

**Graduate Council Minutes  
November 3, 2020  
Webex**

Present: Wissam AbbouAlaiwi, Defne Apul, Brian Ashburner, Jonathan Bossenbroek, Timothy Brakel, Frank Calzonetti, Saurabh Chattopadhyay, Wendy Cochrane, Heather Conti, Christina Fitzgerald, Daniel Georgiev, David Giovannucci, Daniel Hammel, Mohamed Samir Hefzy, Marthe Howard, Gary Insch, Brittany Jones, Andrea Kalinoski, Kenneth Kilbert, Abraham Lee, Linda Lewin, Sara Lundquist, Michael Mallin, Patricia Relue, Barry Scheuermann, Beth Schlemper, Rebecca Schneider, Martha Sexton, Zahoor Shah, Ekaterina Shemyakova, Ruslan Slutsky, Susan Sochacki, Steve Sucheck, Jerry Van Hoy, Kandace Williams, Eileen Walsh.

Absent: Penny Poplin Gosetti, Varun Vaidya.

Excused:

Guests: Jim Anderson, Debra Boardley, Sara Clark, Cyndee Gruden, Tracey Hidalgo, Ting Li, Shawn Lowney (CAS), 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 8, 2020 were approved.

***Executive Reports***

**Report of the Executive Committee of the Graduate Council**

- *COVID Team Update*  
Remote work agreement ongoing with discussions for spring semester 2021. There is testing availability before students go home at the end of the semester, November 19 & 20, 10 am – 6pm in Rocket Hall parking lot. Expect to see announcements. Numbers are good.
- *Meeting with Provost*  
GC Chair and Vice Chair, Wendy Cochrane and David Giovannucci met with the Provost. Items discussed.
  - Budget  
We expressed concern over moving toward RCM budget model. COGS does not generate funding, and may be seen as auxiliary. We reinforced that we are at a standstill in terms of re-appointing a COGS Associate Dean and bringing COGS staff back to full. That means the interim COGS Dean is taking on additional responsibility.
  - President' Strategic Committees  
There was agreement that there was poor communication and that creation of committees occurred quickly. There are about 65 items in the strategic plan.

Whether intended or not, they do support shared governance. The October 23rd UT News featured an article about key initiatives (will share link). In speaking with Diane Miller, she mentioned that they are in process of organizing committees and will be sending out invitations. I spoke with Diane Miller about names Graduate Council sent forward. Six of the eight committees being populated at this time have reps from GC who will be asked to serve. These committees will work hard and quickly. Other individuals may be resources. Strategic Enroll comm is focused on UG, don't know degree grad fac could populate.

- *Guest Speakers to Graduate Council*  
Llew Gibbons and Flapp Cockrell have been invited and Matt Schroeder will be joining us at our December 1<sup>st</sup> meeting.

#### 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*  
No updates available at this time.
- *COVID-19 Update*
  - Our numbers continue to be very good compared to many institutions and communities around us. The task force and the students are to be congratulated for their compliance with the preventative practices that are in place.
  - The university is partnering with Toledo-Lucas County Health Department to extended testing to both students and the surrounding community on November 19<sup>th</sup> and 20<sup>th</sup> from 10:00 to 6:00 in the Rocket Hall Parking lot.
- *Proposed Changes to Student Visas (summary from presentation at GC 10-20-2020)*
  - During our last GC meeting, Tracey Hidalgo provide a summary of proposal that would impact International Students studying in the U.S.
  - Under the Department of Homeland Security proposal, F-1 visas for students and J-1 visas for researchers, scholars, and other exchange roles will be given a strict four-year timeline, regardless of program or purpose.
  - The administration proposed a new rule that would prevent students from certain countries from staying in the U.S. for more than two years, likely preventing them from completing four-year degrees.
  - Currently, these visa-holders can stay in the country for the duration of their programs.
  - Comment period has closed; there were many submissions in response to the proposed changes.
- *Curriculum (CIM System)*
  - An updated help guide has been uploaded to the Provost's website for entering new proposals and modifications and the process for suspending admissions into a program <https://www.utoledo.edu/offices/provost/curriculumtracking/>.

