

**Graduate Council Minutes  
November 15, 2016  
Health Science Campus, Health Education Building, Room 105**

**Present:** Huey-Shys Chen, Leigh Chiarelott, Michael Dowd, Bashar Gammoh, Mohamed Samir Hefzy, David Jex, Edward Janak, Andrea Kalinoski, Anand Kunnathur, Carolyn Lee, Jyl Matson, Joseph Margiotta, Daryl Moorhead, Madeline Muntersbjorn, Douglas Nims, Lori Pakulski, John Plenefisch, Susan Pocotte, Geoffrey Rapp, Jennifer Reynolds, Amal Said, Constance Schall, Barry Scheuermann, Joseph Schmidt, Barbara Schneider, Zahoor Shah, Eric Simpson, Susan Sochacki, Megan Stewart, Jason Stumbo, Jerry Van Hoy, Richard Welsch, Kandace Williams.

**Absent:** Bhuiyan Alam, Rodney Gabel, Song-Tao Liu.

**Excused:** Amanda Bryant-Friedrich, Frank Calzonetti, Ben Davis, Viviana Ferreira, Jason Huntley, Junghwan Kim, Marcia McInerney, Sonmez Sahutoglu, Youssef Sari, Martha Sexton.

**Guests:** Lawrence Kelley, Ying Liu, Terence Romer, Dorothea Sawicki.

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

The meeting was called to order and the roll called.

***Executive Reports***

Report of the Executive Committee of the Graduate Council

On behalf of Graduate Council, Chair, Dr. Connie Schall, reported that feedback on Student Health Insurance will be discussed by GSA President, Mr. Eric Simpson at a future Graduate Council meeting.

Prior to our meeting today, GC members received several files covering the topic of faculty qualifications. The Higher Learning Commission has published guidelines for qualified faculty requirements for undergraduate and graduate student instructors. These guidelines are part of HLC criteria for accreditation and assumed practices. Universities are expected to be in compliance with these guidelines by September 1, 2017. A policy has been developed by the Provost's office (Policy 3364-72-11 –draft revision) with GC and COGS input to meet HLC guidelines. The policy has been reviewed by the Academic Programs and Regulations Committee. Dr. Joseph Schmidt, chair of the committee, will lead the discussion on this topic later in today's meeting. Dr. Thea Sawicki from the Provost's office is attending the GC meeting today to help answer questions on this topic.

The Provost's office has formed an Ad Hoc Institutional Student Learning Outcomes Committee. We will have a brief update today and a longer update at our next meeting from our GC representatives, Drs. Viviana Ferreira and Zahoor Shah.

Dr. Frank Calzonetti, Vice President for Research, will give an update on university research at the next GC meeting on November 29th.

Report of the Graduate Student Association

Mr. Eric Simpson, President of the Graduate Student Association (GSA) reported that the

- GSA's next General Assembly meeting will take place on Wednesday, December 7, 2016, on the Health Science Campus in HEB 105, 6:00 – 8:00 pm.
- MGRS Steering Committee will hold its first meeting on November 21, 2016 at 7:00 pm.
- GSA is participating in the Coffee with COGS events on November 14th and November 17th.

- GSA Graduate Student Research Award application is now available online under the GSA tab on the College of Graduate Studies website. The deadline for submission of an application is November 18, 2016 by 5:00 pm.
- Purpose of the GSA graduate student research award is to provide financial support up to \$2,000 per recipient for costs associated with approved research projects required for the degree that are not covered by other resources. Tuition, stipend, and travel expenses are excluded.

#### Report of the Dean of the College of Graduate Studies

Dr. Susan Pocotte, Associate Dean for Academic Affairs in COGS, reported on behalf of Dean Amanda Bryant-Friedrich who was away on university business. Dr. Pocotte provided the following updates:

- Coffee with COGS: Two events are slated this week - Monday, November 14<sup>th</sup> on Main Campus in University Hall 3300 and on Thursday, November 17<sup>th</sup> on Health Science Campus. Council members are welcome to attend. Undergraduate students who may be exploring options for graduate admissions are encouraged to attend. Current graduate students are also invited to attend to meet the COGS dean and staff as we help them through the academic career.
- Commencement – Saturday, December 17, 2016 at 10:00 a.m. in Savage Arena. Three volunteers were sought on behalf of COGS to serve as marshals. There were no volunteers. An email invitation will be extended to all Graduate Faculty seeking volunteers.
- Graduate Students returning for spring semester are encouraged to enroll. Advisors can encourage them as they work with them through their plan of study. It is important for students graduating in spring to register for at least 1 credit hour to avoid non-funded late registration. Non-funded means UT loses money on Please help students get registered soon. COGS will send out gentle reminders.

