

**Graduate Council Minutes
February 22, 2011**

**12:30 – 2:00 p.m.
Main Campus
Student Union Room 2582**

Present: Lawrence Anderson, Jamie Barlowe, Michael Bechill (GSA), Barbaranne Benjamin, James Benjamin, Karen Bjorkman, Michael Dowd, Mary Ellen Edwards, Timothy Fisher, Max Funk, David Giovannucci, Hassan Hassab-Elnaby, Wayne Hoss, Jon Kirchhoff, Patricia Komuniecki, Peter Lindquist, Joel Lipman, Sara Lundquist, Holly Monsos, Surya Nauli, Azadeh Parvin, Frank Pizza, Susan Pocotte, Benjamin Pryor, Patricia Relue, Charles Rop, Linda Rouillard, Dianne Smolen, Mark Templin

Absent: Amira Gohara, Paul Hong, Dong-Shik Kim, Anand Kunnathur, Kathleen Salyers, Amy Thompson, Hermann Von Grafenstein,

Excused: Brian Ashburner, Frank Calzonetti, Wendy Cochrane, Brian Fink, Kay Grothaus, Mohamed Hefzy, Joseph Margiotta, Sheryl Milz, Randall Ruch, Dorothea Sawicki

Call to Order and Roll and Approval of Minutes

The Minutes of the January 25, 2011 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. Mark Templin reported that the GCEC will appoint a committee to review the Graduate Council Bylaws and Graduate Faculty Constitution; two members from Council and two graduate faculty at large. Nominations should be sent to Dr. Templin. The GCEC has reviewed the Student Handbook and discussion of that is on today's agenda as item #3 of Information and Discussion Items.

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

Dean Komuniecki provided the following updates:

• *Budget Updates*

COGS had its pre-budget hearing last week. We proposed a 3.5% tuition increase (and received feedback that it is likely that the increase will be 7%), and requested approval for several new fees as potential offsets for the budget reduction target. The fees included a mandatory COGS Orientation fee (\$100), a new Thesis/Dissertation Services Fee (\$50/student) and two fees that would primarily impact students that have stopped out from continuous graduate work at UT: a readmission fee (\$50) and a course re-certification fee (\$50/course). The total projected new revenue would be almost \$300,000 even using conservative numbers of students. These fees would be used to support COGS activities for graduate students.

New Fee-Name	Fee	Volume (# of students)	Income generated
Orientation	\$100	1,000	\$100,000
Thesis/Dissertation	\$50	1,154	\$57,700
Re-Admission Fee	\$50	~100	\$5,000
Course Re-Certification	\$50	500	\$25,000

(fee/per course)			
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Our budget target of \$290,000 would be offset by 50% in revenue enhancements. We continue to think of ways to provide quality services while enhancing revenue. For example, we would like to recapture the submission fee for doctoral dissertations to ProQuest in addition to expanding it to include master's theses (\$50). This would result in ~\$60,000 in new revenue given that approximately 1,100 graduate students graduated last year. We are also considering a modest readmission fee. In the past, we had not charged a fee for this service, but considering that readmission is an additional admissions process, it seemed reasonable to assess a corresponding fee. On average, about 100 students request readmission per year. A fee for graduate student orientation was a feasible approach versus a required graduate orientation course (1 credit hour) which proved problematic. An additional hour would put many students over the 15-credit hour threshold. Currently, the graduate student orientation is voluntary, but given the importance of the information provided, it should be mandatory.

Dean Komuniecki asked for Council input on the possibility of assessing a small continuous enrollment fee, since currently, the University is not credited for servicing students.

The enhancements could offset cuts to COGS and keep tuition and scholarships in line. UT is second in the State in highest tuition rates for both residents and non-residents at a total of \$12,896 for full-time enrollment for an in-state resident (including general fees and parking); Cincinnati is at \$13,836. The full-time fee does not include student health insurance which is currently at \$2,000 for the middle tier level. The University of Michigan covers this.

COGS conducted an online orientation program for spring semester 2011 and is looking at reports to analyze usage of the online program so we can determine the time spent on each module. It should help minimize plagiarism issues at the graduate level.

