

**ACADEMIC COUNCIL
MINUTES
September 13, 2002**

The Academic Council met at approximately 3:00 pm, Friday, September 13, 2002, in Post Hall. The meeting was called to order by the Chair, Dr. Richard Boyd, Vice President for Academic Affairs.

The following members were present:

Linda AndrewsHealth Sciences
Dr. Johnny Carroll.....Applied Technology
Dr. Frank Elwell.....Liberal Arts
Dr. Bruce GarrisonBusiness and Technology
Dr. Barry HancockBartlesville
Dr. Barry KnightBusiness
Dr. Jeff LaubMathematics and Science
Dr. Abe Marrero.....Social and Behavioral Sciences
Dr. Larry Minks.....Academic Affairs
Gary MoellerCommunications and Fine Arts
Dr. Virginia ReasorAcademic Affairs/Support
Dr. Patricia SewardCurriculum Committee

A. Opening remarks by Dr. Boyd covering administrative perspective on the Council and its functions--

1. The Council is an important group in its charge to review curricular matters that flow from the Curriculum Committee. My goal is that all items which pass the council should be in form and function ready for transmittal to the appropriate state boards or North Central body. We expect that the faculty, department heads and deans have conducted due diligence in ensuring that what is brought forward at each level has been thoroughly prepared, reviewed, adjusted and documented so that at this level our reviews focus more on the institutional perspective—rather than on specifics on the format, grammar, composition of programs, or meeting board guidelines on hours, courses, and product.
2. With two readings on any proposal, there should be adequate time to explore the issues of institutional priority, institutional need, institutional cost, program/course impact, and timeline on implementation—if approved. We need to move new program requests through the department/school more slowly and then once they are through the Curriculum Committee the process should move to institutional issues. Whenever a new program, course, minor is proposed, the approval involves the potential allocation of resources (faculty, rooms, office space, library holdings, schedule times for classes, expanding or diminishing student opportunities, materials/supplies, travel, or other operations and maintenance expenses).
3. As the institution continues to identify itself as a regional university, we must continue to explore other BS/BA/BSAT/IT opportunities. We need to review what is currently being provided within the region and determine where needs are not currently being met. We need to be politically astute to ensure that we do not expend time and energies debating the establishment of programs already meeting the needs of this region. Clearly our mission is to provide for those unmet needs or provide opportunities in unique ways that allow sharing of students. We need to begin to explore what programmatic needs in the Bartlesville and Pryor area may be unique and respond to students who might not naturally attend the main campus—attracting those students from southern Missouri or eastern Oklahoma. How might we better interface our AS and BS programs with the technical and community colleges in Oklahoma, Missouri, and Kansas?
4. How might we attract more minority students and faculty—have we established any programmatic initiatives specifically targeted towards those outcomes? Additionally, we may want to look at the area of advanced standing in terms of Regents policy and RSU implementation.
5. Finally, I would like to see the Council review the whole process of general education checks and graduation audits. This process seems to either be misunderstood by faculty/students or needs to be more clearly articulated for better understanding.
6. We will meet regularly the second Friday of each month at 1:30 pm. More frequent meetings may be called as necessary.

B. Academic Council Description and Function

Current description, function, and charge of the Council was presented:

The Academic Council acts on all recommendations submitted by the Curriculum Committee, the Academic Policies Review Committee, the Assessment Committee, the Faculty Development committee, and the Faculty Senate. The Academic Council will consider and make recommendations concerning any academic matter which is not an assigned function of another committee. The Academic Council will also function as an “academic matters” sounding board for the general teaching faculty and the administration. The Academic Council is composed of the department heads for each academic department, the deans of the schools, the associate vice-president for academic affairs, the assistant vice president for academic affairs/support, and the vice president for academic affairs. The vice president for academic affairs chairs the Academic Council which will meet monthly.

Following a brief review, Dr. Boyd requested that any suggested revisions be forwarded for consideration to finalize the description and function prior to the next meeting of the Council.

C. Coverage of 2003-2003 Overview Topics

1. Curriculum Processes—Departments, Schools, Curriculum Committee, and Academic council
2. Roles and Responsibilities of Department Heads and Deans
3. Bachelor’s degrees—Communications and Justice Administration
4. Action on Technical-Occupational Review Recommendations
 - Discontinue Police Science Certificate (080)
 - Discontinue Intermediate paramedic Certificate (103) note—this program will continue with future phase out as necessary
 - Discontinue AAS in Business Management & Administration (006)
5. Graduation Requirements—revisions underway for future submission
6. Review and Refine Associate Programs Consistent with Program Reviews
7. Finalize School and Department Missions
8. General Education Check and Graduation Audit

D. Tabled Items from Academic Council Meeting on May 29, 2002

Items forwarded for approval which were tabled for further consideration at the May 29, 2002 meeting:

1. BS Social Science (110)
 - Option: Psychology and Sociology Emphasis
 - New Course Additions:
 - PSY 3053 History and Systems of Psychology
 - Survey of the history of the various dogma, theories, technology, and methodological approaches to the behavioral sciences. Prerequisite: PSY 1113
 - SOC 4013 Sociological Theory
 - A study of the great classical tradition in sociological theory and the expression of this tradition in contemporary theory. The course will include (but not be limited to) Weber, Marx, Durkheim, and Spencer.
 - Prerequisites: Twelve hours of social science credit.
 - Motion to approve made by Frank Elwell, seconded by Barry Hancock. Motion passed.

Note: Copies of all items discussed are on file with the original copy of these minutes in the Office of Academic Affairs.

DISTRIBUTION: Dr. Mark Allen, Linda Andrews, Dr. Richard Boyd, Dr. Johnny Carroll, Dr. Frank Elwell, Dr. Bruce Garrison, Dr. Barry Hancock, Dr. Barry Knight, Dr. Jeff Laub, Dr. Abe Marrero, Dr. Larry Minks, Gary Moeller, Dr. Virginia Reasor, Dr. Patricia Seward, Anita Schell (Academic Support Coordinator)

NEXT SCHEDULED MEETING:

FRIDAY, OCTOBER 11, 2002, 1:30 PM, POST HALL

**ACADEMIC COUNCIL
MINUTES
October 11, 2002**

The Academic Council met at approximately 1:30 pm, Friday, October 11, 2002, in Post Hall. The meeting was called to order by the Chair, Dr. Richard Boyd, Vice President for Academic Affairs. A motion was made by Frank Elwell, seconded by Bruce Garrison, to approve the September 13, 2002, meeting minutes.

The following members were present:

Dr. Mark Allen Math and Science
Linda Andrews Health Sciences
Dr. Johnny Carroll Applied Technology
Dr. Frank Elwell Liberal Arts
Dr. Bruce Garrison Business and Technology
Dr. Barry Hancock Bartlesville
Dr. Barry Knight Business
Dr. Jeff Laub Mathematics, Science, and Health Sciences
Dr. Abe Marrero Social and Behavioral Sciences
Dr. Larry Minks Academic Affairs

**A. FROM ACADEMIC COUNCIL MEETING, September 13, 2002
AC Description, Function, and Membership Revision**

ITEM 1.

The Academic Council's membership includes all School Deans, Department Heads for each academic department, Associate and Assistant Vice Presidents of Academic Affairs, Chair of the Curriculum Committee, and the Vice President of Academic Affairs. The Vice President of Academic Affairs is the Chair of the Council. The Council will meet the 2nd Friday of each month.

The Academic Council acts on all recommendations submitted by the Curriculum Committee, the Academic Policies Review Committee, the Assessment Committee, and the Faculty Development Committee. When such recommendations are forwarded, the appropriate chair will be asked to attend and present the recommendation to the Academic Council, provide background, and engage in the dialogue with the Academic Council membership. Once the motion to end debate on the resolution has passed the Academic Council, the committee chair will be excused from the meeting.

The Academic Council will consider and make recommendations concerning any academic matter that is not an assigned function of another committee.

The Academic Council will also function as an "academic matters" sounding board for the general teaching faculty and the administration.

The Council agreed on the following amendments:

1. The Chair of the Curriculum Committee removed as a standing member of the Academic Council and only attend meetings as requested.
2. The following paragraph should be stricken:
"The Academic Council will also function as an "academic matters" sounding board for the general teaching faculty and the administration".

ITEM 2.

The function statement for a Conference Committee was presented and reviewed by the Council. Dr. Boyd will distribute a revised edition for further consideration.

B. FIRST READING

CURRICULUM COMMITTEE RECOMMENDATION SEPTEMBER 17, 2002

1. Police Science Certificate (080)
Program Deletion

Motion to waive the second reading and delete the Police Science Certificate (080) was made by Dr. Knight and seconded by Dr. Hancock. Motion passed.

C. FIRST READING

CURRICULUM COMMITTEE RECOMMENDATION OCTOBER 1, 2002

1. BS in Social Science (110)
Options: History/Political Science
Psychology/Sociology

Change in course title and description-
SBS 3053 Social Problems Seminar to
SBS 3053 Social Systems and Problems

An inquiry into the origin and development of current social problems with specific reference to social action taken to address these problems. Students will investigate one major problem using the resources from more than one social science discipline.

D. Coffeyville Community College

Dr. Hancock reported on work currently being done with course grids in further development of the transfer agreement between RSU and CCC.

E. Items Tabled from the May 29, 2002 Meeting

1. Minor in Social Science
Motion to untable item and bring forward for rejection made by Dr. Elwell, seconded by Dr. Marrero. Motion passed.
2. Minor in Psychology and Minor in Sociology
Items untabled to bring forward for next Council meeting.

NEXT SCHEDULED MEETING:

FRIDAY, NOVEMBER 8, 2002, 1:30 PM, POST HALL

Note: Copies of all items discussed are on file with the original copy of these minutes in the Office of Academic Affairs.

DISTRIBUTION: Dr. Mark Allen, Linda Andrews, Dr. Richard Boyd, Dr. Johnny Carroll, Dr. Frank Elwell, Dr. Bruce Garrison, Dr. Barry Hancock, Dr. Barry Knight, Dr. Jeff Laub, Dr. Abe Marrero, Dr. Larry Minks, Gary Moeller, Dr. Virginia Reasor, Anita Schell (Academic Support Coordinator)

**ACADEMIC COUNCIL
MINUTES
November 8, 2002**

The Academic Council met at approximately 2:30 pm, Friday, November 8, 2002, in Post Hall. The meeting was called to order by the Chair, Dr. Richard Boyd, Vice President for Academic Affairs. Dr. Boyd called for approval of the October 11, 2002, meeting minutes. The minutes were approved.

