

## **Graduate Council Minutes September 7, 2010**

**Present:** Jamie Barlowe, Michael Bechill (GSA), Barbaranne Benjamin, Karen Bjorkman, Wendy Cochrane, Michael Dowd, Brian Fink, Max Funk, John Gaboury, David Giovannucci, Kay Grothaus, Hassan HassaElnaby, Mohamed Hefzy, Paul Hong, Patricia Komuniecki, Peter Lindquist, Joel Lipman, Sara Lundquist, Joseph Margiotta, Sheryl Milz, Surya Nauli, Azadeh Parvin, Frank Pizza, Susan Pocotte, Patricia Relue, Randall Ruch, Kathleen Salyers, Dorothea Sawicki, Robert Sullivan, Mark Templin, Amy Thompson, Hermann Von Grafenstein

**Absent:** Amira Gohara, Wayne Hoss, Dong-Shik Kim

**Excused:** Lawrence Anderson, Frank Calzonetti, Richard Komuniecki, Anand Kunnathur, Sakui Malakpa, Geoffrey Martin, Dianne Smolen, Matthew Wikander

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

The Minutes of the May 4, 2010 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**

On behalf of the Graduate Council Executive Committee (GCEC), Graduate Council Chair, Dr. Mark Templin, welcomed everyone to the first Graduate Council (GC) meeting of the 2010-2011 academic year. He read two resolutions from the May 4, 2010 Graduate Council meeting in recognition of past GC chair, Dr. Susan Pocotte and past GSA President, Mr. Thihal Ponnaiyan, and the GSA organization. The formal resolution certificates were presented to Dr. Pocotte and Mr. Michel Bechill on behalf of the GSA. Mr. Ponnaiyan's certificate will be mailed.

#### ***Ad Hoc Committee to Harmonize Graduate Student Handbooks***

Dr. Templin reported that GCEC had responded to a request from Dean Komuniecki that an ad hoc committee be established to work toward harmonization of the Main Campus (MC) and Health Science Campus (HSC) Graduate Student Handbooks. Committee volunteers to date include Drs. Patricia Relue, Michael Dowd, Dr. Susan Pocotte, and Dr. Dorothea Sawicki. Tammy Oelkrug and Michelle Arbogast from the COGS Dean's office will also serve on the committee. COGS is currently looking at the tracking procedures of graduate assistants (GAs) working off campus outside their assistantship so they are not overextended. It is difficult to enforce, but discussion is worthwhile. Dr. Patricia Komuniecki commented the COGS has a procedure in place for tracking GA employment on the UT campus but outside the scope of the assistantship. COGS is working to incorporate those guidelines into a standard letter of offer.

#### ***Proxy/Designate Full Member of Graduate Faculty as Temporary Replacement***

As a reminder of the Graduate Council's substitution policy, Dr. Templin asked Council members to seek a replacement when they anticipate missing one or two meetings. A replacement must also hold Full Membership on the Graduate Faculty. When a member anticipates being unable to attend meetings on a long term basis, the member should notify Terri Hayes in the COGS office so that she can work with the appropriate college to identify the substitute (next highest vote getter).

*Graduate Student Affairs Committee*

Dr. Templin is seeking three Graduate Faculty members to serve on the Graduate Student Affairs Committee. The primary commitment of that committee is to work with the GSA representatives to plan the Graduate Student Research Symposium. Anyone interested should contact Dr. Templin.

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

Dr. Komuniecki welcomed everyone to the first Graduate Council meeting of the 2010-11 academic year. Many of you were here over the summer, but welcome back to those of you those were away from campus, and a special welcome to our new members. As we start the new academic year, Dr. Komuniecki gave some updates about graduate student issues.

- *Updates on our Graduate Students*

- Graduation Statistics for AY 2009-2010

To date, we have cleared almost 1300 students for graduation, including almost 300 this summer with graduation clearances still in progress.

- Enrollment

COGS processed 3612 applications (2663 on the MC and 949 on the HSC) and accepted 851 students into masters and doctoral programs on our two campuses: 646 on the MC and 205 on the HSC for an overall acceptance rate of 25%.

- Orientation

During the week of August 15th, COGS welcomed almost 600 students at the MC and HSC Orientations; 200 students also attended the TA training session on the MC.

