

Graduate Council Minutes
January 26, 2021
Webex

Present: Wissam AbbouAlaiwi, Defne Apul, Brian Ashburner, Jonathan Bossenbroek, Timothy Brakel, Frank Calzonetti, Saurabh Chattopadhyay, Madeline Clark, Wendy Cochrane, Heather Conti, Christina Fitzgerald, Daniel Georgiev, David Giovannucci, Daniel Hammel, Mohamed Samir Hefzy, Marthe Howard, Gary Insch, Brittany Jones (GSA), Andrea Kalinoski, Kenneth Kilbert, John Laux, Abraham lee, Linda Lewin, Sara Lundquist, Nagalakshmi Nadiminty, Penny Poplin Gosetti, Ellen Pullins, Geoffrey Rapp, Patricia Relue, Barry Scheuermann, Beth Schlemper, Rebeca Schneider, Zahoor Shah, Ekaterina Shemyakova, Ruslan Slutsky, Susan Sochacki, Steve Sucheck, Varun Vaidya, Jerry Van Hoy, Eileen Walsh, Kandace Williams, Skyler Weber (GSA).

Absent: None.

Excused: Martha Sexton.

Guests: 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 meetings of October 6, October 20, November 6, November 17 were approved.

Executive Reports

Report of the Executive Committee of the Graduate Council

On behalf of Graduate Council Executive Committee, Chair, Dr. Wendy Cochrane, thanked Ms. Terri Hayes for her work on providing several sets of minutes and some extensive that included a discussion with the President and Provost. Although she was not present at that one, she provided the transcript of the meeting.

○ *Welcome to Spring Semester 2021*

Chair Cochrane welcomed Council back from the winter break and to the spring semester 2021.

○ *Covid-19 Update*

Dr. Amy Thompson will be joining us at 1:30 for updates on COVID-19. The operations team met a couple times in December. According the website tracker, the last report was that initial return to campus for the start of spring semester was that numbers were exceptional with a positivity rate about 1%. Kudos to faculty, staff, and students. Rapid testing is available through the end of January.

Social Distancing

Because my graduate students work with K-12 school districts, I am aware that there are some changes in social distancing permitting 3 feet. There is no discussion that I am aware of changing that at UToledo. We will likely follow the standard 6 feet social distancing. Hoping fall will be closer to normal as possible, but possibly some distancing.

Vaccine

Information for UToledo faculty is pending. Some groups are petitioning the Governor that university faculty should be included with K-12 staff so that we can get our students back on track. We should hold questions until Amy Thompson joins us. Any questions beyond this can be addressed to Dr. Thompson.

o *Commencement Spring 2021*

Presently, the plan is for virtual commencement. Although virtual is not the same for students as an in-person commencement, even more effort is being put into the virtual offering to make it as memorable as it can be under the conditions.

o *President's Key Initiatives Committees*

On behalf of Graduate Council, I provided a brief report to the Board of Trustees at their December 14th meeting. The Key Initiatives Committees last updated their activities on their webpage <https://www.utoledo.edu/offices/president/key-initiatives/> December 10th.

Graduate Council members serve on these committees:

Dr. David Giovannucci	Reinvestment Strategy
Dr. Madeline Clark	Systemic Approach to the Elimination of Racism on our Campuses
Dr. Tim Brakel	Enterprise Risk Management

Dr. Giovannucci reported the Reinvestment Strategy Committee has begun to look at reinvestment in research and part of that includes graduate funding. The committee approved about \$7M, which includes funding back to COGS, to go forward. I believe the Provost has brought this to the President and most was approved, although they wanted additional information from Dean Scheuermann. Not sure if he has had those discussions.

Dr. Tim Brakel reported that the Enterprise Risk Management group has an RFP out for a consulting service to conduct a high-level risk survey of the University. A position is posted for Enterprise Risk Management Director. Faculty Senate meeting will have a presentation on budget modernization.

Dr. Hefzy asked Dr. Giovannucci clarify whether funding being returned to COGS, would be for this fiscal year or next and whether approved by the administration?

Dr. Giovannucci replied it is for this fiscal year. He believes the administration was open but that it was not approved fully. The full amount for the different things approved by our committee was ~\$7 million. Most should or has been signed off by the President, on but there were still two things they were holding back on for additional information, SIM Center and COGS.

