

**Graduate Council Minutes
December 9, 2014
12:30 – 2:00 p.m.
Main Campus, Student Union 2582**

Present: Peter Andreana, Brian Ashburner, Ainsworth Bailey, Debra Boardley, Joseph Dake, Michael Dowd, Mary Ellen Edwards, Ali Fatemi, Brian Fink, Rodney Gabel, David Giovannucci, Hans Gottgens, Eric Prichard (GSA), Kay Grothaus, Susanna Hapgood, Mohamed Samir Hefzy, Ruth Hottell, David Jex, Richard Johnson, Virginia Keil, Kenneth Kilbert, Junghwan Kim, Jon Kirchhoff, Patricia Komuniecki, Anand Kunnathur, Marcia McNerney, Willie McKether, William Messer, Holly Monsos, Ron Opp, Kelly Phillips, Susan Pocotte, Sonmez Sahutoglu, Youssef Sari, Constance Schall, Barry Scheuermann, Joseph Schmidt, Rebecca Schneider, Diana Shvydka, Cynthia Smas, Susan Sochacki, Pamela Stover, Viranga Tillekeratne, Jerry Van Hoy, Lois Ventura Stan Westjohn, Kandace Williams.

Excused: April Gardner, Cynthia Smas.

Guests: Lynne Hamer, John Plenefisch, Revathy Kumar.
University Fellows – Malvika Behl, April Brockman, Kevin Clark, Ahmad Javaid, Kelly Marbaugh.

Call to Order, Roll Call, and Approval of Minutes

The meeting was called to order and the roll called. The Minutes of the November 25, 2014 were approved with a minor modification.

The agenda was re-ordered to accommodate the schedules of guests, the University Fellows and Curriculum Committee Chair.

Information and Discussion Items

Recognition of University Fellows

It was with great pleasure that Dean Komuniecki presented the two new 2014-2015 University Fellowship recipients to Graduate Council. This award is targeted for full-time incoming Ph.D. students, or those very early in their Ph.D. programs, that have exceptional academic records. It is a highly competitive fellowship and is the highest graduate student award from the College of Graduate Studies. It includes a stipend for the academic year at the doctoral student level of each departmental program, plus remission of instructional fees, out-of-state surcharge, general fees, student legal fee, and provides an insurance subsidy for UT student health insurance. It may be renewed for a total of four years support provided the student maintains an outstanding academic record and makes progress toward the degree. There are no more than 10 University Fellows at any time. Today's agenda will be altered to take into consideration the recognition of the University Fellows at the beginning of the meeting and the presentation of the standing committee report from the GCCCC prior to the Executive Committee Reports and other continued business.

For AY 2014-15, there are six continuing University Fellows and three are able to with us today with their advisors-please stand and be recognized as your name is called:

Ms. Kelly Marbaugh is completing her doctoral research with Dr. Patty Relue in the Department of Bioengineering in the College of Engineering and she anticipates graduating in May 2015. She also has been supported by an NSF GK-12 grant and has worked at DePuy Orthopedics.

Ms. April Brockman is a second year doctoral student working with Dr. Debbie Chadee in the Department of Biological Sciences in the College of Natural Sciences and Mathematics. Her research is in the area of signal transduction and she is studying how alterations in signaling can lead to cancer. She presented her work at two research forums last year and has co-authored a manuscript published in *Molecular and Cellular Biology*.

Mr. Ahmad Javaid is a third year doctoral student in the College of Engineering working with Dr. Weiqing Sun in the Department of Computer Science and Engineering Technology. He already has worked for several years in the private sector and made seven conference research presentations at major international meetings on three continents! He is a former graduate assistant in the College of Graduate Studies and hopes to complete his Ph.D. by summer 2015.

Three other continuing fellows unable to attend are:

Ms. Michelle Roley is a fourth year doctoral student in clinical psychology working with Dr. Jon Elhai in the Department of Psychology in the College of Languages, Literature and Social Sciences. Her research focuses on suicide risk, and includes aspects of rumination and cyberbullying. She has coauthored eight publications.