The following members were present:

Dr. Mark Allen	Math and Science
Dr. Frank Elwell	Liberal Arts
Dr. Bruce Garrison	Business and Technology
Dr. Barry Hancock	Bartlesville
Dr. Barry Knight	Business
Dr. Jeff Laub	Mathematics, Science, and Health Sciences
Dr. Abe Marrero.....	Social and Behavioral Sciences
Mr. Gary Moeller	Fine Arts and Communication
Dr. Larry Minks	Academic Affairs
Dr. Patricia Seward (guest)	Curriculum Committee

A. SECOND READING

From Academic Council Meeting on October 11, 2002

1. BS in Social Science (110)
Options: History/Political Science
Psychology/Sociology

Change in course title and description:

SBS 3053 Social Problems Seminar to

SBS 3053 Social Systems and Problems

An inquiry into the origin and development of current social problems with specific reference to social action taken to address these problems. Students will investigate one major problem using the resources from more than one social science discipline.

Motion to approve was made by Dr. Laub, seconded by Dr. Allen. Motion passed.

B. ITEMS UNTABLED FROM AC MEETING--OCTOBER 11, 2002

(Reference: Originally tabled at May 29, 2002 AC Meeting)

Motion to waive second reading of Minor in Psychology and Minor in Sociology was made by Dr. Hancock and approved by acclamation.

1. Minor in Psychology
Requirements:
Eighteen hours of courses with psychology prefixes, nine hours required in the core, and nine hours of electives, with at least nine hours of upper-division course work.
Core (9 hours)
 PSY 1113 Introduction to Psychology
 PSY 3033 Developmental Psychology
 PSY 3053 History and Systems of Psychology
Electives (9 hours)
Nine hours in Psychology, of which six hours must be at upper-division level.
TOTAL CREDIT HOURS: 18

*Not open to Bachelor of Science in Social Science majors with Psychology/Sociology emphasis.

Motion to approve was made by Dr. Knight, seconded by Dr. Elwell. Motion passed.

2. Minor in Sociology

Requirements:

18 hours

Core (9 hours)

SOC 1113	Introduction to Sociology
SOC 2123	Social Problems
SOC 4013	Sociological Theory

Electives (9 hours):

Select nine hours of sociology credit, six of which must be upper-division. Students may substitute up to three hours of SBS credit for SOC with approval of a sociology advisor

TOTAL CREDIT HOURS: 18

*Not open to Bachelor of Science in Social Science majors with Psychology/Sociology emphasis.

Motion to approve was made by Dr. Elwell, seconded by Dr. Hancock. Motion passed.

C. FIRST READING

CURRICULUM COMMITTEE RECOMMENDATIONS OCTOBER 8, 2002

1. BS in Social Science (110)

Options: History/Political Science

Psychology/Sociology

Change in course number, description, and program requirement

SOC 2363 Criminology to

SOC 3073 Criminology

Critical analysis of criminological theories. The examination of major types of crimes, victims, and criminal behavior. Other topics include definitions, incidents, and trends in criminal behavior and the response of law enforcement, judicial, and correctional systems.

+ Appropriate changes will be made to the course description and objectives and presented at the next meeting for second reading.

2. AAS in Police Science (029)

Option: Law Enforcement

Course Change under Support and Related Requirements:

SOC 2363 to SOC 3073

Changes in course objectives will be presented at second reading.

3. AA in Law/Justice Careers (096)

Option: Criminal Justice

Course Change under Support and Related Requirements:

SOC 2363 to SOC 3073

Changes in course objectives will be presented at second reading.

4. BS in Biology (112)

Options: Medical/Molecular

Environmental Conservation

New Course Addition:

SP 3900 Special Problems

Research of current topics or problems involving library, laboratory or field studies. Content and format will be determined by the specific course offered and the needs and interests of the participants. Prerequisite: Permission of instructor. Credit: 1-4 hours.

+ The Council rejected this proposal in its present form and it will be revised and reviewed by the department and the Curriculum Committee for further consideration. The Council agreed that Directed Studies (1-2 hours) and Special Topics (3-4 hours) should be separate courses and each have separate lower and upper level course designations.

DISTRIBUTION: Dr. Mark Allen, Linda Andrews, Dr. Richard Boyd, Dr. Johnny Carroll, Dr. Frank Elwell, Dr. Bruce Garrison, Dr. Barry Hancock, Dr. Barry Knight, Dr. Jeff Laub, Dr. Abe Marrero, Dr. Larry Minks, Dr. Patricia Seward (Curriculum Committee), Anita Schell (Academic Support Coordinator).

ACADEMIC COUNCIL MINUTES
Friday, February 14, 2003, 1:30pm, Post Hall

The Academic Council met at approximately 1:30 pm, Friday, February 14, 2003, in Post Hall. The meeting was called to order by the Chair, Dr. Richard Boyd, Vice President for Academic Affairs. Dr. Boyd called for approval of the December 13, 2002 meeting minutes. The minutes were approved as submitted.

The following members were present:

Dr. Mark AllenMathematics, Science
Ms. Linda AndrewsHealth Sciences
Dr. Johnny Carroll.....Applied Technology
Dr. Frank Elwell.....Liberal Arts
Dr. Bruce GarrisonBusiness and Technology
Dr. Barry HancockBartlesville
Dr. Barry KnightBusiness
Dr. Jeff LaubMathematics, Science, and Health Sciences
Dr. Abe Marrero.....Social and Behavioral Sciences
Dr. Larry MinksAcademic Affairs
Mr. Gary MoellerCommunication and Fine Arts
Dr. Patricia Seward (guest).....Curriculum Committee

A. FIRST READING CURRICULUM COMMITTEE RECOMMENDATIONS NOVEMBER 12, 2002 MEETING

1. BS in Social Science (110)

Options: History/Political Science
Psychology/Sociology

Change in program requirement—Addition of SOC 2123 Social Problems to Psychology/Sociology

Discussion

- Course coverage and rotation (not taught in two years).
- Rationale for course in distribution.

B. FIRST READING CURRICULUM COMMITTEE RECOMMENDATIONS DECEMBER 3, 2002 MEETING

1. BS in Social Science (110)

Options: History/Political Science
Psychology/Sociology

New course addition and program requirement change—

PSY 4023 Physiological Psychology (addition to Psychology/Sociology distribution)

An examination of the biological basis of behavior with emphasis on the structural and functional anatomy of the central nervous system. Prerequisite: Twelve hours of SBS coursework or junior status.

Discussion

- Dr. Marrero will review Council next time regarding OSHA requirements for biological hazard waste disposal.
- Lab integrated into course.
- Course prerequisites other institutions reviewed.

2. Minor in Social Science

Requirements:

Core Courses (6 hours)

SBS 3033 Perspectives on Human Behavior

SBS 3013 Research Methods I

Electives (12 hours)

12 hours selected from classes in History, Political Science, Psychology, Sociology, Alcohol and Drug Abuse, or Criminal Justice, SBS 3023 and SBS 3053. 6 of these hours must be in upper-division classes. Students may count a maximum of three hours of general education course credit toward this minor. This minor is not available to students who are majors in the Bachelor of Science in Social Science program.

Discussion

- Degree may be too fluid and not representative of social science disciplines.
- Breadth of disciplines suggested with at least three disciplines being represented in this minor.

3. BT in Applied Technology (107)

Change in course prefix

COMM 3913 Communication Skills for Managers and Professionals to BADM 3913

Motion to waive the second reading and approve upon completion of the Suggested Course Sequence table was made by Dr. Knight and seconded by Dr. Laub. Motion passed. The table completion will be presented at the next meeting.

4. BS in Biology (112)
Options: Medical/Molecular
Environmental Conservation
New Course Addition (Elective)-
BIOL 4203 Natural Resource and Conservation Management
An analysis of the major topics, resources and concepts for environmental science. Prerequisite: Permission of instructor.

Discussion

- Actual demand/need for UD course of this nature.
- No prerequisites.
- Confirmation will be provided whether course level counts for teachers.

C. FIRST READING CURRICULUM COMMITTEE RECOMMENDATIONS JANUARY 14, 2003

1. Supporting Documentation for Course/Program Modifications/Proposals with Addition of General Ed Addendum Curriculum Committee request for review by the Academic Council—
Council would like to see more requirements and documentation for adding and/or deleting General Education courses.

2. Minor in Technical Writing

Requirements:

18 hours, 9 of which must be upper division. Students may not count hours taken for either general education or the degree program toward the minor. Such a class must be replaced in the minor, in general education, or in the degree program by an approved class of equivalent or higher level.

Core (9 hours)

ENGL 3123 Topics in Advanced Composition
ENGL 2333 Technical Writing
ENGL 3113 Advanced Technical Writing
Guided Electives (9 hours, 3 of which must be upper division)
BUS 1223 Business English
BADM 2523 Business Communications
COMM 3023 Writing for the Media
COMM 3173 News Reporting
COMM 3913 Communication Skills for Managers and Professionals
HUM 4003 Multi-Media Communications

Discussion

- Limited institutional coverage of core courses; shortage of English faculty; and frequency of core course offerings.
- Minors need to be consistent – one 3-hour course counting for general education and in the minor.
- Possible addition of COMM 1003 – Intro to Mass Communication and COMM 1103 – Broadcast Equipment and Operation to Electives.
- Request forms for Minors may need revision – more detail.

3. BS in Biology (112)

Change in course name, description, and credit hours—SP 2900 Special Problems to SP 2900 Directed Study Directed readings or laboratory exercises in approved area. Prerequisite: Permission of instructor. Credit: one to two hours.

New Course Addition—SP 2950 Special Topics

Seminar in approved area of study. Content will be determined by the specific course offered. Prerequisite: Permission of instructor. Credit: three to four hours.

New Course Addition—SP 3900 Independent Study

Research of current topics or problems involving library, laboratory or field studies. Content will be determined by the needs and interests of the participants. Prerequisite: Permission of instructor. Credit: one to two hours.

