

**Graduate Council Minutes
October 15, 2013
12:30 – 2:00 p.m.
Main Campus, Student Union, Room 2582**

Present: Peter Andreana, Brian Ashburner, Barbaranne Benjamin, Amanda Bryant-Friedrich, Joseph Dake, Mary Ellen Edwards, Ali Fatemi, Brian Fink, Rodney Gabel, David Giovannucci, Hans Gottgens, Phillip Gribble, Kay Grothaus, Susanna Hapgood, Scott Heckathorn, Margaret Hopkins, Ruth Hottell, Virginia Keil, David Jex, Patricia Komuniecki, Joelynn Laux, Marcia McInerney, Holly Monsos, Douglas Nims, Ron Opp, Nick Piazza, Susan Pocotte, Patricia Relue, Randall Ruch, Constance Schall, Barbara Schneider, Rebecca Schneider, Diana Shvydka, Snejana Slantcheva-Durst, Cynthia Smas, Susan Sochacki, Pamela Stover, William Taylor, Mark Templin, Gerard Thompson, Viranga Tillekeratne, James Trempe, Jerry Van Hoy.

Excused: Michael Dowd, Dwight Haase, Samir Hefzy, Junghwan Kim, Anand Kunnathur, Dorothea Sawicki, Kandace Williams.

Absent: April Gardner, Charlene Gilbert, Renee Heberle, Jon Kirchhoff.

Guests: Diane Miller.

Call to Order, Roll Call, and Approval of Minutes

The meeting was called to order and the roll called. The Minutes of the September 17, 2013 meeting were approved.

Executive Reports

Report of the Executive Committee of the Graduate Council

Dr. Ron Opp reported on behalf of Dr. David Giovannucci, Graduate Council (GC) Chair who was unable to attend the Graduate Council Executive Committee (GCEC) meeting. He reported that Dr. Templin continues to work on the Constitution and Bylaws documents with that Committee. Given the government shutdown, the GCEC decided it would be important to have an informational update from the UT Office of Government Relations as to any impact on students and faculty. Diane Miller, J.D., Associate Vice President, Federal Relations, UT Office of Government Relations, is in attendance today and to provide GC with important information. In addition, the GCEC plans to extend GC meeting invitations to President Jacobs, Provost Scarborough, and Chancellor Gold, as well as Vice Provost John Barrett and Ms. Heather Huntley. Some of the topics for discussion include enrollment issues, possible impact of the sequestration on research assistantships and funding, graduate level tuition costs, and the challenges to increasing graduate assistantship funding.

Questions were raised about Program Review and whether the information from this committee could be provided to the GC to better equip faculty in programming assistance. Dean Komuniecki stated that Vice Provost John Barrett is the new point person for Program Review and that this year's focus is on three programs in the College of Medicine and Life Sciences, programs in the College of Business, and Speech Language and Pathology programs. This information should be available on the Office of Accreditation, Assessment and Program Review website (<http://www.utoledo.edu/aapr/index.html>). Additional questions were presented regarding the correlation between the assessment process and Program Review.

COGS Associate Dean, Dr. Susan Pocotte, who is the COGS liaison for Assessment and Program Review, provided some answers to those questions; Dean Komuniecki stated that she would extend a GC meeting invitation to Vice Provost John Barrett and his staff so that these topics may be addressed in more detail.

Chair Giovannucci requested the agenda be suspended to allow for the following resolution. Council seconded and approved unanimously. Chair Giovannucci and Dean Komuniecki presented a certificate to Dr. James Trempe, who will be retiring and stepping down as Vice President of Research.

RESOLUTION:

Whereas, Dr. James P. Trempe, Professor of Biochemistry and Cancer Biology, has served The University of Toledo with distinction as Vice President for Research, and

Whereas, Dr. Trempe's leadership in the Office of Research and Sponsored Programs, has played a critical role in supporting the research endeavors of UT faculty, students, and staff, and

Whereas, Dr. Trempe has been a dedicated advocate for the importance of the role of graduate students in research at The University of Toledo, and

Whereas, Dr. Trempe has served with distinction as the Chair of Research Council and worked closely with faculty to support the distribution of internal research funds to support bridge funding, new initiatives and interdisciplinary research efforts at The University of Toledo,

Therefore, be it resolved that The University of Toledo Graduate Council extends its deepest gratitude to Dr. James P. Trempe for his many contributions and unfailing commitment to research at The University of Toledo.