Ms. Jessica Branch is a fourth year doctoral student in Special Education working with Dr. Laurie Dinnebeil, the Daso Herb Chair, in the Judith Herb College of Education. She was recently appointed to a 2-year term on the Student Editorial Board for the Division of Early Childhood's practitioner-focused journal, *Young Exceptional Children*, coauthored a poster at a 2014 international meeting and, I might note, also had a baby 3 weeks ago!

Mr. Kazem Majdzadeh-Arkadani is a fourth year doctoral student working with Dr. Saleh Jabarin in the Department of Chemical and Environmental Engineering in the College of Engineering. This week he is in NYC presenting his work at the New York Academy of Sciences for a special 'Journey through Science' Day sponsored by PepsiCo.

Dean Komuniecki convened the Graduate Council Scholarships and Fellowships Committee last spring to review the 15 University Fellowship applications, and she was pleased to report that the Committee selected **two** outstanding students that are with us today. As each name is called, the new Fellows should come forward with their advisor to be recognized.

Ms. Malvika Behl is a first year doctoral student working with Dr. Christopher Roseman in the Department of Counselor Education and Supervision in the College of Social Justice and Human Service. Malvika earned her B.A. in Psychology, Sociology and Economics from Christ University in Bangalore, India and then her M.A. in Professional School Counseling from Lindenwood University in Missouri. She has taught courses in *Models for Treatment of Substance Abuse* and *Substance Abuse Prevention and Community*, and assisted in others as well. She has coauthored a chapter in the 3rd edition of Foundation of Addiction Counseling. She has preliminary licensure as a Chemical Dependency Counselor Assistant, and also serves as an unpaid intern in UT's Counseling Center.

Mr. Kevin Clark is a first year doctoral student working with Dr. Jared Anderson in the Department of Chemistry in the College of Natural Sciences and Mathematics. Kevin earned his BA in Chemistry from Gustavus Adolphus in St Paul, MN and after working for year, he entered the chemistry PhD program at UT in summer 2013. He has gotten off to a great start in his program: he has built an electro dialysis chamber and helped to set up a new mass spectrometer as well as getting enough data to prepare a manuscript for publication! Kevin is passionate about working at the interface of biochemistry and analytical chemistry and his doctoral research focuses on the development of new media (magnetic

ionic liquids-MILs) for the selective extraction and preservation of DNA-work with important commercial applications.

The Council congratulated the new University Fellows as they embark on the graduate careers here at UT.

Dean Komuniecki noted the placements of a few of our former University Fellows:

Vafa Saboorideilliami has accepted a faculty appointment as an Assistant Professor of Business at Dominican University of California in the San Francisco Bay Area in CA. He hopes to complete his Ph.D. in Manufacturing Management and Technology in the College of Business and Innovation in spring 2015.

Qingnian Goh completed his Ph.D. in Exercise Science with Dr. Frank Pizza in the College of Health Sciences in May 2015 and is currently a Research Fellow in the Division of Molecular and Cardiovascular Biology at Cincinnati Children’s Hospital Medical Center.

Maria (Gaby) Hurtado Alvarado is in the Clinical Psychology doctoral program in the College of Languages, Literature and Social Sciences and she is currently completing her APA internship at Southern Arizona Psychiatric Center in Tucson, AZ.

Standing Committee Reports

Report of the Curriculum Committee

On behalf of the Graduate Council Curriculum Committee (GCCC), Dr. John Plenefisch, committee chair, reported that the committee (Drs. Patricia Relue -Engineering, Cindy Smas -Medicine, Diane Salvador --Nursing, Aaron Shaw -GSA, John Plenefisch -Natural Sciences and Mathematics, Revathy Kumar –JHCOE, Jennifer Reynolds -Social Justice and Human Service, Joseph Dake -College of Health Sciences) reviewed and approved the following curriculum. Council approved unanimously.