Dr. Hammel added that the FY issue has been complex, while money is for this FY, it doesn't go away. the intent for the money for COGS to increase funding closer to where it was, basically in next AY, so we could make promises to continuing and new students now that would be used for next year. Some approved for \$20 for this year, would actually be spent next FY. It was a bit complex.

Dr. Hefzy asked if there is an estimate of how much money would be used for the next fiscal year compared to this year. How much if any percentage of reduction in funding?

Dean Scheuermann replied that his understanding from speaking with the Provost recently is that the hold out is in part related to finance department vs. COGS accounting. They use estimation of costs whereas Ms. Mary Main in COGS keeps a running total, which is about \$1 million difference. We are looking at why there is a discrepancy before they will commit to giving us funds.

In terms of FY, the pot of money is put into a single index that is controlled centrally, so not given directly to the colleges, per se, but rather staying within a single index that will be monitored and closely scrutinized. Some of the money should be available for FY 22, although I have not had that discussion yet with Provost or President.

Dr. Hefzy asked if he expects an increase or decrease and the percentage?

Dean Scheuermann responded that he had requested a 10% increase. Our enrollment projections seem to be holding steady at best, so that will factor in what happens for FY 22.

Dr. Zahoor Shah asked if a reduction would be uniform for all colleges.

Dean Scheuermann indicated that he hopes, at minimum, colleges will get what they spent this past year, which represents about an 18% decrease from pre-COVID budget, but that is what we were allotted for this year. I am hoping that, worst case scenario, is that we stay the same in terms of allocations going into FY 22. I am advocating constantly for additional funding. You all have let me know clearly that we can barely cover continuing students, let alone the supporting new students. I am having those conversations constantly and advocating for additional funding to support our graduate students and graduate faculty.

- *Academic Dishonesty Policy*
GCEC will review the draft policy and provide feedback to Dr. Mike Dowd who will speak to GC on this policy later this spring.
- *GC Resolution on Anti-Racism and Equity*
Thanks to GC for voting in favor of the resolution of anti-racism and equity. It was well received and noted when I shared at the Board of Trustees meeting.
- *RCM Budget Model*
Dr. Giovannucci and I will seek information on RCM and position during our meeting with the Provost tomorrow, January 24th.

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

Dr. Barry Scheuermann, Interim Vice Provost for Graduate Affairs and Interim Dean of the College of Graduate Studies provided the following updates:

○ *Search for the Permanent Dean*

There are no updates available at this time.

○ *Update on COVID-19*

There has been a considerable amount of discussion regarding the fall schedule and how “normal” the campus will look:

- Current goal is to have approximately 80% of the classes face-to-face.
- Expectation is that facemasks and social distancing will be required for the fall semester.
- Deadline for submitting course requests is Monday, February 15th; an email was sent either this morning detailing the expectations for the fall semester schedule.

○ *Spring Commencement*

As much as we would like to hold Spring Commencement in the Glass Bowl, it is most likely that the we will be celebrating our student’s achievements virtually. We have already started discussing how we can improve the experience for our graduates. Dr. Amy Thompson and I will be meeting very soon to see what options are available for holding a hooding ceremony to recognize the achievements of our doctoral students. We are looking at feedback from the colleges too to coordinate our efforts and celebrating them.

○ *Huron Consulting Group*

- Mary Main and I met with Huron Consulting Group this past week along with Brenda Grant from the Provost’s Office; the consultants that are facilitating the transition from our current budget model to the RCM or Responsibility Center Management model.
- Most of the conversation centered around the role of COGS and the contributions of COGS to the overall financial status of the University.
- Huron assigns units into one of two categories – revenue generating units and cost units. COGS falls into the cost unit since we provide a service but do not generate any revenue, per se.
- At least three implications for the way COGS interfaces with the revenue and cost units;
 - Operating Budget within COGS would be determined and using some formula, each revenue generating unit would be required to contribute an amount to an index where COGS would then draw funds for operations. How much does it cost for COGS to do its job, staff, equipment, space? That would be farmed out or invoiced out to the revenue generating unit and charge.
 - Graduate Assistant allocations would be distributed to the colleges as part of their operating budget and each college would distribute the funds.
 - Any change in the budget for a college either mid-year or year-to-year would depend on the revenue-expense balance of the college each year.
 - Funding of administrative assistantships would be the responsibility of the cost unit and would typically be part of their annual budget request to the central administration rather than coming from the COGS.

