

**Graduate Council Minutes**  
**January 27, 2015**  
**12:30 – 2:00 p.m.**  
**Health Science Campus, Health Education Building, Room 105**

Present: Peter Andreana, Debra Boardley, Joseph Dake, Mary Ellen Edwards, Ali Fatemi, Brian Fink, Rodney Gabel, Pamela DeWalt for April Gardner, Hans Gottgens, Eric Prichard for GSA, Susanna Hapgood, Mohamed Samir Hefzy, David Jex, Richard Johnson, Virginia Keil, Junghwan Kim, Patricia Komuniecki, Anand Kunnathur, Willie McKether, William Messer, Holly Monsos, Ron Opp, Kelly Phillips, Susan Pocotte, Sonmez Sahutoglu, Amal Said, Diane Salvador, Youssef Sari, Constance Schall, Barry Scheuermann, Rebecca Schneider, Diana Shvydka, Cynthia Smas, Susan Sochacki, Pamela Stover, Viranga Tillekeratne, Jerry Van Hoy, Lois Ventura, Stan Westjohn

Excused: Brian Ashburner, Michael Dowd, David Giovannucci, Dwight Haase, Jon Kirchhoff, Joseph Schmidt

Absent: Ainsworth Bailey, Ruth Hottell, Kenneth Kilbert, Marcia McInerney, Kandace Williams

Guests: Dr. Cam Cruickshank, Ms. Jamie Van Natta

***Call to Order, Roll Call, and Approval of Minutes***

The meeting was called to order and the roll called. There were no minutes to approve at this time.

***Executive Reports***

Report of the Executive Committee of the Graduate Council

Dr. Ron Opp, Graduate Council (GC) Chair, reported that Dr. Cam Cruickshank, Vice President for Enrollment Management and Online Learning, will be presenting today on the topic of graduate student recruitment and that given the current trends in graduate enrollment, this is a timely topic. The Graduate Council Executive Committee (GCEC) met on Tuesday, January 20, 2015 and agreed to invite several speakers to GC during the spring term: Mr. Tom Biggs, Interim Sr. V.P. of Finance and Administration, to discuss the FY 16 budget; Ms. Heather Huntley, University Accreditation and Program Review Director, to discuss graduate program review; and Dr. Alana Malik, University Assessment Director, to discuss assessment of graduate programs: Dr. Sammy Spann, Co-Chair of the Committee on Global Initiatives, to discuss the efforts to increase the international student population at the graduate level, and a GC member requested that he also discuss the graduate study abroad opportunities. Chair Opp reported that an invitation will be extended to Dr. Shanda Gore, Associate Vice President for Equity, Diversity and Community Engagement, to discuss student population diversification. Chair Opp also stated that the Diversity Certificate was discussed at the GCEC meeting wherein said Certificate was remanded to the GC Curriculum Committee to consider whether the committee will reaffirm or reject the Certificate for the 2015-16 academic year and beyond. Dr. John Plenefisch, Curriculum Committee Chair, has placed this on the committee's agenda and a report will be forthcoming to GC. Although there are no committee reports today, Dr. Mark Templin, Constitution and Bylaws Committee Chair, informed the GCEC that this committee is continuing to review the Bylaws and should be ready to share a final draft with the GC at the February 10 or February 24 meeting.

Report of the Graduate Student Association (GSA)

Mr. Eric Prichard, Acting Vice President of GSA, reported that preparation for the Midwest Graduate Research Symposium (MGRS) is well underway. President Aaron Shaw has been busy arranging sponsored awards, contacting musicians to perform, and running regular MGRS steering committee meetings. On January 26, 2015, invited universities were contacted a second time. The program cover selection was made

and award trophies purchased. Mr. Prichard asked the GC to contact the GSA to volunteer since additional judges from the University of Toledo are needed for this event. He also asked the GC to encourage students to sign up to present at this event. The GSA Ambassador program is ready to send students to undergraduate institutions and nine students/visits are currently scheduled. Mr. Eric Simpson has been appointed as the new GSA Main Campus secretary. At a recent GSA general assembly meeting, an update was provided, from a representative of the Office of the Student Experience, regarding the changes in Title IX compliance procedures. Mr. Prichard also reported that the Graduate Student Affairs Committee has selected the winners of the GSA Research Award. The GSA will issue just under \$10,000 to five students. Dean Komuniecki asked that the GSA Research Awardees be invited to a future GC meeting once the Committee Chair, Associate Dean Dr. Susan Pocotte, confirmed the final list.

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

Dean Komuniecki provided the following updates:

- *Fall 2014 Graduation Statistics*

Fall commencement was held on Saturday, December 20 and there was a large number of graduates: 112 Doctoral, 559 Master's and 8 Education Specialist degrees, as well as 26 graduate certificates.