Both college councils have approved the Dual PharmD/MBA Joint Degree programs, and there are only changes in the MBA portion.

Concerning the pipeline program with the University of Findlay, the differences in this track are that UF pipeline students would need to take the following additional courses BMSP 6340 and BSMP 6400 and one additional credit of BIPG 6990, based on the differences in the UF and UT undergraduate course work and status of students in the respective pipelines. He also noted a correction to the report that courses should be labelled BMSP (instead of BSMP). Findlay has a slightly different bachelor’s program and so a few additional courses are needed. Dean Komuniecki asked if more credit hours are required for Findlay students. Dr. Plenefisch said yes. Dean Komuniecki suggested that a conversation with Registrar is necessary.

New Joint Program: Program Revision

College	Department	Program	Summary of Change
COBI/ CPPS	na	PharmD/MBA Joint Degree	Program that will allow PharmD students to simultaneously obtain MBA degree. Does not affect PharmD curriculum. Students must be admitted to both programs under existing criteria. Curricular changes affect joint degree students in the MBA only: Substitution of 3 APPE 8940 courses for the three required MBA electives and PHPR 4330 or any Stats 1 equivalent course for OPMT 5510 in the MBA prerequisites.

Program Revisions (Pipeline Programs)

College	Department	Program	Summary of Change
MD	Program in Bioinformatics/School of BRIM	BS in Biological Sciences to MSBS in Bioinformatics Pipeline. (Findlay pipeline)	A modified additional track of the existing Pipeline-UT BS in Biological Sciences to UT MSBS in Bioinformatics. The differences in this track are that UF pipeline students would need to take the following additional courses BMSP 6340 and BMSP 6400 and one additional credit of BIPG 6990, based on the differences in the UF and UT undergraduate course work and status of students in the respective pipelines. Also change in overall program name FROM: Pipeline -UT BS in Biological Sciences to UT MSBS in Bioinformatics. TO: BS in Biological Sciences to MSBS in Bioinformatics Pipeline.
MD	Program in Bioinformatics/School of BRIM	BS in Biological Sciences to MSBS in Bioinformatics Pipeline. (UT pipeline)	Changes to electives available in the existing Pipeline-UT BS in Biological Sciences to UT MSBS in Bioinformatics. Does not change number of credits or electives total. Also change in overall program name FROM: Pipeline -UT BS in Biological Sciences to UT MSBS in Bioinformatics. TO: BS in Biological Sciences to MSBS in Bioinformatics Pipeline.

Existing Course Modifications

College	Department	Course Name	Course Number	Change in Course
MD	Public Health/ Biomedical Science Program	Statistical Methods I	PUBH 5320	Change in Alpha Code from PUBH 5320 to BMSP 5320. Course is being transferred to BSP program since it no longer required for public health students.
MD	Public Health/ Biomedical Science Program	Statistical Methods I	PUBH 7320	Same as above, doctoral level.

Executive Reports

Report of the Executive Committee of the Graduate Council

Dr. Ron Opp, Graduate Council (GC) Chair, reported that the Graduate Council Executive Committee discussed guests to speak at future GC meetings. Mr. Tom Biggs, Interim Senior Vice President for Finance and Administration, will give a presentation on financial status of university, Ms. Heather Huntley, University Accreditation and Program Review Directory to discuss program review, followed by Ms. Alana Malik, University Assessment Director, to discuss assessment. Dr. Opp was also pleased to report that the President and Board of Trustees (BOT) have agreed to place a standing stakeholder report from the Graduate Council on the agenda for the bimonthly Student and Academic Affairs BOT Committee Meetings. Today, Dr. David Giovannucci will lead a discussion on the Special Meeting of Graduate Faculty on October 30, 2014 and Dr. Mark Templin will report on the current draft of the revised GC Bylaws.