- Due to the impact of moving to an RCM budget model, this will lead to a broader discussion of the overall structure and function of COGS including staffing and leadership.
- The Provost will be initiating a conversation with this group as well as other stakeholders but a timeline has not been set.
- *New Policy: Guidelines on Authorship*
 - “Guidelines on Authorship” (3364-71-29) policy was posted to the website for 30-day comment from January 20 to February 19.
 - Scope of the policy includes “all scholarly activities carried out by faculty, staff, and students at the University of Toledo”.
 - Responsible agents - Vice-Provost for Graduate Affairs and Dean, College of Graduate Studies and Provost and Executive Vice President for Academic Affairs.
 - Concerned with the only statement in the policy that provides guidance for students, “Students are encouraged to seek advice from the Office of Student Advocacy and Support.
 - Currently have two policies that we would like to have completed before the end of the spring semester
 - Leave of Absence review and revise as needed.
 - Short-term Leave of Absence finalized draft language to bring to the GC.
- *Enrollment and Admissions*

Most recent tracker report for Spring 2021 enrollments;

 - Undergraduate – down 11.1% compared to this time last year.
Graduate – down 7.4% compared to this time last year.
 - 1593 undergraduate and 307 graduate students (1900 fewer returns).
 - 2517 total inquiries compared to 2914 total inquires compared to this time last year.
 - Please encourage your programs and faculty members to review decision pages that are currently available.
- *Graduate Student Association – Graduate Student Research Awards*
 - 19 completed proposals received.
 - \$20,000 was budgeted by the GSA to support the awards.
 - Notifications will be sent to the students and their advisors today.
- *Spring Reminders*
 - Graduation Application due by January 29th
 - Student Health Plan enrollment/waiver due before January 31st
 - Next late payment fee will be assessed February 9th
 - 2021-2022 Fellowships and Scholarships are due February 19th
 - Last day to submit curriculum change requests to the GCCC – March 16th
 - Last day to withdraw extended by two weeks to April 9th
 - Instructional Break: 02/16, 03/10, 03/29, 04/29, 04/30
 - Finals Week: 05/3-7
 - Spring Commencement Saturday, May 8, 2021
 - Graduate students who are planning on graduating during the Spring semester will be required to register for a minimum of one credit hour.

Discussion:

Chair Cochran indicated that she and Dr. Giovannucci meet with Provost Bjorkman on January 27th and will seek insight about RCM and revisit at our next meeting and to get us in the best position for graduate students.

Dr. Patty Relue pointed out that if COGS is viewed a cost center, the application, graduation and miscellaneous fees should be considered as revenue. She asked if they would come to COGS? It would be worthwhile to consider how much funding that is and what that would do to underpin the finances.

Dean Scheuermann noted that they do not come to COGS in the current model and anticipates that they would continue be collected centrally in the future.

Dr. Dan Hammel stated that graduate students, even with full tuition waivers, generate revenue, albeit subsidy, are at a higher level than undergraduates. State subsidy even with tuition waivers is significant. The university has charged their costs to the academic colleges and COGS, but not crediting us with the revenue. That is something to consider as colleges and COGS to push back on.

Dean Scheuermann stated that there will a number, an amount to run COGS, and a tax approach that will probably be more than the current 26% tax level. The RCM approach will require units to look at their ledgers for both costs and revenue. Graduate Council and graduate faculty have a good sense how graduate programs and waivers come together as a whole. We are told how much we cost the university, but now how much we generate for the university. You can be helpful to the deans as they discuss divvying up costs and revenue.

Dr. Samir Hefzy asked whether tuition funds is this considered a cost or revenue for COGS and for the units? Is the subsidy considered a revenue to COGS or revenue to the units?

