



[RSU logo]

ROGERS STATE UNIVERSITY

Academic Council Meeting

MINUTES OF MEETING

Date: March 27, 2020

Chairperson: Rich Beck

Recorder/Scribe: Mary Millikin

Place: Zoom URL <https://youtu.be/ugmegDoLqv4>

Time Beginning: 9:01 am

Time Adjourning: 9:50 am

Members: Rich Beck, Shelly Borgstrom, Jerry Bowen, Gary Dotterer, Frank Elwell, Tray Emmons, Jim ford, Faith Gates, Roy Gardner, Heidi Hoskinson, Kenneth Hicks, Todd Jackson, Alan Lawless, Carla Lynch, March Mackie, Abe Marrero, Keith Martin, Nan Melton, Mary Millikin, Ronda Riden, Susan Willis. Steve Rosser – Absent, Jamie Graham – Absent

Call to order: 9:01 am by R. Beck

Approval of minutes: NA – ad hoc meeting to address COVID-19 pandemic issues

9:01 – Review of Pending Student Email Re: Delivery of Remote Instruction

Academic Council reviewed the email draft to be sent by the VPAA to all enrolled students re: delivery of remote instruction beginning 3/30/2020.



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- R. Beck charged members to review the email draft to students (See Appendix A). Important information included:
 - Deadline to withdraw has been extended to April 17.
 - RSU has activated its [Coronavirus \(COVID-19\)](#) website with a child page for [Information for Students](#).
 - Students will be instructed by their instructors to download any software they may need for the transition to remote instruction.
 - Help Desk support is available at 918-343-7538.
- AC members reviewed and approved the information for communication with students.
- M. Mackie asked for clarification regarding the spring 2020 grading policy allowing students to select Pass/Not Pass over a letter grade
 - R. Beck reported that the email to students re: pass/not pass policy was sent 3/26/2020.
 - This exception to policy is for the spring 2020 semester only in an effort to mitigate the effects of converting all courses to remote instruction.
 - J. Ford asked how this would affect students who require a course letter grade for other purposes (e.g., Major requirements, graduate school, etc.). R. Beck proposed that advisors will need to review student grades during advisement sessions. Heidi Hoskinson stated that EX can simultaneously store both actual letter grades and Pass/Not Pass, and in this way grades will be accessible for alternative purposes other than GPA.
 - Per F. Gates' question, Pass/Not Pass, if selected by students, will appear on transcripts-not the actual letter grade.

9:06 – Financial “Lay of the Land” for the Coming Fiscal Year

- > \$1 million is being refunded to students who have been asked to move out of residence halls and terminate meal plans after spring break due to the pandemic.
- The price of crude oil has dropped substantially and does not appear to be stabilizing in the near future. As Oklahoma is one of the leading producers of oil and gas in the U.S., this is negatively affecting state revenue in a substantive way.
- R. Beck directed members to be prepared to discuss in the coming months how to adapt to a likely significant reduction in state allocations in the next fiscal year. There is no indication as of today that monies will be required to be refunded to the state for the current fiscal year.



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- F. Elwell inquired as to the number of students who have withdrawn from the university or from courses as a result of the need to move to remote instruction for the remainder of spring 2020. H. Hoskinson stated that she will share with AC members an enrollment comparison between this day in 2019 and today on Monday, 3/30/2020.
 - Enrollment for Juniors and Seniors opened 3/9/2020
 - Enrollment of Freshmen and Sophomores opened this week.
- R. Beck stated that adding new positions will be financially difficult in light of decreased revenue. Members should be thinking about solutions to adapt to budget cuts. K. Martin noted that the School of Arts & Sciences has five positions somewhere in the process of replacement. Further, his School has a few candidates identified for hire and awaiting final approval. R. Beck responded that positions already in the pipeline may be considered and, therefore, may move forward in the process. However, a strong justification for these positions will be helpful as he and Mark Rasor, VP for Administration and Finance, meet to consider available financial resources in the coming week.
- The May OUBOR meeting has been cancelled, and the next Board meeting is scheduled for June 2020. This is our next available opportunity to have new faculty and staff positions approved; and the Board will be carefully scrutinizing all requests.
- C. Lynch inquired as to the likelihood that the University will reopen by May 12, when an on-ground Nursing class is scheduled to begin. R. Beck recommended to plan to reschedule it, but as of today that has not been determined.

