

**Graduate Council Minutes
September 20, 2016
Health Science Campus, Health Education Building, Room 103**

Present: Hues-Shys Chen, Leigh Chiarelott, Ben Davis, Michael Dowd, Viviana Ferreira, Rodney Gabel, Bashar Gammoh, Mohamed Samir Hefzy, Jason Huntley, David Jex, Edward Janak, Andrea Kalinoski, Junghwan Kim Anand Kunnathur, Carolyn Lee, Song-Tao Liu, Jyl Matson, Joseph Margiotta, Marcia McInerney, Daryl Moorhead, Douglas Nims, John Plenefisch, Susan Pocotte, Goeffrey Rapp, Jennifer Reynolds, Sonmez Sahutoglu, Amal Said, Youssef Sari, Constance Schall, Barry Scheuermann, Joseph Schmidt, Barbara Schneider, Martha Sexton, Zahoor Shah, Eric Simpson (GSA), Susan Sochacki, Jason Stumbo, Jerry Van Hoy, Richard Welsch, Kandace Williams.

Absent: Bhuiyan Alam, Lori Pakulski.

Excused: Amanda Bryant-Friedrich, Frank Calzonetti, Madeline Muntersbjorn.

Guest: Phillip "Flapp" Cockrell, Ron Opp, William Pecsok, Patricia Relue, Amy Thompson.

Call to Order, Roll Call, and Approval of Minutes

The meeting was called to order and the roll called. The Minutes of the Graduate Council meeting of September 6, 2016 was approved.

Executive Reports

Report of the Executive Committee of the Graduate Council

GC Chair, Dr. Connie Schall reported that for the next Graduate Council meeting, October 18th, the distribution of GC membership and rotation with the new colleges will be presented and reviewed. Due to college and department re-arrangements to make sure representation is accurate. Colleges are entitled to one representative for every 25 graduate faculty (with a minimum of two representatives for colleges with a doctoral program, one for masters). GC members are elected for three year staggered terms.

President Gaber and Provost Hsu are our invited speakers at the October 18 GC meeting. If you have specific questions or concerns that you would like the GCEC to forward on to Drs. Gaber or Hsu prior to the October meeting, please send those to any GCEC representative by October 7th. Topics and questions discussed by GCEC include:

Elaborate on aspects of the University Strategic Plan and facilities master plan relevant to the strategic enrollment plan in graduate and professional programs.

Perspective on indicators of quality in graduate studies.

Although Dr. Frank Calzonetti was unable to attend today's GC meeting, he wanted to mention that faculty at UT and other institutions have been victim to predatory journals. The Office of Research would like to bring this to the attention of all UT faculty. A resource for evaluation of open access journals can be found at <https://scholarlyoa.com/publishers/> Beall's List, providing a critical analysis of scholarly open-access publishing.

The GCEC encourages faculty to contact any GCEC representative regarding invited guest and topics that you would like to see included in future meetings. Current plans include extending invitations to: VP for Finance and Administration and CFO, Lawrence Kelley; VP of Enrollment, Stephanie Sander, VP for Diversity &

Inclusion, Willie McKether. Future potential topics for discussion include: Pipeline programs BS to MS, Marketing programs, Processing of graduate applications – workflow, post-doc /technician hiring.

Discussion:

Dr. Kandace Williams asked for guidance from the Research Office on an item related to predatory journals. A predatory journal had named her editor without her permission. When she found out, she asked to be removed as an editor and journal did not comply. The journal complied only after university lawyers interceded.

Dr. Rodney Gabel questioned whether this action is predatory if they charge a fee and the article does not.

Dr. Joseph Margiotta forwarded a question for the next GC meeting: How is the affiliation with ProMedica expected to affect graduate programs. Dr. Marcia McInerney added that clinical sites are of concern.