Dean Scheuermann responded that subsidy comes in centrally. COGS does not have index for that. Tuition waivers can be looked at differently, whatever your perspective is. If you provide a tuition waiver for a graduate student, you are not getting tuition money from that student, but there are costs associated with that student. The subsidy does not offset the cost, so it is not a cost or a revenue.

Dr. Kandace Williams indicated that when we had to reduce credits to 9-9-6 to 24 credits per year and State bases subsidy on 30 credits per year, we are losing cash by making tuition credits less than 30 per year.

Dean Scheuermann agreed there is a balancing act between the minimum number of credits to graduate with a degree and the State subsidy since those two do not align well for many programs.

Dr. Patty Relue in the context of the RCM model, will colleges have flexibility in permitting that students are allowed to register? Right now, we are banned from allowing more than 9 credit hours which delays graduation for some students and could address part of that subsidy return.

Dean Scheuermann replied that when it is your budget, you get to decide if you are going to pay one student or twelve. You may not be able to support as many students before the funds run out. Dr. Relue thought it was a foregoing revenue rather than an actual cost.

Dean Scheuermann Every student we bring has a cost. The question is, is the coupon you're offering generating more revenue than your costs?

Dr. Relue asked whether students who are RA's be able to register for 12 credit hours?

If your college sees that as the best way to recruit and sustain your graduate program, then those decisions would lie within the colleges. RCM is an incentive-based model. The more revenue you generate, the more you get to keep. That is my understanding in a simplified way.

Dr. Steve Sucheck asked how teaching assistants are factored in since it would cost more to hire someone else to teach.

Dean Scheuermann replied that the finance office may view an option to hire an adjunct for \$3000 vs. paying a graduate student more. That would be the response. That approach does not necessarily supportive of graduate faculty, graduate students and graduate programs. It will be an ongoing conversation. Be involved in the conversation with your deans.

Dr. Zahoor Shah or Vaidya inquired about the fact out that since faculty are required to put tuition dollars on grants, could that be used as bargaining point that is a revenue-generating aspect?

Dr. Frank Calzonetti, although not sure how this would work, it would likely reflect back to departments supporting graduate education through external funding showing that they are bringing in additional revenue. The amount we are bringing in with that since it started in July 2020 is modest.

Dr. Marthe Howard commented that consideration be given to thinking about how graduate students in medical school are paid compared to Main Campus. It seems that it puts the graduate programs in the medical school at a good deal of risk.

Dr. Barry Scheuermann stated that he is happy to meet with colleges to figure out what is best for our students and look at those kinds of comparisons. Our graduate students are our students regardless of campus.

Dr. Varun Vaidya pointed out that there are self-paying students via their governments and we do not see that revenue or reciprocity.

Dean Scheuermann stated this will be an eye-opening process with a lot of moving parts. I will try to stay as informed and share as transparently as possible.

Research and Sponsored Programs Update

Dr. Frank Calzonetti, Vice President of Research reported the following updates:

- *URFO's*
Research Council will review this week.
- *DeArce*
Have received 4 proposals this round, which is low. Can request up to \$25k max.
- *Summer Fellowship*
Received 23 proposals requesting \$422k.
- *Interdisciplinary Proposals*
Preliminary evaluation by Research Council and invite those who scored well to go out for external review. We have 7 proposals that have gone out for external review. They could potentially be awarded up to \$50k each. The total amount requested is just shy of \$900k. We have about \$325k available, so a number of people will be disappointed. We had to give back some money last spring. We did make a request to the Reinvestment Committee to replenish these funds. We do not receive many proposals in the arts and humanities or natural sciences and mathematics. Very heavy in business and social science proposals.

Research Council will also be looking at the compensation policy revisions to make sure we are consistent with federal compliance.

Putting together package for congressional requests working with the Office of Government Relations. We have a lot of projects with the Energy and Water Committee through the Department of Energy, which Representative Marcy Kaptur chairs. Almost all of the proposals we are submitting are collaborations with national labs. I appreciate that faculty members have stepped up to develop relationships with national labs. We are excited about these moving forward.

Discussion:

Dr. Samir Hefzy asked if DeArce proposals are still being accepted.

Dr. Calzonetti replied that DeArce process is finished. However, small grants are available up to \$1000. Have to cut back by not allowing page charges through this program. We also have the subvention program as well.

