

**Graduate Council Minutes
November 28, 2017
Main Campus, Student Union, Room 2582**

Present: Sai Boddu (for Wissam AbouAlaiwi), Brian Ashburner, Timothy Brakel, Tomer Avidor-Reiss, Amanda Bryant-Friedrich, Frank Calzonetti, Huey-Shys Chen, Viviana Ferreira, Bashar Gammoh, Llew Gibbons, Mitchell Haines (GSA), Anand Kunnathur, Cyndee Gruden, Mohamed Samir Hefzy, Andrea Kalinoski, Song-Tao Liu, Jyl Matson, Marcia McInerney, Daryl Moorhead, Alisa Nammavong, Lori Pakulski, Penny Poplin Gosetti, Geoffrey Rapp, Jennifer Reynolds, Constance Schall, Barry Scheuermann, Beth Schlemper, Barbara Schneider, Rebecca Schneider, Martha Sexton, Ozcan Sezer, Zahoor Shah, Susan Sochacki, Megan Stewart, Jason Stumbo, Amy Thompson, Jerry Van Hoy.

Excused: Jason Huntley, Edward Janak, Junghwan Kim, Douglas Nims.

Absent: Michael Dowd, Rafael Garcia-Mata, Madeline Muntersjborn, Kandace Williams.

Guests: Four graduate students from the College of Health and Human Services.

Call to Order, Roll Call, and Approval of Minutes

The meeting was called to order and roll called.

Executive Reports

Report of the Executive Committee of the Graduate Council

On behalf of Graduate Council, Chair, Dr. Andrea Kalinoski reported that the GCEC discussed the 4+1 program template that will be presented by Dr. Cyndee Gruden at the next GC meeting and posted on the COGS website for reference. GCEC also discussed the policy on TOEFL scores for both new and transfer students in COGS, which will be presented today by Dean Bryant-Friedrich. Lastly, the GCEC reviewed the Graduate Student Enrollment Status: Full-time, part-time and audit policy 3364-77-05 and the APRC recommendations.

Report of the Graduate Student Association

Mr. Mitch Haines, President of the Graduate Student Association (GSA) reported:

- A thank you to everyone who applied for the GSA Graduate Student Research Award. Applications are under review and recipients will be notified in early spring semester (January/February).
- Dr. Clinton Longenecker, Distinguished University Professor and Director of The Center for Leadership and Organizational Excellence in The College of Business and Innovation will be the keynote speaker at the MGRS.
- The next GSA General Assembly meeting is Wednesday, December 6, 2017 on the Main Campus (Ingman Room) from 6:00 – 8:00 pm.
- National tax reform may potentially affect graduate student cost of attendance. Please pass along any information to the GSA so students are able to make an informed decision as they finance their education. Students have been provided with information as to how they may contact Senator Portman and Representative Turner.

- GSA is collaborating with COGS and other colleges to provide professional development opportunities to students next semester. A poster presentation workshop has been tentatively scheduled for February 9, 2018 and workshop for manuscript & grant writing on March 16, 2018.

Report of the Dean of the College of Graduate Studies

Dean Amanda Bryant-Friedrich reported the following:

- *English Language Proficiency*
COGS is the foundation that supports the pillars that determine the success of the large number of graduate and professional degree programs at UT. Two areas for discussion today fall under the pillar of Policies and Procedures.

International students must demonstrate English language proficiency for graduate studies at UT. In spring 2017, we began accepting International English Language Testing System (IELTS) again along with the Test of English as a Foreign Language (TOEFL). COGS is working with testing services to verify accuracy and integrity of test scores. Below is comparison of requisite scores in comparison with several other peer institutions. Our minimum score for TOEFL is 80 and IELTS is 6.5. This is the same requirement as BGSU. Other schools require the same or somewhat lower scores, except for UPitt. We will check about disparity with OSU.

	TOEFL IBT	IETLS
UT	80	6.5
BGSU	80	6.5
UN-Reno	79	6.5
FAU	61	6.0
Memphis	79	6.0
UT-Dallas	80	6.5
OSU	79	7.0
UPitt	90	7.0

Applicants must meet one of the following English language proficiency requirements, which are listed on COGS website under Admissions for Prospective Students. We are alignment with our peers with regard to the expanded lists of countries.

