

**Graduate Council Minutes**  
**March 23, 2021**  
**Webex**

Present: 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, Rebecca Schneider, Martha Sexton, Zahoor Shah, Ekaterina Shemyakova, Susan Sochacki, Steve Sucheck, Jerry Van Hoy, Kandace Williams.

Absent: Wissam AbbouAlaiwi

Excused: Ruslan Slutsky, Varun Vaidya, Eileen Walsh.

Guests: Svetlana Beltyukova, Alana Malik, Timothy Mueser, Maryam Sedique, Amy Thompson.

***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. Wendy Cochrane, reported:

- *RCM Budget Model - Highlights from meeting with Huron Consulting March 22, 2021*
  - 100% of tuition allocated to colleges goes to college
  - 100% given to colleges for assistantships
  - How will initial pool be established or allocated and by what measurers: head count, length of degree, some other factors that will drive that process?
  - Funded and unfunded research  
Graduate Faculty need to continue to weigh in on how important graduate assistants are in our research programs regardless of whether funded or unfunded. There is value in funded vs unfunded research. Value decision is what it is called.
  - Governance  
Who actually has decisions over the budget?  
Operational teams will be established that provide data and analyses and/or inform decisions. AD operation teams to gather data to inform decisions. Advisory teams review and move forward to the final decision-making teams.
  - Must have representation on these committees and advisory boards for strong advocacy for graduate students/programs/faculty to have a voice at the table.

- *COGS Reimagining Task force*  
Informed the Provost of finalizing the taskforce.
- *COVID Operations Team Meeting – March 23, 2021*  
If you work in Lucas County, you can still sign up to get vaccine in Lucas County - April 1 and 22 vaccine doses.

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*  
A search for a permanent dean has been suspended pending the recommendations and outcomes of the Task Force.
- *Update on COVID-19*  
No new updates.
- *Huron Consulting Group*
  - Deans met with Huron Consulting for a retreat on Monday, March 22<sup>nd</sup>.
  - Recommended by the Steering Committee that 100% of the graduate tuition, including professional programs be allocated to the college generating the activity.
  - 100% of Graduate Assistantship stipend support be allocated to the college of record; remains unclear how the initial stipend pool amount will be determined and how it will be allocated to each of the colleges.
  - There was a considerable amount of discussion on the support for funded as well as unfunded research; the Task Force on Reimagining COGS may want to weigh in on the critical contributions that graduate students play in having a successful research program – funded and unfunded scholarship.
  - Provided a summary of a budget model governance overview; operational teams that provide data and analyses to inform decisions, advisory committees that review the data and analyses in order to make recommendations to the last team, the decisions makers – need to ensure that graduate programs have representation on these teams.
- *Enrollment and Admissions*  
The most recent dashboard report for Fall 2021 admissions (March 19<sup>th</sup>)

Undergraduate	Total Inquiries	36,764	down 4,354 from this time last year
	Total Admits	8,815	up 171 from this time last year
Graduate	Total Inquiries	3,088	down 836 from this time last year
	Total Admits	434	up 17 from this time last year
- *Commencement/Hooding Ceremony*
  - Doctoral Hooding Ceremony is scheduled for Friday, May 7<sup>th</sup> at 6:00 pm in Savage Arena.
  - Degrees will be conferred.

- Face masks and social distancing will be required during the event.
  - Advisors will be able to hood their students since the duration of exposure will be very brief.
  - Floor seating is 220-240; Stadium seating is 784. 4 guests per student.
  - An invitation will be sent to the Associate Deans and Deans.
- *Reminders*
- Registration for summer classes has opened.
  - GC elections for 2021 should be underway in each of the colleges.
  - New members will be invited to the May 4th meeting.
  - Responsible Conduct in Research Workshop – March 29<sup>th</sup> and April 3<sup>rd</sup>
    - Students were sent an email on March 22nd with instructions to complete the CITI Training prior to the meeting on the first day.
    - 200+ students will complete the training.
  - Graduate catalog edits are due; Lisa Taylor ([lisa.taylor2@utoledo.edu](mailto:lisa.taylor2@utoledo.edu)) is coordinating edits to the catalog as well as the graduate student handbook.

*Discussion:*

Dr. Giovannucci inquired about the consideration of SSI in assistantship calculations. Dean Scheuermann replied that SSI is setting aside an amount for research with remaining amount to the colleges. The next steps in the RCM budget process would get into specifics.

