

**Graduate Council Minutes  
January 26, 2016  
Health Science Campus, Health Education Building, Room 103**

Present: Ainsworth Bailey, Debra Boardley, Joseph Dake, Michael Dowd, Ali Fatemi, Viviana Ferreira, Brian Fink, Hans Gottgens, Dwight Haase, Susanna Hapgood, Mohamed Hefzy, David Jex, Richard Johnson, Andrea Kalinoski, Junghwan Kim, Patricia Komuniecki, Anand Kunnathur, Jyl Matson, Marcia McInerney, William Messer, Holly Monsos, Ron Opp, John Plenefisch, Susan Pocotte, Mary Powers (for Viranga Tillekeratne), Eric Prichard (GSA), Geoffrey Rapp, Sonmez Sahutoglu, Diane Salvador, Youssef Sari, Constance Schall, Joseph Schmidt, Rebeca Schneider, Diana Shyvdk, Pamela Stover, Jerry Van Hoy, Richard Welsch.

Excused: Jon Kirchhoff, Amal Said, Barry Scheuermann, Susan Sochacki, Lois Ventura, Kandace Williams.

Absent: Willie McKether.

Guests: John Barrett (Interim Provost), Robert Blumenthal.

***Call to Order, Roll Call, and Approval of Minutes***

The meeting was called to order and the roll called. The minutes of October 20, 2015, November 3, 2015, and December 1, 2015 were approved.

***Executive Reports***

Report of the Executive Committee of the Graduate Council

At the recent BOT meeting, Dr. Schneider shared information regarding international graduate students (see report). The report is posted on the GC link on the COGS webpage <http://www.utoledo.edu/graduate/facultystaff/gradcouncil/BOTASAreport.html>. We asked the associate deans where we have room for growth, specifically for international students. COGS sent the recent Council of Graduate Schools international survey report for reference. Dr. Schneider indicated where there might be capacity for growth at UT. She indicated where there were major changes in numbers nationally. The number of students is down from Asia, but up from the Middle East (Saudi Arabia) in doctoral programs. We know what areas they are coming from and program areas they are going into. Included in the report are comments provided by the associate deans. Dr. Schneider told the BOT that she and the GC will continue to work with COGS, the SEP Workgroup on Graduate and Professional Students, the Strategic Enrollment Planning Council and Vice President for Enrollment Management, Dr. Jim Mager, on approached to increase enrollments.

Discussion:

Dr. Gottgens wondered which factors help inform the decision if and where there is room for growth.

Dr. Schneider replied that the associate deans identified the programs and that total enrollment is less than it used to be. Dr. Gottgens also noted that lower enrollments may be a result of having fewer faculty.

Dr. Marcia McInerney noted that the Experimental Therapeutics program in the College of Pharmacy and Pharmaceutical Sciences just started in fall 2013 and has recruited 19 students in three years, so there is still room to expand. Dr. Schneider added that there are pockets of room for growth in several colleges. .

Dr. Schneider also thanked Ms. Terri Hayes-Lepiarz for providing the list of past chairs of Graduate Council on the GC webpage for historical reference.

### Report of the Graduate Student Association

Mr. Eric Prichard, President of the Graduate Student Association (GSA) reported on the Midwest Graduate Research Symposium (MGRS) stating that there is interest among graduate student representatives in expanding the sponsored awards to the colleges and allowing colleges to advertise in the MGRS program. The GSA wants to gauge interest of the college deans in the hope of receiving enough support to purchase plaques or trophies. A big concern for this event remains having enough people from each discipline present.

The Graduate Council Student Affairs Committee (GCSAC) will meet to review the GSA budget before next year. There are legitimate concerns that due to changes made over the past couple of years, the proportion of the budget going to officer stipends and tuition may no longer be in line with the original benchmarks based on budgets of other schools. The GSA thought that it would be good to revisit the original GSA budget and the benchmarks from other institutions to assist in determining whether recommendations for budget changes are needed.

Dr. Mike Dowd indicated that he believed that currently 70% of the \$154,000 budget goes toward financial support of the officers and supplies, leaving only 30% of funds available to graduate students. It should be institutionalized as it is for undergraduate officers and should be housed within COGS.

