

**Graduate Council Minutes  
December 8, 2009**

Present: Jamie Barlowe, Barbaranne Benjamin, Karen Bjorkman, Frank Calzonetti, Wendy Cochrane, Dwayne Demedio, Michael Dowd, Lee Ellis, John Gaboury, David Giovannucci, Amira Gohara, Hans Gottgens, Mohamed Hefzy, Wayne Hoss, Ruth Hottell, Dong-Shik Kim, Patricia Komuniecki, Joel Lipman, Sakui Malakpa, Geoffrey Martin, Gary Moore, Azadeh Parvin, Kelly Philllips, Nick Piazza, Susan Pocotte, Thihal Ponnaiyan, Benjamin Pryor, Ram Rachamadugu, Patricia Relue, Randall Ruch, Dorothea Sawicki, Barbara Schneider, Mark Templin, Hermann Von Grafenstein

Absent: Krishna Shenai, Frederick Williams

Excused: Lawrence Anderson, Brian Fink, Richard Komuniecki, Anand Kunnathur, Joseph Margiotta, Sheryl Milz, Dianne Smolen, Robert Sullivan, Amy Thompson

Guests: Elsa Nadler

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

The Minutes of the November 17, 2009, meeting 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

Dr. Pocotte reported the Graduate Council Executive Committee (GCEC) met on December 1, 2009, and spent a great deal of time discussing Academic Standards. There have been several meetings and continued discussions since the inception of the draft document this past spring semester. This will be brought to you today as Item C on the agenda.

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

Dr. Komuniecki reported on the following:

• **OBR Doctoral Set Aside Update**

At its last meeting, Dr. Komuniecki informed Council that OBR is changing the formula for the doctoral set aside for state universities in an attempt to be more “dynamic”. Starting with FY2010, 10% of the doctoral subsidy received will be attributed to the new formula. Each successive year there would be an additional 10% shift to the new formula –thus, after 10 years, 100% of the doctoral subsidy received would be attributed to the new formula. Since our last meeting, the IUC Provost’s group and the ROC have met and this issue was discussed. Currently, the breakdown of the set aside has shifted as follows: 60% for degrees awarded with the remaining 40% split 25% for research funding and 15% for other measures (to be set by the IUC Provosts). That latter may be the presence or absence of a program review process-hence another reason for us to get ours on track. Dr. Komuniecki will attend the RACGS meeting this Friday where all graduate deans will be asked to discuss this collectively. She will make a recommendation to the Provost for the IUC Provost’s Group vote on December 21, 2009.

• **Spring Registration**

Dr. Komuniecki urged Council to encourage doctoral students (supported by GA’s, RA’s, TA’s) to register for 12 credit hours, rather than 9, for spring term 2010. Additional tuition funding will be provided to the colleges to cover this request. This is critical as you may recall that UT has not been hitting the old doctoral cap of 4.9%, but actually closer to 4.5%, as she mentioned at the last Council meeting.

That 0.5% difference results in loss of about \$1M in subsidy coming back to UT, which is sorely needed. Keep in mind that 90% of the subsidy that we will receive this year is still based on the “old formula”.

- **Update on the Federal Directives on Research Ethics**

As mentioned previously, there is a new NSF mandate for institutions to provide appropriate programs “to facilitate the ethical conduct of research” effective January 1, 2010. Jim Trempe will be coming to Graduate Council in January to provide the information as to how UT will be complying with this request. Now, NIH has also mandated a similar requirement for some NIH funded investigators, and he will also provide information for us on how this will impact graduate faculty and their students and research staff. New protocols may require all graduate faculty take an on-line “class” on RCR (responsible conduct in research). This will directly impact individuals on training grants and with K99/R00 awards, but not the R01’s.

- **GOAP Awards Available for Spring 2010**

Additional funds have been identified to support up to 10 GOAP students (5 will be replacements for 5 students graduating this fall). COGS pays the stipend for the first year and the corresponding department pays the second year, with COGS paying all the tuition. The GOAP is reformulated GMAP, which was broadened without limitations on ethnicity. It is available to most programs except some of the professional programs. Students can apply online on COGS website. Although today is the official deadline, applications will be accepted until Thursday, December 10, 2009. The GOAP committee will meet next week to select recipients.

