

## Graduate Council Minutes September 21, 2010

Present: Lawrence Anderson, Jamie Barlowe, Joshua Waldman (GSA), Barbaranne Benjamin, Wendy Cochrane, Michael Dowd, Brian Fink, Mary Ellen Edwards, Max Funk, John Gaboury, David Giovannucci, Amira Gohara, Kay Grothaus, Dong-Shik Kim, Patricia Komuniecki, Anand Kunnathur, Joel Lipman, Sara Lundquist, Sakui Malakpa, Joseph Margiotta, Geoffrey Martin, Sheryl Milz, Surya Nauli, Azadeh Parvin, Frank Pizza, Susan Pocotte, Patricia Relue, Kathleen Salyers, Dorothea Sawicki, Dianne Smolen, Robert Sullivan, Mark Templin, Amy Thompson, Hermann Von Grafenstein, Matthew Wikander

Absent: Hassan Hassab-Elnaby, Paul Hong, Wayne Hoss

Excused: Karen Bjorkman, Frank Calzonetti, Mohamed Hefzy, Richard Komuniecki, Peter Lindquist, Randall Ruch

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

The Minutes of the September 5, 2010, meeting were approved as amended.

### *Report of the Executive Committee of the Graduate Council and the Vice Provost for Graduate Affairs and Dean of the College of Graduate Studies*

#### Report of the Executive Committee of the Graduate Council

Since there are several new members to the Graduate Council this year, Dr. Mark Templin asked each person to introduce themselves and to share something about themselves that others may not know. Each person in attendance did so.

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

Dr. Patricia Komuniecki reported on the following:

- *Strategic Planning Stakeholder Meetings*  
The Strategic Planning co-conveners held two four-hour sessions last Thursday and Friday, September 16<sup>th</sup> and 17<sup>th</sup> to obtain feedback from the UT and Toledo communities about the updated strategic plan 'Directions 2010'. Most of the conversation focused on the reorganization report and thus there were no major changes to the efforts of the Goal 2 workgroup. Many of you attended these meetings and hopefully had an opportunity to review Goal 2 on Graduate and Professional Programs.
- *New Associate Dean Position*  
The call for nominations and applications is out with a mid-October deadline (Friday the 15<sup>th</sup>). As a reminder, this is an internal search for a tenured faculty member with significant experience with graduate programs at UT who has a keen interest in getting more involved at the administrative level in helping to raise the profile of our graduate programs at UT. There is no limitation as to the faculty member's campus reporting status. The position specifications are located on the COGS website, but it is anticipated that the new Associate Dean will be very involved in Program Review and Assessment initiatives.

- *Academic Standards Revisions*

Dean Komuniecki provided an update on the academic standards revisions that GC voted on last spring. She reminded the GC that COGS needed to work with the Registrar to finalize the implementation and, during that process over the summer, it was discovered that there were some aspects that would be problematic to implement. Thus, the COGS staff and Dr. Komuniecki did research on how our peer and aspirational institutions address some of the concerns we were trying to address. They met with the Registrar to determine whether the proposed changes would be implementable and were delighted to find that they would work here at UT. The COGS Dean's office is in the process of revising the language for GCEC and college Associate Deans to review and will bring the revised document back to GC for discussion and approval at the next GC meeting. The Registrar stands ready to implement this revised document as soon as GC approval is given.

- *OBR Changes*

As part of the information and discussion portion of agenda today, Dr. Komuniecki will present information about how the OBR changes in subsidy calculation will have major impact on how we grade our graduate students in multiple term courses including thesis and dissertation courses, as well as some internships.

- *Annual Meeting of the Graduate Faculty*

As a reminder, the Annual Meeting of the Graduate Faculty is slated for **Wednesday, October 20, 2010, at 4:00 p.m.**, on the Main Campus, in Student Union Room 2582/84.