- TOEFL IBT equal to 80 or above OR IELTS equal to 6.5 or above
- Graduated from a secondary school or a regionally accredited institution in the United States
- Proof of citizenship from one of the following countries:
- Antigua and Barbuda, Australia, Bahamas, Barbados, Belize, Botswana, Canada (all provinces except Quebec), Fiji, Gambia, Ghana, Grenada, Guyana, Ireland, Jamaica, Kenya, Kiribati, Liberia, Malta, Marshall Islands, Mauritius, Micronesia, New Zealand, Nigeria, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Sierra Leone, Solomon Islands, South Africa, Trinidad and Tobago, United Kingdom (England, Scotland, Northern Ireland and Wales), Zambia, Zimbabwe.

Applicants must also meet at least one of the following English language proficiency requirements:

- Test scores for TOEFL/IELTS cannot be older than 2 years from the first day of the term the student begins their program.
- In the event test scores are considered invalid and cancelled by ETS, The University of Toledo reserves the right to require submission of new test scores.

There was an instance of a score over the time limit where the student was interviewed and was admitted. Therefore, there is some room for discretion. While transfer student numbers are not as significant, their proficiency needs to be looked at too.

Discussion:

There was a suggestion that additional countries, particularly where English is instructional language, be included, such as Switzerland, British West Indies, Bermuda, and the Falkland Islands.

Dean Bryant-Friedrich indicated that she would should investigate the request. Requirements need to be across the board and it is currently based on citizenship. She added that we are following standards so that students do not need additional requirements at UT in comparison with our peers.

○ *Use of PR/IN Grades*

The grade of IN is assigned only under extraordinary circumstances when unexpected events prevent a student from completing the requirements of the course within the term of enrollment. The student must complete the required work before the end of the following semester (excluding summers) in which the IN grade was received; otherwise the grade will be converted to the grade of F by the Office of the Registrar. The student may initiate a request for an additional semester to complete the work for the grade (excluding summers). The extension is granted upon the approval of the faculty member and the associate dean of the college offering the course. Once the IN grade has been converted to F, the student must reregister and take the course again. The grade of IN will not be included in the GPA calculation.

It is recommended that faculty set specific benchmarks for completion of the course or material each term, and regularly assign S, U or IN grades as appropriate instead of awarding a PR. Students may not graduate with a grade of U, IN, or PR on their Plan of Study. Students may not graduate with a grade of IN or PR on their transcript.

This information is provided in Graduate Student Handbook.

There is no financial support where PR grades are given. Handbook. Suggest offering a leave of absence and use of IN. Provide all of the options to be successful. Also no financial assistance when IN turns to an F. What is best fiscally and for the student? An additional semester extension is also an option.

Because medical situations require valid verification, these policies and procedures will also be reviewed.

Discussion:

Dr. Song-Tao Liu wondered how this would affect a course perhaps only offered once per year.

Dean Bryant-Friedrich replied that an extension can be requested if need in order to meet the course offering.

Dr. Bashar Gammoh questioned how faculty could assist when the course is completed outside of a specific timeframe.

Dean Bryant-Friedrich reiterated that faculty should set specific benchmarks, instead of using a PR. Students cannot graduate with PR on the transcript.

Dr. Lori Pakulski mentioned an upcoming meeting in her college where this could be discussed. It is a balance to determine how much to support a student without individualized programs.

Dean Bryant-Friedrich Try to address at COGS level. These situations can be personal but keep it academic.

Dr. Samir Hefzy suggested that one credit hour be used for defense and that the policies and procedures are clear. If contact between the faculty member and student is not accomplished and the grade is 'U' rather than a PR, how is this beneficial for student and UT?

Use of PR/IN Benchmarking

- *Utilizing IN/PR*
 - Ohio State (no language on use)
 - University of Cincinnati (language similar to UT)
 - University of Dayton (used for all thesis/dissertation hours until completed)
- *Not Utilizing IN/PR*
 - BGSU (moving IN/PR to S/U by policy starting Spring 2018)
 - Wright State

○ *Forms*

Academic Forms are located on COGS Website

<http://www.utoledo.edu/graduate/currentstudents/academicprogramforms/>

The Plan of Study requires signatures of the program and student so the requirements for completion are known. The Acceptance of Thesis/Dissertation form indicates completion of the document for the upcoming defense and permission to publicize the defense. A new form under development will require verification of a satisfactory grade for each semester of thesis/dissertation work. The Graduate Research Advisory Committee Approval and Assurances (GRAD) form addresses IRB.