Research and Sponsored Programs Update

Dr. Frank Calzonetti, Vice President of Research reported:

- *InfoED*  
We are looking for volunteers, experienced in involvement in the endorsement of grant proposals, to serve on a committee to review the endorsement form. You would work with the Research Office to make the form user-friendly.
- *Policy 3364-70-18 Faculty/Staff Compensation and Budgeting for Sponsored Programs*  
We have received and responded to comments. The policy should be posted.
- *Research Council meeting March 25, 2021*  
Moving forward with review of centers and institutes. Involved in RCM conversations and support for Research Office.

Report of the Graduate Student Association

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

- *Midwest Graduate Research Symposium – Saturday, April 8, 2021*  
GSA is busy with preparing for MGRS. Judges are needed and encouraged to sign up. There are more than 50 seminar presenters and 15 poster presentations. Career Services will host a resume workshop in the morning, with a potential 3MT Finalists panel set for the afternoon.

- *Virtual Roundtables*  
March 23, 2021 6:30 -8:00 pm  
*“Keeping a Healthy Relationship With Yourself and Your Professional Mentor”*  
We anticipate a very lively discussion for tonight’s event since there are 10 panelists ready to share their advice.  
  
April 22, 2021 6:00 -7:30 pm  
*“Imposter Syndrome”*  
The last event will be student-led and facilitated as we discuss imposter syndrome from the first year to the workplace.
- *Nominations for next year’s GSA Executive Board*  
Nominations will open soon with elections to take place next month. More details will follow this week. As the existing members will be graduating or will not be able to serve due to time commitments, all positions are open for new leadership. The current E-Board will remain until June 30th.
- *General Assembly Meeting – April 20, 2021*  
The last meeting of the semester is scheduled for April 20, 2021. Additionally, we are preparing to complete our Annual Report (May 1, 2021 deadline), our reactivation process, and other vital reporting to ensure compliance for the next school year, especially those pertaining to in-person events/meetings proposed for next year.

***Information and Discussion Items***

University Assessment Process Update and Q&A - Alana Malik, PhD, University Assessment Director

Dr. Alana Malik presented an update on the University assessment process a recently adopted new policy (see full attached presentation).

Name of Policy:     *Assessment on Student Learning*  
Policy Number:     3364-72-54  
Scope:             Applicable to all graduate and undergraduate degree programs

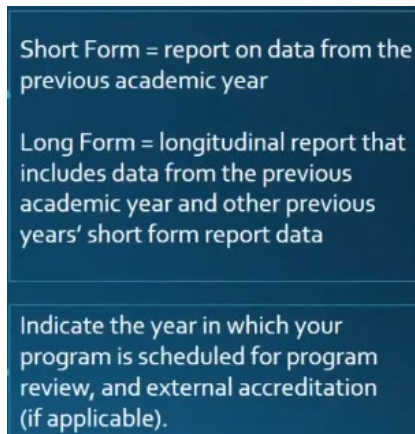
The framework of assessment of student learning is grounded in good teaching and it is meant to help improve curricular and co-curricular programs. One of the things that the University Assessment Committee wanted to work on was reinforcing that relationship between curricular design and assessment. Last year, we asked all academic programs to create a curriculum map, and this is an extension of that information. The relationship between the work of the University Assessment Committee (UAC), and the reporting that we ask you to do, and how that really feeds in and connects with the evaluation tools that we use as an institution. At the program level, the evaluation of that program comes in the form of program review. At the college level, the deans are asked to submit a college level report every year, and we are a part of that process. We also provide evidence for the program review process. We wanted to help people see those connections between what we're doing in our process and how it supports the institutional processes. We are evaluating programs and making connections between our processes and strategic planning, etc.

## Process Changes:

**Assessment Plan:** The updated template for the assessment plan includes a new table for co-curricular outcomes. Some of your programs may use this opportunity to provide information about student learning that is outside the scope of a credit-bearing course, but relevant to the degree program. The assessment plan also reminds you of when your program review and external accreditation (if applicable) is scheduled.

An additional change involves looking at types of reporting you are asked to do. The short-form report covers one year of data, and the long-form report looks at your data over multiple years. The short-form feeds in from your plan, and includes the program learning outcome statements and review schedule previously explained in the assessment plan. Any updates you make in the short-form report will be included in your plan.

The new structure allows programs to think about long term planning and prepare for either a program review, or if you're an accredited program, to prepare for an external accreditor to come in, to strategically place some long-form reporting that will summarize results from multiple years and allow for more longitudinal analysis of the data.



