TH	Title Course Description
	ENGL 3410	Popular Fiction	Readings in Popular Fiction	Study of certain popular genres of fiction including science fiction, detective fiction, Western fiction, horror and the grotesque, the romance, American humor. Course content varies by semester. Exploration of the characteristics and evolution of the genre while developing skills in reading, writing and thinking critically.	Historical study of a popular fictional genre's development. Course content varies by semester; individual courses may focus on science fiction, fantasy, detective fiction, the Western, horror and the Gothic, romance, graphic novels, or other popular narrative categories. Exploration of the characteristics and evolution of the genre while developing skills in reading, writing and thinking critically. Total Semester Hours: 3 LEC/TH Total Contact Hours: 3 LEC/TH	Title Course Description

Motion was made by C. Clary and seconded by M. Mason to accept the above-mentioned College of Arts and Sciences course actions, and IC members approved.

Ferguson College of Agriculture

PRESENT	PROPOSED	PRESENT		PRESENT	PROPOSED	ACTION SUMMARY
PREFIX/NUMBER		TITLE		ACTION		
<u>MODIFIED COURSES</u>						
BAE 1012	BAE 1011	Introduction to Biosystems Engineering		2 credit hours Lecture/Combined Lecture and Lab Prerequisite(s) Engineering major	1 credit hour Lab Prerequisite(s): None	Change course number, reduce credit hours, and change prerequisite

Motion was made by A. Doust and seconded by M. Mason to accept the above-mentioned Ferguson College of Agriculture course action, and IC members approved.

Program Modifications: N/A

5. Other

- C. Francisco introduced Dr. Ronna Vanderslice to IC. Dr. Vanderslice is the Interim Provost at OSU-OKC and the Vice Provost of System Affairs for OSU, assisting with coordinating with various campuses and the Polytech initiative. R. Vanderslice expressed her appreciation for the guidance received from C. Francisco and looks forward to meeting all members of IC.
- Commencement receptions was a discussion item at last week’s Council of Deans meeting. C. Francisco reported that the Provost expressed a desire to have all colleges present a consistent plan across campus.
 - i. SSB provides a reception for their graduates each semester - cookies from Albertsons, photos in front of building, with your favorite professors (not a significant expense).
 - ii. CAS provides a reception for their graduates even though they believe it is a hassle and expensive, but it provides an opportunity for everyone to get together.
 - iii. CEHS and Ferguson College of AG is also of the opinion of the reception as nice but a hassle.

At this time there is not significant amount of data to make a case one way or the other for a campuswide decision. For Spring commencement all colleges are encouraged to continue with their own plans and collect data regarding the events – number of people in attendance, etc. We will reevaluate after spring commencement. R. Peaster encouraged the colleges to offer the reception after the graduation ceremony due to seat situation for guests in Gallagher Iba Arena and logistics with students / faculty / admin prior to the ceremony. She also asked that colleges keep the Registrar’s office informed of their plans. The commencement committee meets on Feb 16 where they will discuss the specifics, and R. Peaster will keep IC members informed of any decisions made. Provost’s office will return to this topic in the future with dependable data to make a campuswide decision.
- The General Education Working Group (GEWG) has been involved in discussions of how to refine the trails. A model trail will be available to IC members for review prior to the campus call for proposals. Clear instructions are critical and IC members will be called upon for assistance at that time. The Provost will need to determine funding for incentives for creating trails. C. Clary inquired about the definitions regarding liberal arts study / courses, which are fundamental to the D and I courses. C. Francisco explained that he has requested the definitions from the State Regents, and although we have rough general guidance to go

ahead with this plan, a specific response has not been received. We will move forward as planned and address issues later should they arise. The hope is that the learning outcomes have been written in such a way that it provides the breadth approach and therefore meets the State Regents' definition. We want the guidelines to be clear enough that time spent arranging trails will not be wasted and no significant revisions will be needed at a later date. C. Francisco and Tammy Mix are happy to review ideas for trails. Our timetable is very accelerated, as we are under a mandate to get the pilot ready for Fall, 2024, with full implementation Fall, 2025.

- The next Instruction Council meeting will be held February 29, 2024, as the two March meetings have been canceled.

Meeting was adjourned at 10:00am

Minutes were recorded by K. Campbell