- **Program Inventory**

Program inventory continues as college associate deans are sending Dr. Komuniecki their updates to ensure that UT has an accurate listing of all graduate programs and certificates.

- **Issues for Future Discussion**

- Higher Learning Commission (HLC)

The self-study process and accreditation visit is expected to occur late 2011/early 2012. Graduate education is a major area of the study. The five criterion committees are already meeting to begin the data gathering process. Dr. Komuniecki is serving on the Criterion III that is tasked with examining student learning outcomes/assessment, and as the process unfolds, she will keep the Council informed and may need to establish an ad hoc self-study advisory committee.

Dr. Barlowe expressed the need for additional representatives to these committee come from the Graduate Council. In particular, to chair some of the work groups. She stated that “this is an opportunity to have your voices heard.”

- Program Review Committee

The committee is almost ready to meet while awaiting replies from a couple of colleges and can expect to begin their work in January 2010.

- “Recalibrating Directions”

As most of you are aware, the President has asked that we review the existing Strategic Plan, the “Directions” document that was prepared at the time of the merger three years ago. For the past month about six work groups have been meeting to review different charge areas (‘distinctiveness’, mega trends, community connections, education revolution, Directions document review, infrastructure oversight). Dr. Jacobs has asked that Dr. Jamie Barlowe co-chair this process with Mr. Chuck Lehnert with a view to completing the work by end of spring term. Dr. Komuniecki serves on two of the groups. One is reviewing the progress we have made on each of the 70 or so objectives in the six strategic areas and the other is Community Connections/Engagement.

Strategic Directions II focuses on graduate and professional education. Dr. Komuniecki asked Council if they haven't looked at that one in a while, to please take a moment to review it and send her thoughts as to our progress in each of the areas. That will provide an additional faculty voice in the process.

- **Announcements**

Fall Commencement is Saturday, December 19, 2009, at 10 AM. Three volunteers are needed: two marshals and one reader. Drs. Ben Pryor and Thea Sawicki agreed to serve as marshals and Dr. Steven LeBlanc as the reader.

- Graduate Enrollments-Spring 2010  
Currently showing >7% overall increases in both headcount and FTE. Encourage potential students to come start their programs in spring if possible, and have them register for 12 hours.
- Applications  
As of 12/3/09 COGS had received >1,100 applications: 90% of them used the new online application process (70% to MC programs and 30% to HSC programs).
- COGS Holiday Open House  
Please stop by UH 3190/3240 to share some holiday cheer between 12 noon – 2:00 p.m. on Wednesday, December 16<sup>th</sup>.

### *Information and Discussion Items*

#### Electronic Archiving for Theses and Dissertations

Dr. Pocotte stated that at its November 17, 2009, meeting, Council passed the motion:

“Effective Spring Semester 2010, the College of Graduate Studies requires students to submit master’s theses and doctoral dissertations in electronic format as specified by the Handbook for Preparation of Graduate Dissertations and Theses.”

Following that vote, we discussed the options for archiving theses and dissertations. The following motion was proposed by Dr. Hoss and seconded by Dr. Sawicki. We did not vote on the motion at the November 17<sup>th</sup> meeting because numerous Graduate Council members needed to leave and we lost quorum. We need to complete the discussion on the motion and vote.

**[Motion: Require electronic archiving of theses and dissertations.] Approved with 1 opposed and no abstentions.**

A second motion was presented by Dr. Piazza, however per Robert’s rules, we could not formally act on this motion until Dr. Hoss’ motion is handled. Dr. Piazza suggested that UT create and maintain a repository for its ETDs so that it holds an archive of the intellectual legacy and property of UT and to ensure we would always have free access to our own documents. Since we are submitting the documents in an electronic format, it should not be difficult to create and maintain a repository for these documents. Otherwise, they would be maintained by a third party vendor only. Dr. Hottell seconded.

Dr. Pocotte suggested that additional information be provided by IT and the Library as to how this can occur. Dr. Gaboury clarified that there are already two repositories, OhioLink and ProQuest, adding that everything is already cataloged in OhioLink.