Discussion:

Dean Bryant-Friedrich replied that this makes the research mentor involved in what student is doing. The student will complete quicker.

Dr. Tomer Avidor-Reiss affirmed that a grade of 'U' does not count toward the thesis/dissertation.

Dean Bryant-Friedrich replied that a specific number of 'S' grades are needed to count toward the degree.

Dr. Amy Thompson asked about students struggling who receive an 'S' grade that becomes problematic at the end.

Dr. Cyndee Gruden indicated that the last three credits could use 'PR' as an option.

Dean Bryant-Friedrich added that this limits the use of PR from a larger number to three. The administration would like a policy to address grade options and limitations.

Dr. Samir Hefzy suggested that PR be an option as the last three credits at the master's level, and six hours at the Ph.D. level.

Dr. Barry Scheuermann indicated the College of Health and Human Services had about 100 of the outstanding PRs, requiring sign-off and enforcement.

Dr. Tomer Avidor-Reiss inquired about the consequences for multiple incomplete grades.

Dr. Cyndee Gruden said that it might be an issue with financial aid.

Dean Bryant-Friedrich responded that consideration needs to be given to how funding is handled

Dr. Penny Poplin Gosetti pointed out that this is a part of HLC requirements, not just COGS.

Dr. Daryl Moorhead noted that while some forms require the advisor's advisor, others do not, for example, Acceptance of Thesis form. He suggested that the advisor's signature be included.

○ *Enrollment*

IR report for spring 2018 headcount 11/27/2017 vs 11/22/2016 shows graduate professional enrollment up 18.4% and Engineering up 105% which means students are registering early. Business is also up 57.5%. Most programs are doing well getting students registered.

○ *Strategic Planning*

Faculty, Staff, and Alumni

Graduate students function as staff. Three of the four bullet points in this section of the Strategic Plan that pertain to graduate studies

- Foster a culture of excellence by supporting retention, career progression and high job satisfaction for staff.
- Increase diversity among all employees.
- Strengthen employee work-life balance, sense of community and pride in work.

Reputation and Engagement

Four of the five bullet points in this section of the Strategic Plan pertain to graduate education. As you can see, COGS needs an advancement officer. We would appreciate your support in this endeavor.

- Improve and strengthen our national and international reputation, and improve ties at the local and regional levels.
- Design a unified branding and marketing process for national and international visibility and reputation building.
- Grow the UT health-care system to better serve Northwest Ohio.
Increase philanthropy in support of the University's strategic goals.

Survey for Reputation and Engagement and Faculty/Staff/Alumni

Dean Bryant-Friedrich provided link to a survey for GC input:

QUESTION 1

How important are US News and World Report rankings for your department/program? 1-10 based on level of importance.

Dean Bryant-Friedrich stated she would synthesize information and reach out to you to know which programs you want to focus on.

QUESTION 2

Is the graduate program/department/college in which you reside ranked?

Dean Bryant-Friedrich stated that if it is ranked, all should know it.

QUESTION 3

How can the College of Graduate Studies help to increase the profile of research and graduate programs at the University of Toledo?

Dean Bryant-Friedrich asked Council to think about what branding should look like at the graduate level and college level.

Dr. Susan Sochacki thought that there might be too much varied branding between colleges, resulting in a non-cohesive message.

Dr. Lori Pakulski stressed the importance of programmatic branding rather than college.

QUESTION 4

In what ways do you believe the graduate alumni in your college/department/program are most interested in giving back to the institution?

Dean Bryant-Friedrich asked whether there should be more awards for research excellence or supporting research.

Mr. Mitch Haines said that graduate students like awards and listing them on their resumes. He also recommended a centralized information source of famous professors.

Dr. Frank Calzonetti replied that this is part of the Strategic Plan to be included with Faculty 180.

Dr. Martha Sexton thought that new graduate directors would appreciate training, in particular, a faculty mentor and COGS mentoring.

Dean Bryant-Friedrich replied that she would include program directors in formal meetings. This suggestion will be included in the Strategic Plan.

QUESTION #5

Are there funds held in the UT foundation, which support graduate assistantships or infrastructure for graduate education for your program/department/college?