Prof. Geoffrey Rapp noted that last February we were asked to submit names for outstanding contributions in scholarly and creative activities between 2017-2019. The due date was the end of February 2020, then COVID-19 hit, so I'm sure it has been hard to finalize those decisions. But in spirit of not missing an opportunity to recognize our people, is there anything we can do to help carry that decision-making process over finish line?

Dr. Frank Calzonetti replied yes we did start that up again, however, missed last year. Although it is unlikely that an in-person recognition event could be held at the President's house this year, as is typical, but we are moving ahead.

Report of the Graduate Student Association

Ms. Brittany Jones, President of the Graduate Student Association (GSA) reported:

- *Welcome New GSA Vice President, Skyler Weber*
- *General Assembly Meeting*
January 27, 2021, 6-8 pm, Webex
- *Midwest Graduate Research Symposium (MGRS)*
GSA's primary efforts will be in planning the MGRS, which takes place virtually on April 10, 2021. Skyler Weber (Vice-President) and Brittany Jones (President) will be co-organizing the event, along with an ad-hoc planning committee and volunteers/coordinators. Recruitment for these positions is set to begin next month. A lot of logistics in hosting a virtual conference.
- *Program Collaborations*
GSA is also collaborating with other graduate and University related student organizations to create engaging programming. On January 28, 2021, the Black Professionals and Graduate Student Association will be hosting, along with GSA, "Is there Equity for Graduate Students?" This program will give graduate students the chance to ask questions about University resources available to them and other related topics. Dr. Willie McKether is the moderator and Provost Karen Bjorkman, President Postel, Dean Scheuermann, Dr. Holiday-Goodman, Dr. Cockrell, and Dr. Hamer are panelists. Additionally, we have secured our topics for the two virtual roundtables in partnership with the Dean's Scholars and Fellows program. In early March, we will discuss cultivating a positive relationship with your PI; and in late April, Imposter Syndrome leading to and after graduation is the second subject.

We look forward to finishing this semester strong and helping graduate students access many opportunities available.

Information and Discussion Items

New Printers/Copiers – Concerns and challenges for faculty and graduate students

Chair Cochrane brought for discussion to GC some concerns/challenges brought to GCEC that both faculty and graduate students are encountering with regard to the new ComDoc printers. David and I will bring concerns to the Provost such as limit on number of copies and complexity of use and any additional information that you share. Opening up for brief discussion and solutions.

Dr. Ekaterina Shemyakova noted an issue in the Department of Mathematics and Statistics that they cannot connect Linux computers to any printer and they have been unable to find a guide to assist.

Dr. David Giovannucci noted that printers in his department on the HSC would not recognize the card but did so in other parts of the building. It had to do with magnetic strip/verification of card. It has occurred intermittently and not sure who to call.

Gary Insch, there is a way to sign in manually through the printer with utad credentials. Some do not even try their card anymore.

GC Tips for Curriculum and CIM system

These documents we distributed to you are meant to assist you and provide links to the curriculum website and guides on submitting and program development. These were reviewed by Cyndee Gruden, prior to her departure from COGS, from the Curriculum Committee and Cathy Zimmer, a PowerPoint she provided last spring. The Provost's website include links to the guides on new graduate program development.

Dean Scheuermann added that an addendum will include information on new graduate program development including graduate certificates and when proposals need to go to the State or Higher Learning Commission.

COVID Briefing and Q&A – Dr. Amy Thompson, Vice Provost for Academic Affairs

Dr. Amy Thompson reported that the spring return to campus testing was a huge success among both the residential students ~2200 and clinical learners. Our positivity rate was under 1%, a pleasant surprise, since the state-wide the positive rate is ~13% right now. Our students are doing a good job wearing masks and social distancing. Department Chair or Associate Deans (ALT members) would have received a memo this morning describing scheduling plans for fall semester 2021. It gives guidelines as to spreading out fall schedule. Will try to return to as much as normal assuming we increase vaccinations and herd immunity, aiming for face-to-face classes 75-80%, a normal target for us. In order to do this, using 6-foot distancing as prescribed by the Lucas County Health Department we have to spread out our schedule. This will require that we spread out peak class times, use Fridays and assigning rooms and block times adequately. Will be meeting with chairs this week and review the guidance as they do a heavy lift in re-examining the schedule in a new way. We have extended the scheduling deadline for fall schedule to February 15. Some classrooms will not be assigned yet by the time fall registration begins.

