INSTRUCTION COUNCIL

MINUTES

Thursday, August 22, 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: Shannon Baker, Laurie Beets, Larry Burns, Kyndal Campbell, Aaron Christensen, Cynda Clary, Andrew Doust, Richard Frohock, Jami Fullerton, James Knecht, Marlys Mason, Gina Noble, Chris Ormsbee, Rita Peaster, Carisa Ramming, Adrienne Sanogo, Rebecca Sheehan, Candace Thrasher, Ronna Vanderslice and Chris Francisco, Chair.

1. **General Education Update - Chris Francisco**
    The final drafts of the five trails that have been funded this summer are complete. Additionally, the strategic priority area trails are as follows:
    - Farm to Fork trail – completed at the beginning of summer
    - Leadership trail – couple of issues to be ironed out within the next few weeks
    - One Health trail – early draft needs additional work
    - Energy trail – early draft needs additional work

    There will be another call for trails in mid-September. Our goal is to have 20-25 trails ready for Fall 2025 semester. C. Francisco reminded Instruction Council (IC) members that 2-hour courses can create issues within a trail when considering a 15-hour minimum trail. He also mentioned from what he has seen in many of the proposed trails, there has been a tendency to be heavily focused in one area. These trails need to meet many a wide range of areas.

    Double designation courses were also discussed, such as Diversity (D) courses with another designation or Internation/global (I) course and another designation. To date there has never been a request for double designation not involving (D) or (I), such as Social and behavioral sciences (S) and Humanities (H) or Natural sciences (N) and Humanities (H). There was discussion regarding concern with diminished content from each area, however the interdisciplinary world we live in also speaks to the need for addressing these areas in relation to one another. As long as General Education Advisory Council (GEAC) is satisfied with mastery of the content of each area IC members approved. C. Francisco will discuss this matter with GEAC before proceeding further.

    The Registrar's prepared reports for C. Francisco that flagged degree programs that did not have the 15 unassigned hours in general education, which is what our standard is for all degree programs. In existing framework, there are programs that have exceptions to this expectation – programs that have particularly demanding requirements for accreditation purposes, etc. C. Francisco did not think he would be making many if any changes regarding what was appropriate, but it is important to review for due diligence.

    Registrar's Office has also been working on language to add to the general education framework, along with trail information on the degree sheet. At the moment we are reviewing options and considering what makes sense. Prior to any approval, this information will be presented to IC.

2. **Retention Update – Chris Francisco**
    C. Francisco reported that OSU's current retention rate is 84.2%. All five of our undergraduate academic colleges have either remained steady or increased in retention. Currently there are 5052 new freshmen. For the first time student who would like to withdraw, the Provost has offered one class for free as a way to stay connected to the University as well as

make progress in their major. We will monitor the number of students who take this option, but there seems to be a significant amount of interest. We have also had some international students with visa issues who are physically not able to attend through no fault of their own. As long as they are out of the country it is acceptable for them to take one online course for free. If students want to take a second course in this program, they will need to pay for that course. These students will be charged for the course and will be credited from the scholarship, not a waiver. Oklahoma's Promise students are not eligible because we do not want to jeopardize their status. If students have existing waivers they will be deferred. A list of these students will be distributed to the colleges after census date. All students who have completed a withdrawal request will be directed to their advisors or financial aid. Students cannot withdraw entirely without having a conversation with their advisor. At that point, we can offer this one free course.

For the last several years the week prior to the start of the fall semester the Registrar's Office pulls together the list of students who have applied for fall graduation yet the Degree Audit reveals they are not ready to graduate. The Directors of Student Academic Services (DSAS) have been working with Slate in order to perform graduation checks through Slate, as well as working with every college to verify grad checks through Slate.   This move should give us a much better picture of the graduation check process. Changing the degree audit procedures to earlier in the year was discussed. Reports indicate 37% of grad applicants were flagged as not being ready. As IC members hear about the reasons that students are on these lists they are encouraged to share this data in an effort to alleviate the issue in the future.

3. **Procedures for withdrawing from OSU – Shannon Baker**
   In 2023 the 0 to 2 weeks of the semester 232 students withdrew. As of week 1 of the fall 2024 semester there have only been 38 students who have withdrawn. The process of having students talk to their advisor before withdrawing is working to decrease the withdrawal rate. S. Baker receives a daily housing list regarding students withdrawing from housing. Historically, week 2 of the fall semester seems to be the most significant week for students to withdraw. C. Francisco added that there has been a 40-50 percent drop in the number of withdrawals when compared to previous semesters.

