

**Graduate Council Minutes**  
**October 7, 2014**  
**12:30 – 2:00 p.m.**  
**Health Science Campus, Health Education Building, Room 105**

Present: Peter Andreana, Brian Ashburner, Ainsworth Bailey, Debra Boardley, Joseph Dake, Michael Dowd, Christine Fox for Mary Ellen Edwards, Ali Fatemi, Brian Fink, Rodney Gabel, April Gardner, David Giovannucci, Kay Grothaus, Dwight Haase, Susanna Hapgood, Mohamed Samir Hefzy, Ruth Hottell, David Jex, Richard Johnson, Kenneth Kilbert, Jon Kirchhoff, Patricia Komuniecki, Marcia McInerney, William Messer, Ron Opp, Kelly Phillips, Susan Pocotte, Sonmez Sahutoglu, Youssef Sari, Constance Schall, Barry Scheuermann, Joseph Schmidt, Barbara Schneider, Rebecca Schneider, Ivana de la Serna for Cynthia Smas, Pamela Stover, Viranga Tillekeratne, Jerry Van Hoy, Lois Ventura, Joseph Vrtiska (GSA), Kandace Williams.

Excused: Hans Gottgens, Margaret Hopkins, Virginia Keil, Junghwan Kim, Anand Kunnathur, Holly Monsos, Susan Sochacki.

Absent: Diana Shvydka.

Guests: Interim Provost John Barrett.

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

The meeting was called to order and the roll called. The Minutes of the September 23, 2014 meeting were approved.

***Executive Reports***

Report of the Executive Committee of the Graduate Council

Dr. Ron Opp, Graduate Council (GC) Chair, stated that the Graduate Council Executive Committee (GCEC) has questions prepared for today's guest speaker, Interim Provost John Barrett. Chair Opp extended his gratitude to Dr. Hefzy and the Membership Committee for their work over the summer and throughout the academic year. He also thanked Dr. Plenefisch and the Curriculum Committee for the tireless work they do year round. Chair Opp also acknowledged Dr. Templin and the Constitution and Bylaws Committee for their service. This committee had an initial fall meeting last week to work on areas of bylaws requiring further elaboration. Chair Opp would like to invite Mr. Corey Sampsel, Graduate Orientation and Enrollment Specialist from the College of Graduate Studies (COGS), as well as Dean Komuniecki to make a presentation on the recruitment initiatives of COGS. Chair Opp would also like to request that the GSA discuss and make recommendations regarding how they could work with COGS and the graduate faculty to enhance graduate student enrollment. An invitation has been extended to Dr. Alana Malik, University Assessment Director, to present a report on assessment plans—focusing on commonalities across masters and doctoral degree programs. Ms. Heather Huntley, University Accreditation and Program Review Director, has also been invited to report on an analysis of last year's program review findings, including a description of the process followed and the strengths and challenges that emerged. Chair Opp suggested that Dr. William Messer or a Research and Sponsored Programs (RSP) staff member present a demonstration to GC about Quali Coeus, The University of Toledo's electronic IRB application system. Dr. Messer and the GSA are working together to provide Quali Coeus informational workshops for graduate students.

Lastly, Chair Opp extended his congratulations to the GSA for the significant improvement in the involvement of the graduate students in their organization and stated that he looks forward to working together with the GSA to better meet the needs of the graduate student population at UT.

#### Report of the Graduate Student Association (GSA)

Mr. Joseph Vrtiska, Vice President of GSA, reported that Dr. Michael Rees has accepted the position of keynote speaker for the Midwest Graduate Research Symposium (MGRS) being held on Saturday, March 21, 2015. He also stated the GSA is considering the inclusion of a select number of undergraduates to participate in the poster session of the MGRS. There are approximately 28 judges needed for this symposium so he encouraged the GC to please contact Ms. Alcy Barakat, GSA Health Science Secretary to sign up. The GSA Officers will be attending the National Association of Graduate and Professional Students (NAGPS) national conference November 6-9 at the University of Missouri. Over 200 graduate schools will be represented there. Mr. Aaron Shaw, GSA President, and Mr. Zachary Laumer, GSA Treasurer, will be presenting: Challenges and Successes in Managing a 4089% Budget Increase, Growing Your Organization, and Advocating To Keep Competitive Graduate Programs. The GSA is looking for a graduate student representative from the College of Business and Innovation to take the place of a student who stepped down. The two vacant representative positions in the College of Communication and the Arts have now been filled. The GSA is working with Dr. William Messer to introduce the new electronic online IRB application system, Quali Coeus, to more graduate students. Reminder: the GSA Research Award application deadline is November 21, 2014. The award winners will be notified by the end of fall term and the funds must be spent by June 12, 2015. A total of \$10,000 has been set aside for this award. Please refer to the COGS website/GSA page for additional information.