Dean Komuniecki added that this new budget was obtained through a budget amendment process five years ago under prior GSA officers when the former GSA budget was only \$3,676. The GSA benchmarked similar institutions in Ohio keeping in mind that graduate students pay fees. It is a good idea to review the budget to review the financial support received by the officers. GCSAC is comprised of both graduate students and graduate faculty and they will convene to discuss this issue.

### Report of the Vice Provost for Graduate Affairs and Dean of the College of Graduate Studies

Dean Komuniecki provided the following updates:

#### ○ *Spring 2016 Enrollment and Admissions Updates*

The census report is not yet available, but it will be submitted today based on the data from yesterday evening. Dean Komuniecki shared the COGS Application and Admissions report data as well as the comparison of enrollment between spring 2016 and spring 2015. As of yesterday morning, COGS had processed 730 applications for spring 2016 which is an **8.1%** increase over spring 2015. There is similar good news for admits: COGS has processed 401 admits which is a **10.5%** increase over spring 2015 admits. That's the good news. As we saw last fall, those increases did not translate to an increase in overall spring graduate enrollments- IR reports a 3% down in overall headcount. The major decreases were seen in Education (down 64 students-14.2% decrease), Natural Sciences & Math (down 37 students- 13% decrease), Law (down 23 students-8.2% decrease ...all JD students) and Nursing (down 16 students- 6.3%). She asked the Council to think about where disconnects are to capture students.

#### ○ *Short Term Enrollment Initiatives*

Dean Komuniecki has been working with Interim VP Jim Mager to identify some key activities that can be undertaken to help increase graduate enrollment for fall 2016. She had shared a preliminary draft with GC last fall, and now would like to update how this initiative has evolved. This list has been shared with the SEP Graduate and Professional Work Group as well.

- 1) The GA budget was released to the academic colleges by COGS by the first week in December.
- 2) UT Program application deadlines are similar to peer/aspirational institutions.
- 3) [close up]When the UT website was updated to be more responsive to mobile views, the UT home page link to graduate programs/COGS was lost; COGS contacted the webmaster and the drop-down option is now available.

- 4) COGS is in process of replacing the vacant position of the Enrollment and Orientation Manager.
- 5) COGS wants to increase enrollment with special outreach efforts to recruit UT undergraduates into UT graduate programs, i.e., should encourage our own students to stay at UT for graduate and professional programs.
- 6) UT should have a directed outreach to nearby UG focused institutions.
- 7) In fall, President Gaber encouraged us to work with regional companies that will provide tuition assistance to employees who wish to pursue relevant graduate education at UT. ProMedica, Dana and Medical Mutual are some of the companies that provide this funding.
- 8) The new Professional Science Master's (PSM) programs all have capacity and should be the target of focused recruitment efforts. A new PSM in Water and Environmental Resource Management is under development.
- 9) UT has a steady pipeline from other USO institutions- COGS should partner with the GSA student ambassador program on this effort.
- 10) UT should improve communication with prospective students from application to admission to enrollment. COGS Assistant Dean Debbie Andrews has information from national meetings about successful programs to keep a good communication flow and is currently piloting a new admission decision workflow for roll out this spring.

Dean Komuniecki welcomed additional suggestions.

o *SEP Graduate and Professional Work Group*

Although GC can expect to receive a workgroup update from GC Vice Chair Dr. Connie Schall shortly, Dean Komuniecki wanted to be sure to let GC know that she and Dr. Amanda Bryant-Friedrich are happy to be working with this great group of faculty and staff to collect data in a variety areas, and then create a situation analysis by February 17th that will try to identify the best strategies to use moving forward to recruit more graduate and professional students. There will be multiple iterations of these drafts, and it is likely that Dr. Schall will facilitate communication between the work group and GC. The SEP Graduate and Professional Work Group will also work with three other work groups (Academic Programs, International Students and Online Students) to be sure that we are all working together on these strategies that will form the basis of the 3-5 year Strategic Enrollment Plan.

o *Announcements:*

- COGS Fellowships, Scholarships and Award Applications are all due February 12, 2016.
- Fall 2015 Commencement was held on Saturday December 19<sup>th</sup> and to date COGS has cleared 322 students for graduation-we are about 85% complete.
- Catalog 'Clean-up' –COGS is working with the academic colleges to provide the spreadsheets and amnesty signature pages ASAP to the GCCC- hopefully by the end of February as part of the global catalog updating of the course descriptions.