4. **Curriculum**

   Information Items Only:
   N/A

   Course Action Summaries:

   CURRICULAR REQUESTS FROM THE COLLEGE OF OSU-TULSA Professional Studies Date: 7/15/24

PRESENT	PROPOSED	PRESENT	PROPOSED	PRESENT	PROPOSED	ACTION SUMMARY
NEW COURSES						
	ENTM 4010		Special Topics in Entertainment Media		This course introduces students to advanced current issues and topics related to entertainment media and provides an analysis of trends in entertainment media. Course content will vary to reflect changing trends and current topics related to the industry. LEC 1-15 max 15	New course
	ENTM 4990		Entertainment Media Internships		An internship serves as a form of experiential learning that integrates knowledge and theory learned in the classroom while providing real-world practical application and skills development in a professional workplace setting (in-person, remote, or hybrid	

					modalities). Internships provide students the opportunity to gain valuable applied experience, develop contacts, explore career fields, and make connections in professional fields. In addition, internships serve as a significant recruiting tool for employers, which is an opportunity for students to show their talents before graduation. IS. 1-6 max 6 Standard/Pass/Fail Grading	
	HCA 4990		Healthcare Administration Internships		An internship serves as a form of experiential learning that integrates knowledge and theory learned in the classroom while providing real-world practical application and skills development in a professional workplace setting (in-person, New course remote, or hybrid modalities). Internships provide students the opportunity to gain valuable applied experience, develop contacts, explore career fields, and make connections in professional fields. In addition, internships serve as a significant recruiting tool for employers, which is an opportunity for students to show their talents before graduation. IS 1-6 max 6 Standard/Pass Fail Grading	
	ORGL 3113		Effective Leadership Communication Skills		This course prepares current and future leaders to be effective communicators in the workplace, emphasizing message clarity, impactful communication, and interpersonal skills development. Students will learn to influence leadership outcomes, build effective teams, and enhance their impact on colleagues through strategic communication strategies and practices. LEC. 3	
	ORGL 3613		Developing Early - Career Leadership Skills		This course equips students with foundational leadership skills crucial for early career success. It covers theoretical frameworks, practical exercises, and discussions on effective leadership, team collaboration, coaching, communication, and fostering successful company cultures. LEC 3	

	ORGL 4010		Special Topics in Organizational Leadership		This course introduces students to advanced current issues and topics related to organizational leadership and provides an analysis of contemporary trending topics dealing with leadership skills. Course content will vary to reflect changing trends and current topics related to the industry. LEC. 1-15 max 15	
	ORGL 4513		Leadership and Organizational Change		This course directs attention to pivotal transformations within new course organizations, unraveling their structures, and clarifying how leaders can effectively drive these changes. LEC. 3	
	PSAF 4010		Special Topics in Public Safety		This course introduces students to advanced issues and topics related to public safety / law enforcement and provides an analysis of a contemporary topic to enhance understanding of public safety and law enforcement issues. LEC 1-15 max 15	

Motion was made by A. Sanogo and seconded by C. Clary to accept the above-mentioned College of Professional Studies course actions, with the exception of all Organizational Leadership (ORGL) courses that were tabled due to further discussion with Spears School of Business, and Instruction Council members approved.

CURRICULAR REQUESTS FROM THE COLLEGE OF ____Arts and Sciences_____ Date: _____8/12/24_____

PRESENT	PROPOSED					
NEW COURSES						
	MATH 4533		Matrix Methods in Machine Learning		Introduction to matrix methods and other mathematical tools used in machine learning. Topics include linear equations, matrix factorizations, eigenvalue and singular value decompositions, and real-world applications such as data mining and pattern recognition. May not be used for degree credit with MATH 5533. Prerequisite: MATH 3013 with a grade of C or better and knowledge of computer programming, or consent of instructor.	New course

	MATH 5533		Matrix Methods in Machine Learning		Introduction to matrix methods and other mathematical tools used in machine learning. Topics include linear equations, matrix factorizations, eigenvalue and singular value decompositions, and real-world applications such as data mining and pattern recognition. May not be used for degree credit with MATH 4533. Prerequisite: MATH 3013 with grade of C or better and knowledge of computer programming, or consent of instructor.	New course	

Motion was made by A. Sanogo and seconded by J. Fullerton to accept the above-mentioned College of Arts and Sciences course actions, and Instruction Council members approved.

Program Modifications:
N/A

5. **Other**
   - C. Francisco welcomed back R. Sheehan as the Graduate College interim associate dean and IC representative.
   - C. Francisco congratulated Ferguson College of Agriculture for their new Ag Hall opening. C. Clary offered to host an IC meeting in the coming months.
   - C. Francisco expressed his appreciation regarding the work that has gone into the Academic Program Review (APR) document. He has been very pleased with the program enhancement plans (PEPs) and the departmental recommendations. As a reminder, the APR is a venue for reporting current status and areas where the program can improve. He informed the group of a couple of items they should be aware of and will communicate any changes / corrections he makes to the respective colleges:
     i. Concern - the number of programs where there are no college recommendations – just unit recommendation. Our default would be to have college recommendation mirror the departmental one.
     ii. Concern - State Regents for Higher Education (OSRHE) / Board of Regents neither board is the best avenue for submitting complaints about resources, climate of the university, leadership support.
   - Blue Print 2030 State Regents Strategic Plan
     i. Requirement is that every degree program will have an internship, work based learning experience, research project or other engagement with career relevance. OSRHE created a spreadsheet for every degree program at the university for us to complete with the details of each program
     ii. C. Francisco will send the link to all IC members
     iii. The completed spreadsheet is due back to OSRHE by mid October

Meeting was adjourned at 10:01am

Minutes were recorded by K. Campbell