

**Graduate Council Minutes
September 8, 2009**

Present: Jamie Barlowe, Barbaranne Benjamin, Karen Bjorkman, Wendy Cochrane, Dwayne Demedio, Michael Dowd, Brian Fink, John Gaboury, Amira Gohara, Hans Gottgens, Mohamed Hefzy, Wayne Hoss, Ruth Hottell, Dong-Shik Kim, Patricia Komuniecki, Richard Komuniecki, Anand Kunnathur, Geoffrey Martin, Joseph Margiotta, Gary Moore, Azadeh Parvin, Kelly Phillips, Susan Pocotte, Thihal Ponniyan (GSA), Benjamin Pryor, Ram Rachamadugu, Patricia Relue, Dorothea Sawicki, Barbara Schneider, Dianne Smolen, Mark Templin, Amy Thompson, Hermann Von Grafenstein, Frederick Williams

Excused: Lawrence Anderson, Frank Calzonetti, Hans Gottgens, Scott Heckathorn, Sakui Malakpa, Sheryl Milz, Nick Piazza, Randall Ruch

Call to Order and Roll and Approval of Minutes

The Minutes of the April 21, 2009, and the May 5, 2009, meetings were approved.

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

The 2009-2010 Graduate Council Chair, Dr. Susan Pocotte, welcomed new and continuing members to the first meeting this academic year. She asked each member to introduce themselves.

Before giving her formal report, Dr. Pocotte offered some introductory remarks:

She stated that we begin this new academic year with renewed enthusiasm for participating in the activities that are aligned with the Mission and Visions of the University and the Colleges. This year marks a significant milestone in the history of Graduate Faculty from MC and HSC pre-merger of MUOT and UT. This is the academic year for implementation of the harmonized Constitution of the Graduate Faculty of the University of Toledo and the Bylaws of the Graduate Council of The University of Toledo. During the process of developing the Constitution and Bylaws as well as some policies over the last two years, significant collegial dialogue occurred that allowed thoughtful compromise and new ideas that both preserved the rich traditions as well as promoted exciting changes concerning the Graduate Faculty role in The University of Toledo. Much work has been done to develop language that promotes excellence in Graduate Education but with College/Program centric and Faculty freedom. Therefore, it is crucial that we continue to operate in a manner that recognizes the changes and facilitates the transitions that these documents bring to all Graduate Faculty of UT.

Per our Constitution: "The purpose of the Graduate Faculty of the University of Toledo shall be the advancement of knowledge through research and instruction of the highest quality. The faculty shall seek to foster in students a spirit of inquiry, recognition of the value of scholarship, and an understanding of the integrity required for the pursuit of scholarship.

The College of Graduate Studies shall be the executive office of the Graduate Faculty. It shall administer the policies of the University that pertain to graduate education and shall administer the decisions of the Graduate Council as representatives of the Graduate Faculty.

The Graduate Council shall be the representative body of the graduate Faculty and shall legislate for it."

Dr. Pocotte encouraged Council to reread the documents for more details of membership, responsibility, duties, and function of Graduate Faculty, Graduate Council and its committees, and the College of Graduate Studies. They can be found on the COGS web site.

It is important to note that each of us plays an important role. Those of us that are elected members represent the Graduate Faculty of our Colleges. Together, with the ex-officio members, we are responsible for disseminating information from these meetings to the Graduate Faculty of our Colleges. We are responsible for gathering input from the Graduate Faculty of our Colleges when matters that require development and vote arise. To that end, for the elected members, the bylaws state that “two unexcused absences per year may be sufficient grounds for removal from the Graduate Council. Members who cannot attend a meeting and wish to designate another Full Member of the Graduate Faculty from their college to attend the meeting in their place must inform the Office of the Secretary of the Council at least one day ahead.

She acknowledged that times are difficult financially and otherwise. The difficult discussions and decisions regarding how to proceed with fewer dollars have not been fun. Faculty and Administration are stretched to the limit regarding the amount of work to be done in limited hours of the day. All of us struggle to balance mind body and spirit while juggling family, community, and work obligations. She said it is her hope that your participation on the Graduate Council will be meaningful and even fun. It is a reasonable hope because compared to other committees (many of which many of us serve), our purpose here is narrow and aligned with the personal reasons we are Graduate Faculty in Higher Education as opposed to employed in another profession. “The Graduate faculty shall seek to foster in students a spirit of inquiry, a recognition of the value of scholarship, and an understanding of the integrity required for the pursuit of scholarship.” How can not that be fun?

