

Graduate Council Minutes
April 1, 2014
12:30 – 2:00 p.m.
Health Science Campus, HEB, Room 103

Present: Peter Andreana, Brian Ashburner, Ainsworth Bailey, Barbaranne Benjamin, Amanda Bryant-Friedrich, Maria Diakonova, Michael Dowd, Ali Fatemi, Rodney Gabel, David Giovannucci, Jill Brown for GSA, Kay Grothaus, Dwight Haase, Susanna Hapgood, Ruth Hottell, David Jex, Virginia Keil, Patricia Komuniecki, Anand Kunnathur, William Messer, Douglas Nims, Ron Opp, Susan Pocotte, Patricia Relue, Constance Schall, Barbara Schneider, Rebecca Schneider, Diana Shvydka, Ivana de la Serna for Cynthia Smas, Susan Sochacki, Pamela Stover, Mark Templin, Gerard Thompson, Viranga Tillekeratne, Jerry Van Hoy, Lois Ventura, Deborah Vestal, Kandace Williams.

Excused: Mary Ellen Edwards, Brian Fink, Hans Gottgens, Phillip Gribble, Mohamed Samir Hefzy, Jason Huntley, Junghwan Kim, Jon Kirchhoff, Marcia McInerney, Nick Piazza, Randall Ruch, Dorothea Sawicki, Snejana Slantcheva-Durst, Susan Sochacki.

Absent: Joseph Dake, Charlene Gilbert, Margaret Hopkins, Barbara Kopp Miller, Holly Monsos.

Guest Speaker: Mr. John Barrett, Vice Provost for Faculty Relations, Accreditation, Assessment and Program Review.

Call to Order, Roll Call, and Approval of Minutes

The meeting was called to order and the roll called. There were no Minutes to be approved at this time.

Executive Reports

Report of the Executive Committee of the Graduate Council

Dr. David Giovannucci, Graduate Council (GC) Chair, reported that nominations are now welcomed for the Chair-Elect of GC as well as at least two nominations for at-large members from the Main Campus (MC) and two at-large nominations from the Health Science Campus (HSC). Please feel free to nominate yourself or a colleague for one of these faculty leadership positions. All positions serve on the Graduate Council Executive Committee (GCEC), and are responsible for setting the agenda and handling the emergent graduate faculty and curriculum issues. Please send your nominations to anyone on the GCEC or to Ms. Terri Hayes of the College of Graduate Studies (COGS) office; all persons nominated by a third party will be contacted to see if they will accept their nomination.

Report of the Graduate Student Association

Ms. Jill Brown, Graduate Student Association (GSA) HSC Secretary, reported that the number of attendees at the GSA meeting on March 20, 2014 was 78 (lowest attendance this year). April 18, 2014 will be the last meeting for this academic year and the newly elected officers will preside over that meeting. The Midwest Graduate Research Symposium (MGRS) took place on the MC on March 29, 2014. It was a very successful day with 36 universities represented. Approximately 200-230 people attended the event. Dr. Komuniecki thanked the GSA and added that the symposium was a smashing success. She extended her thanks to the faculty and judges as well. The officer elections opened on March 21 and will continue through midnight on April 10. Only one position is unopposed. Ms. Brown asked GC to advise their graduate students to vote on their website; a link to their website is also provided on the COGS website. The GSA has approved over 200 students for a total of \$36,567 thus far in 2014 for travel reimbursements. The GSA Research Awards committee met on the MC on March 31, 2014 and selected the winners for this year. The GSA will issue a

total of \$10,000 in funding to seven students. The awards range from \$600 to \$2,000. Dr. Susan Pocotte informed GC that the award winners will be introduced to the GC and receive their awards at the final GC meeting on April 29, 2014.

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

Dean Komuniecki provided the following updates:

- *Goal 2 Strategic Planning for Directions 2014*

The Goal 2 workgroup will continue to meet to refine sub-goals and strategies this spring; we will report back to GC at an upcoming meeting. Please remember if you have specific ideas that you would like to bring up for discussion, please send them along to the Dean to bring to the workgroup at the next meeting.

- *Procedure and Policy Reviews*

COGS is working with the college Associate Deans to review existing procedures and policies with a view to updating and improving them to be more student centered. The old Transfer of Credit procedure has been revised/updated and the new version is already available on the COGS website. This new procedure clarifies the language of the old transfer and makes provisions for the transfer in credit from international universities in some cases. All of the former COGS procedures/policies are currently being reviewed. Students can expect to see a policy page on the COGS website that will list and link to all academic policies pertaining to graduate students including, but not limited to:

- the Missed Class policy
- the Administrative Adjustment policy
- the Add/Drop policy, and
- two new policies that will address the growing demand for structure around “early admission” for UT undergraduates and a “senior petition to take graduate courses.” In most cases COGS is simply providing forms and consistent language to be used for activities that have been occurring on an ad hoc basis in the past. All of the reviews include benchmarking with other USO institutions.