Report of the Graduate Student Association (GSA)

Mr. Eric Prichard, Vice President of the GSA provided the following updates:

- GSA Research Award deadline passed on November 21, 2014 and the applications will be reviewed shortly so that recipients are notified promptly.
- Nine graduate students have signed up for the Ambassador program. They will begin visiting their undergraduate institutions next semester.
- Twenty graduate students have already signed up for MGRS 2015.
- One Judge has volunteered - from Kent State- 27 more are needed!
- Applications for the GSA Secretary position will be advertised and the position is expected to be filled in January.

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

Dean Komuniecki gave a short report considering the full agenda.

- *Spring 2015 Admissions and Enrollment Report*

COGS tracks applications and admissions, and, as of yesterday, COGS has processed 421 applications and 181 applicants have been admitted for spring 2015.

Institutional Research provides the enrollment tracking which includes both new and continuing students, and for the second consecutive meeting GC meeting, there is good news to report. As of yesterday, the graduate student headcount is up **9.19%** and the graduate FTE is up **11.03%** compared to this time last year. Hopefully, this positive trend will continue.

A new IR report also examines whether the continuing students who are expected to be returning for spring term (i.e., not graduating and in good standing) have actually registered; and, as of yesterday, the information indicates that fewer than 33% of graduate students overall have registered for spring. Some colleges were as low as 9%. Dean Komuniecki encouraged the GC to communicate with their students to register soon, even though they do not have other pressures to do so (course closing etc.). President Naganathan is asking us all to help support strong enrollment numbers. Please keep in mind that there will be an impact on the budget deficit if enrollment numbers drop and we would need to address that during the upcoming budget development cycle.

- *RACGS Report*

At the November 21st meeting of Ohio Board Regents Advisory Committee on Graduate Studies (RACGS), UT had two endorsements approved:

- The request from the College of Pharmacy and Pharmaceutical Sciences to change the name of their existing MS in Pharmaceutical Sciences, Pharmacy and Healthcare Administration **to** MS in Pharmaceutical Sciences, Health Outcomes and Socioeconomic Sciences; and
- The request from the College of Social Justice and Human Service to offer their existing Ph.D. in Higher Education at new off-site location at SchoolCraft College in Livonia, MI. The HLC has also recently approved this site as well.

Other business included a presentation regarding possible changes in the doctoral SSI formula weighting for FY17. RACGS members will be reviewing possible new scenarios with their home campuses (Provost, CFOs, and IR) and additional discussion will occur at the January 23, 2015 RACGS meeting. The plan is for RACGS to approve possible SSI changes and to make a recommendation to the Inter-University Council (IUC) for their consideration, approval and implementation. If this occurs, it would be the first such direct action taken by RACGS. The revised OBR Guidelines are currently under review by RACGS members and more discussion will occur at the January meeting. Assessment of student learning outcomes at the graduate level is another important upcoming topic.

Information and Discussion Items –Continued

Discussion of Special Meeting of the Graduate Faculty, October 30, 2014

Dr. David Giovannucci, GCEC Member and past Chair of Graduate Council 2013-14, reported on the Special Graduate Faculty Meeting and opened for discussion the matter of how to proceed regarding the Diversity Certificate and its four courses. At the Special Meeting of the Graduate Faculty on October 30, 2014, the graduate faculty in attendance agreed that students should be held harmless regardless of outcomes regarding the certificate. The consensus was that the approval process in 2014 was not perfect and concern was expressed by some of the faculty about this certificate program regarding the summer 2014 approval by the GCEC. After the Special Graduate Faculty Meeting, this issue was brought back to the GCEC and there was robust discussion, hence the topic is brought forward at this GC meeting with the hope that there will be a resolution.