***Information and Discussion Items***

Strategic Enrollment Planning Council Update

Dr. Connie Schall reported that seven working groups have been formed to develop a SWOT (strengths, weaknesses, opportunities, threats) analysis for enrollment. Those are: Undergraduate Marketing & Recruitment, Undergraduate Student Success, Academic Programs, Finance & Financial Aid; and the three most closely related to graduate programs – Graduate & Professional School Students, International Students and Online Students.

Dr. Schall is serving as the Graduate Council representative to the SEP steering committee and the Graduate & Professional Students (GPS) working group.

The GPS chair and co-chair are COGS Dean Patricia Komuniecki and Dr. Amanda Bryant Friedrich (Medicinal Chemistry). Committee members also include Ms. Debbie Andrews, Ms. Elissa Falcone, Dr. Susan Pocotte (COGS and Nursing), Dr. Joseph Dake (Health Education), Dr. Patricia Hogue (Physician Assistant Studies). There was a meeting of all groups on January 7<sup>th</sup> and 8<sup>th</sup> in order to launch the SEP SWOT process. In order to have a 'data informed' process, one of the key areas of discussion within the GPS was data needs.

Data requested include:

Graduate and Professional Students	Snap shot of 2014-2015 enrollment in all graduate programs disaggregated by race, ethnicity, gender, source of tuition financing,
	Graduate program demand analysis
	Occupational trends analysis for occupations requiring a graduate degree.
	Graduate Program Enrollment Trends (past five years)
	Graduate Program Application and Admissions data

The GPS committee will be meeting later this week and over the next few weeks. On February 17<sup>th</sup> the committee will be meeting with the SEP consultants to formulate an initial Situation Analysis.

Dr. Schall requested input from the Graduate Council representatives and the Graduate Faculty as a whole to bring to the GPS committee. In particular, where do we have opportunities for growth in graduate programs in both the short and long term? In programs where we have an opportunity for growth, what are the impediments to growth in enrollment? Input should be sent February 5<sup>th</sup> to Dr. Schall at [constance.schall@utoledo.edu](mailto:constance.schall@utoledo.edu).

Dr. Shyvdka said that faculty could provide input regardless of scale. Dr. Schall agreed and requested responses by February 5<sup>th</sup> since the work group is tasked with submitting a rough draft report by February 12<sup>th</sup>.

Catalog Clean Up Graduate Course Review

GC Chair Schneider reported that graduate catalog clean-up will occur by a process similar to that used for undergraduate programs. The graduate process has been distributed to the associate deans. To streamline the process, these specific changes will be listed on spreadsheets instead of course modification forms. It is important to know that this process is not going through the electronic curriculum tracking system, but the same signatures are required. Edits to the spreadsheet will appear in red. The timeline is now. The Graduate Council Curriculum Committee Chair, Dr. Patty Relue, hopes to receive the majority of the spreadsheets by February 26<sup>th</sup>. This process is designed to clean up typos and descriptions (can be 75 words instead of 30) and is not meant to overhaul courses. Review terms and modes (lecture/recitation) offered. Letter "I" can be used to indicate if the course is inactive. Course title changes need to be submitted via an existing course modification form.

Dean Komuniecki added that the University is looking at vendors for a new electronic catalog and curriculum tracking system. It is the important to have a clean catalog to input into that new system and that is a major driver in this process. Along with the Excel spreadsheet, a signed amnesty form, amnesty from the CTS process, is also required.

Dr. Hefzy asked whether Excel sheets could be submitted by department. Dr. Schneider replied yes suggesting that departments be clearly listed.

Dean Komuniecki indicated that the spreadsheets should be sent to Ms. Terri Hayes so that she can send them to Dr. Relue for the Curriculum Committee. Additionally, Dr. Traband recommended that spreadsheets be submitted with alpha codes grouped together and not piecemeal. They should be submitted in Excel, not PDF. Dr. Schmidt requested this information be sent to GC for follow up. Dr. Plenefisch added that the amnesty form can be scanned and attached.

