

**Graduate Council Minutes  
December 1, 2015  
12:30 – 2:00 p.m.  
Main Campus, Student Union, Room 2582**

Present: Debra Boardley, Joseph Dake, Michael Dowd, Mary Ellen Edwards, Ali Fatemi, Viviana Ferreira, Brian Fink, Hans Gottgens, Dwight Haase, Susanna Hapgood, David Jex, Richard Johnson, Andrea Kalinoski, Junghwan Kim, Jon Kirchhoff, Patricia Komuniecki, Anand Kunnathur, Carolyn Lee, Jyl Matson, Marcia McInerney, William Messer, Holly Monsos, Ron Opp, John Plenefisch, Susan Pocotte, Geoffrey Rapp, Sonmez Sahutoglu, Hassan HassabElnaby (for Amal Said), Diane Salvador, Youssef Sari, Constance Schall, Barry Scheuermann, Joseph Schmidt, Rebecca Schneider, Diana Shvydka, Susan Sochacki, Pamela Stover, Viranga Tillekeratne, Jerry Van Hoy, Lois Ventura, Richard Welsch.

Excused: Mohamed Samir Hefzy, Kandace Williams.

Absent: Ainsworth Bailey, Willie McKether.

Guest: Alessandra Krusciel, Sammy Spann, Pete Thomas.

***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

Dr. Rebecca Schneider, Graduate Council (GC) Chair, recognized Dr. Willie McKether, Associate Dean in the College of Languages, Literature, and Social Sciences as the Special Assistant to the President for Diversity to advance diversity throughout our institution. On behalf of Graduate Council, she thanked him for this important service.

Graduate Council is being included all aspects of University Governance. This is good news. This is part of building a culture of shared governance. And shared governance comes with responsibility. GCEC encourages us to continue to fully participate.

GCEC reviewed the process for keeping Graduate Council informed regarding any work that the Academic Programs and Regulations Committee (APRC) might be called on to do over the summer. As Dr. Schneider reported at the last GCEC meeting, Dr. Mark Templin and Dr. William Messer met with the Senate Executive Committee and the Provost to discuss a process for gathering advice on policies before they are posted for comment. The goal is to include GC while moving ahead in a timely manner and during the summer months. The APRC is a standing committee that meets as needed and gives advice on policies and procedures. This advice will be reported to GCEC and to Graduate Council. Decisions, however, will not be made by the committee or GCEC. Proposed policies or changes will be posted for public comment as is the procedure for policies. What is described in our bylaws seems to be a good process.

Report of the Graduate Student Association (GSA)

Ms. Jessica Sherman, GSA Communications Specialist, reported the following updates:

- GSA will begin reviewing the applications for the Graduate Student Research Award this winter --36 complete applications were received. This is a great improvement over last year and the GSA would like to thank faculty for encouraging their students to apply.

- The Midwest Graduate Research Symposium (MGRS) steering committee is scheduled on Friday, December 4, 2015. Faculty will be contacted soon to serve as judges.
- GSA welcomes the ISA reps who are also graduate students, and we hope that GSA can do its part to help make life better for international students.

Report of the Vice Provost for Graduate Affairs and Dean of the College of Graduate Studies (COGS)

Dean Komuniecki provided the following updates:

- *Spring 2016 Enrollment and Admissions Updates*

Dean Komuniecki discussed enrollment updates for spring 2016. With headcount lagging behind census date of 2015, she urged Council to communicate with their respective committees to ensure to admit all students who have applied and are qualified --140 are completed and waiting decision. Last year 386 students were admitted at this time and this year we are in the 250 range. Breakouts can be provided on request. She encouraged Council to do the following two things to assist with graduate enrollment:

- 1) Admit all of the qualified applicants ASAP! With the end of term upon us, many faculty will not be available to review new applications and/or approve requests for readmissions. As of November 30th, COGS still has 140 completed applications that need decisions so that the admitted students can start to plan for January! The number of applications for spring 2015 and spring 2016 are about the same (516/518), but the number of admitted new students is lagging way behind. She requested that Council help with the important push to get solid enrollments for spring 2016.
- 2) Encourage current graduate students in your programs to register now for spring 2016. President Gaber is very concerned about the fact that as of November 30th, graduate headcount and FTE are about 55% of spring 2015. We need to redouble our efforts to be sure that we are advising our current graduate students well to retain them in our programs.