Dr. Pocotte proceeded with her formal report:

The GCEC met three times since the last GC meeting in April. Three major issues were handled.

First, we met with Provosts Gold and Haggett regarding the harmonized Constitution of the Graduate Faculty of the University of Toledo and the Bylaws of the Graduate Council of The University of Toledo. The Constitution was approved by Grad Faculty (MC) in May 2007 and Graduate Council (HSC) in April 2007. The Bylaws were developed by a harmonization group of both HSC and MC faculty and approved in March 2009.

The Provosts will be presenting the documents to President Jacobs as soon as possible. Dr. Jacobs will in turn present them to the BOT for ultimate approval. Dr. Jacobs could instruct the Provosts to do so. We had hoped that this would have been accomplished in August, however the extensive time required to handle budgetary issues in June, July and August has delayed this task.

At the Sept 1 GCEC meeting, we discussed that it was understood from previous administrative discussions that effective Fall 2009, operationalization of Graduate Faculty issues is per the new constitution and bylaws, even though the two documents are pending BOT approval. Dr. Komuniecki may speak to this in her upcoming report because she has worked hard to facilitate this as well.

Dr. Sawicki can address questions regarding the HSC Graduate Executive Council and its continued role in light of the fact that the GC is now the ultimate decision making body for Graduate Faculty of both HSC and MC provost lines.

Second, those of you that served on GC last year will recall an extensive revision of the Handbook for Style and Formatting of Dissertation and Theses. Dr. Dowd and others representing both MC and HSC worked

very hard on this document. At the last GC meeting in April, Graduate Council voted to accept the document, but with instructions to GCEC to include a number of minor revisions.

GCEC voted to accept the minor revisions to the handbook at its September 1, 2009. A few minor revisions regarding administrative issues from Dr. Komuniecki's office are pending. The document will be ready for implementation for spring 2010.

Third, those of you that served on GC last year will recall that GC approved a document entitled Academic Standards in April 2009. It reflects a lot of changes for both MC and HSC regarding rigorous minimum standards upon which any College/program may modify to increase rigor or to align with accreditation standards. Over the summer, Dr. Komuniecki and her staff along with the UT Registrar's office reviewed the document for purposes of operationalization within the Banner System. A couple difficulties were discovered. It is possible that an amendment to the document will be brought from GCEC to Graduate Faculty in the near future after additional fact finding is completed. We are confident that the policy can be implemented in Spring 2010. Dr. Komuniecki will speak to the current grading policy and handbooks for HSC and MC students in her upcoming report. In the interest of time today, I respectfully ask all of you to remain patient regarding this issue. Instead of providing you a lengthy summary of the issue that might require an amendment, I would ask that we defer the discussion until fact finding is complete and a proposal with rationale composed.

Dr. Pocotte reported that since July she has been representing Graduate Council at the monthly meetings with the two Provosts, Deans and Faculty Senate Executive Committee. The Provosts conduct these discussions for the purpose of communication, problem solving and rumor busting among other things. Occasionally the President attends. As you may have heard through other means, the President is initiating a process of thoroughly reviewing the University Strategic Plan (Directions Document) that is now three years old for the purposes of deciding whether it should be "recalibrated" to take into account the dramatic changes of the past three years. He is not suggesting it be thrown out or totally revised. Dr. Pocotte recommended to Council rereading the Directions Document to see what pertains to the Graduate Faculty. She asked Council to let her or others on the GCEC know if and how you would like Graduate Council to be part of the process.