Due to time constraints, the following information items were not reported at the GC meeting; however, they are included herein for informational purposes:

- *Fall 2014 Enrollments*

To date, COGS has already processed 2,831 applications and 325 students have already been admitted for fall, but there are still many decision pages awaiting decisions from departments/programs regarding acceptance. We are rapidly approaching the national decision day of April 15 and if UT has not made offers by then, students can decide to go to other universities that have made offers.

- *COGS Exit Survey for Fall 2013*

COGS has just compiled the data from the fall exit survey from almost 300 students and this information will be shared at the next GC meeting. The results were excellent. For example, 95% of the students strongly agreed that their academic program was of high quality, and 94% stated that their education prepared them well for future careers.

- *Announcements*

- ❖ Professional Development Programs: ETD Open Labs: Formatting and Submission this week (Wednesday, April 2 and Thursday, April 3 from 3-5 p.m. in Carlson Library, Room 1027 on MC.

- ❖ Today – COGS is sponsoring a Graduate Fair expressly for UT juniors from 11-2 Student Union, Ingman Room on MC.
- ❖ The Provost's office has requested that we provide marshals for the University Commencement ceremonies that will take place on Saturday, May 3 at Savage Arena on MC. We will need at least 2-3 marshals at each ceremony to assist the Associate Deans and me. Our GC Chair, David Giovannucci, will read the names of the doctoral students to be hooded. The schedule for the University Commencement ceremonies is as follows:
 - 9:30 a.m.
 - Judith Herb College of Education
 - College of Health Sciences
 - College of Social Justice and Human Service
 - 2:00 p.m.
 - College of Business and Innovation
 - College of Communication and the Arts
 - College of Languages, Literature and Social Sciences
 - College of Natural Sciences and Mathematics

Information and Discussion Items

Assessment of College of Graduate Studies (COGS) Academic Support Service Programs

Dr. Susan Pocotte, Associate Dean for Academic Affairs, presented the COGS Assessment Report, (see also <http://www.utoledo.edu/graduate/files/Assessment%20of%20COGS%20Academic%20Support%20Service%20Programs.ppt>). She reminded GC that Assessment is not equal to Program Review. There are several reasons to assess support services. For example, assessment can detail how the services can have a direct impact on student success and how service is a part of student centeredness. COGS Assessment encompasses several components, including COGS administration, Council of Associate Deans, and Graduate Council. The involvement of graduate students in this Assessment is highly important as they provide feedback for assessment reports and processes. The Assessment Plan Template provides categories (A-L) of what COGS does and how outcomes are measured, i.e., recruitment of graduate student applicants in a detailed grid of outcomes. Since not everything is easily measured, as in data collections, the outcomes need to be flexible. COGS uses indirect tools: counting calls, using surveys, etc. Since 2001, COGS has required that graduates complete the graduate exit survey (maintains student anonymity). Dr. Pocotte shared examples of specific questions given to students. Trended data since 2011 reveals that 80-90% of students are satisfied or very satisfied with COGS' academic support services and 80-90% of respondents were satisfied or very satisfied with other service units and academic departments. Dr. Pocotte shared slides depicting statistic outcomes answering various questions pertaining to post-degree employment status. COGS holds a seat on the University Assessment Committee (UAC) and thus receives input regarding strengths as well as suggestions for areas of improvement. A suggestion for improvement is to add a GSA representative to the COGS Assessment Committee. In closing, Dr. Pocotte shared that 95% of students agree that their academic program was of high quality and 94% stated that their education prepared them well for future careers.

Sabbatical Process and Recent History of Awards

Mr. John Barrett, Vice Provost for Faculty Relations, Accreditation, Assessment and Program Review thanked the GC for his invitation. Mr. Barrett stated that he has been a Vice Provost for 1-½ years and has been handling the sabbatical process. He reported that the decline of granted sabbaticals began in 2011—dropping to close to half of what it was previously. In 2005 very few were granted; however, in pre-2005 the number was anywhere from 6-11 granted. As he understands it, there was a sense that sabbaticals were costly to the university and therefore deemed unaffordable. Pursuant to the collective bargaining