Report of the Graduate Student Association

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

The Executive Board of the GSA filled both representative positions for each graduate college at UT. The list of selected reps includes:

College of Arts & Letters

Jaclynn Sullivan – Jaclynn.Sullivan@rockets.utoledo.edu

Abolade Oladimeji – Abolade.Oladimeji@rockets.utoledo.edu

College of Business & Innovation

Nykolos McKissic – Nykolos.Mckissic@utoledo.edu

Nam Tran – Nam.Tran@rockets.utoledo.edu

College of Education

Jessica Swan – Jessica.Swan@rockets.utoledo.edu

Erica Loroff – Erica.Loroff@rockets.utoledo.edu

College of Engineering

Bipin Gaihre – Bipin.Gaihre@rockets.utoledo.edu

Iman Samani – Iman.Samani@rockets.utoledo.edu

College of Health and Human Services

Emily Van Wasshenova – Emily.Vanwasshenova@rockets.utoledo.edu

Mandy Lautzenheiser – Mandy.Lautzenheiser@rockets.utoledo.edu

College of Law

Jacob Westfall – Jacob.Westfall@rockets.utoledo.edu

Dylan Krendl – Dylan.Krendl@rockets.utoledo.edu

College of Medicine and Life Sciences

Mitchell Haines – Mitch.Haines@rockets.utoledo.edu

Amit Chougule – AmitSopan.Chougule@rockets.utoledo.edu

College of Natural Science and Mathematics

Emily “Lilli” Fishman – Emily.Fishman@rockets.utoledo.edu

Gopal P. Dahal – Gopal.Dahal@rockets.utoledo.edu

College of Nursing

Alisa Nammavong – Alisa.Nammavong@rockets.utoledo.edu

Sahar Atshan – Sahar.Atshan@rockets.utoledo.edu

College of Pharmacy and Pharmaceutical Sciences

Saloni Daftardar - Saloni.Daftardar@rockets.utoledo.edu

Saleh Alaqel – Saleh.Alaqel@rockets.utoledo.edu

The GSA's first General Assembly Meeting occurred on September 13, 2016, from 6:00 -8:00 p.m. at Presidents' Hall. The GSA's next General Assembly Meeting will be held on October 12, 2016, from 6:00 -8:00 p.m. on the Health Science Campus at HEB 105.

The GSA has selected members to fill each GSA committee (Professional Development, Public Relations, Social Events, Research & Development, and Budget Review) and members are starting to work on tasks assigned to each committee.

The GSA has also begun to work on an MGRS timeline and notified members in attendance about the opportunity to apply for a position on the Steering Committee. Applications/Nominations will be accepted starting at the October General Assembly Meeting.

Report of the Dean of the College of Graduate Studies

On behalf Dean Amanda Bryant-Friedrich who was unable to attend today's meeting due to previously scheduled travel, Dr. Susan Pocotte, Associate Dean for Academic Affairs, in the College of Graduate Studies provided the following updates:

- o The Strategic Enrollment Planning (SEP) workgroups and SEP Council met with consultant Lew Sanborne of Ruffalo Noel Levitz and previous Interim UT Vice President for Enrollment Management, Dr. James Mager, and current Interim UT Vice President for Enrollment Management, Dr. Stephanie Sanders. Several goals for recruitment and enrollment have been identified and action plans for the goals are in various stages of development for implementation feasibility and prioritizing. The action plans are to be evidence based (in large part on the workgroup situation analyses) to include implementation cost and projected outcome return on investment. Further decision making and discussion regarding the action plans will occur in November.

Four areas for which action plans will be developed that are of interest to Graduate and Professional programs are as follows.

1. Comprehensive analysis of competitive programs and cost per student analysis of UT programs. This endeavor will be decentralized from COGS because the colleges and departments know their competition better and the budgets are college-centric.
2. Timeline of electronic GAPA. Ms. Mary Main, COGS Business Manager, will be beta testing with some programs that process GAPAs for spring 2017 admits. The outcome of beta testing will predict if the system is okay and can be implemented for all for the fall 2017 admit cycle.
3. Write an action plan for recruitment and enrollment fundamentals for graduate and professional programs for each college. This includes recruitment of UT UG for UT grad and professional programs. The fundamentals include personalized and customized outreach.
4. Examination of best practices to develop graduate student financial aid policies. In this context financial aid means UT tuition and stipend (not the loans through financial aid).

Dr. Mike Dowd noted that of the approximately 39 goals in the initial Strategic Enrollment Plan, about 5 are devoted to graduate studies.

o COGS Annual Fellowships, Scholarships and Awards

Dr. Pocotte announced that the applications are being finalized and are expected to be available (live) on COGS website shortly. Announcements will be distributed to graduate faculty.