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

Dr. Komuniecki reported that the College of Graduate Studies (COGS) has been very busy over the summer. She stated it is the mission of COGS to recruit the best graduate students, help them during their time here and assist them with graduation clearance. She provided a review of recent activities:

New Policies/Updates:

- **Handbook for Theses and Dissertations** - was an action item from March 2009 and we have worked to incorporate requirements of the COGS.
- **Enrollment** - Today is the official census day for enrollment. Graduate headcount is up 4% and double digit increases in FTE were seen engineering (26.9%), business (23%), nursing (11.3%) and medicine (8.1%) over fall 2008. Congratulations to all the faculty and graduate program directors that worked so hard to recruit new students.
- **Orientation** – We had almost 400 new graduate students on Main Campus and 200 on the Health Science Campus, and 365 at the Teaching Assistant Training program. Each program was held the week prior the start of fall term. Kudos to the staff in COGS, particularly Tammy Oelkrug and her team, for making this happen seamlessly. Thanks also to any of you that assisted with one of our orientation sessions.
- **New TB Screening Policy**– World Health Organization has identified 29 countries with endemic multidrug resistant TB. In the interest of student health and wellness, a new UT policy was created by a team from Medicine, International Services and Admissions and COGS and implemented this fall. All new and continuing students from an identified country must be tested. If a student tests positive then a designation of HH (health hold) on a student's account and the Student Medical Center must do a follow

up screening. A positive result could mean the person has latent TB, but once the student starts treatment he/she can attend classes. About 380 new students were tested with the Quantiferon test (QFT) and 56 positives were found and referred for additional screening. Letters will go out soon to continuing students originating from those countries to inform them about the QFT necessary screening. The QFT cost is \$36.

- **Applications** –On August 12th COGS rolled out a completely on-line application. The application can be completed and submitted electronically, including letters of recommendation. The application rolls into Banner the day it arrives and the applicant information is available in web extender the next day so that departments and programs can begin their review more quickly. Applicants can check their own admissions status against a checklist. Transcripts will still be sent by mail, reviewed by the COGS admissions analysts and indexed. We believe that this is a tremendous advance and will improve the speed with which departments and programs can access their applicant pool and get decision pages generated. COGS has requested that departments/programs review their requirements to ensure that we have the most up to date guidelines and requirements. Admissions Manager, Debbie Andrews, and her team took the lead in making the application a reality and she will be conducting Webextender workshops for graduate program directors and associate deans.
- **COGS Organization** – We were happy to welcome the new Associate Dean for Graduate Studies on the HSC, Dr. Thea Sawicki (replacement for Dr. Michael Bisesi). However, two weeks ago, COGS lost a 0.75 Admissions Analyst 2 position in HSC COGS office (Ms. Theresa Langenderfer) due to workforce reductions mandated by the state budget conditions. Last week, one of the MC Admissions Analysts 2, (Ms. Amanda Jemmott), took a new PSA position in Grants Accounting. Her last day in the office will be this Friday. Given that we processed over 4,000 applications last year, we have a request into the Position Justification Committee (PJC) to replace that CWA position.
- **Graduate Opportunity Assistantship Program (GOAP)** – This program provides funding in the form of assistantship support for graduate students in an attempt to broaden participation in graduate education. COGS provides support for the first year at the master's level and for two years at the doctoral level. The departments support the students the second and third/fourth years respectively. We have eight continuing GOAP students and recently were given enough funding to bring the committee together last week to make selections for AY 2009-10.
- **Professional Development** – You are all aware of the COGS admission and graduation functions, but one area that we believe needs increasing emphasis is support our graduate students by providing professional development opportunities. We are planning a series of workshops to provide students with skills to help them be successful graduate students, work effectively with their research mentors, as well as long range career planning. Keep in mind that only 25% of graduate students go on in academic careers, so we want to assist students in appreciating the breadth of professional careers available.
- **Budget issues** – First, I would like to clarify a statement made by President Jacobs during a recent Town Hall meeting. When he referred to 'unused stipends', he actually meant the 7% of the FY09 budget that had been 'frozen' due to State budget downturns. Although COGS requested increases in both the stipend and tuition scholarship budgets for FY10, the budget climate in the State made increases in stipends problematic. As a review, COGS was authorized to release 80% of the FY09 budget in February, then 90% in early May, and finally 93% in July. Thus, the FY10 stipend budget was held at 93% of FY09 budget. No continuing students were impacted by this, but of course recruitment of new students was limited in some areas.
- **Tuition** - COGS recently received increased funding to cover the mandated tuition increases (a minimum of 6% with some higher figures in professional programs) as well as some additional funding to support tuition matches to grant and contract awards. In past years, colleges typically had to take these matches out of their allocation, and we wanted to create an environment which supports these research and external contract endeavors.
- **Academic Standards** – A set of standards for graduate students was put together to reflect the minimum graduate standards. COGS reviewed to determine implantation issues, particularly with Banner. The

document was going to be implemented in spring 2010. We are asking the HSC administration to work with us as well and will provide an update.