New Course Addition—SP 3950 Advanced Topics

Current topic in approved area of study. Content will be determined by the specific course offered. Prerequisite: Permission of instructor. Credit: three to four hours.

Discussion

- Notation in catalog listings that discipline (or title) can be designated – i.e., through arranged form.
- Specific title shown on transcript.

ACADEMIC COUNCIL MINUTES
Friday, March 14, 2003, 1:30 pm, Post Hall

The Academic Council met at approximately 1:30 pm, Friday, March 14, 2003, in Post Hall. The meeting was called to order by the Chair, Dr. Richard Boyd, Vice President for Academic Affairs. Dr. Boyd called for approval of the February 14, 2003 meeting minutes. The minutes were approved as submitted.

The following members were present:

Dr. Mark Allen Mathematics and Science
Ms. Linda Andrews Health Sciences
Dr. Frank Elwell Liberal Arts
Dr. Bruce Garrison Business and Technology
Dr. Barry Hancock Bartlesville
Dr. Jeff Laub Mathematics, Science, and Health Sciences
Dr. Abe Marrero Social and Behavioral Sciences
Dr. Larry Minks Academic Affairs
Dr. Patricia Seward (guest) Curriculum Committee

A. SECOND READING From Academic Council Meeting on November 8, 2002

1. BS in Social Science (110)

Options: History/Political Science
Psychology/Sociology

Change in program requirement –

Addition of SOC 2123 Social Problems to Psychology/Sociology distribution.

Motion to approve was made by Dr. Hancock, seconded by Dr. Marrero. Motion passed.

2. BS in Social Science (110)

Options: History/Political Science
Psychology/Sociology

New course addition and program requirements change—

PSY 4023 Physiological Psychology (addition to Psychology/Sociology distribution)

An examination of the biological basis of behavior with emphasis on the structural and functional anatomy of the central nervous system. Prerequisite: PSY 1113 and junior standing.

Motion to approve with correction in the course description above made by Dr. Elwell, seconded by Dr. Hancock.

Motion passed.

3. Minor in Social Science

Requirements:

Core Courses (6 hours)

SBS 3033 Perspectives on Human Behavior

SBS 3013 Research Methods I

Electives (12 hours)

12 hours selected from classes in History, Political Science, Psychology, Sociology, Alcohol and Drug Abuse, or Criminal Justice, SBS 3023 and SBS 3053. 6 of these hours must be in upper-division classes. Students may count a maximum of three hours of general education course credit toward this minor. This minor is not available to students who are majors in the Bachelor of Science in Social Science program.

Motion to defeat proposal and forward back to the Curriculum Committee made by Dr. Elwell, seconded by Dr. Laub.

Motion passed.

4. BT in Applied Technology (107)

Change in course prefix COMM 3913 Communication Skills for Managers and Professionals to BADM 3913

Motion to approve was made by Dr. Garrison, seconded by Dr. Elwell. Motion passed.

5. BS in Biology (112)

Options: Medical/Molecular
Environmental Conservation

New Course Addition (elective)-

BIOL 4203 Natural Resource and Conservation Management

An analysis of the major topics, resources and concepts for environmental science. Prerequisite: Permission of Instructor.

Original motion to table made by Dr. Allen. Later motion to withdraw proposal made by Dr. Laub, seconded by Dr. Elwell. Motion passed.

6. Supporting Documentation for Course/Program Modifications/Proposals with the Addition of General Education Addendum. Curriculum Committee request for review by the Academic council. Council provided documentation for review. Any additional suggestions may be forwarded to the Curriculum Committee through Dr. Seward.

7. Minor in Technical Writing

Requirements:

18 hours, 9 of which must be upper division. Students may not count hours taken for either general education or the degree program toward the minor. Such a class must be replaced in the minor, in general education, or in the degree program by an approved class of equivalent or higher level.

Core (9 hours)

ENGL 3123 Topics in Advanced Composition

ENGL 2333 Technical Writing

ENGL 3113 Advanced Technical Writing

Guided Electives (9 hours, 3 of which must be upper division)

BUS 1223 Business English

BADM 2523 Business Communications

COMM 3023 Writing for the Media

COMM 3173 News Reporting

BADM 3913 Communication Skills for Managers and Professionals

HUM 4003 Multi-Media Communications

The following suggestions were made:

- Drop BUS 1223 Business English
- Drop COMM 3023 Writing for the Media
- Drop COMM 3173 News Reporting
- Add another course making a total requirement of 21 hours
- Remove general education references from instructions.

Motion to withdraw proposal for further review and resubmission to Curriculum Committee made by Dr. Elwell, seconded by Dr. Hancock. Motion passed.

8. BS in Biology (112)

Change in course name, description, and credit hours—

SP 2900 Special Problems to SP 2900 Directed Study

Directed readings or laboratory exercises in approved area. Prerequisite: Permission of instructor. Credit: one to two hours.

New Course Addition—

SP 2950 Special Topics

Seminar in approved area of study. Content will be determined by the specific course offered. Prerequisite:

Permission of instructor. Credit: three to four hours.

New Course Addition—

SP 3900 Independent Study

Research of current topics or problems involving library, laboratory or field studies. Content will be determined by the needs and interests of the participants. Prerequisite: Permission of instructor. Credit: one to two hours.

New Course Addition—

SP 3950 Advanced Topics

Current topic in approved area of study. Content will be determined by the specific course offered. Prerequisite: Permission of instructor. Credit: three to four hours.

Council agreed upon the following: 1)each of these courses is distinctly unique, 2)they are not to be used as a conduit for trial of all new courses, and 3)students will be limited in the number of these courses they may take.

Motion to approve made by Ms. Andrews, seconded by Dr. Allen. Motion passed.

B. FIRST READING CURRICULUM COMMITTEE RECOMMENDATIONS JANUARY 21, 2003

1. AA in Liberal Arts (023)

Option: English

Change in course name and description:

ENGL 2543 British Literature I to British Literature to 1700

A survey of British literature from the origins of language to 1700.

ENGL 2653 British Literature II to British Literature from 1700.

A survey of British literature from 1700 to present.

ENGL 2773 American Literature I to American Literature to 1865

A survey of American literature from its colonial beginning to approximately 1865.

ENGL 2883 American Literature II to American Literature from 1865

A survey of American literature from approximately 1965 to the present.

ENGL 2313 World Literature I to World Literature to 1600

A survey of significant world literature from the beginning of the written word to 1600, as evidenced in fiction, drama, essays and poetry. Includes a study of various literary genres and conventions; research techniques; critical writing exercises; and discussion.

ENGL 2933 World Literature II to World Literature from 1600

A survey of world literature from 1600 to present, as evidenced in fiction, drama, essays and poetry. Includes a study of various literary genres and conventions; research techniques; critical writing exercises; and discussion.

Motion to waive second reading and approve made by Dr. Garrison, unanimously approved. Motion passed.

2. BA in Liberal Arts (109)

Changes in course names and description:

Same as presented in preceding section for ENGL courses.

Motion to waive second reading and approve made by Dr. Marrero, seconded by Dr. Hancock. Motion passed.

3. Minor in Biology

Requirements:

Core Courses (12-13 hours)

BIOL 1144 General Cellular Biology and 2 of the following 3 courses:

BIOL 2205 General Zoology

BIOL 2124 Microbiology

BIOL 2104 General Botany

Electives:

9 upper-division hours in Biology

Recommendation:

Chemistry I, CHEM 1315, for Physical Science requirement in General Education

Discussion:

- Dr. Allen will provide comparisons to other peer regional universities at second reading.
- Add statement that this minor is "Not open to students choosing Bachelor of Science in Biology degree."

4. AA in Business Administration (004)

General Education course Requirement change AA, AS, and Baccalaureate Degree Programs

The addition of the course ECON 2123 Principles of Microeconomics under Social and Behavioral Science distribution as follows:

Choose from the following _____ 3

Introduction to Psychology PSY 1113

Introduction to Sociology SOC 1113

Principles of Macroeconomics ECON 2113

Principles of Microeconomics ECON 2123

Discussion:

- Review and revise statements under Summary of Relevant Findings on page CC 1/21/03-35.
- Assessment documents should also go to Curriculum Committee.
- Curriculum Committee should forward the Microeconomics course proposal to the General Education Task Force for consideration of addition to general education requirements in the future.
- The Business Department will provide peer comparisons with regional institutions.

C. NEW BUSINESS

1. The consensus was that the Council should meet twice during April due to the increase in items coming forward for consideration from the Curriculum Committee.
2. Dr. Seward recommended that an RSU course matrix be constructed showing to which degree plan every course offered applies. This could be similar in nature to the OSRHE matrices.

DISTRIBUTION: Dr. Mark Allen, Ms. Linda Andrews, Dr. Richard Boyd, Dr. Johnny Carroll, Dr. Frank Elwell, Dr. Bruce Garrison, Dr. Barry Hancock, Dr. Barry Knight, Dr. Jeff Laub, Dr. Abe Marrero, Mr. Gary Moeller, Dr. Larry Minks, Ms. Anita Schell (Academic Support Coordinator), Dr. Patricia Seward (Chair, Curriculum Committee).

ACADEMIC COUNCIL MINUTES
Friday, April 11, 2003, 1:30 pm, Post Hall

The Academic Council met at approximately 1:30 pm, Friday, April 11, 2003, in Post Hall. The meeting was called to order by the Chair, Dr. Richard Boyd, Vice President for Academic Affairs. Dr. Boyd called for approval of the March 14, 2003 meeting minutes. The minutes were approved as submitted.

The following members were present:

Dr. Mark Allen Mathematics and Science
Dr. Frank Elwell Liberal Arts
Dr. Bruce Garrison Business and Technology
Dr. Barry Hancock Bartlesville
Dr. Barry Knight Business
Dr. Jeff Laub Mathematics, Science, and Health Sciences
Dr. Abe Marrero Social and Behavioral Sciences
Mr. Gary Moeller Communication and Fine Arts
Dr. Larry Minks Academic Affairs
Dr. Patricia Seward (guest) Curriculum Committee

A. SECOND READING From Academic Council Meeting on March 14, 2003

1. Minor in Biology

Requirements:

Core Courses (12-13 hours)

BIOL 1144 General Cellular Biology And 2 of the following 3 courses:

BIOL	2205	General Zoology
BIOL	2124	Microbiology
BIOL	2104	General Botany

Electives:

9 upper-division hours in biology

Recommendation:

Chemistry I, CHEM 1315, for Physical Science requirement in General Education

Motion to table was made by Dr. Laub, seconded by Dr. Hancock. Motion passed.