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

Dean Komuniecki provided the following updates:

##### o *Fall 2014 Enrollment*

Institutional Research issued another report comparing census day enrollment and FTE as a percentage of Fall 2013 enrollments and FTE. Overall, fall 2014 graduate headcount was 98.8% of Fall 2013 and FTE was 98%. Most of the fall 2014 graduate FTE numbers in the academic colleges were between 97-115% of fall 2013. However, as Dean Komuniecki previously reported, several colleges had decreased headcount and FTE and their percentages of Fall 2013 comparables were between 73.3% and 92.7% of Fall 2013 enrollment. In Dean Komuniecki's annual meetings with academic college deans and associate deans, she has suggested that those colleges may wish to work with Dr. Cam Cruickshank, Vice President for Enrollment Management, on targeted recruitment efforts for Fall 2015.

##### o *Graduate Student Leave of Absence Policy*

As Dean Komuniecki has mentioned at previous GC meetings, COGS has been working on a leave of absence policy (LOA) with the college associate deans and the UT Registrar for about six months. This policy was modified from a previously existing practice on the Health Science Campus (HSC) that was designed to save a place for a graduate student who had to step out of his/her program for a designated period of time due to significant personal circumstances (serious illness for them or a family member, etc.). In the spring, COGS benchmarked LOA policies at other USO institutions and prepared a draft policy for discussion and review. The initial draft policy was first discussed with the UT Registrar, the COGS Associate Deans' Council and also the Health Science Campus Council of Deans. Meetings were also held with Vice Provost Kelly Moore and feedback obtained from Military Affairs regarding how the policy would work with students who were called to active service (following regulations from the Ohio Revised Code).

Feedback was incorporated from all sources and the revised policy was presented to the Associate Dean's Council meeting two weeks ago. Mr. Terry Romer, UT Registrar, attended that meeting to provide additional insight as to how this new graduate student LOA would work with and complement existing UT policies. This proposed LOA policy is designed to allow a graduate student to petition for a leave of absence from a program in compelling circumstances. Emphasis is placed on that the purpose of this policy is for a student in *good academic standing* to be allowed to step out (for up to three consecutive semesters) and then be allowed to return to his/her program; it also stops the time limitation clock for that student. The LOA request form would be initiated by the student and requires advisor, program/department and academic college approvals before forwarding to COGS for implementation with the Registrar and the goal is to have this in place by Spring 2015. It is very important to note that this LOA does not provide any forbearance for loan repayments that would be started once the student is not enrolled. The proposed UT policy is consistent with peer and aspirational universities and the belief is that it will provide a student-centered option for students who face unexpected circumstances interrupting a graduate program of study. The draft policy has been posted on the UT Policy website for the 30-day review and several comments have already been received. Each comment will receive a response from COGS. Dean Komuniecki asked that GC please take the time to review this policy and post comments.

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

#### **Discussion with Interim Provost John Barrett, J.D.**

Chair Opp welcomed and introduced John Barrett, J.D., Interim Provost of The University of Toledo (UT), who thanked the GC for inviting him back to speak. Provost Barrett mentioned that he came to UT in 1994 as a member of the law faculty. In January 2013, he became the Vice Provost for Faculty Relations, Accreditation, Assessment and Program Review and on July 1, 2014 stepped into the role of Interim Provost. Prior to his UT employment, he practiced international business law wherein nothing was accomplished unless an agreement was made by everyone involved to accomplish the goals. Provost Barrett believes in the shared governance approach at UT. Rather than outside consultants, he would like to better understand the viewpoints of UT faculty, staff, etc.