Dean Komuniecki expressed appreciation for extra attention to this incredibly important issue.

- *COGS Fellowships, Scholarships and Award Applications are all due February 12, 2016.*

*For Prospective Graduate Students:*

*University Fellowships*

Please have your best applicants apply for this prestigious fellowship that provides a tuition scholarship, stipend and fee coverage. This has been used a recruitment tool in the past to attract top students to UT, and we expect to have 2 positions available for students starting in fall '16.

*Richard L. Bostleman Scholarship*

This will be awarded to a graduate student who has successfully completed an undergraduate degree and participated for at least two years in NCAA level intercollegiate athletics **at UT**. It is renewable provided the recipient makes satisfactory progress toward the degree (for two years at master's level and three years at the doctoral level).

*Diversity Fellowships*

Qualified applicants can apply for the GOAP and McNair Scholar Awards. There will be several awards in each category. These awards cover stipends and tuition scholarships with a 50:50 department match required. These are for under-represented and first year college attendees and are an important part of our diversity initiatives.

In addition, there will be **6 new AGEP Scholars** appointed for fall 2016 as part of the NSF grant with which UT is an alliance partner. This is targeted for URM STEM doctoral students; the flyers from the Northern Ohio Alliance will be distributed soon.

*For Current Graduate Students:*

*Helen M. Fields Award*

Presented to a graduate student with an excellent academic record in the field of English or Education.

*Robert R. Buell Memorial Achievement Award*

Presented to a graduate student in any college who best exemplifies scholarly excellence in the physical and biological sciences, has maintained a genuine interest in the social sciences and the humanities, and plans a career in education.

*Robert N. Whiteford Scholarship*

Presented to a graduate student to assist them in their research for the thesis, project or dissertation and further the student's professional development.

The awardees will be recognized at the last GC meeting of spring term. All the descriptions and applications are available on the COGS website <http://www.utoledo.edu/graduate/scholarships/index.html>.

o *Announcements*

*Commencement -Saturday December 19, 2015 at 10 a.m. in Savage Arena*

Dean Komuniecki expressed thanks to Dr. Schneider who will serve as the Reader, COGS Associate Dean Dr. Susan Pocotte who will carry the Banner and assist me with presenting the diploma cases to the doctoral graduates. Thanks, too to Drs. Barry Scheuermann from Health Sciences and Amit Tiwari from Pharmacy and Pharmaceutical Sciences who will serve as marshals.

*Transfer of Credit to Graduate Degree Policy #3364-77-06*

This policy has completed the standard comment period and will go to President Gaber for her signature. There was only one comment- a question from JHCE was received and responded to. In the future, COGS will work on policy development with the Academic Programs and Regulations Committee as well as the Council of Associate Deans.

*CGS International Graduate Admissions Survey: Final Applications, Admissions and Enrollment*

COGS worked with IR on the completion of this important survey which compares fall 2014 with fall 2015 data for international graduate students. I hope to make a short presentation about this report and how we will move forward with the recruitment of international graduate students (view the data by geographical region, program of study, and degree type) at an upcoming GC meeting.

*NPSMA Annual Meeting-Nov 11-13, 2015*

UT has national recognition as the leader in the number of PSM programs in the state of Ohio at a public university, and COGS has recently received the draft proposal from Environmental Sciences about their new PSM in Water Resource and Environmental Management (WREM). We will look forward to working with them on the needed curricular/program approvals from GC before sending the documentation to the national PSM headquarters at the Keck Graduate Institute in California for formal approval as a PSM in the spring term so as to recruit new students for fall 2016. That will bring the UT total of PSMS to five, and recruitment of new master's students to these PSM programs can help grow enrollment.

#### Readmissions:

When students step out of their graduate programs for a year or more, readmission is necessary and requests for re-certification of coursework must be completed. Approximately 20 readmissions requests are being processed by COGS for spring 2016.