2. AA in Business Administration (004)

General Education course Requirement Change

AA, AS, and Baccalaureate Degree Programs

The addition of the course ECON 2123 Principles of Microeconomics under Social and Behavioral Science distribution as follows:

Choose from the following _____ 3

Introduction to Psychology	PSY	1113
Introduction to Sociology	SOC	1113
Principles of Macroeconomics	ECON	2113
Principles of Microeconomics	ECON	2123

Motion to table until General Education requirement process review is completed made by Dr. Knight, seconded by Dr. Garrison. Motion passed.

B. FIRST READING CURRICULUM COMMITTEE RECOMMENDATIONS FEBRUARY 11, 2003 MEETING

1. BA in Communications

Options: Radio-Television

Corporate Communications

New Degree Program Proposal

Program Curriculum Requirement Summary

Number of hours in general education	45
Number of hours required in core	24
Number of hours required in options	24
Number of hours in selected minor	18-24
Number of hours in free electives	7-13
Total number of hours required for degree	124

New course Additions:

COMM	3113	Public Relations Strategies
COMM	3751	Advanced Audio Practicum
COMM	3761	Advanced Video Practicum
COMM	3771	Advanced Mass Media Practicum
COMM	3803	Corporate Television
COMM	3833	Communications Theory
COMM	3853	Sports Broadcasting
COMM	4203	Media Management
COMM	4223	Communication in Organizations
COMM	4253	Audio Communication Internship
COMM	4263	Video Communication Internship
COMM	4273	Mass Media Internship
COMM	4283	Corporate Communication Internship
COMM	4323	Women and Minorities in Media
COMM	4453	Radio and Television Programming
COMM	4913	Senior Capstone

Course Changes—

Change in course prefix:

SPCH 1713 Voice and Articulation to COMM

Change in course prefix:

SPCH 2723 Small Group Discussion to COMM

Change in course prefix and prerequisite:

SPCH 4163 Global Communication to COMM

Change in course prefix and prerequisite:

SPCH 3253 Argumentation and Persuasion to COMM

Change in course number, description, and prerequisite:

COMM 2293 Media Law to COMM 3413

Discussion:

- COMM 3751, COMM 3761, and COMM 3771 have imbedded prerequisites. Students could not take practicum unless they had a two-year degree.
- Would like to have practicum/internship for non two-year students. Combine these and make repeatable or make one 3000 level practicum.
- Update occupational outlooks.
- Reduce number of new courses.
- Reduce number of course electives.
- Incorporate into budget narrative that as tuition increases, initial investment will be affected proportionally with increase in students.

C. FIRST READING CURRICULUM COMMITTEE RECOMMENDATIONS MARCH 4, 2003 MEETING

1. BS in Justice Administration

New Degree Program Proposal

Program curriculum Requirement Summary:

Total number of hours required for degree	124
Number of hours in general education	45
Number of hours required in degree program	51
Number of hours in guided electives (Minor)	18-24
Number of hours in general electives	4-10

Justice Administration with Collegiate Officer Program Option

Curriculum Requirement Summary:

Total number of hours required for degree	125
Number of hours in general education	45
Number of hours required in degree program	51
Number of hours in option	25
Number of hours in upper-division electives	4

New Course Additions:

POLS	3113	American Court System
POLS	3063	Constitutional Law

JA	3123	Current Issues in Justice
JA	4113	Criminal Justice Administration
JA	4513	Crime and Public Policy

Discussion

- Will have to be separate from BSSS options.
- Police in Oklahoma must have 60 hours of higher education. If a higher rank is desired, a Bachelor's degree is required.
- COPS option could serve Oklahoma police departments.
- Drop CLEET and COP options and leave as AAS
- Make upper level courses stronger.
- Would like to see 40 hours in the core.
- Replace CLEETS with Criminology.
- Change COPS option to "Law Enforcement Option"
- Need narrative in proposal regarding the new library.
- Incorporate into budget narrative that as tuition increases, initial investment will be affected proportionally with increase in students.
- One additional faculty will be needed after the first year of the program.

D. FIRST READING CURRICULUM COMMITTEE RECOMMENDATION JANUARY 30, 2003 MEETING

1. Minor in Justice Administration

Requirements:

Required Courses (9 hours)

Introduction to Criminal Justice	CJ 1113
Community Relations	CJ 2343
Introduction to Public Admin	POLS 3023

Electives (12 hours, at least 6 hours upper-division) to be chosen from the following:

Criminal Procedures	CJ 2133
Introduction to Corrections	CJ 1213
Criminal Law I	CJ 2013
Juvenile Delinquency	SOC 3023
Criminology	SOC 3073
Social ethics	SOC 3043
Fundamentals of Supervision	TECH 3003
Leadership and Decision Making	TECH 3013
Communication Skills for Managers & Professionals	COMM 3913

TOTAL CREDIT HOURS: 21

Discussion:

- What are comparative institutions with Justice Administration minor?
- Incorporate into budget narrative that as tuition increases, initial investment will be affected proportionally with increase in students.
- Add statement that this minor is not open to students choosing BS in JA degree.
- How many courses are also in CLEET?

E. FIRST READING CURRICULUM COMMITTEE RECOMMENDATION MARCH 11, 2003 MEETING

1. BS in Biology (112)

Options: Medical/Molecular
Environmental Conservation

New Course Addition:

BIOL 3525 Biology of Microorganisms

Change in program requirements:

BIOL 3525o replace BIOL 2124 Microbiology in both Medical/Molecular and Environmental Conservation options

Motion to waive second reading and approve made by Dr. Garrison, seconded by Dr. Knight. Motion passed.

The next meeting will be at 11:00 AM, Thursday, April 17, 2003.

DISTRIBUTION: Dr. Mark Allen, Ms. Linda Andrews, Dr. Richard Boyd, Dr. Johnny Carroll, Dr. Frank Elwell, Dr. Bruce Garrison, Dr. Barry Hancock, Dr. Barry Knight, Dr. Jeff Laub, Dr. Abe Marrero, Mr. Gary Moeller, Dr. Larry Minks, Ms. Anita Schell (Academic Support Coordinator), Dr. Patricia Seward (Chair, Curriculum Committee).

ACADEMIC COUNCIL MINUTES
Thursday, April 17, 2003, 11:00 am, Post Hall

The Academic Council met at approximately 11:00 am, Thursday, April 17, 2003, in Post Hall. The meeting was called to order by Dr. Larry Minks, Associate Vice President for Academic Affairs. Dr. Minks called for approval of the April 11, 2003 meeting minutes. The minutes were approved as submitted.

The following members were present:

Dr. Mark Allen Mathematics and Science
Dr. Johnny Carroll..... Applied Technology
Dr. Frank Elwell..... Liberal Arts
Dr. Bruce Garrison Business and Technology
Dr. Barry Knight Business
Dr. Jeff Laub Mathematics, Science, and Health Sciences
Mr. Gary Moeller Communication and Fine Arts
Dr. Larry Minks..... Academic Affairs

A. SECOND READING From Academic Council Meeting on April 11, 2003

1. BA in Communications

Options: Radio-Television
Corporate Communications

New Degree Program Proposal

Program Curriculum Requirement Summary

Number of hours in general education 45
Number of hours required in core 24
Number of hours required in options 24
Number of hours in selected minor 18-24
Number of hours in free electives 7-13
Total number of hours required for degree 124

New Course Additions:

COMM 3113 Public Relations Strategies
COMM 3750 Advanced Broadcast Practicum
COMM 3803 Corporate Television
COMM 3833 Communications Theory
COMM 3853 Sports Broadcasting
COMM 4203 Media Management
COMM 4223 Communication in Organizations
COMM 4253 Broadcast Internship
COMM 4283 Corporate Communication Internship
COMM 4323 Women and Minorities in Media
COMM 4453 Radio and Television Programming
COMM 4913 Senior Capstone

Course Changes—

Change in course prefix: SPCH 1713 Voice and Articulation to COMM
Change in course prefix: SPCH 2723 Small Group Discussion to COMM
Change in course prefix and prerequisite: SPCH 4163 Global Communication to COMM
Change in course prefix and prerequisite: SPCH 3253 Argumentation and Persuasion to COMM
Change in course number, description, and prerequisite: COMM 2293 Media Law to COMM 3413

Page Revisions to First Reading:

Pps. 6, 12, 14, 15, 20, 22, 26, 30, 31, 35, 38, 43, 44, 45, and Supporting Documentation for New Course/Program Modifications.

Motion to approve pending final editorial review made by Dr. Elwell, seconded by Dr. Laub. Motion passed.

References:

- BA in Communications Proposal
- AC Meeting – 4/17/03
- AC Meeting Agenda and Minutes – 4/11/03

2. BS in Justice Administration

New Degree Program Proposal

Program Curriculum Requirement Summary:

Total number of hours required for degree	124
Number of hours in general education	45
Number of hours required in degree program	51
Number of hours in guided electives (Minor)	18-24
Number of hours in general electives	4-10

Justice Administration –Law Enforcement Emphasis

Curriculum Requirement Summary:

Total number of hours required for degree	125
Number of hours in general education	45
Number of hours required in degree program	51
Number of hours in option	25
Number of hours in upper-division electives	4

New Course Additions:

CJ	3024	Communications for Justice Professionals
POLS	3113	American Court System
POLS	3063	Constitutional Law
JA	3123	Current Issues in Justice Administration
JA	4113	Criminal Justice Administration
JA	4513	Crime and Public Policy

Course Changes—

Change in course number and description: CJ 2133 Criminal Procedures to CJ 3013

This course focuses on supreme Court and Federal Appellate Court decisions related to criminal procedures most commonly confronting law enforcement officers in the administration of criminal law; with special emphasis on freedom of speech, arrest, search and seizure, right to counsel, out of court identification and wire communication interceptions.