The Provost discussed several areas of interest to the GC, including the faculty hiring plan, faculty workload, areas needing improvement, faculty development funds, sabbaticals and budgets. He stated that as many as 220 faculty are eligible for retirement, so it is critical to have a strategic faculty hiring plan in place. The faculty hiring plan needs to be designed to be more college-centric. The hiring plan, drafted a few months ago, has received a green light from finance for minor revisions and distribution. In answer to the question of the understanding of the process for identifying at-risk programs and areas for strategic growth, he indicated that each college needs to be engaged in a strategic visioning process and determine where they are headed. Some questions to consider are: Which departments need to grow and which should get smaller? What kind of expertise do we need? Where are the jobs for students when they graduate and what do they need to be successful? Are there electives in your program that are unneeded? With an efficient curriculum, more research time can be available. Provost Barrett shared that a suitable blend of faculty can make a department stronger and could include a mixture of faculty, including tenure, tenure track and lecturers. Concern was expressed by a GC member that the tenured faculty will be pulled away from teaching the undergraduate students. Provost Barrett stated he does not want to see that happen. He suggested that department chairs reach out to their department to better understand which faculty may be close to retirement or what his/her plans may be. When the departments are advised of the amount of productivity required from them, it will be the departments who will then determine how to best accomplish that.

Provost Barrett has asked the college deans to identify what they feel needs to be repaired with the intention to correct it. He did suggest that if a rule or policy becomes a stumbling block, faculty should speak with his/her superior. Provost Barrett highlighted two thought patterns that he would like to change at UT: 1) "It's best to ask forgiveness than ask permission." Try to get out of that habit. 2) "When we get a faculty line-let's fill it or we will lose it." That culture needs to be changed. We need to do an in-depth search and really be enthusiastic about everyone hired. When a college hiring vision plan is created, if money is saved in a hire, the college will keep 35% of the savings. If retired faculty wish to return to UT and UT wishes to hire him/her, that faculty member will be capped at 8 credit hours of teaching per semester if they wish to return for teaching. Other faculty with research funding may wish to return to continue their research activity and graduate student mentoring. Unfunded researchers might return under emeritus status.

He expressed his desire to bring together the cultures of the Main Campus (MC) and the Health Science Campus (HSC). Provost Barrett is the first Provost to have all of the colleges on the MC and HSC report to him. He also reminded GC that UT has one Graduate College and one Registrar. He would like to see a similarity of process and procedure wherever possible along with an understanding of the distinction and differences where appropriate. He asked that any suggestions to aid in integrating the cultures be directed to him. A Provost office fund for faculty is being established to provide funding for conferences and to provide assistance to those in need of financial support for publishing. The Kohler Award will be reestablished along with a new Chair Training Award, for relatively new chairs and those wishing to become chairs. UT will also continue the Shining Star Awards and expand that program to include a community engagement award open to UT students, faculty and staff. When asked about the importance of sabbaticals, Provost Barrett stated that proposals will be going before the Board for more robust sabbatical granting to enhance personal development, to develop new ideas and collaborations and showcase UT talent to other institutions. Major improvements will be made Carlson Library and its collection. The Provost also addressed questions regarding the University budget and expressed support for the graduate stipend and tuition scholarship budgets. In closing, Provost Barrett thanked the GC faculty for the opportunity to speak with them.

***Standing Committee Reports***

Constitution and Bylaws Committee

None.

Curriculum Committee

The following course was part of the package that was sent to the Graduate Council Curriculum Committee (GCCC) and recommended for approval to GC on September 23, 2014, but was inadvertently left off the GCCC report. The GCCC recommends approval. Along with the previous courses approved in the package, the change is to better meet the plan of study needs of students in the BSN to DNP Program—especially those enrolled part-time. The GC unanimously approved this curriculum:

**Course Modification**

College	Department	Course Name	Course Number	Change in course
NU	Health Promotion, Outcomes, Systems, Policy	Theoretical Basis for Evidence-Based Practice	NURS 7011	Change in prerequisites, drop NURS 7740, other prerequisites (NURS 7400 and NURS 7410) remain in place.

Membership Committee

None.

***Old Business***

None.

***New Business***

None.

***Adjournment***

There being no further business, the Council adjourned at 2:10 p.m.