#### ***Information and Discussion Items***

Discussion with Mr. Lawrence Kelley, Executive Vice President for Finance and Administration, Mr. Terence Romer, Director of Strategic Initiatives and Dr. Ying Liu, Director of Institutional Research

Mr. Lawrence Kelley thanked Council for the invitation to speak about state share of instruction. It is important to know and understand how money comes in to support what you do. If a program doesn't make money, it can still make sense from an academic perspective. About 30% of funding comes from the State and 70% from students. Considering inflation, we are behind where we were eight years ago. Funding for full-time students is down at UT and is a trend across the nation. Funnel—we used to get at the top by number of students and courses taken. Since 2010, components have expanded. Course completion, not withdraw or failing. Graduation is an important component. Change made – showed both. Each course is classified. Showed UG model reimbursement costs. State is emphasizing STEM courses and pays accordingly. From 2012 to 2017 0.54 difference resulted in -\$8,101,360 loss. If we could increase degrees by 100, funding would increase \$1M.

Although the recession is behind us, the effects and priorities for higher education are present challenges. We remain hopeful in anticipation of a slight increase in state funding.

The following questions and topics were provided by the GCEC to Mr. Larry Kelley, Mr. Terry Romer, and Dr. Ying Liu,

1. *SSI, State share of instruction:*
  - a. *What is the range of SSI for graduate courses and how is it affected by assigned grade (PR, S, U, A to D and F)? For PR grades that do not yield SSI, do we re-coup SSI when a grade is entered for PR in a subsequent semester?*

b. *What is the range of SSI for a 4000 level course when cross listed with a graduate course? Is there a differential for graduate/undergraduate cross listing at different levels (5000/7000 or 6000/8000)? Examples: CHEE 4110 and CHEE 6110/8110; CHEE 4800/5800/7800.*

c. *For pipeline programs (bachelors to masters): What is the SSI for an undergraduate enrolled in a 5000 level course compared to that of a graduate student enrolled in the same course (i.e. CHEE 5800)?*

Dr. Liu explained that regarding questions 1 and 2, that drops or withdrawals and grades of PR or F do not get funded for the past fiscal year. In September each year action/grades are submitted. If a grade of PR is updated to a passing grade by September 15 we get funded, but if not passed September 15<sup>th</sup>, we do not. On average for master's level, the per credit hour funding is \$153 and at the professional level the average is \$139. There is a range on subject field.

Terry Romer added that if there are good reasons to give a grade PR, a valid letter grade should be submitted before September 15<sup>th</sup> of the subsequent fall since it will be entered in SSI model for enrollment the model is different for doctoral students.

Dr. Dowd asked if there is a limit on the number of PRs given and whether it is a problem at the master's level and if so, how significant?

Dr. Hefzy asked whether the September 15<sup>th</sup> date is the determining date for PR's given in spring and summer.

Mr. Kelley replied that summer/fall/spring are one fiscal year.

2. *What is the effect of degree completion on graduate program funding for both the masters and doctoral level?*

Mr. Kelley respond that \$153 is a historic subsidy number, not predictive in that is a zero sum game. We don't know exactly what state will funding be and when a student will finish but we can calculate historically.

Dr. Chiarelott inquired as to the subsidy generated by international students, particularly when their government pays their tuition.

Mr. Romer replied that although they are SSI eligible, they are required to pay out of state fees, but are generally considered subsidy eligible unless they are taking 100% of courses online in their home country. They do not at UG level.

*We currently do not have competitive graduate student stipends in many disciplines and health care coverage is also noncompetitive. Please address how we can align our programs resources with those of our competitors?*

Dr. Kandace Williams asked if funding is the same based on classification HSC as Doctoral I and Main Campus as Doctoral 2?