Provost Search Update

Chair Schneider stated that the Provost Search Committee had narrowed down applicants, from 64 to 10, and conducted airport interviews January 20<sup>th</sup> and 21<sup>st</sup>. Four applicants will be invited to the next stage of the process, in early February. The search is on schedule.

Research Office Update

None.

Announcement: COGS Dean Search

Interim Provost John Barrett announced that an advertisement for the Dean of the College of Graduate Studies should be posted soon. He thanked Dr. Komuniecki for her excellence in that role over the past seven years. With her impending retirement, it is time to search for her successor. The position will be filled through an internal search process with the successful candidate receiving a two-year appointment, and reporting to the new Provost. Vice President for Research, Dr. William Messer, is chair of the search committee and he is working to finalize search committee members. Further, the position will no longer be both dean and vice provost, so there is a more deliberate focus on dean/college type activities. Questions/comments?

Dr. Dowd inquired about the timeline. Provost Barrett suggested a fiscal year transition. Given that there are searches for a COGS Dean and an Honors College Dean, final decisions would not be made until a new Provost is named so that he/she Provost is named so he/she can have input because they will work with new Deans.

***Standing Committee Reports***

Report of the Curriculum Committee

On behalf of the Graduate Council Curriculum Committee (GCCC), Chair Dr. Patricia Relue reported that the GCCC reviewed and approved the following curriculum. GC approved unanimously.

#	Proposal Type	Coll	Department	Proposal Name	Course No.	Credit Hours	Summary of proposal
1	NCP	EH	Ed Psychology, Research and Social Foundations	Self and Identity	EDP 6160	3	The course examines the content, structure, organization of self, self-processes, both implicit and explicit, involving cognition, evaluation, motivation, and emotional dimensions of the development of selfhood. The course also examines the meaning of personal and interpersonal identities including cultural, ethnic, and gender identity and the role of context in shaping these multiple identities.
2	NCP	EH	Ed Psychology, Research and Social Foundations	Self and Identity	EDP 8160	3	See EDP 6160. Additional article presentation and differentiated final project requirements between 6/8000 levels.

3	NCP	HS	Rehabilitation Sciences	Advanced Practicum III	SLP 6002	2	Third in a sequence of Speech Language Pathology practicum experiences for SLP students. Previously, students took SLP6000 multiple times.
4	NCP	HS	Rehabilitation Sciences	Counseling Skills for Speech-Language Pathologists	SLP 6710	3	Provides an overview of the skills necessary to counsel people with communication disorders and their families. Topics include patient-centered practice, interviewing, information-giving, psychological sequelae of communication disorders, and family systems. Optional for MS; required for Certificate in Advanced Intervention for Fluency Disorders.
5	NCP	HS	Rehabilitation Sciences	Advanced Readings in Fluency Disorders	SLP 6720	3	Reviews seminal and current research studies in fluency disorders. Topics include physiology, psychosocial effects of stuttering, evidence base for stuttering therapy, school-based stuttering therapy, and others based on student interests. Optional for MS; required for Certificate in Advanced Intervention for Fluency Disorders.
6	NCP	HS	Rehabilitation Sciences	Innovative Service Delivery in Stuttering	SLP 6730	3	Explores innovative service delivery models in stuttering including intensive programs, telepractice, and group therapy. Students will deliver therapy to at least one client who stutters as part of the course.
7	NPP	HS	Rehabilitation Sciences	Advanced Intervention For Fluency Disorders [CERTIFICATE]	N/A	15	15 cr hr min. SLP 6700 (3), 6710 (3), 6002 (2), 6720 (3), 6730 (3), and 6940 (1-8).
8	PRR	BU	Marketing	MBA in Administration [addition of elective for the MD/MBA]	N/A	---	Addition of INDI 774 Patient Safety and Quality Care to list of medical school courses that satisfies up to 9 hr of MBA electives for the MD/MBA dual degree.
9	PRR	BU	Marketing	MBA in Executive Management	N/A	---	Revise the credit hour requirement for degree of MBA major in Executive Management (EMBA) from 47 to 38. Revise the curriculum to requirements to include: 3 cr. hrs. of FOUNDATIONS coursework, 29 cr. hrs. of CORE coursework, 6 cr. hrs. of ELECTIVE/SPECIAL TOPICS coursework.
10	ECM	MD	Bioinformatics/School of BRIM	Rotations in BPG Intro to Biomedical Research [DELETE COURSE]	BIPG 5800	---	Delete course from the books; 0 cr hr, no grade.
11	ECM	MD	Bioinformatics/School of BRIM	Practical Bioinformatics	BIPG 5110	---	Change in status in program from required to elective. Not a change to this course, no review needed.
12	ECM	MD	Bioinformatics/School of BRIM	BIPG Internship	BIPG 6600	1-6	1-6 cr hr. Same as BIDI 5100 in BRIM PSM, but with greater scheduling flexibility. This course is an elective for students in the BIPG MSBS program.