## Discussion Q&A

*Q: Is their monitoring if acted upon the recommendations that are compiled and shared with the Provost? And if so, how long have you been doing that?*

A: We have been doing that for the past few years. It has been difficult for us to see if programs acted on their results from the previous year, especially with COVID-19.. This year, we talked to deans and to hear their perspective about assessment in their colleges, so our summary to the Provost will look a little different with their needs and suggested improvements in their colleges.

*Q: Accessibility to the links provided.*

A: The process is transparent. Any faculty or staff with a UToledo UTAD account can access the assessment reports. Plans, once submitted, are published on website so the public can read them. Faculty and staff members can view anyone's reports from any year.

We do not have each report or plan assigned to someone. Each report/plan is assigned when you go in and find yours, work on it and save it. It is yours until you add co-authors. So far, in the 7 year history of the online system, no one has clicked on or written someone else's report.

*Q: Arts and Letters Dean just sent a memo on its approach to assessment. Is the form going to be mandatory? Will all programs be doing this workflow? There was one option was having a one-on-one meeting with your college dean about assessment where there was no report submitted, but now a report is required?*

A: Yes, it is a change from what we have had before. I think the Arts and Letters dean is trying to be supportive as there have been some groups that have not engaged much in this process previously.

If your first attempt at assessment is to discuss your plan with your dean, just write it down and then follow up and do what you say you're going to do in the next year, based on the feedback that you get from your liaison. The forms do not take more than an hour to complete, generally. Call for help if needed.

#### H-1B Nonimmigrant Status, Permanent Residency & Updates - Maryam Sediqe, JD, Program Manager, Immigration Services

Maryam Sediqe, Assistant Director, of Employment Based Immigration Services, Center for International Studies and Programs, discussed her PowerPoint presentation that provided information on the following (see full presentation attached).

##### General overview

- H-1B process
- Permanent Residency

##### Updates

- Department of Labor (DOL) – Prevailing Wage Increase rule update
- Department of Homeland Security (DHS)
  - Interim Final Rule (IFR) update
  - Public Charge Rule Terminated
- President Biden's New Immigration Reform Bill – key provisions

##### *Discussion:*

Q: Has the University decided to not cover the expenses related to H1B?

A: The University does sponsor foreign national employees for H-1B status. The sponsoring department must cover all fees associated with H-1B petition. In limited circumstances, an H-1B beneficiary may pay the premium processing fee if it is required solely for the beneficiary's personal need and not the need of the University. For example, the prospective employee needs to travel abroad solely for personal reasons. In such cases, contact OISSS to verify if this exception is applicable. That question may be related to a memo sent out in 2018 that the University was not covering the third step of the green card process, (Permanent Residency process) which is separate and different than the H-1B process.

Green card process is a 3-step process in under the advanced degree category. The sponsoring department has to cover the fees and filing fees and legal fees associated with step 1 and step 2 of the process. Step 3, the I-45 adjustment of status, which is more of a personal application and the university decided for the employee to cover that. The employee can cover the premium processing fees which is \$2,500 if for personal reasons if they want to travel or peace of mind, but not work authorization. We would have to review and analyze and to see if the employee can cover that cost.

Q: *Expenses to file for new HIB?*

A: The cost is about \$2,160 for a new petition. However, if using premium processing depending on when the individual's immigration status will end and UT start date, there is an additional USCIS fee of \$2500 to adjudicate the case in 15 days. Currently, the processing time is 3-4 months. Processing times vary. Last year was 6-9 months and the year before was 8-12 months. Extensions or amendments are \$1,160. Those could also be premium processed for a fee of \$2,500.

The policy is not to cover costs when it comes to dependents. We will help them with the I-539, the application for the dependents. They fill out the form and we review to make sure everything is done correctly. And we will get the filing checks from the employee and submit along with the HIB petition to help them, but we do not cover the cost for the dependents.

#### Task Force to Examine the RCM-driven Re-Imagining of COGS Update

Chair Cochrane reported that Task Force nominations were discussed during GCEC meeting last week. Jerry Van Hoy is serving as chair and Graduate Council liaison. Amy Thompson serving as the connection with the Provost's Office among others. We have representatives across the colleges, Jamie Fager because she serves on the RCM Committee and COGS ex-officios. We anticipate updates as Jerry Van Hoy is working to get the first meeting scheduled. The Provost requested that the task force complete its work by the end of the semester. The report will be given to the Provost who will share the information. Will keep you posted.