Dr. Hottell thanked Dr. Komuniecki for her efforts in securing tuition waivers. That funding will provide an opportunity for high school teachers to pursue Master's degrees in Foreign Languages.

Upcoming Events/Activities:

- **National Research Council (NRC)** – NRC will release a major report on Ph.D. completion rates this fall with key indices of graduate student performance and graduate program depth. The data was gathered in 2005 for the previous five years, so we will need to realize that all the information was gathered pre-merger of UT with the former Medical University of Ohio.
- **Higher Learning Commission** – The Accreditation Site Visit will occur in 2012. The self study process is now underway with the steering committee already formed and meeting and the criterion committees being formed now. It is important to mention that since 1999 there has been no systematic program review. On the graduate program side, we plan to begin the process of program review this year and will certainly engage the Graduate Council with this most important activity. It will not be an external review.
- **Professional Science Master (PSM)** – This is an exciting new initiative and I will be bringing more information to Council soon. The PSM is the '21st century equivalent of the MBA in the sciences'. It is a two-year M.S. program designed to blend advanced coursework in an emerging science discipline with key business courses and an internship, rather than a bench research, culminating experience. Currently, there about 140 programs at 65 institutions in 25 states across the country.
- **RACGS/OBOR** – Vice Chancellor position is currently vacant; Dr. Barbara Gelman-Danlye has accepted the position of President at Rio Grande University and we are awaiting news of her replacement. She had replaced Dr. Harry Andrist in that position last spring.
- **Annual Meeting of the Graduate Faculty** – is slated for Wednesday, October 7, 2009, 4:00 – 5:00 p.m., on the Main Campus in Student Union 2852. Will have a PowerPoint presentation and benchmarks.

Dr. Hottell mentioned there was an internal review of master's programs in 2004. Dr. Dowd, one of the panelists at the COGS spring workshop entitled "Job Seeking Strategies in a Tough Economy" commented that one of the questions asked by the attendees was "How do I start a business?"

Information and Discussion Items

Representatives to Graduate Council and Research Council

Dr. Pocotte stated a representative from the College of Medicine is still needed to replace Dr. Sawicki as an elected member to the Council and as a representative to the Research Council. She suggested Council members speak with elected members from the College of Medicine to determine if they are interested.

Dr. Amira Gohara was nominated, but respectfully declined. Dr. Randy Ruch was nominated, but was not present at today's Council meeting. Dr. Marthe Howard was also nominated. Dr. Pocotte said she will contact both nominees to follow up. Elections could be held at the next meeting.

Option to Alternate Graduate Council Meetings Between Main Campus and the Health Science Campus

There is interest in alternating the meetings of the Graduate Council to take place on both campuses. The Dana Center has a room that will work for this size group and parking is good. There was also discussion on whether the starting times for Council meetings could be changed slightly to accommodate a conflict with a standing meeting on the HSC for Dean Komuniecki and Associate Dean Sawicki. Discussion ensued.

Dr. Schneider suggested use of a dedicated shuttle for Council members to travel to and from MC and HSC for the meetings. The shuttle would only stop at the destination campus. Dr. Hottell suggested that any

time/location changes only affect the spring meetings since faculty have already made plans this semester based on the meetings occurring on MC.

Standing Committee Reports

None.

Organizational Reports

Report of the Graduate Student Association

Mr. Thihal Ponnaiyan, President of the Graduate Student Association, reported the first meeting of the GSA is slated for next Wednesday, September 16, 2009. The GSA has expanded to now include a total of forty students representing each department on campus.

Old Business

None.

New Business

None.

Adjournment

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