- Please remind your colleges to consult the Provost's website for developing new graduate programs to avoid delays in processing your request  
<https://www.utoledo.edu/offices/provost/program-development/>
- *Spring Registration*
  - Spring registration opened on October 22, 2020
  - Tuition is due by Friday, June 8, 2021
  - Late payment fee will be assessed on January 11, 2021
  - Graduate students who are planning on graduating during the Spring semester will be required to register for a minimum of one credit hour
  - There is no "0" credit hour option due to State requirements
- *GSA Graduate Student Research Awards*
  - Proposals are due on November 30<sup>th</sup>
  - Detailed information about the award is available at  
<https://www.utoledo.edu/graduate/currentstudents/gsa/webforms/gsa-research-award.html>

#### Research and Sponsored Programs Update

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

- *Policies*
  - Research Council policy 3364-70-03  
Expected to go to Senior Leadership Team next week. Minor changes.
  - Research Integrity policy 3364-70-21  
Professor Llew Gibbons will give a report to GC at its meeting on November 17, 2020
  - Research Related Centers and Institutes policy 3364-70-16  
Looking at Centers and Institutes. Ability to provide a portion of central F&A: 70% central, 20% to department and 10% to college. Encouraging interdisciplinary collaboration, a small portion of central F&A. Received positive feedback.
- *Foreign Gifts and Contracts*

Department of Education is stepping up reporting of foreign gifts and contracts to universities. We have to report those above \$250,000 from single sources. If they come into different parts of university, we may not be capturing all of them.

#### Report of the Graduate Student Association

On behalf of the Graduate Student Association, Ms. Brittany Jones, GSA President reported:

- *Special Election*

Dean Scheuermann and Ms. Terri Hayes are meeting with International Services to review and verify regulations on work hours then plan to proceed with elections. We look forward to having three more e-board officers. Representatives are needed from the Colleges of Nursing, Natural Sciences and Mathematics, and Pharmacy. Please note that there may be more positions open as there are current representatives who have nominated themselves for the e-board.

We would like to extend a huge thank you to all who have worked with us this semester and continue to be that support GSA needs.

- *General Assembly Meeting October 20, 2020*  
Includes a faculty/student panel to discuss how to prepare for the academic job market. The panelists consisted of Dr. Patrick Lawrence of the Department of Geography and Planning (GEPL), Dr. Eileen Walsh of the College of Nursing, and Dr. Owusua Yamoah, a UT alumna of GEPL. It was very informative and has received positive feedback. A similar session is planned to take place in the Spring. At our next meeting we are set to vote on the proposed Bylaw amendments.
- *Conference Registration Reimbursement*  
This program is open for applications.
- *Graduate Student Research Award*  
Only one application has been received thus far. We hope to receive additional applications. We would love help with advertising and spreading awareness of these programs – more information is also available on our website. The October GSA Newsletter is also available for viewing on our website, and is currently looking for submissions for their next issue.
- *GSA Newsletter - October*  
We are looking for different topics for each newsletter so please encourage that.

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

#### **Graduate Admission's Utilizing CAS Common Application System**

Mr. Shawn Lowney, Associate Vice Provost for Enrollment Management Solutions, Liaison International presented a brief overview of CAS.

CAS is community recruitment tool. Unlike the individual application, we provide a wider net to engage and prospect students. You will have wider visibility for your programs. The link to your website will bring your prospects to your program, so there is no concern that interested applicants will have to find your site and search. In January, we will be coming out with another version of the smart link that will bring the applicant to the individual program that initially triggered them, if that is the way you set it up. CAS exposes your programs to those students who are applying to more than one program, so now you will have visibility to most graduate students applying to 2 to 2.25 programs per cycle. It provides an expanded applicant pool and a community ecosystem.

PRESENTATION HIGHLIGHTS (*presentation was not provided*)

#### ***MyApplication***

- Add custom requirements [Add Program] simply click '+'
- Graduate applications go to central grad admissions
- Can reach out and trigger an email campaign, no intermediary
- Can add graphics, documents and evaluations as well as set up questions
- Immediate engagement from time of interest

### *Benefits and Enhancements*

- Some free marketing services
- New CAS has upgraded web admit and more analytics
- Recently acquired Target X and are now a full-service vendor
- More convenience and control to modify without a programmer
- Larger team available while you engage with prospects
- Prices are not listed here where people are bargain hunting
- Each applicant pays a processing and application fee for program they apply to
- There is a major shift to CHAT which typically completes application to resolve
- Experience can be different based on prospect

### *Recommendation Request*

- Automatic messaging as it gets near due date
- International applicants
  - We manage and work with whichever outsource information you want to use
  - Savings for them
  - We are live with a full call center

### *Admissions Campaign*

- Driving interest to your program with 25% come from our branding and marketing, a supplemental audience
- Clean interface, complete dashboarding with a visual workflow
- Ability to set up own marketing campaign through Liaison admission system (non-technical process)
- Includes tracking
- A complete review process with automation determined by your process
- Intuitive as designed around the graduate application process

### *Auto Workflow / Management / Analytics Data*

- Have granular permissions and can control as you bring on new staff or ad hoc staff and set up profile accordingly
- Decision Code Management is easy to use
- Liaison will walk you through weekly and monthly calls through account management, Gina Roberts and Adam Bohland in Enrollment Management at UToledo
- You have a complete audit to decide how to help someone
- Analytics data can be easily exported to PDF or Excel
- You will receive aggregate data against other schools

### *Question and Answer Session:*

Q: Christina Fitzgerald inquired about training.