- *Strategic Planning “Recalibrating Directions 2010” Update*

As most of you know, the former Chair of Graduate Council, Dr. Susan Pocotte, and Dr. Patricia Komuniecki were the co-conveners of the Goal 2 group that was focused on graduate and professional programs. The workgroup had regular meetings during spring term 2010 and made several presentations of its draft documents to GC and the “Meeting of the Whole” Strategic Planning group. Over the summer, the Goal 2 workgroup met several times to refine strategies and include metrics to assist in measuring progress toward meeting its four sub goals (quality, affordability, accessibility and economic engagement). The final draft is available on the UT Strategic Directions website. Next week, on September 16th and 17th, all stakeholders, including faculty, students and the community, are invited to participate in open discussion of the draft document before it goes to the BOT in October.

- *Program Review*

This year we will be taking a major step toward addressing the first of the Strategic Plan’s goals-Quality. We will be going through a focused process to review all 44 doctoral programs. Last spring, the GC Program Review Committee and Dr. Komuniecki worked on a template and timeline for this process.

- Currently, Institutional Research is working with COGS to populate the template with data in several major categories regarding numbers of graduate students accepted by each program, key entrance criteria (including GRE scores), and numbers of graduates for each of our doctoral programs.

- Those reports will be sent out to the academic colleges soon for their review of the data and response to additional questions addressing ‘quality’ of the programs, including placement of the program graduates and scholarly activity by doctoral students (conference presentations, publications, grants, etc.). Colleges will have about two months for this process and each Dean/Associate Dean is preparing for this activity.

- Dr. Komuniecki will convene the GC Program Review Committee to update them on their role in this process since they will be responsible for providing recommendations in one of 6 categories (ranging from High Quality to Disinvestment) for each program.
  - This will be an iterative process during the fall. COGS will make a review of the first submission to ensure that all aspects are addressed, and give the colleges an opportunity to provide additional information as requested.
  - The recommendations from COGS to the Provost and Chancellor are expected in spring term.
- *New Associate Dean Position*  
Dr. Komuniecki was pleased to announce that COGS has received approval to recruit a new Associate Dean who will work on major projects in support of graduate education. This year the primary focus will be on doctoral program review, assessment, and the implementation of the Goal 2 Strategic Plan, but there is also an opportunity for working on new program development and USO initiatives. The call for nominations and applications will be out soon with a short timeline. We hope to appoint someone in October. Those interested in learning more about this position or nominating someone should contact Dr. Komuniecki and watch the UT and COGS websites for the call for nominations and applications. This is an internal search for a tenured faculty member holding Full Graduate Faculty status who has significant experience with graduate programs at UT.

#### *NRC Data Based Assessment of Research Doctorate Programs*

In 2005, the National Research Council (NRC) conducted a survey of 4838 doctoral programs in 62 fields at 212 institutions including the former UT (Main Campus and HSC research doctoral programs). The NRC used a new research methodology and it has taken years to conduct the analysis. The release has now been set for September 28, 2010. Given that this assessment was done on a pre-merger UT, and the report is so late in its release, it is difficult to determine whether any useful information will be gained, but Dr. Komuniecki stated she would keep the GC posted on the report.

#### *Professional Development*

Registration is now open on the COG website for the fall professional development programs. Please remind your students as appropriate.

- There are 14 programs during the coming year ranging from Foundation programs, through Career Development, Writing Workshops (new this year) and Thesis/Dissertation Workshops.
- Hundreds of students from both the MC and HSC attended these programs last year and we hope to get the word out even better this year. Dr. Komuniecki asked Council to help spread the word.

#### *Publicity*

For several years, UT has had an aggressive marketing campaign (the “More” campaign) focused primarily on recruiting new direct from high school undergraduates. Last spring, COGS began to work with Marketing and Communication to expand their focus to attract adult learners interested in learning more about our graduate and professional programs. As a start in the process, COGS has a new print ad out in the fall issue of Toledo Magazine.

#### *Reminders for your Students*

- *Plan of Study and GRAD Forms*  
Please remind your students to complete their plan of study and GRAD assurances forms as early in their career here as possible. This is particularly critical in the biomedical areas where human subjects, animals, radiation or biohazardous materials may be used in the student’s research.

Forms are available on the COGS website under the current students' forms section. Failure to obtain the appropriate research compliances (from IRB or IACUC, for example) can result in delayed graduation clearance of the inability to publish thesis/dissertation work.

