

INSTRUCTION COUNCIL

MINUTES

Thursday, May 15, 2025

143 ITLE or Zoom

(please note the updated location and Zoom link below)

<https://okstate-edu.zoom.us/j/93408932681?pwd=k7XfZJyUQZIDaBosY89x45j3PHDFfs.1>

Meeting ID: 934 0893 2681

Passcode: 097849

9:00 a.m. – 10:30 a.m.

In attendance: Shannon Baker, Laurie Beets, Aaron Christensen, Cynda Clary, Anderw Doust, Leslie Evans, Chris Francisco, Richard Frohock, Jami Fullerton, Kelva Hunger, Diane Jones, James Knecht, Teresa Lightner, Christine Ormsbee, Carisa Ramming, Adrienne Sanogo, Rebecca Sheehan, Candace Thrasher, and Ronna Vanderslice

Francisco called the meeting to order at 9:02 AM.

1. “Additional General Education” Category Hours on Prior Degree Sheets – Chris Francisco

Francisco reminded the group that the (G) and (D) designations are now three credit hours versus one course, which could have been a one-credit hour. We are also introducing the (F) designation in the fall. CAS brought up the question about whether students could utilize the (D), (G), or (F) general education course designations in the “additional general education” category on prior year degree sheets. Peaster and Evans did not see any issues. Instruction Council did not have any objections about allowing students to use courses with (D), (G), or (F) designations for the additional general education courses on prior year degree sheets. Francisco will ask Amy Martindale to discuss with DSAS.

2. Fall Trail Plans – Chris Francisco

The A&M Board of Regents has approved the first six trails. Two additional trails are on today’s IC agenda. We cannot publish until we have received approval from the State Regents. The website is not complete, and the trails are not part of our degree inventory yet. We also want to ensure advisors have time to review the trails, and we have had time to address advisors’ questions and concerns. In consultation with Baker, Nick Holmes, and Lindsey Brownlow, it has been determined that we will not advise new students about the trails this summer. We plan to roll out the trails in fall 2025, similar to how Ideal Graduate was launched. Nick Holmes is willing to send targeted emails to students through Slate in the fall. Advising for trails will begin as students enroll for spring 2026.

Francisco stated that he and Thrasher are working to get the six initial trails submitted to the State Regents for final approval. Once the trails are fully approved, we will send out updated information to Instruction Council (trail names and the list of courses).

Doust asked how the trails will be managed. Francisco stated that the managing department will be responsible for maintenance as of now. Francisco can be available to facilitate discussions across departments, if needed, when determining if a course is a good fit for a specific trail. Francisco is working with Faculty Council AS&P committee to develop a process for updating and managing the trails. Francisco said he envisions a parallel group, similar to GEAC, that reviews assessment data and determines if the trails are functioning as expected.

3. Curriculum

Course Action Summaries:

College of Education and Human Sciences – attached

Doust motioned to approve. Fullerton seconded. Instruction Council approved the College of Education and Human Sciences course action forms.

Program Modifications:

College of Arts and Sciences

Minor in Geography

Bachelor of Arts in Geography (252)

Bachelor of Science in Geography (109)

Master of Science in Geography (110)

Doctor of Philosophy in Geography (438)

Change to existing minor

- Update CIP code from 45.0701 (Geography) to 30.4401 (Geography and Environmental Studies)
- Reason for requested action: The requested CIP code better reflects the teaching and research mission of the department.

Doust motioned to approve. Sanogo seconded. Instruction Council approved the College of Arts and Sciences program modifications.

College of Education and Human Sciences

Master of Science in Educational Leadership Studies (437)

Option name change

- Change the option name from College Student Development to Student Affairs
- Reason for requested action: To better align the option name with the terminology used in the field.

Course requirement change

- Remove HESA 6583
- Remove HESA 5463, HESA 6253, and HESA 5653 as required courses
- Increase guided electives from 3 to 9 hours
- Total credit hours will decrease from 36 to 30
- Reason for requested action: To align degree requirements with the proposed option name and with the student affairs profession.

Graduate Certificate in Effective Teaching in Elementary Schools (267)

Course requirement change

- Require CIED 5373
- Remove CIED 5323 and SMED 5083 as required courses
- Add 3 credit hours of guided coursework
- Total credit hours will decrease from 14 to 12
- Reason for requested action: To align the coursework with the State Department's requirements for alternative teacher certification.

Graduate Certificate in Effective Teaching in Secondary Schools (551)

Course requirement change

- Remove CIED 5363
- Add CIED 5343 and SPED 5623 or SPED 5683
- Decrease guided coursework from 6 to 3 credit hours
- Total credit hours will not change
- Reason for requested action: To align the coursework with the State Department's requirements for alternative teacher certification.

Bachelor of Science in Middle Level Education (New)

New program request

- Options in Mathematics Education and Science Education
- Delivery method: Traditional
- Total credit hours: 120
- Reason for requested action: To provide an additional certification pathway for students interested in teaching grades six through eight.

Bachelor of Science in Public Health (116)

Course requirement change

- Remove EDHS 1111
- Add EDHS 3111
- Total credit hours will not change
- Reason for requested action: EDHS 3111 is a more appropriate course number for the content offered in the course.

Graduate Certificate in Special Education (268)

Online delivery of an existing program

Reason for requested action: To address the shortage of special education teachers in Oklahoma and nationwide.

Sheehan motioned to approve. Doust seconded. Instruction Council approved the College of Education and Human Sciences program modifications.