Dr. Trempe stated that it has been an honor to work with so many great people.

Report of the Graduate Student Association (GSA)

Ms. Joelynn Laux, GSA Vice President, reported the GSA had 70 people in attendance at their first meeting on September 19, 2013, which represented the largest attendance GSA has experienced. Dean Komuniecki was invited to make remarks at this opening meeting of the 2013-14 GSA Assembly. Ms. Laux and Mr. Aaron Shaw, GSA President, held a meeting with Mr. Corey Sampsel of COGS about proceeding with the recruiting plan and creating a Graduate Student Ambassador program. This program will allow enrolled students to be given a tour of their respective college or department by a student currently enrolled in that college. GSA and COGS will give each student training on how to perform the tours and help advocate for the university. The goal is that three or four graduate students from each department will sign up on the GSA website to be a candidate to give one tour to a prospective graduate student, if a tour is needed. Faculty should expect to receive an email soon with a form attached for students to fill out. Dean Komuniecki added that Mr. Sampsel is working to recruit undergraduate students from UT as well.

The GSA has created a letter that will be sent out to graduate students who are applying to The University of Toledo. The prospective graduate student will receive a personally signed, handwritten note encouraging him/her to attend UT. This personalizes the recruitment process.

The GSA co-sponsored, with the Student Bar Association, a Homecoming tailgate event held on October 5, 2013, for the purpose of recruiting and community involvement.

COGS will be providing a workshop open to all graduate students entitled "Conference Participation: Proposals, Papers, Panels & Poster", and the GSA will be assisting in this workshop by sharing experiences and offering tips on how to present at conferences.

The next GSA meeting is scheduled for October 17th on the HSC in HEB 103 from 6-8 p.m. The officers will be proposing to the General Assembly a reduction in the meeting time (from 2 hours to 1.25 hours) and suggest that this platform be utilized to discuss and report on administrative updates and programs. Committee meetings will then occur biweekly thereby enabling more productivity within the respective committees. Ms. Laux did mention that graduate students can receive up to \$200 in travel expenses. If a student attends two GSA meetings, that student is determined to have active membership, and he/she can receive an additional \$200. This funding can be obtained whether a student is or is not presenting at a conference. Ms. Laux reported that GSA is set up to have two representatives from every college. Currently, the Psychology Department and the College of Nursing have the largest numbers of student members attending the GSA meetings. Dr. Giovannucci reminded the GC to encourage students to become involved in the GSA.

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

Dean Komuniecki provided the following updates:

- *Admissions Report*

The total number of applications were similar in Fall 2012 and 2013 (~3,690), but 1,418 students were admitted for Fall 2013 (38.4% admit) compared to 1,285 students in Fall 2012 (35%). COGS is working with IR to get a link with enrollment figures to compare "capture" rates. If we can continue to obtain high application numbers, it is a good sign that we are likely to admit a solid incoming class each fall.

- *Announcements for Graduate Faculty*

- CTS (Curricular Tracking System) Update

The new electronic CTS system is in beta testing and the Council of Associate Deans will see the new rollout at the November 6th meeting. Hopefully, this updated revision will become available yet this term. Ms. Terri Hayes of COGS is attending a meeting today and Dean Komuniecki will provide updates as necessary.

- Graduate Council Standing Committees

Most of the standing committees have been populated and the Membership and Curriculum Committees are already meeting. Other committees will be convened as needed.

- Graduate Faculty Reminder

Upon retirement it is important to reapply for graduate faculty membership as a "Special" Graduate Faculty member and to indicate the appropriate duties requested.