- *'Outside' Employment Form*  
 As mentioned by Dr. Templin, COGS has revised the form for on campus work 'outside the scope of the graduate assistantship'. This form has clarified several areas and is available on the COGS website. Please remember that graduate assistants cannot start work outside the scope of their appointments without completing this form and getting appropriate approvals prior to commencing work. For questions, contact Mary Main in the COGS office. As a reminder, students receiving graduate assistantships from UT are not permitted to have employment off-campus.
- *ETD Forms*  
 With the recent GC approval of the electronic theses and dissertations, new forms needed to be created and they are now available for our students on the COGS website under current students' section.

***Information and Discussion Items***

Update on Electronic Archiving of Theses and Dissertations

Dr. Patricia Relue reported that IT will utilize SharePoint for several projects, including the electronic archiving of theses and dissertations. This should allow the student to log on and enter his/her information, creating a notification to the advisor. The system allows for collaborative interaction between the student and the advisor. All versions of documents would be tracked before final upload to OhioLink and repository. Where it is preferred to work in hard copy, only the final copy would be uploaded. Dr. Dowd added that the system can be utilized at the beginning or end. Notes are maintained and would be considered person-to-person communication. He credited Dr. Godfrey Ovwigho for his support of this project. Dr. Komuniecki added there will be some discussion with the COGS staff on feasibility and streamlining.

Dr. Milz suggested the system be used for projects even though they don't need to be uploaded. Dr. Hefzy asked whether incorrect data could be removed. Dr. Dowd responded that versions can be deleted. Dr. Relue concluded her report by suggesting an IT representative be invited to a Graduate Council meeting to discuss system capabilities.

***Standing Committee Reports***

Report of the Membership Committee

Dr. Mohamed Hefzy, Membership Committee chair, reported the recommendations of the Membership Committee from its summer 2010 deliberations. There was a motion to accept the report. Report accepted.

<i>Category</i>	<i>MC</i>	<i>HSC</i>	<i>Total</i>
Adjunct	5	0	5
Associate I	3	1	4
Associate II	1	1	2
Full	9	2	11
Special	4	1	5
Pending	0	1	1
Total	22	6	28

## ***Organizational Reports***

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

- *Introduction and Thank You*

Mr. Michael Bechill, President of the Graduate Student Association, introduced himself as a third year Ph.D. student in the Biomedical Science program specifically in the department of Medical Microbiology and Immunology. He thanked the University of Toledo Graduate Council for the resolution recognizing the Graduate Student Association for its work with graduate students during the 2009-2010 academic year. The GSA would like to take the momentum from last year and make this year an even greater success.

- *Web site*

Mr. Bechill updated the GC on the GSA web site. The web site has had a lot of activity and visits raising the profile of GSA and UT as a whole. In one month, from August 6th to September 6th the web site has had 323 hits. Since its creation on October 7, 2009 the web site has had 4,349 hits, from 40 countries. Domestically the web site has been visited by people in 40 states plus the District of Columbia. The web site is updated several times a week, sometimes undergoing as many as two dozen revisions. The GSA hopes to continue to utilize the web site as a tool to increase GSA's profile.

<http://www.utoledo.edu/graduate/currentstudents/additionalresources/gsa/index.html>.

- *Meetings and General Assembly*

The GSA has a representative body called the general assembly. The general assembly meets the third Wednesday of each month at 6:00 p.m. on alternating campuses. The meeting information can be found on the GSA web site. Mr. Bechill requested nominations be made to the general assembly from each Graduate Council representative. These appointments should be made as soon as possible. The first general assembly meeting is Wednesday September 15, 2010 at 6:00 p.m. in the Health Education Building Room 105 on HSC.

- *Events*

The GSA has had multiple events including: advertising for the Council of Biomedical Graduate Students (CBGS) career research forum, a tailgating party at the UT vs. Arizona game, and a future paintball event. All events are advertised on the GSA web site and on their Facebook page.

- *Midwest Graduate Research Symposium*

The Midwest Graduate Research Symposium will be held on March 26, 2011 in the Memorial Field House. The GSA has been in the process of finding this year's keynote speaker. All information can be found on the GSA web site.

### ***Old Business***

None.

### ***New Business***

None.

### ***Adjournment***

There being no further business the Council adjourned at 1:46 p.m.