We had 33 new COVID case last week, which continues to be low as we move into the second week of the semester. The COVID dashboard is on UToledo website. For next week, we will continue open testing, using antigen-based rapid testing. You can register on dashboard website.

Planning for a virtual commencement is underway.

Dr. Giovannucci and Dr. Laux indicated they had not received the information sent to ALT members. Dr. Thompson will make sure they receive it.

Dr. Kandace Williams noted that the ALT email list is long and there are names included of people who are no longer here. She requested that the list be in alpha order so it is easy to check names of people receiving the message.

Prof. Geoffrey Rapp pointed out that regarding the memo the Provost's Office pertaining to summer courses that indicated accommodations for risk factors that may or may not be ADA accommodations. It will be difficult to schedule classes until we know that will carry forward to the fall.

Some other states have categorized higher ed faculty in class 1B for vaccines. New York State, Arizona and Arizona State have vaccinated their faculty who are teaching in person. Can the University support this for UToledo faculty teaching in person?

Dr. Thompson replied that I serve on a number of IUC groups that have reps that talk with the governor and we have said over again. Higher education is not included in the same category as K-12.

Chair Cochrane asked if there was a mandate that summer 2021 classes be remote. Can they be face-to-face or remote?

Dr. Thompson replied that we are following the same guidance (memo was sent) that classes 50+ in size and larger lecturers will be online from density perspective. We may have to use hybrid type situation and will try to use classroom space to the best of our ability.

Dr. Giovannucci asked if faculty and students in the 1A category who did not get vaccination for various reasons, are they still allowed or is it closed now. and now not allowed to moving forward with the 1B category?

Dr. Thompson noted that we started out as a closed pod vaccinating so our own healthcare workers under 1A. The State then said that can no longer happen and that we would become an open pod doing 1B and that the Health Department would handle the registration process. There was a window of time for vaccination under 1A, but that window closed. They should continue to register through Lucas County Health Department indicating that they are part of the 1A group. Everything now goes through health dept. This week it was opened up individuals aged 75+ up or those with certain health conditions or developmental disabilities. In the next couple of weeks, it will be opened up to K-12 and teachers.

Dr. Wissam AbbouAlaiwi asked which group are faculty categorized?

Dr. Thompson replied that currently, it is based on age or unless 1A for frontline healthcare worker 1B is age driven unless certain health condition or disability. She added that wastewater testing is being initiated collecting baseline data. There are five sites across campus for water sampling, taken 2x week, and the protocol if a certain increase that will initiate advanced testing in residential hall sites. We are excited about this since there are only a limited number of univ engaged in this.

Dr. Calzonetti congratulated faculty members who stepped into leadership roles to support this state-wide initiative the by Department of Health. Governor DeWine is engaged and wants to report on this every week. Working with other universities such as Ohio State University on this initiative. This testing should give us advanced warning if spikes are occurring. This approach is being used around the world, beginning in Paris. We started this process collecting wastewater samples since last spring in the City of Toledo community.

Possible Speakers/Information for spring semester

- a. International Students Update – Ms. Tracey Hidalgo
- b. Academic Dishonesty Policy – Dr. Mike Dowd
- c. Research Policies under Revision Update – Professor Llew Gibbons

- d. President's Key Initiative Committee Update - leaders charged with Developing a Department and Plan for Enterprise Risk Management (i.e., RCM) Mr. Matt Schroeder and Mr. Charles Jake and Hunt Corp.
- e. Virtual Recruiting and Remote Interviewing Tips from Graduate Faculty and Programs
- f. Office of Government Relations Update (e.g., Ms. Diane Miller) on possible and/or expected changes with transition to Biden Administration

Standing Committee Reports

Report of the Curriculum Committee

None.

Report of the Membership Committee

None.

Old Business

None.

New Business

None.

Adjournment

There being no further business, the Council adjourned at 2:01 pm.