Revisions Needed:

- Page 6, Rationale, 1), first line: correct the spelling of the word Emphasis in the course title Law Enforcement Emphasis.
- Page 29, *CJ 3024, Prerequisites: should read – Prerequisites: ENGL 1213 and ENGL 2333 or SPCH 1113.
- Need course rotation listing update to include CJ 3024.
- Page 14, table of Headcount-Fall Semester: table dates need to be consistent with BA in Communications Program Proposal and budget page.

Page Revisions to first reading:

-Pps. 5, 6, 7, 10, 14, 17, 23, 25, 29, 37, 39-47, and Supporting Documentation for New Course/Program Modifications.

Motion to approve pending final editing and changes as noted in the minutes made by Mr. Moeller, seconded by Dr. Garrison. Motion passed.

References:

- BS in Justice Administration Proposal
- AC Meeting – 4/17/03
- AC Meeting Agenda and Minutes – 4/1//03

B. FIRST READING CURRICULUM COMMITTEE RECOMMENDATION APRIL 1, 2003 MEETING

1. AAS in Business Management and Administration (006)

Program Deletion

Rationale: Low enrollment – 14 graduates in the past six years.

Discussion

- Change number of students still enrolled to 8.
- Change last year for graduating students to 2004.

Motion by Dr. Laub to waive second reading and approve with revisions, seconded by Dr. Carroll. Motion passed.

Discussion Notes:

- A. 2nd Reading – BA in Communications
- Imbedded prerequisites: combined practicums and internships into one 4000 level course. Remove current prerequisite and replace with “Prerequisite: Junior standing or instructor’s permission.
 - Number of courses were reduced.
 - Outlook on table on page 12 updated
 - Sources updated on page 15
 - Page 19 – changed 2nd, 3rd, and 4th year dates
 - Page 20 – change last budget sentence to be consistent with JA proposal.
 - Page 22 – Updated references
 - Page 26 – new combined practicum and internship courses to COMM 3750 and COMM 4253
 - Page 30 – be sure updated course descriptions are reflected in new RSU Bulletin
 - Page 35 – updated to reflect updated practicum/Internship changes
 - Page 38 – added courses to matrix
 - Page 43 – used FY 2004-2005 instead of 2003-2004 on table year
 - David Nelson is now an ABD
 - What RSU program is closest to desktop publishing?
 - A minor in graphics should cover this. RSU has a multi-media course.
- B. 2nd Reading – BS in Justice Administration
- Moved Criminal Procedures to 3000 level
 - Renamed program as “Law Enforcement Emphasis.”
 - Removed CLEET courses (can be done with additional 4 hours)
 - Added CJ 3024 – used as a guided elective also
 - Page 6 – add paragraph re Electives in center of page to new RSU Bulletin
 - Page 10 – Library Resource – added some info and updated
 - Page 17 – Budget summary paragraph last sentence updated
 - Page 6 – Word “Emphasis is misspelled under Rationale, #1
 - Page 14 – table dates need to be consistent with Communication Program Proposal and budget page.
 - Page 27 – updated course descriptions.
 - Change title of CJ 3024 to Communications for Justice Professionals
 - Page 29 – Change to Prerequisites: ENGL 1213 and (ENGL 2333 or SPCH 1113)
 - Addition – modification of course
 - Need course rotation listing update – should include CJ 3024
- C. 1st Reading – AAS in Business Management and Administration (006)
- Change number of students in program to 8.
 - Change year of last student graduate to 2004.
 - Only 2 courses will be affected.
- D. New Business – next meeting Friday, May 9, 2003, 1:30 PM
- 2 more proposals from Distance Ed: 1. Combination of courses and, 2. Copyright clause for online course syllabi.
 - Biology Minor which was previously tabled April 11, 2003
 - 2nd Reading of JA Minor from April 11, 2003
 - CFA Minor ?– check to see when this was brought up
 - Graduation Requirements
 - Check on Technical Writing Minor – 1st Reading January 14, 2003

Minor Proposals

Minor	1 st Reading	2 nd Reading	Other	Outcome
Business Administration	5/16/02 5/22/02	approved		
Art	5/16/02 5/22/02	approved		
English	5/16/02 5/22/02	approved		
Chemistry	5/22/02	approved		
History	5/22/02 5/29/02	approved		
Political Science	5/22/02 5/29/02	approved		
Social Science	5/22/02 3/14/03	5/29/02 tabled 10/11/02 rejected approved		
Sociology	5/22/02 11/8/02	5/29/02 tabled approved		
Psychology	5/22/02 11/8/02	5/29/02 tabled approved		
Alcohol and Drug Abuse Counseling	5/22/02 waived	approved		
Computer Science	5/22/02 5/29/02	approved		
Technical Writing	2/14/03	3/14/03 withdrawn		
Biology	3/14/03	4/11/03 tabled		
Justice Administration	4/11/03			

The next meeting will be at 1:30 PM, Friday, May 9, 2003.

DISTRIBUTION: Dr. Mark Allen, Ms. Linda Andrews, Dr. Richard Boyd, Dr. Johnny Carroll, Dr. Frank Elwell, Dr. Bruce Garrison, Dr. Barry Hancock, Dr. Barry Knight, Dr. Jeff Laub, Dr. Abe Marrero, Mr. Gary Moeller, Dr. Larry Minks, Ms. Anita Schell (Academic Support Coordinator), Dr. Patricia Seward (Chair, Curriculum Committee).

ACADEMIC COUNCIL MINUTES

Friday, May 9, 2003, 1:30 am, OMA Conference Room

The Academic Council met at approximately 1:30 am, Friday, May 9, 2003, in OMA Conference Room. The meeting was called to order by Dr. Larry Minks, Associate Vice President for Academic Affairs. Motion to approve minutes of the April 17, 2003 meeting made by Dr. Elwell, seconded by Dr. Allen. Motion passed.

The following members were present:

Dr. Mark Allen Mathematics and Science
Ms. Linda Andrews Health Sciences
Dr. Johnny Carroll Applied Technology
Dr. Frank Elwell Liberal Arts
Dr. Bruce Garrison Business and Technology
Dr. Barry Knight Business
Dr. Jeff Laub Mathematics, Science, and Health Sciences
Dr. Abe Marrero Social and Behavioral Sciences
Mr. Gary Moeller Communication and Fine Arts
Dr. Larry Minks Academic Affairs
Dr. Patricia Seward (guest) Curriculum Committee
Dr. Doug Grenier (guest) Distance Education Committee

A. FIRST READING DISTANCE EDUCATION COMMITTEE RECOMMENDATIONS

1. Courses taught via different modes of delivery shall be considered individual courses for the purposes of determining faculty load and or credit. The different modes of delivery are:
 - a. Traditional
 - b. Online
 - c. video-conference
 - d. telecourse
 - e. live broadcast
 - f. "hybrid" course

This policy shall apply to any future modes of delivery that are established at RSU.

Discussion:

- Necessitates distinct preparation by faculty – online and on-ground
- Issue of enrollment considerations
- Internships and practicums
- Some form of compensation for teaching per capita for extra students for online courses only/as alternative
- Number of combined classes and average class size data presented
- "Hybrid" courses not recognized by university
- Issue of course and program implications

2. All faculty teaching online courses include the following statement in their online syllabus: The materials on this course website are provided for the educational purposes of students enrolled in (name of course) at Rogers State University. These materials are subject to U.S. Copyright law and are not for further reproduction or transmission.

Discussion:

- Change "syllabus" to "syllabi."

Motion to waive second reading and approve with the above change and pending possible final approval by legal made by Dr. Laub, seconded by Dr. Elwell. Motion passed.

3. Faculty teaching online courses should be encouraged to design assignments, exams, and other coursework to take into account the RSU holiday calendar.

Discussion:

- Delete ...should be encouraged to... and replace with ...must...
- Grades may be late with mailed proctored exams for online courses
- NCA guidelines are to treat all courses the same regardless of method of delivery
- Input from Dr. Peter Williams on "Best Practices" for backup reference

B. SECOND READING From Academic Council Meeting on April 11, 2003

1. Minor in Justice Administration

Requirements:

Required Courses (9 hours)

Introduction to Criminal Justice	CJ	1113
Community Relations	CJ	2343

Introduction to Public Administration POLS 3023

Electives (12 hours, at least 6 hours upper-division) to be chosen from the following:

Criminal Procedures	CJ	3013
Introduction to Corrections	CJ	1213
Criminal Law I	CJ	2013
Philosophy of Law	PHIL	3213
Media and Politics	POLS	4043
Juvenile Delinquency	SOC	3023
Criminology	SOC	3073
Social Ethics	SOC	3043
Leadership and Decision Making	TECH	3013

TOTAL CREDIT HOURS: 21

Not open to Bachelor of Science in Justice Administration students.

Motion to approve as amended, based on course changes and added ending statement, made by Ms. Andrews, seconded by Dr. Marrero. Motion passed.

C. TABLED ITEM—From Academic Council Meeting on April 11, 2003

1. Minor in Biology

Requirements:

Core Courses (12–13 hours)

BIOL 1144 General Cellular Biology

and 2 of the following 3 courses:

BIOL 2205 General Zoology

BIOL 3525 Biology of Microorganisms or BIOL 2124 Microbiology

BIOL 2104 General Botany

Electives:

9 upper-division hours in biology

Recommendation:

Chemistry I, CHEM 1315, for Physical Science requirement in General Education.

Not open to students choosing Bachelor of Science in Biology degree.

Motion to approve as presented made by Dr. Elwell, seconded by Dr. Garrison. Motion passed.

The next meeting will be at 1:30 PM, Friday, May 23, 2003.

DISTRIBUTION: Dr. Mark Allen, Ms. Linda Andrews, Dr. Richard Boyd, Dr. Johnny Carroll, Dr. Frank Elwell, Dr. Bruce Garrison, Dr. Barry Hancock, Dr. Barry Knight, Dr. Jeff Laub, Dr. Abe Marrero, Mr. Gary Moeller, Dr. Larry Minks, Ms. Anita Schell (Academic Support Coordinator), Dr. Patricia Seward (Chair, Curriculum Committee).