President Gaber wishes that everyone do whatever they can to assist in the recruitment, review and enrollment processes. Dr. Jim Mager's visited the Graduate Council on November 17<sup>th</sup> to discuss the Strategic Enrollment Planning processes and timeline; graduate faculty and some GC members will be asked to serve on SEP workgroups. It is important that the faculty are fully engaged in the SEP process.

Lastly, as a follow up to today's visit by folks representing the Office of International Student Services, Mr. Pete Thomas, Ms. Alessandra Krusciel, and Dr. Sammy Spann, Dean Komuniecki stated that the Council of Graduate Students survey on international student admissions has recently been received and she would be glad to make a presentation at a future meeting if desired.

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

##### Material Transfer Agreements and Laboratory Safety

Dr. William Messer, Vice President of Research, stressed the importance of safety of faculty and students. Lab safety is critical to safe environments. He reminded Council of active protocols during research that involves animals or humans. This revamped information is available online and is updated on a yearly basis. There are opportunities to complete training online. Every semester the Office of Research talks about lab safety and issues about publications and confidentiality and research integrity, and checks to determine preparedness as much as possible, including having emergency kits available. He asked Council to include safety as part of its curricula during their regular class schedules. Additionally, training opportunities are available for environmental health and radiation safety.

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

##### Membership Committee

None.

##### Curriculum Committee

None.

#### ***Old Business***

##### Bylaws Language Update

At the GC meeting of November 17<sup>th</sup>, there was one issue with the bylaws that was left tabled. Chair Schneider displayed the draft text. The first sentence is what is in the bylaws and the second is the same but with cleaned up language. Since GC Standing Committees require Full and Associate membership except the Graduate Student Affairs Committee, Special members cannot serve on committees so that issue resolves the question of whether Special Members are allowed to serve on committees.

##### e) Special Membership:

###### 1. Qualifications:

The Membership Committee may grant Special Membership to professionals, including but not limited to, University of Toledo lecturers, research faculty and retired UT faculty, who would make a significant contribution to graduate education or research.

###### 2. Duties and privileges of Special Membership:

Special members of the Graduate Faculty will be given responsibilities as enumerated by the Membership Committee from the Duties and Privileges of Full Membership. Individuals holding Special Membership will not vote in elections pertaining to GC or graduate education matters, **nor will they propose new curriculum. Special members are not eligible for election to GC and may not serve on GC or its committees.**

Dr. Mike Dowd stated that it should be made clear that they can serve on ad hoc committees but not standing committees. He also questioned whether an individual who has retired, and holds Special Graduate Faculty Membership, can chair dissertation committee compared to if a Special member was not a former employee and is at another university. If an Associate Dean retires and is rehired, would they be ex-officio and have Special membership? Dr. Schneider replied he/she would not be eligible and they already do not have voting privileges. Dr. Dowd clarified that he did not want to prohibit ex-officio members from serving on committees. This can be fixed the next time constitution is reviewed/updated.

[COUNCIL UNANIMOUSLY APPROVED THE CHANGE TO THE BYLAWS STATING THAT SPECIAL MEMBERS ARE NOT ELIGIBLE FOR ELECTION TO GC AND MAY NOT SERVE ON GC OR ITS COMMITTEES.]

### ***New Business***

#### International Student Services

To help us with our conversation today with our guests regarding international students, GCEC has posed some framing questions.

- What do international students find attractive about UT?
- Are there best practices for recruiting international students perhaps with funding from their home country?
- What should we know about international students' arrival and associated paperwork or processes?
- How can your office help faculty?

Dr. Schneider introduced Mr. Peter Thomas, Associate Director of International Students and Scholars Services (OISSS) and Ms. Allesandra Krusciel, Vice President of the International Student Association (ISA) who is from Brazil. Mr. Thomas spoke to his PowerPoint presentation titled summarizing why international students come to UT, how OISSS and the Center for International Studies and Programs (CISP) supports them and how can faculty provide support.

Students like UT for many reasons, but funding is always a primary concern. UT travels twice per year to the embassies that fund students. Graduate Council members were welcomed to join the UT team in Washington DC for these visits or at UT when their representatives visit us in Toledo. Their visits to UT is typically a 1-2 day notice. Mr. Thomas offered to provide UT pins and other information to faculty to share during their travels. He stressed the emphasis his office places on recruiting and retaining students.