Mr. Romer replied that the State will make Doctoral 1 or 2 equivalent and that is the number to hit that is the factor in allocation. You have to hit 85% of base. It is more discipline (hard sciences) The difference in Doctoral 1 and Doctoral 2 is more discipline specific in the hard sciences. Doctoral 2 is 1 ½ of Doctoral 1. It is not HSC vs. MC but that we have done well capturing doctoral allocation. A major factor contributing to allocation is the completion model and the total cost of graduating students which requires significant evaluation \$7-\$8 M.

Dr. Williams questioned whether our ability to meet these requirements changed when graduate full-time enrollment changed 15 or 12 to 9 credit hours a couple of years ago and whether we able to combine our allocations during the merger?

Mr. Romer replied that the change in full-time hours affected student receiving their stipends and waivers. Now that we are a couple of years into the new mandate, we can check. 12 hours was inconsistent with the State of Ohio and most of the country, which used 9 hours as full-time enrollment at the graduate level, so in effect, we were previously driving students to take too many hours. From a student fairness perspective, 9 hours favors the student.

Regarding combining allocations during the merger, it was separate for a year or two then was combined as one institution. Mathematically it was merged. There may not be enough data to know whether it affected total doctoral FTE.

Dr. Ying added that FTE and credit hour are the same according the State. Research funding plays a role in the amount of SSI we incur. Mr. Romer also said that historical PRs are probably not growing. If you are having a hard time meeting your 85% base and everyone is giving PRs, that may affect the outcome.

Dr. Marcia McInerney noted that when 12 graduate credit hours was the policy for full-time enrollment students could take courses in Foreign Languages and other areas. This was attractive to students, particularly those interested in multidisciplinary work. Recruitment has been negatively impacted by this coupled with UT not providing health insurance support. Some students are able to take a limited number of seminar hours in the social sciences and humanities.

Mr. Romer explained that the tuition waiver policy was modified accordingly to cover the new full graduate enrollment at 9 hours. Previously, if students took 12 hours it was a benefit, however with change to 9 hours as full time, the reduction of additional is an unintended consequence. Most institutions state-wide were already using 9 hours as full time enrollment, not with-standing a tuition waiver policy.

Dr. Leigh Chiarelott asked if SSI support is capped?

Dr. Liu replied that the cap is 174 for master's and Ph.D. combined. Total credit hour accumulation is the important factor. He noted that students typically finish below the cap.

4. *Does an increase in the graduate instructional fees budget, targeted for full time students that are supported by tuition scholarships (instructional fees only with no stipends) result in a net positive increase in revenue for the university?*

Mr. Romer It depends on level of scholarship. If you maintain discount rate at 100% with 10 more students doesn't necessarily provide a significant resource. We are fighting for same money with other institutions. There is some point you could improve enrollment, but to predict blindly, it becomes nearly impossible other than looking at historical averages. It probably wouldn't go up enough to provide full support. But if you bring at a lower discount, there is a revenue benefit to the institution. SSI can't bring in revenue on its own.

LK; Who funds the scholarship? Philanthropy. If we fund out of general operating money, it is no new net revenue. We have been generous over time, but we are leaders in the state in doing that. Private money could help quite a bit.

5. *Can you provide an example(s) of revenue positive graduate or professional programs?*

TR: Not impossible, but we can lose sight.

Colleges and departments structures, but we lose sight of number easily digestible. We could come up with a calculation but the margin of error would be great.

6. *Please describe the budget process for next fiscal year.*
7. *The posted definition of the Carnegie classification of a comprehensive doctoral institution includes: awarding doctorates in the humanities, social sciences, and STEM fields, plus doctoral degrees (research/scholarship, professional practice, or other) in one or more professional fields (such as business, education, engineering, law, and medicine). What degree programs (including inter-disciplinary programs) does Carnegie include in humanities (in addition to History)?*

Mr. Romer responded that Carnegie classifications are based on CIP codes. For example, the humanities have a specific CIP code. A High Research Doctoral designation requires 20 doctoral graduates per year and there are sub-calculations in STEM, etc. If we are not producing history doctorates (State quit funding this program about 15 years ago) any longer, our Carnegie classification is at risk. This needs to be looked at more deeply. When classification is determined the by number of things produced (graduates) we have to look at it from a quantitative perspective. Mr. Romer said he would research the topic further and contact Carnegie directly. The Provost's Office can also check through Inter-University Council of Ohio.