ACADEMIC COUNCIL MINUTES
Friday, May 23, 2003, 1:30 am, Post Hall

The Academic Council met at approximately 1:30 am, Friday, May 23, 2003, in Post Hall. The meeting was called to order by Dr. Richard Boyd, Vice President for Academic Affairs. Dr. Boyd called for approval of the May 9, 2003 meeting minutes. The minutes were approved as submitted.

The following members were present:

Dr. Mark Allen Mathematics and Science
Dr. Johnny Carroll Applied Technology
Dr. Frank Elwell Liberal Arts
Dr. Bruce Garrison Business and Technology
Dr. Jeff Laub Mathematics, Science, and Health Sciences
Mr. Gary Moeller Communication and Fine Arts
Dr. Larry Minks Academic Affairs
Dr. Patricia Seward (guest) Curriculum Committee

A. SECOND READING From Academic Council Meeting on May 9, 2003 (Reference: AC Minutes distributed)

1. Courses taught via different modes of delivery shall be considered individual courses for the purposes of determining faculty load and or credit. The different modes of delivery are:
 - a. Traditional
 - b. Online
 - c. video-conference
 - d. telecourse
 - e. live broadcast
 - f. "hybrid" course

This policy shall apply to any future modes of delivery that are established at RSU.

Motion made to reject this recommendation made by Dr. Elwell, seconded by Dr. Garrison. Motion passed.

2. Faculty teaching online courses should be encouraged to design assignments, exams, and other coursework to take into account the RSU holiday schedule.

Motion made that faculty teaching online courses will not require class assignments to be submitted during scheduled RSU holiday periods made by Dr. Carroll, seconded by Mr. Moeller. Motion passed.

B. FIRST READING CURRICULUM COMMITTEE RECOMMENDATION GRADUATION REQUIREMENTS

Curriculum Committee Recommendations and Original Submission to Curriculum Committee

Discussion

- Discussion that forms may need to be revised
- Issue of responsibility for general education and degree checks
- Definite need for Advisor workshops in the fall
 - Bulletin needs to reflect graduation degree requirements – i.e., University, OSRHE
 - Need to clearly define graduation requirements terminology versus procedural terminology
 - Section on incomplete is grading issue not graduation requirement

Motion to convene a conference committee made up of three faculty members from the Curriculum Committee, one dean, one department head, RSU Registrar, and Dr. Minks to review graduation requirements was made by Dr. Elwell, seconded by Mr. Moeller. Motion passed.

C. NEW BUSINESS

The next meeting will be at 1:30 PM, Friday, June 6, 2003.

DISTRIBUTION: Dr. Mark Allen, Ms. Linda Andrews, Dr. Richard Boyd, Dr. Johnny Carroll, Dr. Frank Elwell, Dr. Bruce Garrison, Dr. Barry Hancock, Dr. Barry Knight, Dr. Jeff Laub, Dr. Abe Marrero, Mr. Gary Moeller, Dr. Larry Minks, Ms. Anita Schell (Academic Support Coordinator), Dr. Patricia Seward (Chair, Curriculum Committee).

Graduation Requirements Bachelor Degrees

A bachelor's degree is an academic title granted to a student who has completed a specific course of study. The Oklahoma State Regents for Higher Education authorizes degree titles. The University, a school, and a department administer programs leading to the degrees.

In conformance with the requirements established by the Oklahoma State Regents for Higher Education, Rogers State University has established the following guidelines for a student to earn a baccalaureate degree.

1. When the student in a baccalaureate program has 45 credit hours posted to their transcript, the Registrar will complete a General Education Requirement Check. Copies of this General Education Requirement Check will be mailed to the student and to the student's advisor.
2. When the student in a baccalaureate program has 90 credit hours posted to their transcript, the Registrar will complete a Degree Completion Check. Copies of this degree requirement check will be mailed to the student and to the student's advisor.
3. Upon receipt of this Degree Completion Check, the student will make an appointment with his/her advisor to file a formal Application for Degree and develop a Degree Completion Plan. The plan will list all courses required to be taken for the completion of the desired degree and will list the expected date of graduation. The Application for Degree and the Degree Completion Plan will be signed by the student and by the advisor, will be attached to the Degree Completion Check, and will be filed in the student's advisement record for reference in subsequent enrollment sessions. Variation from the filed Degree Completion Plan may result in delay of graduation. Variation from the filed degree completion plan will negate the degree completion plan and requires development of a new degree completion plan. The deadline for completion of this Application for Degree is November 1 for spring graduation, March 1 for summer graduation and April 1 for fall graduation.
4. Diplomas are issued at the close of the spring semester. However, degrees are conferred when earned. Students who have completed all requirements, or are completing all requirements for the current term, are candidates for graduation. If students are within nine hours of graduation in the spring semester and if they have pre-enrolled for the needed courses in the subsequent summer term, the students may participate in commencement exercises.
5. The minimum number of semester hours required for a degree is 120. A minimum of 60 hours, excluding physical education activity courses must be taken at a baccalaureate degree granting institution. At least 40 of the required 120 semester hours must be at the 3000–4000 level, excluding physical education activity courses.
6. Candidates for baccalaureate degrees must earn 30 credit hours in residence at Rogers State University. At least 15 of the final 30 hours applied toward the degree must be completed at Rogers State University. Resident credit is earned by completion of regularly scheduled RSU courses offered on campus, by interactive television, by telecourse, and by Internet courses.
7. Credit earned through CLEP, AP, correspondence, DANTES, advanced standing, and continuing education is not considered resident credit.
8. Forty–five hours of advanced standing credit may be applied toward a bachelor's degree (30 in lower division 1000 and 2000 level courses, and 15 in upper division 3000–4000 level courses).
9. Students must earn a combined retention/graduation GPA of 2.0 in all course work attempted. No grade lower than a C will be accepted in the major or the minor. Grades lower than a C earned at an out–of–state institution do not transfer to Rogers State University.
10. At least one–half of the major must be taken at Rogers State University. At least one–half of the credit hours in the major must be taken at RSU. To complete a minor, a student is required to earn six 3000–4000 level credit hours in that minor at RSU.
11. Individual departments, with the appropriate university approval, may set admission or graduation standards that are higher (but not lower) than the minimum university–wide standards. These departmental requirements can be found in the Bulletin under the degree requirements for the specific program.
12. The Rogers State University Bulletin in effect at the time of the student's initial full–time enrollment, whether at Rogers State University or an Oklahoma educational institution governed by the Oklahoma State Regents for Higher Education, shall govern general education and degree requirements for the major and minor, provided that the student has had continuous enrollment. Continuous enrollment is defined as making significant progress toward degree completion by earning at least six hours toward the degree per semester, excluding the summer term. Students not enrolled for two consecutive semesters will return under the RSU Bulletin in effect at the time of their readmission and will be subject to any new degree requirements as established by the effective RSU Bulletin.

13. The Rogers State University Bulletin expires after seven years for students pursuing a bachelor's degree. When that Bulletin has expired at the end of the seven-year limit, the students who have been continuously enrolled must select a subsequent Bulletin up to and including the current one.
14. Students may elect to meet the degree requirements in a Rogers State University Bulletin adopted by the University after their initial continuous enrollment, but the student will then be governed by all of the requirements of that RSU Bulletin.
15. A deviation from courses required for graduation may only be obtained by approval of the appropriate Department Head, Dean, and Associate Vice President for Academic Affairs. A deviation from courses required for graduation may only be obtained by approval of the appropriate Department Head and Dean of the school offering the major or minor. Transfer credit will only be accepted from regionally-accredited institutions. Transfer credit for specific courses and programs is granted upon recommendation of the Faculty, Department Head, and the Dean of the School accepting the credit.
16. Students must demonstrate computer proficiency within their first 24 credit hours at Rogers State University.
17. Any college work earned more than 15 years before the time a baccalaureate degree is granted at Rogers State University may be applicable toward a degree at the discretion of the departments that offer equivalent or similar courses, and the approval of the appropriate Dean.
18. A maximum of 30 semester hours of credit in any combination of independent study, correspondence and/or continuing education courses from Rogers State University and/or any other regionally-accredited institution will be accepted toward graduation. All correspondence courses and/or transfer work must be completed, received, graded, and recorded before the degree is awarded.
19. Students satisfying requirements in more than one major area will earn two or more majors and these will be posted on their transcript. A student completing a second major cannot be required to take a minor.
20. An incomplete may be used to indicate that additional work is necessary to complete a course. It is not a substitute for an "F," and no student may be failing a course at the time an "I" grade is issued. To receive an "I," the student should have satisfactorily complete 70 percent of course work but be unable to complete the remaining work due to extenuating circumstances. In order for an "I" to be awarded, a contract, signed by the student and the faculty member, stipulating the semester by which the remaining work must be completed, must be on file in the Office of the Registrar. The grade of incomplete must be cleared within one year. If the contract is not fulfilled within the allotted time, the Registrar will convert the "I" to an "F."
21. Students who have completed a degree from another accredited university may earn another degree in a different field at Rogers State University by completing all general education, departmental, and residence requirements for that degree.
22. Students who have earned a baccalaureate degree from Rogers State University may earn a second bachelor's degree by fulfilling the following: a) all the current requirements for the second degree; b) A minimum of 30 additional undergraduate semester hours, of which 15 must be in residence at RSU and not used in meeting any requirements for the first degree; c) A minimum of 15 of the additional 30 hours must be at the 3000-4000 level.
23. The honors designation and requisite cumulative grade point average shall be
 - Summa Cum Laude 4.0
 - Magna cum Laude 3.90-3.99
 - Cum Laude 3.80-3.89

To be eligible for Honor Graduate designation, a student must earn a minimum of 45 semester hours at Rogers State University, 30 of which must be in 3000-4000 level courses. The honor student must earn the required cumulative GPA on both Rogers State University courses and overall.

Graduation Requirements Associate Degrees

An associate's degree is an academic title granted to a student who has completed a specific course of study. The Oklahoma State Regents for Higher Education authorizes degree titles. The University, a school, and a department administer programs leading to the degrees.

In conformance with the requirements established by the Oklahoma State Regents for Higher Education the faculty at Rogers State University has established the following guidelines for a student to earn an associate degree.