Dean Bryant-Friedrich stated that COGS would be creating an advisory board. She asked Council to consider whether their colleges might have interest in bringing alumni to campus to mentor.

QUESTION #6

What is the most important action that the COGS can take to assist faculty in obtaining tenure and/or promotion?

Dean Bryant-Friedrich wants to see increased philanthropic support in the Strategic Plan.

QUESTION #7

What is the most important action that the COGS can take to assist in faculty recruiting?

Dean Bryant-Friedrich read the lists of responses and added that graduate students fill out faculty evaluations, sometimes at end of each lecturer or class.

QUESTION #8

What is the most important action that the COGS can take to assist in staff recruitment and retention?

Dean Bryant-Friedrich stated that she would share the survey results.

Information and Discussion Items

Research and Sponsored Programs Update

Dr. Frank Calzonetti, Vice President of Research reported that an RFP for research administration software would be going out soon. Dr. Rick Francis is serving as the lead from the Office of Research. Those interested in serving in this capacity should contact him. Dr. Calzonetti expressed appreciation for Bill McCreary's strong support for this initiative.

The Strategic Plan seeks to identify five areas of research excellence during this academic year. A recent communication from the Office of Research solicited input for specific ideas for areas of excellence. A brief submission is due by January 22, 2018.

Standing Committee Reports

Report of the Curriculum Committee

On behalf of the Curriculum Committee, co-chair, Dr. Amy Thompson presented the committee's report. She explained that reason for this program title change is for accreditation purposes and to appear on the transcript. No discussion. Council approved unanimously.

No.	Proposal Type	College	Department/Program	Title	Course Number	Summary
6	PRR	HH	School of Exercise and Rehabilitation Sciences	MS in Exercise Science: Athletic Training concentration (post-professional program)	NA	Program title change from "MS in Exercise Science" to "MS in Exercise Science with a Concentration in Athletic Training" so that the phrase "Athletic Training" appears on transcripts for accreditation purposes.

Academic Programs and Regulations Committee Update

On behalf of the APRC, committee chair, Dr. Joseph Schmidt reported and displayed the committee's suggested revisions to the following graduate policy:

Name of Policy Graduate Student Enrollment Status:
 Full-time, part-time and audit

Policy Number 3364-77-05

Scope All Graduate Students at the University of Toledo other than students of programs award the J.D., M.D. or Pharm.D.

Full-time graduate enrollment is 9 -18 semester hours in credit bearing courses. Part-time graduate enrollment status is listed as 1-8 credit hours. A new paragraph has been added at the end of the policy.

Graduate Students who have completed their coursework and are working on their project, thesis, or dissertation and/or are using university facilities and services (i.e., the library, health services, computer services, laboratories, consult with faculty, apply for graduation, etc.) must register for a minimum of one graduate credit hour each semester, excluding summer terms. Students who apply for graduation during the summer term must also be registered for a minimum of one graduate credit hour during that term. Access to certain other facilities and services, such as the Student Recreation Center and parking, will require additional user fees.

Discussion:

Dr. Penny Poplin Gosetti expressed concern that 1 credit hour may either prohibit services that require full-time enrollment or require an additional cost.

Dr. Jason Stumbo did not see the issue with the 1 credit hour registration as the student pays less in general fees.

Dr. Susan Sochacki added that it encourages students to finish.

Dean Bryant-Friedrich would like to see students receive continuous interaction with the university leading to timely completion.

Dr. Penny Poplin Gosetti added that registrations also help represent faculty workload.

Dr. Cyndee Gruden pointed out that part-time (1-8 credit hours) students pay fees for usage of services and facilities, therefore, they are not excluded.

Dr. Barry Scheuermann questioned how this might affect stipends and suggested that full-time GA status be addressed in this policy.

Dean Bryant-Friedrich indicated that it is covered and that she would discuss with the Provost the appropriate place to address this.

Dr. Joe Schmidt added that this issue was not addressed in the existing policy.

Old Business

None.

New Business

Dr. Cyndee Gruden announced the call for marshals for both the university-wide Commencement on Sunday, December 17th and the COGS Doctoral Hooding Ceremony on Saturday, December 16th. Those interested should contact Ms. Terri Hayes.

Adjournment

There being no further business, the Council adjourned at 1:57 pm.