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

##### Report of the Membership Committee

On behalf of the Membership Committee, Dr. Svetlana Beltyukova, Chair (spring semester 2021), presented the committee's summary report. There were 26 applications. 50% were renewals. 2/3 of applications were internal applicants and 1/3 external applicants. All except one were approved in the category applied for. One application from the Libraries requesting special membership, which resulted in a discussion of special vs. professional membership. The applicant had a terminal degree and was active in research but no graduate program to be teaching grad courses so the activity would be limited to serving on committees. A similar case for an applicant in Arts and Letters, where the endorsement really helped us that he was endorsing professional membership based on the credentials. So, we recommended professional status for both applicants.

We will revisit the Special and Professional category definitions next academic year.

COLLEGE	Total Applications	Applications Rec'd/Approved by Category					# Approved as Applied	# Approved in Diff.	# Pending	# Apps Internal	# Apps External	# Apps -- Renewal	# Apps -- New	# Apps -- Change
		Full	Associate	Professional	Adjunct	Special								
Arts and Letters (AR)	5	3/3		2/2			5			5	0	1	3	1
Business and Innovation (BU)														
Education (CE)	10	2/2	1/1		3/3	4/4	10			4	6	5	5	
Engineering (EN)	2	2/2					2			2		2		
Health and Human Services (HHS)	2	2/2					2			1	1	1	1	
Honors														
Law														
Libraries	1			0/1		1/0		1		1		1		
Medicine and Life Sciences (MD)	1	1/1					1			1		1		
Natural Sciences and Mathematics (SM)	5	3/3			2/2		5			3	2	3	1	1
Nursing (NU)														
Pharmacy and Pharmaceutical Sciences (PH)														
<b>TOTAL</b>	<b>26</b>	<b>13/13</b>	<b>1/1</b>	<b>2/3</b>	<b>5/5</b>	<b>5/4</b>	<b>25</b>	<b>1</b>		<b>17</b>	<b>9</b>	<b>14</b>	<b>10</b>	<b>2</b>

### Report of the Curriculum Committee

On behalf of the Membership Committee, Chair, Dr. Tim Mueser presented the committee's report indicating that the committee had reviewed more than 50 proposals, of which about 35 were simple curricular modifications that were able to be approved without presenting to GC. Presenting to GC today are new course proposals from the College of Nursing, as part of changes to their programs that we will be showing at the next GC meeting. Also, presented are a few other new course proposals along with five program change revisions.

Council approved unanimously.

Note: If a course is changed significantly, the old course must be retired so that it stays in the system for the people who have graduated from the program so it matches their transcript.

<i>Proposals requiring GC Approval</i>						
124	NCP	EN	Electrical Engineering and Computer Science	Graduate Engineering Internship	CYBR 6970	new course proposal
125	PCR	EN	Bioengineering	Bioengineering, MS	EN-BIOS-MSB	program change request
130	PCR	EN	0000 - Undeclared	General Engineering, MS - Energy Engineering	EN-ENGR-MEG	program change request
132	PCR	CE	Educational Studies	Higher Education, ME	CE-HIED-ME	program change request
137	PCR	AR	Women's and Gender Studies	Women's and Gender Studies, Certificate	AR-WMGC-CRG	program change request
138	NCP	BU	Management	Cannabis Law	BLAW 4900	new course proposal, co-list BLAW 6900
139	NCP	BU	Management	Cannabis Entrepreneurship	EFSB 4900	new course proposal, co-list EFSB 6900
140	PCR	MD	Bioinform and Proteomics-Genomics	Bioinformatics and Biomarkers, Certificate	MD-BIBI-CRG	program change request, graduate certificate
143	NCP	NU	Nursing	Advanced Health Assessment for the DNP	NURS 7170	new course proposal
144	NCP	NU	Nursing	Transformational and Systems Leadership for the DNP	NURS 7200	new course proposal
145	NCP	NU	Nursing	Quality, Safety and Advocacy Strategies	NURS 7240	new course proposal
149	NCP	NU	Nursing	Pediatric Nurse Practitioner Clinical I Care of Children and Concepts	NURS 7810	course change request
150	NCP	NU	Nursing	Implementation/Practicum DNP Project 2	NURS 8020	course change request
151	NCP	NU	Nursing	Implementation/Practicum DNP Project 3	NURS 8030	new course proposal
152	NCP	NU	Nursing	Business Skills for the DNP Nurse Executive	NURS 8220	new course proposal
153	NCP	NU	Nursing	Entrepreneurship Seminar for the DNP Nurse Executive	NURS 8230	new course proposal

### Old Business

None.



***New Business***

None.

***Adjournment***

There being no further business, the Council adjourned at 1:58 p.m.