- *Enrollment and Admissions Updates*

The most recent enrollment report for Spring 2015 indicates that the overall graduate headcount is 4,289 (as opposed to 4,455 in Spring 2014)—which is 96.27% or 3.73% down. Spring 2015 FTE is 2,983 versus 3,154 (94.83%). UT is down in both headcount and FTE metrics at the graduate level, with the major decreases seen in Nursing (down 78 students—no admits for several APN cohorts—yielded 76.58% of last year's headcount), Law (down 58 JD students to yield 84% of last year), and LLSS (down 36 students to yield 85.6% of last year's spring enrollment). However, several colleges had increases in graduate headcount this spring:

- Health Sciences – up by 20 students
- Social Justice and Human Service – up by 17 students
- Natural Sciences and Mathematics – up by 16
- (Medicine and Life Sciences was up as well—27 students—but that figure includes medical students)

The College of Graduate Studies (COGS) is entering a very busy application season for Fall 2015 with most of the program deadlines in January and February. To date, COGS has already processed 2,272 applications—107 more than this time last year; COGS expects to process about 4,000 total. COGS admission personnel have processed 15,000 documents in the past six weeks. Dean Komuniecki asked the GC to encourage the graduate admissions committees to complete their reviews and decision pages as soon as possible. COGS has an overall admissions goal to increase graduate enrollment by 50 students for Fall 2015. Early application review and admissions, as well as early graduate assistantship and tuition scholarship offers, will help to meet this goal—as will targeted marketing/recruitment in collaboration with Enrollment Management.

- *FY 16 Budget Updates*

Dean Komuniecki was delighted to announce that Interim President Naganathan has allocated \$1,000,000 in additional tuition scholarship funding to COGS. Within the next week, colleges will be contacted regarding any potential increase in their past tuition scholarship funding. The plan is to use this funding to target new tuition-paying students to programs with capacity. Dean Komuniecki

is meeting with Interim Provost Barrett and Vice President Cam Cruickshank tomorrow to further discuss this additional funding. Dean Komuniecki is working with the senior leadership to release the FY 16 tuition scholarship and stipend budgets to COGS so that the funds may be allocated to the academic colleges next week. The budget will cover the continuing students (~85-87%), so it is a question of how much more can be released before the Budget Development Process is complete. Dean Komuniecki met with Interim Provost Barrett yesterday and they are working on the figures. She expects to receive authorization to release at least 90% of the budget but hopes for more due to the data COGS has provided.

There is no word yet on any global graduate tuition increase, but Dean Komuniecki expects at least a 1% increase (or perhaps a 3% increase—to match the undergraduate tuition increase). As noted earlier, the budget assumptions are under constant re-evaluation and the college budget hearings have not yet been scheduled. She did mention that the senior leadership has accepted a COGS proposal that has been discussed for the past three years to slightly increase tuition (\$200/credit hour) for five high demand, low capacity (i.e., highly selective) graduate programs in the health science areas:

- Two from the College of Medicine and Life Sciences
  - PA program (876 students for ~50 slots)
  - MSBS-Med Sci program (225 for 50 slots)
- Three from the College of Health Sciences
  - DPT program (307 students for 38 slots)
  - OTD program (135 students for 32 slots)
  - SLPA program (117 students for 44 slots)

The projected new revenue for this proposed differential tuition increase would be \$1.8 million which has been calculated into the budget assumptions for Academic Affairs.

- *Proposed Change in Full Time status for graduate students (12 to 9 credit hours)*

Dean Komuniecki reported that she has had numerous conversations with the current senior leadership and we are hopefully now in a position to change the current policy which mandates that graduate students must register for 12 hours for each term during the nine-month academic year to be considered as full-time. It was hoped that this change could have occurred sooner. This change will align The University of Toledo (UT) with all other USO institutions, the Department of Homeland Security (for international students), and with the NCAA (for graduate student athletes). We are hopeful that this revised scope for the Full Time Graduate Student status policy be finalized very quickly and posted on the policy website as early as possible in order to obtain campus-wide feedback. Dean Komuniecki stated that GC was very supportive of this student centered initiative in the past and she is hopeful that COGS can count on assistance in getting the word out once the new policy is signed by Interim President Naganathan. This will be part of marketing/recruitment for fall as well (and will require formal approval by the UT Board of Trustees).
- *COGS Fellowships, Scholarships and Award Applications are all due February 13, 2015*
  - For Prospective Students:
    - University Fellowships—please have your best applicants apply for this prestigious fellowship. This has been used as a recruitment tool in the past to attract top students to UT, and we expect to have three positions available for students starting in Fall 2015.