### *Information and Discussion Items*

#### Grading of Multiple Term Courses (S/U/PR) Grades) OBR Policy Update

Dean Komuniecki reported that the OBR subsidy model will shift away from an enrollment/headcount model toward a course and degree completion model. In July 2010, a new directive was issued that when a grade of "PR" is given for multiple term courses, subsidy may not be awarded until the final graded term. This affects current grading practices for theses, dissertations, and internships in some areas, so we need to rethink how we assess progress for graduate students as they work on their thesis and dissertation research. This new directive follows an assessment-based culture and so we want to encourage graduate research mentors to set measurable goals each semester so that S/U grades can be assigned whenever possible. After Dr. Bin Ning left UT this July, Ms. Sunday Griffith was appointed as Interim Director of Institutional Research and she is responsible for reporting IPED data to the state.

There was discussion of the implications of the new subsidy model. Dr. Komuniecki added that it appears all grades, other than "PR" should generate subsidy, even a "U" since it is an actual grade. Timely completion of degrees becomes even more important. Going forward, we will have to clarify how UT will report PRs. She noted that Associate Dean Sawicki, in her role as co-chair of the HLC Accreditation 2012 at UT, has been working on an assessment plan for student learning outcomes. Dr. Sawicki added that The University Assessment Committee is working toward establishing who does evaluations, how often, and the mechanisms to provide feedback and outcomes.

#### Curriculum Submission Process

Dr. Patricia Relue stated that in order to fully populate the graduate Curriculum Committee (CC), a graduate faculty representative from the College of Business is needed. She pointed out that the previous curriculum tracking system is virtually non-functioning and no longer being used. Submission of graduate curricular proposals will be hard copy only.

The forms are still available at <http://curriculumtracking.utoledo.edu/> to download. As in the past, the forms should be fully completed and must include the required signatures. The original form is to be submitted to Ms. Terri Hayes in the College of Graduate Studies (COGS) office.

Dr. Relue reported that soon all curricular forms will be separated into graduate-only and undergraduate-only. The Graduate Curriculum Committee will review the forms to identify necessary graduate components and the will also work toward putting together guidelines for appropriate assignment of course levels, i.e., 5000/6000/7000/8000. As for the grading system, we would ask that programs go through their courses to determine the appropriate grading scales. Course modification forms would not need to be completed for each change. Dr. Dowd pointed out that the Curriculum Committee can report minor changes as an information item. The Curriculum Committee will report back to the GC with its recommendations for the components of the graduate-only curricular forms.

Dr. Relue mentioned that there has been discussion of shifting the assignment of CIP codes (OBR identification system) from the end-stage of a curricular proposal to the beginning-stage with a final check from COGS before it proceeds to the Registrar. CIP codes could be a pull-down option on the new electronic submission form.

Dr. Komuniecki added that the Provost's office has the final responsibility to ensure that the CIP is accurate in order to capture the correct subsidy from the State. She also noted that updates/revisions to the 2006-08 catalog are nearing completion and COGS hopes to have the AY 2009-10 catalog available before Thanksgiving and the AY 2010-11 catalog later in the year. As a reminder, under a previous administration, no catalog updates had been made so the COGS staff needed to verify programs of study and graduation clearances manually. Going forward, COGS is establishing a new process that will shift to real-time updates as the program and curricular changes get approved by Graduate Council.

### ***Standing Committee Reports***

None.

### ***Organizational Reports***

#### **Report of the Graduate Student Association**

Mr. Joshua Waldman, Vice President of the Graduate Student Association reported on the two major topics of the GSA General Assembly meeting of September 15, 2010; first, that a committee be in place to take charge of the Graduate Student Research Symposium in the spring, and second, that there remains a lack of representatives from several departments and colleges. Mr. Waldman asked Council members for their assistance in nominating students and requested they contact the GSA.

### ***Old Business***

None.

### ***New Business***

None.

### ***Adjournment***

There being no further business the Council adjourned at 1:44 p.m.