There was lengthy discussion of the various issues that had been previously covered at the Special Graduate Faculty Meeting. Some faculty expressed concern that a program and its courses had been approved during the summer when GC was not session. The GCEC had approved the Graduate Diversity Certificate and other GCCC recommendations at its July, 2014 Meeting. GC members were concerned that some of the GCEC members may have had a conflict of interest, and so requested that the certificate and its courses be reviewed by the current GCCC in early 2015 with a view to bringing it back to the GC for approval. All GC members made it clear that students currently in the courses of this certificate program be held harmless no matter the outcome of the proposed new review. Dr. Giovannucci asked how best to move forward with this certificate. He indicated that the Bylaws were being revised to prevent a recurrence of this problem. He wondered whether a viable option might be to request another review by the current GCCC with a view to bringing the certificate and its courses back to GC as appropriate. Individuals with concerns regarding the certificate could be invited by the GCCC to present their concerns and the certificate proposer could also be invited to provide responses.

A GC member asked how many students were currently in the certificate. Dean Komuniecki indicated that there were 15 students enrolled. All agreed that the integrity of the graduate curriculum was paramount. Further, it was suggested that COGS double check that any proposer of new curriculum hold the appropriate Graduate Faculty status to do so.

Dr. Mary Ellen Edwards proposed a motion that the Graduate Diversity Certificate and its courses be sent to the GCCC for discussion in January/February and then brought back to GC in spring term. The motion was approved unanimously.

Standing Committee Reports –Continued

Constitution and Bylaws Committee

Dr. Mark Templin, Constitution and Bylaws Committee Chair, reported that the committee (Drs. Mike Dowd, Walt Edinger, Mark Templin, William Messer, and Mr. Eric Prichard of the GSA, last met on November 7, 2014 (Dean Komuniecki was in Washington D.C. at the National Professional Science Master's Association annual meeting so was unable to attend the meeting). Although there was not sufficient time remaining at today's GC meeting to fully review the Bylaws, Dr. Templin did review the following section of the Bylaws:

Article I, Section 2, Special Membership

1. Qualifications

The Membership Committee may grant Special Membership to professionals, including, but not limited to, University of Toledo lecturers and research faculty, who would make a significant contribution to graduate education or research.

2. Duties and privileges of Special Membership

Graduate Council Bylaws (last amended on March 3, 2009)

Special members of the Graduate Faculty will be given responsibilities as enumerated by the Membership Committee from the Duties and Privileges of Full Membership.

Individuals holding Special Membership will not vote in elections pertaining to GC or graduate education matters and will not serve on GC or its committees.

3. Review and Renewal

Appointment will be for a specific period of time but in no case greater than three years.

This membership appointment may be renewed upon recommendation of the Vice Provost for Graduate Affairs and Dean of the College of Graduate Studies and the Membership Committee.

GC members again indicated that they would like further discussion regarding the graduate faculty status of retired faculty and the scope of privileges for Special Graduate Faculty in the upcoming GC Bylaws revisions.

Report of the Membership Committee

None.

Report of the Bylaws Committee

See above.

Old Business

None.

New Business

Draft

Dr. Rebecca Schneider, GCEC member, referenced the draft syllabus template and the current syllabus template approved by Graduate Council in 2008 that she distributed to the GC earlier today. In preparation for the HLC, the University Teaching Center and the Provost's Office is drafting a syllabus template for all courses at the university. She thought it would be helpful for the GC to read the documents to have an opportunity to provide its comment or questions to forward to Ms. Alana Malik.

Discussion:

Dr. Edwards commented that HLC does not have model templates for syllabi. Dr. Schneider replied HLC does require some items be included. Dr. Hefzy asked for clarification whether HLC suggests or requires specific items. Dr. Schneider's understanding is that some are required and others are of assistance. They require Student Learning Outcomes (SLOs) and a statement addressing ADA requirements. Direction is available on the university website. Dr. Schneider suggested additional discussion occur at a future GC meeting.

Adjournment

There being no further business, the Council adjourned at 2: 09 p.m.