- Diversity Fellowships—please encourage any qualified applicants to apply for the GOAP and McNair Scholar Awards. There will be several awards in each category. These awards cover stipends and tuition scholarships with a department 50:50 match required.
- Current Graduate Students
  - There are three different awards: Fields, Buell and Whiteford—for which current students can apply and these students will be recognized at the last GC meeting of spring term. All of the descriptions and applications are available on the COGS website under the current graduate student link.
- *Announcements*
  - Application deadline for Spring Graduation is Friday, January 30, 2015.
  - COGS January email has been sent out to all students, so please remind students to check their UT email accounts monthly for this important email which lists upcoming events and deadlines from COGS and the GSA. This is archived in the current student link on the COGS website if faculty would like to view.
  - Professional Development Programs: a new Title IX compliance program entitled “Providing Accommodations: Learning the Basics of Accessibility and Preparing Accessible Documents” will be offered in two sessions in Carlson Library 1027 on Wednesday, January 28 and Thursday, January 29 from 8:15 to noon.
  - Save the Date: Annual Graduate Faculty Meeting will be Thursday, March 19, 2015 on the Main Campus in the Student Union, Room 2592, from 12:30-1:30. Light refreshments will be served.

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

#### Enrollment Initiatives for Graduate Programs

Dr. Cam Cruickshank, Vice President for Enrollment Management and Online Education, stated that he has worked at UT for just over two years. He worked at Tiffin University for 20 years and then as an independent consultant prior to his arrival to UT. He presented the GC with a report entitled “Enrollment Initiatives for Graduate Programs” which can be found on the GC website at:

<http://www.utoledo.edu/graduate/files/Enrollment%20Initiatives%20for%20Graduate%20Programs.pdf>.

Dr. Cruickshank’s presentation highlighted the enrollment trends for Fall, 2011-2014 and Spring, 2012-2015. He also provided statistics for continuing graduate and professional student headcount which indicated that 175 students did not re-enroll for Spring 2015. Recently implemented recruitment strategies included a Constituent Relationship Management (CRM) Tool which assists in reporting, communicating with and tracking students, as well as application assistance. Other strategies include publications, GRE name buys, GMAT name buys, and digital marketing placements which enable UT to be very visible online. October, 2013 was the first year for GRE name acquisitions. A total of \$14,000.00 was spent and 27 students were enrolled with this first attempt—netting a cost of approximately \$500.per each new fee-paying student. It was a suggestion of a few members of GC to include marketing that highlights our highly successful UT alumni with print, billboards and television commercials. Dr. Cruickshank explained the three phases of graduate recruitment—program discovery, marketing, and recruitment delivery. He shared the results of the marketing and recruitment services Spring 2015 Professional MBA results and advised the GC that their office is more than happy to assist with recruitment. Dr. Cruickshank provided Fall graduate funnel statistics which are detailed in his presentation. He stated that the objective for the \$1,000,000 increase in the FY 16 tuition scholarship budget for graduate program scholarships is to grow enrollment by attracting and enrolling more tuition-paying graduate students. Should the GC need to contact Mr. Corey Sampsel, Graduate Orientation and Enrollment Specialist, with the College of Graduate Studies, his email address is:

[corey.sampsel@utoledo.edu](mailto:corey.sampsel@utoledo.edu) or Dr. Cam Cruickshank, Vice President for Enrollment Management and Online Education, at [cameron.cruickshank@utoledo.edu](mailto:cameron.cruickshank@utoledo.edu).

Update on Quali Coeus, online research administration

Dr. William Messer, Vice President of Research, reported that a press release was just issued stating that \$2,000,000 will be distributed to Ohio's universities to the Water Task Force to help clear up the Ohio water systems and he thanked the faculty as they have made great contributions. Dr. Messer then introduced Ms. Jamie Van Natta, Research Systems Developer, Research and Sponsored Programs. Ms. Van Natta explained that Quali Coeus (KC) for Research Administration is a comprehensive system that manages the complexities of research administration needs from the faculty researcher through grants administration to federal funding agencies. Ms. Van Natta distributed a handout entitled "New Research Administration Software on the Horizon" which can be found on the GC website at:

<http://www.utoledo.edu/graduate/files/New%20Research%20Administration%20Software%20on%20the%20Horizon%20handout.pdf>. She described the modules found in the system which include: Proposal

Development with Budget Development Tool, Institutional Proposal, Award including Subcontractor tracking and monitoring, Institutional Review Board (IRB) Protocol, Institutional Animal Care and Use Committee (IACUC) Protocol, and Conflict of Interest (CI). Ms. Van Natta explained that they are currently using the IRB system fully for all SBE IRB submissions and they are rolling out BioMed IRB submissions with targeted groups starting late this month or early next month. Ms. Van Natta's handout outlines how this new research software benefits the graduate school students and faculty. She did state that graduate students have been adapting very well to the usage of this new system. One training session/month is scheduled on Main Campus and they are working to provide one training session per month on the Health Science Campus as well.

***Standing Committee Reports***

Constitution and Bylaws Committee

None.

Curriculum Committee

None.

Membership Committee

None.

***Old Business***

None.

***New Business***

None.

***Adjournment***

There being no further business, the Council adjourned at 1:56 p.m.