agreement, the college dean is required to certify that their college can meet the sabbatical need without any additional resources. Deans provide personal evaluation(s) along with recommendations to the provost and thereafter the provost and Mr. Barrett evaluate MC sabbatical proposals. Last year 22 applications were received from the MC. This year a total of 27 applications were received (25 from MC) and 1 was rejected in process. From the 27 received, 12 were recommended. This year Provost Scarborough issued instructions (per the President) to give heavier weighting to sabbaticals with the potential to provide impact. To facilitate the process, the application has been restricted to reflect how many times an applicant has requested but not received a sabbatical. Mr. Barrett expressed his desire to have the department chair and dean explain how they propose to cover the costs of the absence of the faculty member going on sabbatical. A new contract is being negotiated and the sabbatical language may be altered to reflect changes in these processes. A council member stated that she would like to see more transparency in the evaluation process of sabbaticals and perhaps an improved ranking system. When asked if any feedback was given to the applicant(s) if the sabbatical(s) are not granted, Mr. Barrett stated that he is not certain if the departments or deans discuss this; however, an applicant is able to specifically request this information from his office. A question was raised concerning how UT compares with other universities in relation to the number of sabbaticals granted annually to which Mr. Barrett stated he was unsure but is certainly willing to investigate. He continually aspires to reach higher than the target guidelines established by Provost Scarborough while taking into consideration that sabbaticals are not limited to research but may also involve teaching and many other opportunities. Mr. Barrett would like to see many sabbaticals granted and advised the GC that his door is always open.

Faculty Hiring Plan

Moved to April 15, 2014 meeting due to time constraints.

Standing Committee Reports

Constitution and Bylaws Committee

None

Curriculum Committee

Dr. John Plenefisch, Chair of the Graduate Council Curriculum Committee (GCCC), reported that the GCCC reviewed and approved the following curriculum. The GC approved all unanimously.

Program Revisions

College	Department	Program	Summary of change
CE	Curriculum and Instruction	Master of Education and Science (MES)	Adds an online option in the dual degree Masters of Science and Education. In this option, adds CI 6900 as additional course option (with CI 6620 or CI 6660). This option is intended to allow teachers from across the state to complete the program while continuing as K-12 teachers.
SM	Biological Sciences	M.S. in Cell and Molecular Biology	Drop CHEM 6500 as a required course in the program and add BIOL 6200 as a required course.
SM	Biological Sciences	Ph.D. in Cell and Molecular Biology	Drop CHEM 8500 as a required course in the program and add BIOL 8200 as a required course.

SJ	Criminal Justice, Social Work & Legal Specialties	Master of Arts in Criminal Justice	Change in minimum hours from 33 to 30. Drop CRIM 6100 and CRIM 6420 as required courses and add CRIM 6590 as a required course. Reduce credits outside the program from 9 to 6.
HE	Health and Recreation Professions	Recreation and Leisure Studies	Addition of RCRT 5100 and RCRT 5200 as electives in the program.
EN	Civil Engineering	MS in Civil Engineering (Coursework Option)	Change in minimum hours from 36 to 30 in course work option. Brings the CIVE program in line with other course-work option MS degrees in the College of Engineering.
EN	[College Wide]	Practice oriented MS Coursework Option	Add coursework option to Practice oriented MS. Drop 6 credit GNEN 6920 (Engineering project) increase engineering course electives from 6-12 to 12-18.)

New Course Proposals

College	Department	Course Name	Course Number	Change in course
SM	Biological Sciences	Molecular and Cellular Biology	BIOL 6830	Essential concepts of molecular genetics and cell biology, intended for Master students enrolled in a non-laboratory research based degree program. This course will be a required course in the Biology track of the online Masters in Science Education (see PRR from C&I).
HE	Health and Recreation Professions	Community Event Planning	RCRT 5100	Principles associated with event planning. Will be an elective in the MA in Recreation and Leisure Studies.
HE	Health and Recreation Professions	Planning and Promotion of Sport	RCRT 5200	Basic principles of marketing to diverse sports industries. Will be an elective in the MA in Recreation and Leisure Studies.

Course Modifications

College	Department	Course Name	Course Number	Change in course
SM	Chemistry	Scientific Communication	CHEM 6940	Change in Title from "Graduate Readings in Chemistry" to "Scientific Communication", Change in Credit Hours from 1-2 (variable) to 2 fixed, Change in catalog description and content.
SM	Chemistry	Scientific Communication	CHEM 8940	Same as above.
HE	Health and Recreation Professions	Facility Planning and Design	RCRT 5410	Change in title from "Park and Recreation Planning" to "Facility Planning and Design" to conform with usage at other university recreation programs.
HE	Health and Recreation Professions	Adventure Programming in Recreation and Recreation Therapy	RCRT 5610	Change in title from "Adventure Therapy Programming" to "Adventure Programming in Recreation and Recreation Therapy ", to conform with NCTRC student certification eligibility review.

Membership Committee

None.

Old Business

None

New Business

None

Adjournment

There being no further business, the Council adjourned at 2:00 p.m.