Ms. Allesandra Krusciel, Vice President of the International Student Association was introduced. Ms. Krusciel thanked the Council for inviting her. She came to UT from Brazil through a scientific mobility program. Her impression of the U.S. and UT has been very good. She and other international students appreciate professors with an open-door policy and office hours. It is important to have opportunities to meet with and discuss courses with your professors. She suggested UT continue this practice. This can be challenging in Brazil and is taken into account when deciding which university to attend. Ms. Krusciel tells her friends about Toledo. In visiting other U.S. universities, she found that UT was more helpful. She suggested that UT share the news about its great programs and research. She encouraged Council to send students to the ISA to become fully engaged in student life at UT.

Mr. Thomas added that various programs that bring international students to UT are for one year and we find that they want to return.

Regarding recruitment of international students, Mr. Thomas confirmed that that sooner documents are sent to students, the quicker they decide. He thanked COGS for their quick turnaround and asked Council for their support in ongoing communications with applicants by asking them to continue to use their UT email.

Faculty Support international student opportunities through scholarly exchanges J-1 visas and permanent employments through H1B, O1, and TN. The OISSS welcomes opportunities to present to your departments and staff. OISSS also offers passport services as it strives to be one-stop shop. Faculty can support CISP by inclusion in events. Connecting with students on a personal level is a great opportunity to enhance their experience at UT and have them share those experiences with their friends and family in their home countries.

#### Discussion and Questions:

Airport pickup was questioned. Mr. Thomas said OISSS tries to coordinate those dates since there is a short time between arrival and orientation. Dr. Marcia McInerney inquired whether OISSS can assist with visa issues. Mr. Thomas emphasized that OISSS specializes in that and is glad to help whenever possible.

Dr. Mary Ellen Edwards wondered about students that need help with English and writing. Dr. Spann said he is looking at that as an option a way to offer something more structured. Dean Komuniecki added that there was a similar program about three years ago for self-funded students to receive training through UT's American Language Institute (ALI). The intent was to for the students to become involved (immersion) with their home department at least one semester hour to hear advanced language in their academic program. There was only limited interest. Dr. Edwards noted that some students although admitted still need additional help. Mr. Thomas replied that the Writing Center can offer some assistance, but they need to work with ALI. Dr. Connie Schall added that Dr. Melinda Reichelt used to offer an ESL course. Dr. Edwards agreed that support with ESL would be helpful.

Dr. Hapgood inquired about CPT. Mr. Thomas explained that curricular practical training (CPT) is typically an internship or co-op opportunity related to the student's field of study or co-op opportunity to use scientific equipment that may not be available here. Optional practical training (OPT) requires that their academic record is clear that they must have graduated and met requirements for OPT, typically one year and up to two years renewed if in STEM fields.

#### Graduate Program Review Committee

Dr. Susan Pocotte stated that according the GC Bylaws, Article 4, Section 6 C., the committee can draft an approach as to how it will operating and bring to the GC. GCEC may convene the committee or Dr. Pocotte, as COGS liaison can do it and facilitate election of chair.

Dr. Susan Sochacki noted that the Bylaws state that the GPRC shall develop documents to present to GC, so that language needs to be changed. Chair Schneider sought comments or questions. Council agreed that the committee should get started with the last approach suggested by Dr. Pocotte.

#### GSA Initiative

Dean Komuniecki pointed out a recent initiative by the GSA, a professional development panel created to reach out to UT undergraduate students to encourage them to attend graduate school at UT. About 70 students attended the Life in Grad School Forum on November 9, 2016, 5 -7 p.m. in Driscoll Auditorium. Surprisingly, many of our undergraduates did not know about UT graduate programs, which suggested that we have to do a better job talking about programs.

Dean Komuniecki has stated that as part of the COGS Short Term Enrollment Initiatives for fall 2016 , marketing will work with COGS to better market graduate programs at UT. The GSA hopes to host a similar event in the spring and we plan to advertise it heavily.

***Adjournment***

There being no further business, the Council adjourned at 1:50 p.m.