Awards for students admitted to Fall 2017:

- McNair Scholarship Award (*diversity initiative*)
- Graduate Opportunity Assistantship Program (GOAP) (*diversity initiative*)
University Fellowship
- Richard L. Bostleman Memorial Scholarship

Awards for current students:

- Robert R. Buell Memorial Achievement Award
- Helen M. Fields Memorial Achievement Award
- Robert N. Whiteford Memorial Scholarship

Information and Discussion Items

Standing Committees Update

Dr. Andrea Kalinoski, Vice Chair (chair elect) of GC reported that the Standing Committees are nearly seated with only a few slots remaining on the Graduate Program Review Committee and one on the Fellowships and Scholarships Committee.

Rocket Care

Dr. Amy Thompson, Professor of Health Education and Co-Director of the Center for Health and Successful Aging, stressed the importance of health as a factor contributing to retention, thus enrollment. Students may reach out and speak with the professors and instructors about substance abuse or mental health issues they may have. One in ten students has a significant issue that could cause them to drop out of school. Not to be overlooked is acculturation to campus and exposure to new people and cultures. Data shows widespread alcohol use and more students using marijuana than tobacco. There is a relationship between drinking and GPA. In questioning how faculty should respond to students who disclose problems or suicidal thoughts led into discussions with Dr. Phillip "Flapp" Cockrell, Dean of Students and Dr. Will Pecsok, UT Counseling Center.

Dr. Cockrell thanked the Council for inviting him to discuss the development and roll out of Rocket Care. He began his PowerPoint presentation explaining that the purpose of Rocket Care Report is used to connect UT community members with help and resources to ensure well-being and a safe learning environment for all. It is also used for the purposes of informing The University of Toledo personnel about any inappropriate behavior or suspicious activity that may pose a threat to our community. Any student, faculty, staff, parent/family member may submit a Rocket Care Report.

Report of activities that occur on or off-campus are strongly encouraged. Completing the Rocket Care form helps connect students to resources.

The Rocket Care Form is maintained within the Maxient System. Maxient is the University's software of choice for managing behavior records at colleges and universities across North America. The system was approved and implemented roughly five years ago by University Legal Counsel and complies with FERPA as well as the Clery Act. Clery requires colleges and universities to maintain student records for seven years.

Students' information is secure and only a select few campus administrators e.g. Senior Vice President for Student Affairs, Associate Vice President for Student Affairs and Dean of Students, Associate Vice President for

Student Affairs and Director of Housing, and Title IX Coordinator have Level 5 access.

Dr. Cockrell explained that students could have a range of issues but noted that campus police should be contacted emergencies at 419.530.2600.

The Rocket Care form is located within the MyUT portal, in the Employee tab, under Workplace Tools, Student Affairs Resources.

Some areas of concern for our students are:

- Academic, Campus/Social
- Bias Related/Discrimination
- Medical/Substance Abuse
- Mental Health
- Personal (inclusive of things such as financial concerns, family or general home concerns, death or illness in the family or legal concerns.) Title 9 not included in bias related discrimination. It is separate. Referral to resources outside of UT may be made.

Some key features:

- The form is anonymous as we realize that most people are hesitant to include their name.
- Students abide by student of code conduct off campus.
- Follow up will occur within 24-48 hours after submission.
We contact them and build a relationship. They feel someone cares.
- The report can be printed for documentation.

Discussion:

Dr. Mike Dowd asked whether the information is maintained on a server separate from internet. He also asked what happens if faculty member incorrectly thinks someone has a drug issue.

Dr. Cockrell replied that is maintained (X) and is secure. This is the same for the system used by approximately 600 institutions. The incorrect file would be removed (exonerated). If it is a false report, the file is deleted. It pulls student information from Banner. Data is kept for seven years per FERPA and Clery Act.

Dr. Amy Thompson added that the rationale for this group is different from behavioral issues such with roommates. The purpose is not to get someone in trouble but to provide a way to keep students in school and connect them with resources.

Dr. Cockrell stated the judicial process is not punitive but educational. A preponderance of evidence must exist.

Dr. Jyl Matson agreed that the reporting system is intended for the student's benefit. She inquired as to where to seek services if it appears the student poses a threat to others.