13	PRR	MD	Bioinformatics/School of BRIM	Bioinformatics and Proteomics/ Genomics	N/A	---	Add BIPG 6600 and BIPG 5110 as elective options to degree.
14	PRR	MD	Bioinformatics/School of BRIM	Professional Sciences Masters (PSM) in Biomarkers and Diagnostics	N/A	---	Reduction of total credit hours from 37 to 34.5. Remove BMSP 6330 from required courses.
15	NCP	SJ	School Psychology, Counselor Ed and Higher Ed	Research in Higher Education	HED 6570	3	3 cr hr. Introduces the various methods, techniques, and resources that are available to conduct and evaluate research in the field of higher education. Online - 1 of 10 courses planned for online professional masters starting Fall 2016.
16	PRR	SJ	School Psychology, Counselor Ed and Higher Ed	CERTIFICATE in Higher Education Administration	N/A	---	Expanded courses in the list for the 12 cr.hr. certificate to allow students to complete sooner.
17	PRR	SJ	School Psychology, Counselor Ed and Higher Ed	Master of Education in Higher Education -track one, on campus, traditional	N/A	---	Expanded list of courses for increased flexibility in completing the degree. Electives align with CAS guidelines and program outcomes; changes allow for deeper specialization within Higher Ed.
18	PRR	EH	Educational Foundations and Leadership	Master of Science and Education in Education and Biology	NA	---	Adding RESM 5220 as an option for the RESM requirements. Advanced option for students that have already completed RESM 4200 or RESM 5210.

### Report of the Membership Committee

On behalf of the Membership Committee, Chair Dr. Mohamed S. Hefzy, provided a summary report of the committee's recent review of applications for Graduate Faculty Membership. There are a large number of new applicants that could signify good news regarding new hires.

GRADUATE FACULTY MEMBERSHIP APPLICATIONS - Fall II 2015 (September 16, 2015 - November 2, 2015)																						
College	Full			Associate			Professional			Adjunct			Special Status			APPLICATION RETURNED			TOTAL			Total
	Change	New	Renewal	Change	New	Renewal	Change	New	Renewal	Change	New	Renewal	Change	New	Renewal	Change	New	Renewal	Change	New	Renewal	
Business and Innovation	1												1	1	1				2	1	1	4
Engineering										1	2		2	1					2	2	2	6
College of Health Sciences							1			1									1	1	0	2
Judith Herb College of Education		1											1						1	1	0	2
Languages, Literature and Social Sciences		2										1		2	2				0	4	3	7
College of Law																			0	0	0	0
Medicine and Life Sciences		1	6												1				0	1	7	8
Natural Sciences and Mathematics										1	2				2				0	1	4	5
Nursing	1		1																1	0	1	2
Communications and the Arts					1			1											0	2	0	2
Social Justice & Human Service			2							1	1		1			1			0	3	3	6
Pharmacy and Pharmaceutical Sciences		6						3		1									0	10	0	10
Honors College																			0	0	0	0
Libraries																			0	0	0	0
Total	2	10	9	0	1	0	1	4	0	0	5	6	4	5	6	0	1	0	7	26	21	54

Program Review Update

Dr. Susan Pocotte informed Council that the Program Review Committee meets tomorrow and will elect a chair and the chair will facilitate future meetings. The committee would then meet with Ms. Heather Huntley and Dr. Thea Sawicki on documentation they will have to present to the committee for purposes of review.

**Old Business**

None.

**New Business**

None.

**Adjournment**

Meeting concluded at 1:50 p.m.