1. When the student in an associate degree program has 30 credit hours posted to their transcript, the Registrar will complete a general education requirement check. Copies of this general education requirement check will be mailed to the student and to the student's advisor.
2. When the student in an associate degree program has 45 credit hours posted to their transcript, the Registrar will complete a degree requirement check. Copies of this degree requirement check will be mailed to the student and to the student's advisor.
3. Upon receipt of this Degree Completion Check, the student will make an appointment with his/her advisor to file a formal Application for Degree and develop a Degree Completion Plan. This plan will list all courses required to be taken for the completion of the desired degree and will list the expected date of graduation. The Application for Degree and the Degree Completion Plan will be signed by the student and by the advisor, will be attached to the Degree Completion Check and will be filed in the student's advisement record for reference in subsequent enrollment sessions. Variation from the filed Degree Completion Plan may result in delay of graduation. Variation from the filed degree completion plan will negate the degree completion plan and requires development of a new degree completion plan. The deadline for completion of this Application for Degree is November 1 for spring graduation, March 1 for summer graduation, and April 1 for fall graduation.
4. Diplomas are issued at the close of the spring semester. However, degrees are conferred when earned. Students who have completed all requirements, or are completing all requirements for the current term, are candidates for graduation. If students are within nine hours of graduation in the spring semester and if they have pre-enrolled for the needed courses in the subsequent summer term, the students may participate in commencement exercises.
5. The minimum number of semester hours required for an associate's degree is 60.
6. Candidates for an associate degree must earn 15 credit hours in residence at Rogers State University. At least 15 of the final 30 hours applied toward the degree must be completed at Rogers State University. Resident credit is earned by completion of regularly scheduled RSU courses offered on campus, by interactive television, by telecourse, and by Internet courses. Credit earned through CLEP, AP, correspondence, DANTES, advanced standing, and continuing education is not considered resident credit.
7. Thirty hours of advanced standing credit may be applied toward an associate's degree.
8. Students must earn a combined retention/graduation GPA of 2.0 in all course work attempted. No grade lower than a C will be accepted in the major. Grades lower than a C earned at an out-of-state institution do not transfer to Rogers State University.
9. At least one half of the major must be taken at RSU.
10. Individual departments, with the appropriate university approval, may set admission or graduation standards that are higher (but not lower) than the minimum university-wide standards. These departmental requirements can be found in the Bulletin under the degree requirements for the specific program.
11. The Rogers State University Bulletin in effect at the time of the student's initial full-time enrollment, whether at Rogers State University or an Oklahoma educational institution governed by the Oklahoma State Regents for Higher Education, shall govern general education and degree requirements for the associate degree, provided that the student has had continuous enrollment. Continuous enrollment is defined as making significant progress toward degree completion by earning at least six hours toward the degree per semester, excluding the summer term. Students not enrolled for two consecutive semesters will return under the RSU Bulletin in effect at the time of their readmission and will be subject to any new degree requirements as established by the effective RSU Bulletin.
12. The Rogers State University Bulletin expires after seven years for students pursuing an associate's degree. When that Bulletin has expired at the end of the seven-year limit, the student who has been continuously enrolled must select a subsequent bulletin up to and including the current one.
13. Students may elect to meet the degree requirements in a Rogers State University Bulletin adopted by the University after their initial continuous enrollment, but that student will then be governed by all of the requirements of that RSU Bulletin.
14. A deviation from courses required for graduation may only be obtained by approval of the appropriate Department Head, Dean, and Vice President for Academic Affairs/Instruction. A deviation from courses required for graduation may only be obtained by approval of the appropriate Department Head and Dean of the school offering the major or

minor. Transfer credit will only be accepted from regionally–accredited institutions. Transfer credit for specific courses and programs is granted upon recommendation of the Faculty, Department Head, and the Dean of the School accepting the credit.

15. Students must demonstrate computer proficiency as defined by the Oklahoma State Regents for Higher Education.
16. Any college work earned more than 15 years before the time an associate degree is granted at Rogers State University may be applicable toward a degree at the discretion of the departments that offer equivalent or similar courses, and the approval of the appropriate Dean.
17. A maximum of 15 semester hours of credit in any combination of independent study, correspondence and/or continuing education courses from Rogers State University and/or any regionally–accredited institution will be accepted toward graduation. All correspondence courses and/or transfer work must be completed, received, graded, and recorded before the degree is awarded.
18. An incomplete may be used to indicate that additional work is necessary to complete a course. It is not a substitute for an “F,” and no student may be failing a course at the time an “I” grade is issued. To receive an “I,” the student should have satisfactorily completed 70 percent of course work but be unable to complete the remaining work due to extenuating circumstances. In order for an “I” to be awarded, a contract, signed by the student and the faculty member, stipulating the semester by which the remaining work must be completed, must be on file in the Office of the Registrar. The grade of incomplete must be cleared within one year. If the contract is not fulfilled within the allotted time, the Registrar will convert the “I” to an “F.”
19. Students who have earned an associate degree from Rogers State University may earn a second associate degree by fulfilling the following: a) all the current requirements for the second degree; b) A minimum of 15 additional undergraduate semester hours, of which 9 must be in residence at RSU and not used in meeting any requirements for the first degree.
20. The honors designation and requisite cumulative grade point average shall be
 - Summa Cum Laude..... 4.0
 - Magna cum Laude..... 3.90–3.99
 - Cum Laude..... 3.80–3.89

ACADEMIC COUNCIL MINUTES
Friday, June 6, 2003, 1:30 PM, Post Hall

The Academic Council met at approximately 1:30 PM, Friday, June 6, 2003, in Post Hall. The meeting was called to order by Dr. Richard Boyd, Vice President for Academic Affairs. Dr. Boyd called for approval of the May 23, 2003 meeting minutes. The minutes were approved as submitted.

The following members were present:

Dr. Mark Allen Mathematics and Science
Dr. Johnny Carroll..... Applied Technology
Dr. Frank Elwell Liberal Arts
Dr. Jeff Laub Mathematics, Science, and Health Sciences
Dr. Abe Marrero..... Social and Behavioral Sciences
Mr. Gary Moeller Communication and Fine Arts
Ms. Becky Bush (guest) Registrar

**A. SECOND READING ACADEMIC COUNCIL CONFERENCE COMMITTEE RECOMMENDATION
GRADUATION REQUIREMENTS From Academic Council Conference Committee Meeting on May 29, 2003
(Document attached)**

1. Amendments: Item number two under Bachelor Degrees and Associate Degrees Graduation Requirements shall be changed to read:

Upon completion of the Application for Graduation, the student and advisor must complete a Degree Completion Plan Worksheet. Variation from the filed degree completion plan may result in delay of graduation.

Motion made to approve this recommendation as amended made by Dr. Elwell, seconded by Dr. Allen. Motion passed.

2. Make the following changes to the Degree Completion Plan Worksheet:

- a.) Replace Social Security No with Student ID #
- b.) Delete Graduation GPA
- c.) Add signature and date line for the Dean

3. Make the following changes to the Application For Graduation form:

- a.) Replace Social Security No with Student ID #
- b.) Change last sentence of opening paragraph to read:

NO DEGREE COMPLETION PLAN WORKSHEETS will be reviewed without the information below.

- c.) Delete the sentence after the sentence which reads "Please circle the major and code that apply to your degree".
- d.) Capitalize Official Degree Completion Plan Worksheet in the first sentence of the opening paragraph.

B. NEW BUSINESS

The consensus of the Council was that beginning next academic year final curricular changes will be presented to the Academic Council no later than the end of February for inclusion in the following year's Bulletin.

DISTRIBUTION: Dr. Mark Allen, Ms. Linda Andrews, Dr. Richard Boyd, Dr. Johnny Carroll, Dr. Frank Elwell, Dr. Bruce Garrison, Dr. Barry Hancock, Dr. Barry Knight, Dr. Jeff Laub, Dr. Abe Marrero, Mr. Gary Moeller, Dr. Larry Minks, Ms. Anita Schell (Academic Support Coordinator), Dr. Patricia Seward (Chair, Curriculum Committee).

Graduation Requirements Bachelor Degrees

A bachelor's degree is an academic title granted to a student who has completed a specific course of study. The Oklahoma State Regents for Higher Education authorizes degree titles. The University, a school, and a department administer programs leading to the degrees.

In conformance with the requirements established by the Oklahoma State Regents for Higher Education, Rogers State University has established the following guidelines for a student to earn a baccalaureate degree.

1. When the student in a baccalaureate program has 45 credit hours posted to their transcript, the Registrar will complete a General Education Requirement Check. Copies of this General Education Requirement Check will be mailed to the student and to the student's advisor.
2. When the student in a baccalaureate program has 90 credit hours posted to their transcript, the Registrar will complete a Degree Completion Check. Copies of this degree requirement check will be mailed to the student and to the student's advisor.
3. Upon receipt of this Degree Completion Check, the student will make an appointment with his/her advisor to file a formal Application for Degree and develop a Degree Completion Plan. The plan will list all courses required to be taken for the completion of the desired degree and will list the expected date of graduation. The Application for Degree and the Degree Completion Plan will be signed by the student and by the advisor, will be attached to the Degree Completion Check, and will be filed in the student's advisement record for reference in subsequent enrollment sessions. Variation from the filed Degree Completion Plan may result in delay of graduation. Variation from the filed degree completion plan will negate the degree completion plan and requires development of a new degree completion plan. The deadline for completion of this Application for Degree is November 1 for spring graduation, March 1 for summer graduation and April 1 for fall graduation.
4. Diplomas are issued at the close of the spring semester. However, degrees are conferred when earned. Students who have completed all requirements, or are completing all requirements for the current term, are candidates for graduation. If students are within nine hours of graduation in the spring semester and if they have pre-enrolled for the needed courses in the subsequent summer term, the students may participate in commencement exercises.
5. The minimum number of semester hours required for a degree is 120. A minimum of 60 hours, excluding physical education activity courses must be taken at a baccalaureate degree granting institution. At least 40 of the required 120 semester hours must be at the 3000–4000 level, excluding physical education activity courses.
6. Candidates for baccalaureate degrees must earn 30 credit hours in residence at Rogers State University. At least 15 of the final 30 hours applied toward the degree must be completed at Rogers State University. Resident credit is earned by completion of regularly scheduled RSU courses offered on campus, by interactive television, by telecourse, and by Internet courses.
7. Credit earned through CLEP, AP, correspondence, DANTEs, advanced standing, and continuing education is not considered resident credit.
8. Forty-five hours of advanced standing credit may be applied toward a bachelor's degree (30 in lower division 1000 and 2000 level courses, and 15 in upper division 3000–4000 level courses).
9. Students must earn a combined retention/graduation GPA of 2.0 in all course work attempted. No grade lower than a C will be accepted in the major or the minor. Grades lower than a C earned at an out-of-state institution do not transfer to Rogers State University.
10. At least one-half of the major must be taken at Rogers State University. At least one-half of the credit hours in the major must be taken at RSU. To complete a minor, a student is required to earn six 3000–4000 level credit hours in that minor at RSU.
11. Individual departments, with the appropriate university approval, may set admission or graduation standards that are higher (but not lower) than the minimum university-wide standards. These departmental requirements can be found in the Bulletin under the degree requirements for the specific program.
12. The Rogers State University Bulletin in effect at the time of the student's initial full-time enrollment, whether at Rogers State University or an Oklahoma educational institution governed by the Oklahoma State Regents for Higher Education, shall govern general education and degree requirements for the major and minor, provided that the student has had continuous enrollment. Continuous enrollment is defined as making significant progress toward degree completion by earning at least six hours toward the degree per semester, excluding the summer term. Students not enrolled for two consecutive semesters will return under the RSU Bulletin in effect at the time of their readmission and will be subject to any new degree requirements as established by the effective RSU Bulletin.