Dr. Cockrell replied that the faculty member either submit the concern on the Rocket Care form or if the threat is imminent, the police should be contacted at 419.530.2600. He added that the Division of Student Affairs has a student behavioral committee that meets about every two weeks.

Dr. Samir Hefzy asked how to handle an issue when confidentiality is requested by the student.

Dr. Cockrell asked that he be called to assist. We do have a medical amnesty as well. Dr. Cockrell would walk through the resources available and/or sit with the faculty member and student if he/she does not want to come to the Student Affairs office.

Dr. Thompson added that it is important to share hypothetical situations with Dr. Cockrell as he visits with the colleges.

Dr. Cockrell noted that it is okay to document your conversation on a notepad to summarize the situation as a reference for yourself.

Dr. Viviana Ferreira suggested the language used to report incidents be revised so that it does not reflect an accusatory tone. Faculty not attending the Graduate Council meeting do not have the full benefit of hearing the history or explanation of the system/process.

Dr. Marcia McInerney asked how to respond to parents' inquiries.

Dr. Cockrell responded that you have to answer that you cannot affirm or deny that the person attends UT. We don't know who is on the other side of the phone. If the student is 18 or older, FERPA is in place. The FERPA release form may be completed and submitted.

Dr. Jerry Van Hoy wondered whether reported issues ever result in criminal charges?

Dr. Cockrell noted that there is a possibility if there was harm to others and added that complainants have a right to press charges.

Counseling Center Resources

Dr. Will Pecsok, Associate Director & Clinical Counselor of the Counseling Center was pleased to speak to the Graduate Council about the resources of the Counseling Center. With regard to confidentiality, we are 100% confidential with consultations. Faculty can reach out to us to explain the circumstances of a student they may not know how to help. Dr. Pecsok will meet with the faculty member to discuss the matter in confidence.

Dr. Kandace Williams asked where students on the Health Science Campus go for counseling services.

Dr. Pecsok said that there are discussions about space and that counselors would like to have a presence on the HSC. Dr. Williams thought that there may be space in the resource center on the first floor of Mulford Library. Dr. Pecsok said that he would be glad to consider viable space and would be in contact.

Experienced clinicians provide numerous services including:

- Outreach
- Information and Referral
- Care Coordination
- Training for Interns/Externs
- Crisis Intervention
- Screening
- Individual/Couples/Group Counseling 419.261.1188
- Mental health crisis number 419.297.1226 (24-hour emergency number)
- We work with the Student Medical Center as some folks have medical needs including psychiatrists.

Dr. Pecsok would welcome the opportunity to come back to a future Graduate Council meeting to speak further.

Standing Committee Reports

Report of the Curriculum Committee

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

#	Type of Proposal	Coll	Dept.	Proposal Name	Course No.	Summary of proposal
1	NCP	BU	Information Operations and Technology Mgmt.	Management of Information Systems Security	INFS 6710	(3 cr hr) This course aims to give students a broad understanding of technical and business issues in information systems security, systems security models, analysis of process and technology in systems security and security policies leading to information assurance.
2	NCP	BU	Information Operations and Technology Mgmt.	ERP Systems Process Management	INFS 6780	(3 cr hr) This course will provide students an overview of the fundamental business processes and examination of the application of business enterprise software using SAP. Issues include software deployment that supports transaction processing in the business supply chain. Also, students will work on various hands on exercises including process of entire business cycle with a fictitious company and implementation of simple application with NetWeaver development platform.
3	NCP	BU	Information Operations and Technology Mgmt.	ERP Systems Configuration and Integration	INFS 6790	(3 cr hr) This course will provide students an overview of the fundamental business processes and examination of how business processes interact with SAP ERP including the system configuration and implementation. Issues. Students will gain a deep appreciation for the role of enterprise systems in managing processes from multiple functional perspectives. Also, students will work on various hands on exercises including configuration of a fictitious company and implementation of business rules using an enterprise system.
4	PRR	BU	MBA	Dual Major, Disability Studies + MBA = 5 year program	NA	Pipeline program from BA in Disability Studies to the MBA, with students minimizing hrs by completing a business minor (MBA pre-requisites) during the BA program. No changes to the MBA program; informational item only, review not required.
5	PRR	BU	MBA	International Business	NA	Streamlining the MIB major. No change in hours; change in course options. Previously students selected 3 courses from a list; revised program requires 2 courses and students select the third course from a subset of courses.
6	PRR	BU	MBA	Marketing	NA	Streamlining the concentrations in MBA Marketing program. No change in hours; change in course options and concentrations available. Concentrations now reduced to (1) Marketing Management and (2) Professional Sales.
7	PRR	CA	Communication	Certificate in Communication	NA	No change to cr hr (18). Same courses, but prior curriculum was simply taking any 6 of the 8 courses in the list. The modified curriculum requires 2 courses plus 4 elective courses: COMM 6200 is taken first, followed by any 4 of the listed electives, and finished by taking COMM 6980 as a capstone course.
8	ECM	MD	Radiation Oncology/ Medical Physics	Medical Physics Seminar	MPHY 6500	Course grading from normal to pass/fail
9	ECM	MD	Radiation Oncology/ Medical Physics	Medical Physics Seminar	MPHY 8500	See MPHY 6500. Course grading from normal to pass/fail
10	ECM	MD	Educational Foundations and	Intergroup, Intercultural	TSOC 5230	Change in catalog description and course content. Course content updated to include intergroup and intercultural