9:24 – Center for Teaching and Learning Resources

- G. Dotterer presented essential online and remote instruction resources that CTL has shared with students, faculty, and staff.
 - Student communication: (See Appendix B.) High Tech, Medium Tech, and Low Tech are defined. Students are instructed that they should hear from each of their instructors with regard to the technology level to which their spring 2020 classes will transition. What to do now, as well as services and resources have been shared and carefully explained and delineated.
 - Kelli Fields, webmaster, has developed “Virtual Departments” (e.g., Admissions and Financial Aid, Pryor Campus, CTL) on the MyRSU home page.



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- G. Dotterer cautioned that some of the student YouTube Zoom video tutorials (See Appendix B) have been designed for adults only. This means concurrent students who are younger than 18 years old will not have access to these tutorials.
- Faculty communication: (See Appendix C.) Department Heads have been asked to submit before noon 3/27/2020 *Department Zoom Meeting Schedules* in the Excel worksheets provided by CTL to ensure that multiple faculty are not expecting to use department Zoom licenses simultaneously beginning 3/30/2020. Student Zoom meeting URLs/links are being added to the *Department Zoom Meeting Schedules* for faculty convenience.
 - Appendix D: ProctorU Usage by Department Report was shared as an illustration of the online resources already being utilized.

11:48 – Adjournment

- F. Elwell asked if Academic Affairs would continue to hold Academic Council meetings as faculty and staff follow the governor's Safe At Home guidance. R. Beck stated affirmatively and that all meetings would be held via Zoom.
- F. Elwell moved to adjourn, and J. Ford seconded the motion. The Council unanimously agree.
- Adjourned.



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APPENDIX A



From: RSU PR <rsupr@student.rsu.edu>

Sent: Friday, March 27, 2020 11:23 AM

Subject: Remote Instruction Overview

RSU Students,

On Monday, RSU will begin delivering instruction remotely. Faculty and staff have spent a great deal of time preparing, but there may be bumps along the way. I ask that everyone please be patient as RSU makes this transition. Here is some helpful information:

- The date to submit a withdrawal for an automatic grade of W has been postponed until April 17
- The Student Information website is located at <https://www.rsu.edu/about/offices-services/public-relations/coronavirus/information-for-students/>
- Download any software you may need in your courses, if needed (your instructor will let you know)
- If you need technology support, call the Helpdesk at (918) 343-7538

Due to the change to remote delivery, your instructors may make some modifications to their courses and syllabi. They will clearly communicate these to you. Faculty may modify assignments and due dates. Faculty may either continue in real time (synchronous) instruction at the scheduled class time, or faculty may move to a more flexible asynchronous mode of instruction.

Watch for an email from Dr. Rice, our president, with additional details later today.

I am proud of the Hillcat spirit displayed by all as we rise to meet this challenge.

Thank you!

Dr. Richard Beck
Vice President for Academic Affairs



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APPENDIX B

Student Communication

RSU Nation, we hope you are all doing well. I wanted to share with you updates on how you access course information, content, and communications. Starting March 30th spring courses that were delivered on-ground or blended will utilize one of three levels of remote learning.

1. **High Tech:** Course is delivered online and uses existing LMS tools such as discussion forums, zoom meetings, recorded lectures, interactive engagement, etc. Assignments are completed and can be submitted online.
2. **Medium Tech:** Course is normally delivered face-to-face or blended. However, advanced technologies such as web conferencing software, Zoom, for lectures, pre-recorded lectures, meetings, etc.
3. **Low Tech:** Course is normally delivered face-to-face. This level utilizes email as a means to pass instructions and assignments, send text-lectures, and receive completed assignments from students.