13. The Rogers State University Bulletin expires after seven years for students pursuing a bachelor's degree. When that Bulletin has expired at the end of the seven-year limit, the students who have been continuously enrolled must select a subsequent Bulletin up to and including the current one.
14. Students may elect to meet the degree requirements in a Rogers State University Bulletin adopted by the University after their initial continuous enrollment, but the student will then be governed by all of the requirements of that RSU Bulletin.
15. A deviation from courses required for graduation may only be obtained by approval of the appropriate Department Head, Dean, and Associate Vice President for Academic Affairs. A deviation from courses required for graduation may only be obtained by approval of the appropriate Department Head and Dean of the school offering the major or minor. Transfer credit will only be accepted from regionally-accredited institutions. Transfer credit for specific courses and programs is granted upon recommendation of the Faculty, Department Head, and the Dean of the School accepting the credit.
16. Students must demonstrate computer proficiency within their first 24 credit hours at Rogers State University.
17. Any college work earned more than 15 years before the time a baccalaureate degree is granted at Rogers State University may be applicable toward a degree at the discretion of the departments that offer equivalent or similar courses, and the approval of the appropriate Dean.
18. A maximum of 30 semester hours of credit in any combination of independent study, correspondence and/or continuing education courses from Rogers State University and/or any other regionally-accredited institution will be accepted toward graduation. All correspondence courses and/or transfer work must be completed, received, graded, and recorded before the degree is awarded.
19. Students satisfying requirements in more than one major area will earn two or more majors and these will be posted on their transcript. A student completing a second major cannot be required to take a minor.
20. An incomplete may be used to indicate that additional work is necessary to complete a course. It is not a substitute for an "F," and no student may be failing a course at the time an "I" grade is issued. To receive an "I," the student should have satisfactorily complete 70 percent of course work but be unable to complete the remaining work due to extenuating circumstances. In order for an "I" to be awarded, a contract, signed by the student and the faculty member, stipulating the semester by which the remaining work must be completed, must be on file in the Office of the Registrar. The grade of incomplete must be cleared within one year. If the contract is not fulfilled within the allotted time, the Registrar will convert the "I" to an "F."
21. Students who have completed a degree from another accredited university may earn another degree in a different field at Rogers State University by completing all general education, departmental, and residence requirements for that degree.
22. Students who have earned a baccalaureate degree from Rogers State University may earn a second bachelor's degree by fulfilling the following: a) all the current requirements for the second degree; b) A minimum of 30 additional undergraduate semester hours, of which 15 must be in residence at RSU and not used in meeting any requirements for the first degree; c) A minimum of 15 of the additional 30 hours must be at the 3000-4000 level.
23. The honors designation and requisite cumulative grade point average shall be
 - Summa Cum Laude..... 4.0
 - Magna cum Laude..... 3.90-3.99
 - Cum Laude..... 3.80-3.89

To be eligible for Honor Graduate designation, a student must earn a minimum of 45 semester hours at Rogers State University, 30 of which must be in 3000-4000 level courses. The honor student must earn the required cumulative GPA on both Rogers State University courses and overall.

Graduation Requirements Associate Degrees

An associate's degree is an academic title granted to a student who has completed a specific course of study. The Oklahoma State Regents for Higher Education authorizes degree titles. The University, a school, and a department administer programs leading to the degrees.

In conformance with the requirements established by the Oklahoma State Regents for Higher Education the faculty at Rogers State University has established the following guidelines for a student to earn an associate degree.

1. When the student in an associate degree program has 30 credit hours posted to their transcript, the Registrar will complete a general education requirement check. Copies of this general education requirement check will be mailed to the student and to the student's advisor.
2. When the student in an associate degree program has 45 credit hours posted to their transcript, the Registrar will complete a degree requirement check. Copies of this degree requirement check will be mailed to the student and to the student's advisor.
3. Upon receipt of this Degree Completion Check, the student will make an appointment with his/her advisor to file a formal Application for Degree and develop a Degree Completion Plan. This plan will list all courses required to be taken for the completion of the desired degree and will list the expected date of graduation. The Application for Degree and the Degree Completion Plan will be signed by the student and by the advisor, will be attached to the Degree Completion Check and will be filed in the student's advisement record for reference in subsequent enrollment sessions. Variation from the filed Degree Completion Plan may result in delay of graduation. Variation from the filed degree completion plan will negate the degree completion plan and requires development of a new degree completion plan. The deadline for completion of this Application for Degree is November 1 for spring graduation, March 1 for summer graduation, and April 1 for fall graduation.
4. Diplomas are issued at the close of the spring semester. However, degrees are conferred when earned. Students who have completed all requirements, or are completing all requirements for the current term, are candidates for graduation. If students are within nine hours of graduation in the spring semester and if they have pre-enrolled for the needed courses in the subsequent summer term, the students may participate in commencement exercises.
5. The minimum number of semester hours required for an associate's degree is 60.
6. Candidates for an associate degree must earn 15 credit hours in residence at Rogers State University. At least 15 of the final 30 hours applied toward the degree must be completed at Rogers State University. Resident credit is earned by completion of regularly scheduled RSU courses offered on campus, by interactive television, by telecourse, and by Internet courses. Credit earned through CLEP, AP, correspondence, DAN TES, advanced standing, and continuing education is not considered resident credit.
7. Thirty hours of advanced standing credit may be applied toward an associate's degree.
8. Students must earn a combined retention/graduation GPA of 2.0 in all course work attempted. No grade lower than a C will be accepted in the major. Grades lower than a C earned at an out-of-state institution do not transfer to Rogers State University.
9. At least one half of the major must be taken at RSU.
10. Individual departments, with the appropriate university approval, may set admission or graduation standards that are higher (but not lower) than the minimum university-wide standards. These departmental requirements can be found in the Bulletin under the degree requirements for the specific program.
11. The Rogers State University Bulletin in effect at the time of the student's initial full-time enrollment, whether at Rogers State University or an Oklahoma educational institution governed by the Oklahoma State Regents for Higher Education, shall govern general education and degree requirements for the associate degree, provided that the student has had continuous enrollment. Continuous enrollment is defined as making significant progress toward degree completion by earning at least six hours toward the degree per semester, excluding the summer term. Students not enrolled for two consecutive semesters will return under the RSU Bulletin in effect at the time of their readmission and will be subject to any new degree requirements as established by the effective RSU Bulletin.
12. The Rogers State University Bulletin expires after seven years for students pursuing an associate's degree. When that Bulletin has expired at the end of the seven-year limit, the student who has been continuously enrolled must select a subsequent bulletin up to and including the current one.
13. Students may elect to meet the degree requirements in a Rogers State University Bulletin adopted by the University after their initial continuous enrollment, but that student will then be governed by all of the requirements of that RSU Bulletin.

14. A deviation from courses required for graduation may only be obtained by approval of the appropriate Department Head, Dean, and Vice President for Academic Affairs/Instruction. A deviation from courses required for graduation may only be obtained by approval of the appropriate Department Head and Dean of the school offering the major or minor. Transfer credit will only be accepted from regionally–accredited institutions. Transfer credit for specific courses and programs is granted upon recommendation of the Faculty, Department Head, and the Dean of the School accepting the credit.
15. Students must demonstrate computer proficiency as defined by the Oklahoma State Regents for Higher Education.
16. Any college work earned more than 15 years before the time an associate degree is granted at Rogers State University may be applicable toward a degree at the discretion of the departments that offer equivalent or similar courses, and the approval of the appropriate Dean.
17. A maximum of 15 semester hours of credit in any combination of independent study, correspondence and/or continuing education courses from Rogers State University and/or any regionally–accredited institution will be accepted toward graduation. All correspondence courses and/or transfer work must be completed, received, graded, and recorded before the degree is awarded.
18. An incomplete may be used to indicate that additional work is necessary to complete a course. It is not a substitute for an “F,” and no student may be failing a course at the time an “I” grade is issued. To receive an “I,” the student should have satisfactorily completed 70 percent of course work but be unable to complete the remaining work due to extenuating circumstances. In order for an “I” to be awarded, a contract, signed by the student and the faculty member, stipulating the semester by which the remaining work must be completed, must be on file in the Office of the Registrar. The grade of incomplete must be cleared within one year. If the contract is not fulfilled within the allotted time, the Registrar will convert the “I” to an “F.”
19. Students who have earned an associate degree from Rogers State University may earn a second associate degree by fulfilling the following: a) all the current requirements for the second degree; b) A minimum of 15 additional undergraduate semester hours, of which 9 must be in residence at RSU and not used in meeting any requirements for the first degree.
20. The honors designation and requisite cumulative grade point average shall be
 - Summa Cum Laude..... 4.0
 - Magna cum Laude..... 3.90–3.99
 - Cum Laude..... 3.80–3.89