Graduate College

Master of Science in Interdisciplinary Studies (155)

Course requirement change

- Require students to complete a research methodology course and a capstone course.
- Require coursework to come from at least two disciplines/prefixes.
- Total credit hours will not change
- Reason for requested action: To ensure that all IDST students have basic research design skills and to formalize the capstone requirement.

Doctor of Philosophy in Photonics (423)

Program deletion

- Four students are enrolled in the program. The expected graduation date of the last student is 2031.
- Students will be allowed to complete the program.
- The program will be deleted beginning in 2025-2026.
- Reason for request: There has been low interest and low enrollment in the program.

Doust motioned to approve. Sanogo seconded. Instruction Council approved the Graduate College program modifications.

College of Veterinary Medicine

Graduate Certificate in One Health (New)

New program proposal

- Delivery method: Electronic
- Total credit hours: 12
- Reason for requested action: To equip students with a comprehensive understanding of One Health principles, enabling them to effectively address complex health challenges at the intersection of human, animal, and environmental health

Instruction Council tabled the Graduate Certificate in One Health. Instruction Council members expressed interest in hearing J. Rudd discuss the proposal before voting.

General Education Certificates

General Education Certificate in Global Perspectives on Migration and Movement (New)

New program request

Total credit hours: 18

General Education Certificate in Energy Production and Sustainability (New)

New program request

Total credit hours: 18

Sheehan motioned to approve. A. Doust seconded. Instruction Council approved the general education certificates.

4. Other

Academic Reboot – Shannon Baker

If a first-year student ends their first academic year not in good standing, they will remain with the Office of Student Success for an additional semester. Students will transition to their major advisors after fall 2025, regardless of academic standing. Students on academic notice and probation will automatically be accepted into the Academic Reboot program. Students facing academic suspension can apply for reinstatement through the Academic Reboot program. Academic Reboot students will transition to a core group of five or six advisors in the Office of Student Success during the summer, probably in July. The core group of advisors will receive extra training for working with students not in good academic standing and who are participating in the Academic Reboot program.

Academic Reboot students will be encouraged to enroll in UNIV 2001 in the fall.

The core group of academic advisors for Academic Reboot will then train other advisors within the Office of Student Success. First-time students admitted in fall 2025 who end fall 2025 on notice or probation will remain with their assigned academic advisor as they participate in the Academic Reboot program in spring 2026.

Baker recognized that this process changed from what was initially discussed. However, she believes this will provide a better-quality experience for students in the Academic Reboot program and allow additional quality control and oversight of the program. The Office of Student Success will be better positioned to scale the program in future semesters and have adequate time to train all advisors moving forward.

Students not in good academic standing at the end of spring 2025 will transition to their home college and major advisor after fall 2025, regardless of academic standing. Baker would like to expand the Academic Reboot program in collaboration with each of the colleges and provide students on academic probation additional support after they transition to their home college and major advisor.

The Academic Reboot program will also have a peer mentor component. Students will complete a basic needs assessment and be provided with information about resources available (food pantry, financial planning coaches, mental health resources). The Office of Student Success is working to create a Cowboy Success Station that will be located on the first floor of Legacy Hall. This will be a place where first-year students and Academic Reboot students can come and get information about the various resources on campus.

Clary voiced opposition to not transitioning first-year students to their home colleges and major advisors. Clary stated that she felt like the colleges were prepared to work with and support students, regardless of their academic standing. Baker indicated that after this fall's pilot, the group could revisit the process of transitioning students to the colleges. Francisco stated that everyone involved (Shannon's team and the colleges) wants students to succeed. Sanogo noted that the College of Education and Human Sciences has a similar program and would like to collaborate with the Office of Student Success.

Fall Course Enrollment Minimums – Chris Francisco

Francisco discussed minimum course enrollment with Faculty Council this week. College Deans have been part of prior discussions regarding minimum enrollment numbers. Francisco opened up the discussion related to low enrollment for Instruction Council.

Doust asked about the difference between courses and sections when looking at the minimum number of enrollments. Francisco stated that justifying lower enrollment within a particular section, especially for labs, is understandable for safety reasons or the availability of equipment.

Fullerton discussed the concern related to international student enrollment. International students often arrive close to the start of the term and have to work through the Office of International Students and Scholars before they can enroll, resulting in delays. Francisco stated that colleges should include projections if that situation arises.

Sanogo said that she received a dashboard of five-year enrollment numbers for Tulsa courses and inquired if that was possible for Stillwater courses. Francisco indicated he would check on the possibility.

Sheehan asked about the minimum enrollment for graduate seminar courses. Francisco verified that University Academic Regulations state that the minimum enrollment is eight graduate students. Departments may need to examine how the seminars are offered (offering two seminars instead of three or broadening a topic to capture more students). There may be instances where a department needs to offer a seminar course that doesn't meet minimum enrollment, but they would need to provide a good explanation for the reason.

Doust asked about courses that are cross-listed with an undergraduate and graduate section. Francisco indicated that for the initial review, he would like to consider undergraduate/graduate cross-listed courses as one graduate course in terms of the minimum enrollment number.

Clary stated that Ferguson College of Agriculture has already had several conversations with their department heads and to anticipate a similar process for spring.

Francisco told the Associate Deans that if faculty or department heads contact him regarding minimum enrollment numbers, he will refer them back to the colleges.

Francisco adjourned the meeting at 10:02 AM.

Minutes recorded by C. Thrasher