- *Announcements for Graduate Students*

- Professional Development Programs: Main Campus-ETD Open Labs on Wednesday, October 16th and Thursday, October 17th from 3-5 p.m. in Carlson Library, Room 1027.

- Deadline for all campuses thesis/dissertation format review is Friday, November 1, 2013.

- Deadline for the final document for uploading to ProQuest/Ohio Link is Friday, November 15, 2013.

Information and Discussion Items

Government Shutdown Concerns and UT's Response

Ms. Diane Miller, Associate Vice President of Federal Relations, Office of Government Relations was invited to Council to provide some information on the government shutdown concerns. Ms. Miller provided a PowerPoint presentation entitled *Government Shutdown Concerns and UT's Response*, which is available on Graduate Council webpage at

<https://www.utoledo.edu/graduate/files/Government%20Shutdown%20Concerns%20and%20UTs%20Response%20to%20GC%2010.15.2013.pdf>.

Many federal websites show statements regarding a federal shutdown and many agencies have had to provide a contingency plan. Although many shutdowns have occurred in the last century, none have occurred in 17 years with the official closing of the U.S. Federal Government. While "essential" government employees are still working, many federal agencies are operating on a skeleton crew. Some agencies have furloughed 8% of their employees while others have furloughed up to 98%. NSF has announced that it will be sending notices to research grant awardees to inform them that payments will not be made during this disruption. Ms. Miller provided a chart that reflects the poll results of Republicans and Democrats for three proposed options to reduce the federal deficit. It is apparent that there is decreased opportunity for compromise.

To date, there has been little direct effect on UT as much of the research funding has already been committed. However, a group of UT professors and researchers were scheduled to attend a meeting at NASA this week and the meeting had to be canceled. Student loans and Pell grants will be minimally affected and student loan servicers will continue to operate because they are paid through contracts that were funded last year and run until June. The Department of Education did release a Federal Student Aid Processing and Customer Service Guidance for the shutdown.

Treasury Secretary Jack Lew has announced that the U.S. will hit its borrowing limit (debt ceiling) on October 17th which means that Congress will also have to pass legislation raising the debt ceiling or else head toward default on the U.S. government's obligations. Congress could decide on this in conjunction with or separate from the shutdown. Regardless, the UT Rockets are still scheduled to play Navy on Saturday, October 19th as other funders have provided the necessary funding for this event.

President Jacobs recently asked Senior Leadership to put into place a Government Shutdown Working Group. The focus of that group will be to communicate on issues or interest areas about which UT may have concerns during the government shutdown. Their primary focus is on student aid and research dollars. Ms. Miller's PowerPoint presentation provides the list of working group members. She welcomes any discussion from the GC regarding items affecting GC or UT students. Dr. Trempe, who is also involved in this Working Group, suggests that grants still be submitted through the electronic portals at the regular date even though the government is currently shut down. A vast majority of federal funding comes through cost advancement grants and the university is still receiving payment for the research that is happening.

Ms. Miller mentioned that both bills with the House and Senate provide short-term resolutions with the budget process starting again in January or February; both bills keep budget cuts in place and each year there would be compounding cuts. Expect to see sequestration cuts to continue through time. Although the former Super Committee intended that their brutal cuts would force this Congress to make decisions, obviously that did not happen. Interestingly, 40% of members of the House and 30% of Senate members have never experienced regular business in Congress due to the budget issues. Ms. Miller's PowerPoint also provides a page entitled "Federal Agency Contingency Plans" which contains valuable informational links.

Standing Committee Reports

Report of the Curriculum Committee

On behalf of the Curriculum, Committee, Dr. John Plenefisch, reported that the GCCC reviewed and approved the following curriculum:

Program Revisions

College	Department	Program	Summary of change
CE	Curriculum and Instruction	Ph.D. in Curriculum and Instruction: Educational Media	Change of name from "Ph.D. in Curriculum and Instruction: Educational Media" to "Ph.D. in Curriculum and Instruction: Educational Technology".
SJ	Criminal Justice, Social Work & Legal Specialties	Masters of Arts in Criminal Justice	Change in method of course delivery (addition of Online only track).
PH	Pharmacy Practice	MS in Pharmaceutical Sciences, Health Outcomes & Socioeconomic Sciences	Change in name from Pharmacy and Healthcare Administration to Health Outcomes & Socioeconomic Sciences.
MD	Physician Assistant Studies/HDS	MSBS in Human Donation Science: Professional Science Masters track	A PSM track in the MSBS degree in Human Donation Science