Dr. Barbara Schneider noted that a couple of other schools have closed their Ph.D. in history programs as well. She indicated that she has information on the number of Ph.D.'s in history and their placements – we have good placements. Carnegie classification requires a Ph.D. offering in the humanities, so English, Philosophy or Religious Studies would be suitable.

Dr. Van Hoy clarified that applications to the Ph.D. in History have been formally suspended but hose in the program can finish.

### ***Standing Committee Reports***

#### **Report of the Curriculum Committee**

None.

#### **Report of the Membership Committee**

None.

#### **Report of the Academic Programs and Regulations Committee**

Academic Programs and Regulations Committee chair, Dr. Joseph Schmidt, reported that in compliance with HLC Guidelines "Determining Qualified Faculty through HLC's Criteria for Accreditation and Assumed Practices", The University is reviewing its procedures. Basically, if you have Ph.D. you can teach up to Ph.D. level students. The Provost's Office had to update its policy "University evaluation of faculty qualifications, including faculty holding less than a master's degree" Policy Number: 3364-72-11 on the policy website. Dean Bryant-Friedrich was helpful with the language. Dr. Schmidt provided the current and proposed text in Article I Graduate Faculty Membership in the Bylaws of the Graduate Council. Text highlighted in yellow is the current language and text highlighted in green is the proposed language that comes out of HLC guidelines. Today's presentation and discussion is considered the first reading of proposed changes to the GC Bylaws. The revisions should be incorporated in the policy and posted for review. The GC Bylaws need to align with this policy.

Dr. Schall clarified that the Associate, Professional and Adjunct Memberships (along with Full) require that the individual hold a terminal degree in the discipline.

Dr. Thea Sawicki, Vice Provost for Health Science Affairs and University Accreditation, pointed out that HLC asks that institutions define their process of equivalent experience. There is a process to evaluate those skills and UT has decided on a minimum of 5 years.

Dr. Mike Dowd agreed the structure is good but suggested that the Provost's office consider department personnel committee's including department faculty, not just the chair, provide input in the review of qualified applicants. Dr. Sawicki replied that the department determines the applicant's movement forward and department faculty can be included in the policy. She will take the revision to Ms. Marcia King-Blandford, Dean Bryant-Friedrich, committee chair Dr. Joseph Schmidt and GC Chair, Dr. Connie Schall.

Dr. Rapp asked how the instructor of record is determined. Dr. Sawicki replied that the instructor is listed in the registration information for the course. She added that the idea is that review is ongoing and that the Provost is working with chairs and deans on department needs. For example, the College of Natural Sciences and Mathematics may bring in teachers based on the number of sections they have to fill and as the semester draws closer it may difficult to know who all of the instructors will be and have them certified in spring. Exceptions are career and technical areas where individuals may hold a bachelor's degree.

Dr. Schmidt displayed the current and proposed changes. We consider this a reading of the Bylaws and we suggest that you have the qualifications outlined in this policy. The evaluative process is not outlined in the GC Bylaws, we would charge to Membership Committee. Dr. Dowd clarified that Associate Membership requires tenure or tenure-track. Dr. Samir Hefzy noted that the Membership Committee has received some applications for graduate faculty membership by applicants who are not tenure track, so it would be appropriate for them to apply for professional membership. There are two different requirements, the terminal degree and tenure and tenure track. The issue is that there are some master's programs that submit graduate faculty membership applications requesting their adjunct and part-time visiting faculty teach master's level classes, but who may not have a terminal degree. We used to approve, however going forward, if they do not have a terminal degree, evidence of 5 years of experience is required.

There was discussion of the fact that a terminal degree had not been specifically required and that not all faculty have terminal degrees. The Professional Membership category seems to address this issue in its membership requirements. Committee Chair, Schmidt replied that his committee thought that anyone eligible to teach should meet the same requirements.

***Old Business***

None.

***New Business***

Update from Provost's ad hoc committee on Institutional Learning Objectives

Owing to the time limitation, this item of business will be presented at the next GC meeting.

***Adjournment***

There being no further business, the Council adjourned at 2:02 p.m.