Dr. Piazza stated that while there is no cost currently to access OhioLink and ProQuest, should that policy change in the future, UT would not want to be in a position to be forced to buy back what we already own. Dr. Komuniecki noted that departments and colleges can continue with the option to maintain their own copies. Dr. Pryor agreed there are advantages to storing locally and recommended that Council take a more active role by studying the issue further. Dr. Pocotte suggested an ad-hoc group be created and charged with pursuing additional study on this issue. Dr. Hefzy pointed out that we are the first university to do in-house archiving and that additional archiving carries a cost redundancy.

There was discussion on possible storage methods, searchable database or server storage, whereby cost is minimal. Our IT department can provide input in this area. Dr. Relue added that since theses and dissertations area already submitted electronically, an additional step that saves and stores the document would be at minimal effort, thus eliminating the need to hire an individual for that purpose. It was suggested that the Alumni office may have interest in supporting this.

**[Motion: The University of Toledo should create and maintain a repository for the electronic storage, archiving and retrieval of master's theses and doctoral dissertations.] Approved with 7 opposed and no abstentions.**

Dr. Dowd suggested an ad-hoc work group be created with the charge of investigating options and implementation issues of the motion. Council was in agreement. The following individuals volunteered to serve: Michael Dowd, Benjamin Pryor, Nick Piazza, Patricia Relue, and John Gaboury.

#### Research Funding Update

Dr. Frank Calzonetti distributed a copy of *Innovation Enterprises Annual Report FY 09* with the Graduate Council. This publication presents a brief compilation of charts describing sponsored activity at The University. Innovation Enterprises (IE) is the new name for a larger group in Research and Development, Technology Transfer, Incubator, Grants Development and ST Corridor. The annual report provides several funding summaries including that of major federal sponsors, percentages of federal vs. state funding, and funding by college. He noted there was a dip in funding with the merger, but that we have recovered nicely. What is not shown is scholarship. Our goal is \$100M by the year 2012. Non-federal support has been successful in the Third Frontier, but will expire this year. It is should be on the ballot in May for renewal. He is optimistic about federal research funding with the Obama administration's commitment to science. Dr. Bjorkman asked if this report includes federal stimulus funds for FY '09. Dr. Calzonetti replied that was not included in the FY '09 but is expected to be included in FY '10.

Dr. Calzonetti pointed out that IE is an internal operation within the University with 501(c)(3) as its sole member. Investments in start-ups that have collaboration with UT would look much like Rocket Ventures, similar to the RGP. We have two entities; one within UT and one outside. IE will get an equity position in these companies. It goes through a check list and analysis group which can take several months to look at structure, marketing, and a business plan. This information will be included on the Research website.

Ms. Nadler pointed out that the grant writer's main job is to put the grant together. UT faculty should not need to hire outside grant writers who will charge considerable consulting fees. She said that her job is to help faculty develop large and complicated federal proposals and is always available for assistance. She noted that a grant writer is unable to write the technical sections of a proposal unless that person is an expert in the field. A grant writer's primary function is to coordinate, manage and edit. UT has received six to eight million dollars in stimulus funding, so far in FY 2010 with additional expected. It is one-time money with no renewals. Additional solicitations and opportunities will be forthcoming over the next several months.

***Standing Committee Reports***

**Report of the Membership Committee**

Dr. Hans Gottgens, member of the Membership Committee reported the committee met recently and reviewed 45 applications from the Main Campus for graduate faculty membership at the following levels. The committee did not review applications from the Health Science Campus. Dr. Komuniecki said that in the near future all applications for membership will be reviewed by the Membership Committee. Dr. Giovannucci had been charged with handling the review process on the HSC. There was a motion to accept the report. Report accepted.

Adjunct	1
Associate 1	5
Associate II	1
Full	25
Special	7

**Academic Standards Document – Status Update and Discussion of Draft Amendments**

Discussion on this item has been postponed until the next Council meeting in January due to the insufficient time remaining at the current meeting.

***Organizational Reports***

**Report of the Graduate Student Association**

None.

***Old Business***

None.

***New Business***

None.

***Adjournment***

There being no further business the Council adjourned at 1:47 p.m.