****Make sure you wait for clear instructions on how you will move forward with each of your courses.**

What you need to do at this time

- Confirm that your email address in the course “**Roster**” of the LMS is listed correctly in your courses and that you are using your RSU student email
- Do not use a personal email in the RSU roster, assignments, or any form of RSU communications. It is very important that you use your RSU email.
- Check your computer, phone, or Ipad and make sure the hardware and software meet the minimal technical requirements
 - See “**Start Here**” link in your course on the left navigation bar. Once the page opens locate the “**minimum technical specs**” link
 - Make sure you frequently clear your cache on your devices
- Make sure you have internet speed that is capable of handling web conferencing, media, larger files.
- Make sure you know the instructor’s turnaround time for communication, grading, and feedback
- Ask your instructor for any special rules and regulations related to the Zoom course
- Stay connected and access your courses regularly according to the instructor’s directions
- Monitor your grade progress in the course closely while communicating with your faculty.
- Plan ahead, make sure you allow for work and family time


Services

How can I access ProctorU & Tutor.com from my course?

There are multiple ways to access ProctorU and Tutor.com services. The preferred method is through MyRSU on the left navigation bar under the “**My Courses**” link.


- Once you open a course, locate and click on the “**ProctorU / Tutor.com**” link on the left-navigation bar
- From this page you can access ProctorU and Tutor.com services (see image below).
 - You do not need to worry about a username or password to access the services by this method.

ProctorU / Tutor.com



Learning Tools Interoperability (LTI) is a specification developed by IMS Global Learning Consortium. The principal concept of LTI is to establish a standard way of integrating rich learning applications (often remotely hosted and provided through third-party services) with platforms like learning management systems, portals, or other educational environments. In LTI these learning applications are called Tools (delivered by Tool Providers) and the LMS, or platforms, are called Tool Consumers.


IMS Global Learning Consortium (2016). Learning Tools Interoperability. Retrieved from <https://www.imsglobal.org/activity/learning-tools-interoperability>




ProctorU is a proctoring service and provides an authentication service for students at Rogers State University. If you are required to take a proctored exam or authenticate your identity for the submission of an assignment, exam, project, or receiving a financial aid award, this service will provide the authentication you need to eliminate identity fraud.

[Manage your learning tools](#) [Manage all tools](#)

ProctorU


[Access Proctor U](#)  **Access to a “Live proctor”**



Tutor.com is a tutoring service provided by Rogers State University for students. Services are available 24/7 in Accounting, Algebra, Basic Math, Biology, Calculus, Earth Science, Economics, Finance, Statistics, and Trigonometry.

[Manage your learning tools](#) [Manage all tools](#)

Tutor.com

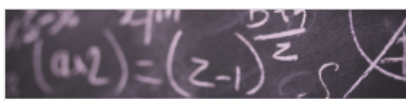
[Access Tutor.com](#)  **Access to a “Live tutor”**

Sunday, March 22, 20

ProctorU Resources

- [Live Resource Center](#) (video tutorials)
 - There you will find information on how to:
 - [Create an Account](#)
 - [How it Works](#)
 - What to expect
 - Requirements
 - FAQ
 - [Help Center](#)
 - [MacOS X Catalina Users information](#) as well

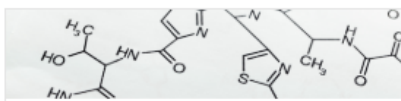
Tutor.com Resources – 24/7 Live Tutors available in the following Categories (see image below)



Math

Expert tutors are available in the following subjects - no appointment required!


- BASIC MATH
- CALCULUS
- TRIGONOMETRY
- ALGEBRA
- STATISTICS
- DISCRETE MATHEMATICS
- QUANTITATIVE REASONING



Science

Expert tutors are available in the following subjects - no appointment required!


- BIOLOGY
- CHEMISTRY
- EARTH SCIENCE
- PHYSICS
- ANATOMY AND PHYSIOLOGY
- MICROBIOLOGY



Business

Expert tutors are available in the following subjects - no appointment required!

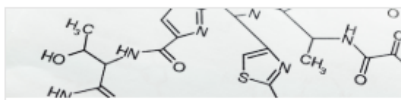
- ACCOUNTING
- ECONOMICS
- FINANCE
- INTERMEDIATE ACCOUNTING
- COST ACCOUNTING
- MANAGERIAL ACCOUNTING
- TAX ACCOUNTING



MS Office Excel

Expert tutors are available in the following subjects - no appointment required!

- EXCEL



Computer Science

Expert tutors are available in the following subjects - no appointment required!