A: Shawn Lowney responded yes adding that it is not overwhelming. It takes 120 days from setting up the application and completing workflows in small digestible pieces

Our team understands the education process.

Jim Anderson added that UToledo is using a team-centered process that includes IT. The transition in admission processing to CAS is not taken lightly. It is a core pillar of our institution. There are very great people at UToledo and Liaison working to make this successful. Everyone has a shared interest in our success.

Shawn Lowney pointed out that UToledo is fortunate and that many institutions do not have an enrollment operations teams. We had a kick-off call and gave them a few more weeks to gather information. That is very rare and helpful. Resources have been allocated to this. The process will not be hurried and he indicated he would stay involved during the process.

Q: Mike Mallin asked that this presentation be shared so that the Graduate Council can digest the information and share with colleagues.

A: Shawn Lowney indicated that he would send the presentation and his contact information will be included.

#### Guidance Document on Graduate Assistantships at UToledo

Dr. Barry Scheuermann reported that he is looking into the development of a guidance document as a resource on graduate assistantships so that all have the same terminology, guidelines and expectations, including students. Will address questions about holidays and vacations.

A policy on authorship is being developed under the guidance of the Provost's Office in response to the need for addressing questions that come up. Students should have some idea of what they can expect when they are working on a presentation, project or publication individually or as part of a group.

Resource items for inclusion should be sent to Dean Barry Scheuermann.

Chair Wendy Cochrane requested that input be sent in the next couple of weeks so that it can be moved to a working document.

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

##### Report of the Membership Committee

On behalf of the Membership Committee, Dr. Debra Boardley, Chair (fall semester 2020), presented the committee's summary report.

There were only three applicants that requested a different category than recommended. All committee members have participated.

COLLEGE	Total Applications rec'd	Applications Rec'd/Approved by Category					# Approved as Applied	# Approved in Diff. Category	# Pending	# Apps Internal	# Apps External	# Apps -- Renewal	# Apps -- New	# Apps -- Change
		Full	Associate	Professional	Adjunct	Special								
Arts and Letters (AR)	3	1	1		1		3		2	1	1	2		
Business and Innovation (BU)														
Education (CE)	2					2	1	1	1	1	0	1	1	
Engineering (EN)	6	1			1	4	5	1	2	4	3	2	1	
Health and Human Services (HHS)														
Honors														
Law														
Libraries														
Medicine and Life Sciences (MD)	7	4			1	1	5	1	7	0	4	2	1	
Natural Sciences and Mathematics (SM)	2	1			1		2		2	0	2			
Nursing (NU)	4	2		2			4		4		2	2		
Pharmacy and Pharmaceutical Sciences (PH)														
<b>TOTAL</b>	<b>24</b>	<b>9</b>	<b>1</b>	<b>2</b>	<b>4</b>	<b>7</b>	<b>20</b>	<b>3</b>	<b>1</b>	<b>18</b>	<b>6</b>	<b>12</b>	<b>9</b>	<b>3</b>

### ***Old Business***

#### Q&A and Endorsement of Graduate Access Program

Chair Wendy Cochrane asked Council if there were any comments or concerns regarding the Graduate Access Program that was presented at the at the October 20, 2020 GC meeting by Sara Clark, Director, and Ting Li, Curriculum Coordinator and Instructor, Center for International Studies and Programs, Center for International Studies and Programs. Barring no comments, she asked if there was a motion to endorse.

Motion from floor to endorse GAP as presented to GC, seconded, no discussion.

***[Motion passes to endorse the Graduate Access Program, with no opposition.]***

Sara Clark thanked Graduate Council and indicate that she is looking forward to working with the GAP.

### ***New Business***

Char Wendy Cochrane reminded Council that Professor Lew Gibbons, Research Integrity Office and RSP Advisory Member in the Office of Research and Sponsored Programs, will attend the next Graduate Council meeting on November 17, 2020 to discuss draft revisions to the Research Integrity Policy as well as Vice President for Student Affairs, Flapp Cockrell to talk about support available for graduate students and staying safe during break.

Matt Schroeder, Executive Vice President for Finance and Administration and CFO will be here on December 1<sup>st</sup> to discuss the budget.

### ***Adjournment***

There being no further business, the Council adjourned at 1:38 p.m.