New Course Proposals

College	Department	Course Name	Course Number	Course Description
MD	Public Health and Preventive Medicine	Issues in Pandemic Preparedness and Response	PUBH 6510	New course for MPH program under NOCPH. How healthcare infrastructure plans for, responds to and recovers from a pandemic.
MD	Public Health and Preventive Medicine	Issues in Pandemic Preparedness and Response	PUBH 8510	Same as PUBH 6510; Doctoral candidates will be doing a special project in addition to the Master's requirements.
PH	Pharmacy Practice	Pharmaco-economics and Outcomes Research I	PHPR 5610	Introductory concepts, methods and practical procedures for pharmaco-economic analysis and outcomes research. Proposed elective in MS Pharmacy and Healthcare Administration, as well as PharmD program.
PH	Pharmacy Practice	Advanced Drug Delivery Systems-I	PHPR 5770	Introduction to advanced lipid and polymer based drug delivery systems. Role of efflux and influx transporters in drug delivery.

Course Modifications

College	Department	Course Name	Course Number	Change in course
MD	Physician Assistant Studies/HDS	Fundamental Concepts and Clinical Practicum I	HDC 5110	Course title change from Clinical Practicum I to Fundamental Concepts and Clinical Practicum I, to more accurately describe the course.

The following New Course Proposals were sent to the GCCC for review and are provisionally recommended for approval by Graduate Council, however since these are all slashed with undergraduate versions of the courses, we are requesting a representative of the program to be present at the GC meeting to give a definitive overview of the student populations who will be taking these courses at the undergraduate and graduate levels and how the assessment of students at the two levels will differ.

New Course Proposals

College	Department	Course Name	Course Number	Course Description
CE	Curriculum and Instruction	Teaching Occupational Skills	CTE 5010	The development of pedagogical skills designed to assist the beginning teacher with basic classroom techniques and strategies. Fits into Career and Technical Education Licensure core.
CE	Curriculum and Instruction	Teaching Occupational Knowledge	CTE 5030	The development of career and technical teaching concepts, designed to assist teachers with the presentation of occupational knowledge. Fits into Career and Technical Education Licensure core.
CE	Curriculum and Instruction	Methods for Teaching CTE Methods I	CTE 5050	The development and application of career and technical teaching methods and strategies in an actual classroom/laboratory situation or under a simulated classroom setting Career and Technical Education Licensure core.

CE	Curriculum and Instruction	Seminar for CTE Teachers	CTE 5110	The study of current developments in specific areas of instruction with the development of student Portfolio and other course materials as assigned. Career and Technical Education licensure core.
CE	Curriculum and Instruction	CTE Supervised Teaching	CTE 5930	A planned field experience held in public school classrooms under the direction of University supervisors Practicing teacher observed planning, presenting and demonstrating teaching skills and managing the laboratory and classroom. Career and Technical Education Licensure core.
CE	Curriculum and Instruction	Methods for Teaching CTE Methods II	CTE 5070	Continuation of CTE 5050.

Dr. Plenefisch asked Dr. Mark Templin, of the Department of Curriculum and Instruction (CI), to provide clarification of course numbering and student populations registering for licensure and non-licensure CTE courses. Discussion ensued and Dr. Templin provided an overview of the information requested and indicated that written documentation of that information would be provided to GCCC and COGS.

Standing Committee Reports

Report of the Membership Committee

Dr. Hans Gottgens reported on behalf of committee chair, Dr. Samir Hefzy. The committee has not met yet this semester; however, they do plan to meet soon. There are currently over 26 applications pending.

Old Business

None.

New Business

None.

Adjournment

There being no further business, the Council adjourned at 1:39 p.m.