- JAVA PROGRAMMING

TurnItIn - [Resources and "How to" info](#)

Rogers State University utilizes an originality service named TurnItIn. RSU upholds the highest standards of academic integrity to protect the original authors copyright or intellectual property rights. According to TurnItIn the services, "Provide feedback to students on their use of source material with the world's largest content comparison database. Highlight original writing and proper citation."

- [Students Guide](#)
- [TurnItIn Help desk](#) - Submit a ticket - <http://www.turnitin.com/self-service/support-wizard.html>

Zoom Connection

If the remainder of your course utilizes Zoom for lectures and communication you will need to look at having a webcam and speakers. Before you purchase these items make sure you know what delivery method your instructor will be using.






Your course will have a link on the left navigation bar labeled "Zoom Connection". Once you click on the link the following page will open. (See image below)

Training Resources

[Edit Content](#)

Zoom Video Tutorials

Understanding Zoom conference tools is critical to the success of the classroom connectivity. This course will utilize a Zoom web conferencing service to connect multiple locations together at Rogers State University. Please review each link below to be well prepared for your class.

- [Learn How to Join A Zoom Meeting \(0:53\)](#) 
- [Setting up Audio and Video \(0:48\)](#) 
- [Learn How to Use the Zoom Meeting Controls \(1:02\)](#) 
- [Sharing Your Screen \(0:37\)](#) 
- [Accessibility Built Into Zoom \(1:39\)](#) 

Students learn how to access a zoom meeting, zoom controls, how to share their screen, and built in accessibility features of zoom through the 5 videos. Longest video is 1:39.

Zoom Meeting Link

[Edit Content](#)

Join Zoom Meeting - <https://zoom.us/j/444151138>

Access Zoom via Phone

[Edit Content](#)

Dial by your location
+1 669 900 6833 US (San Jose)
+1 929 205 6099 US (New York)
Meeting ID: 444 151 138
Find your local number: <https://zoom.us/u/adKh2YXnAp>

Students simply click this link to join the Zoom meeting

Access Zoom meeting via Phone

Looking at the heading "**Training Resources**" there are 5 short videos that teach you how to access zoom meetings, etc. Please review all 5 videos. Click the link found under the "**Zoom Meeting Link**". If you need to access a meeting via phone located the link to find a local number to access the meeting.

Transitioning to Remote Learning Project

Phase 1 Determine Technology Level

- Faculty communicate the level of technology to Department Heads
- Populate Department Zoom Account spreadsheet to organize time slots

Phase 2 Schedule Zoom Meetings

- Department Heads send spreadsheet to faculty (login credentials)

Phase 3 Add Student Resources & Meeting Links

- CTL will add the "Zoom Connection" link/pages
- Faculty will update the "Zoom Connection" page in their respective courses

Spring Remote Learning Zoom Slots						
	COURSE ID	Course Title	START TIME	END TIME	FACULTY	URL
Username: hispszoom2@rsu.edu			Password: [REDACTED]			
MON			8:30 AM	9:45 AM		
	HIST 2493 002	American History since 1877	10:00 AM	11:15 AM	Dr. Paul Hatley	https://zoom.us/j/872824719
	HIST 2023 001	World Civilization II	11:30 AM	12:45 PM	Dr. Paul Hatley	https://zoom.us/j/291951014
			1:00 PM	2:15 PM		
			2:30 PM	3:45 PM		
			4:00 PM	5:15 PM		
			5:30 PM	6:45 PM		
			7:00 PM	9:45 PM		
TUE			8:30 AM	9:45 AM		
	HIST 2483 007	American History to 1877	10:00 AM	11:15 AM	Dr. Paul Hatley	https://zoom.us/j/706057587
			11:30 AM	12:45 PM		
			1:00 PM	2:15 PM		
	POLS 1113 005	American Fed Govt	2:30 PM	3:45 PM	Dr. Newton	https://zoom.us/j/370858348
	GERM 1223 001	Beginning German II	4:00 PM	5:15 PM	Dr. Paul Hatley	https://zoom.us/j/121861816
			5:30 PM	6:15 PM		
	HIST 4243 001	20th Century Insurgencies	7:00 PM	9:45 PM	Dr. Paul Hatley	https://zoom.us/j/270232896