			Leadership (Foundations of Education)	Education		legacy into present and to emphasize the connection between theory and practice.
11	ECM	MD	Educational Foundations and Leadership (Foundations of Education)	Intergroup, Intercultural Education	TSOC 7230	See TSOC 5230.
12	PRR	CE	Educational Foundations and Leadership	DE Educational Administration and Supervision	NA	Decrease in cr hr from 61 to 60. Decrease research tools courses from 12 to 9 cr hr; Increase EDAS core requirements from 12 to 15 cr hr; Replace EDAS 8610 with EDAS 8420 in core; decrease dissertation from 10 to 9 cr hr.

In addition, spreadsheets of course changes were evaluated for the Catalog Clean-up Project. The specific programs evaluated in this round are detailed below. Changes that were reviewed include:

- a. Correction of typographical errors in the title of the courses. *This does not include title changes.*
- b. Revision of the course description. *If there is a substantial change to the course description or the scope of the course, a separate course modification form utilizing Curriculum Tracking should be used.*
- c. Revisions to pre-requisites and co requisites
- d. Adjustment of schedule type for courses designated as lecture or recitation only. For this round of review, the only schedule types to be addressed are courses which were inadvertently coded incorrectly as LE (Lecture) or RE (Recitation).
- e. Review of term that the course was last offered. During this review process, courses which have not been offered can be designated as inactive. *A separate list of inactivated courses should be sent to Marcia King-Blandford in the Provost Office.*

#	Type of Proposal	Coll.	Dept.	Proposal Name	Course No.	Summary of proposal
13	ECM	HE	HRP Graduate Courses	Catalog Clean-up	NA	HEAL, RCRT
14	ECM	HE	KINE Graduate Courses	Catalog Clean-up	NA	KINE
15	ECM	HE	RS Graduate Courses	Catalog Clean-up	NA	PHYT, OCCT, SLP
16	ECM	PH	College of Pharmacy courses	Catalog Clean-up	NA	MBC, PHCL, PHPR

Report of the Graduate Program Review Committee

Dr. Ron Opp reported that the Graduate Program Review Committee (GPRC) had met several times during the spring and summer semester to talk about the committee's charge and how it would do its work. We used Blackboard to share its data. He suggested the committee utilize a tool better than Blackboard, similar to what assessment uses. Dr. Susan Pocotte uploaded the self-studies and accreditation reports. We created a survey for the evaluation of program review. We divided committee into review teams of three and gave each group its programs to review during the summer. There was one person from the college whose program was being reviewed and two members outside of the college. 38 programs were reviewed. We are compiling survey comments into Word document to distribute to the Committee and asking that each team write an executive summary of programs they reviewed. We hope to have this completed by the end of October. The summaries will be submitted to GC for approval. At its meeting on September 21st, the GPRC will elect a new chair. Dr. Opp suggested that the GCEC send to Dr. Thea Sawicki, Vice Provost for Health Science Affairs & University Accreditation. He suggested that the Council ask Provost Hsu to share his philosophy on program review when he comes to Graduate Council.

Old Business

None.

New Business

None.

Adjournment

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