- *COGS Campaign*

Like other Deans, Dr. Komuniecki has been asked to provide several major goals to the Office of University Advancement for inclusion in the Capital Campaign. Obviously, unlike academic colleges, COGS cannot request funding for endowed chairs/professorships or new facilities, and will, of course, seek scholarship funds for graduate students. Dr. Komuniecki asked Council members for their thoughts, a wish list if you will, on what COGS might want to include in its case statement that is due next month. It is her hope to partner with the academic colleges in order to offer more scholarships for students, including establishing a progress fund to augment graduate student travel.

- *COF 2.0*

UT sent in an LOI for the second RFP for "Choose Ohio First" and this time the specific focus is STEM programs, with a graduate component. Dean Komuniecki is working with the Office of Research on this initiative and is aware of several proposals under development, including the BPG pipeline program between the Colleges of Natural Sciences and Mathematics and Medicine, a proposal from the College of Engineering, some science education proposals from JHCOEHS and one from the Department of Physics and Astronomy.

- *COGS Exit Survey*

The Exit Survey for students anticipating graduating this spring will go live on the COGS website this week. This survey has been use by COGS for about five years, but the response rate has been low, so we are now including it on the graduation checklist to get better feedback from our students as part of our ongoing assessment focus. This is short survey (27 radio button/drop down menu questions) and will not be taxing for our students. Some units also have required exit surveys for their accrediting bodies, but the COGS survey will neither interfere with nor replace any of those. It is import to gain feedback from our students as they are leaving.

- *Curriculum Proposal Processing*

In order to track curriculum proposals for the remaining part of this academic year while we are waiting the restoration of the old CTS system, please find the Curriculum Committee link

<http://www.utoledo.edu/graduate/facultystaff/gradcouncil/curriculum/index.html> under the Graduate

Council on the COGS website to track the status of proposals (submission, receipt, review and approval).

As a reminder, we are in the process of creating new forms that will ultimately be used in a new system developed by an external consultant (SharePoint) working with Marcia King-Blandford in the Provost's office.

- *Graduate Degree Audits*

COGS is in the process of developing a two-phase project to provide degree audits for our graduate students. Now that the AY 2009-10 Catalog has been updated, and Banner 8 is available, we are in the process of working with the Registrar's office to provide two aspects of degree audit: 1) will essentially be the graduation checklist audit (i.e., has the student completed all paperwork needed to graduate) and 2) the curricular degree audit (i.e., has the student completed all of the requirements for the degree program). We hope to roll out phase one no later than fall 2011 and the phase two curricular degree audit no later than fall 2012.

- *Announcements:*

- Deadline for COGS Fellowships, Scholarships and Awards Applications is March 21, 2011.

- Professional Development - next sessions are:

- Overview of the Electronic Submission Process for Main Campus Programs

Thursday, February 24, 2011, 12-1pm, Carlson Library Room 2000

- The Job Interview and Beyond

Thursday, March 17, 2011, 4-5:30pm, Student Union Room 2592

Following Dean Komuniecki's report there was discussion on whether there is a leave of absence policy and its effect on a requirement for continuous enrollment. Dr. Komuniecki replied that there is a policy on the HSC, but probably not one currently on the Main Campus, and that students receiving an approved leave of absence should be exempt. Dr. Anderson indicated that if these fees are not covered by financial aid, there is an incentive to the student to finish the program and not delay the thesis. Dr. Komuniecki added that if students are out of the program for two years, they must also reapply.

There was support for increasing scholarships for graduate students. A couple of suggestions were to offer entrance scholarships for top academic applicants and for COGS to act a co-signer on capital requests. Dean Komuniecki looks forward to engaging Mr. Vern Snyder in addition conversations. Dr. Dowd suggested that technical fees assessed by individual colleges should belong to COGS.

Concerning the COGS Exit Survey, Dr. Pryor suggested that a statement be included indicating the student data is confidential. Dr. Komuniecki agreed. Dr. Pocotte added that an Exit Survey is a useful tool as COGS is expected to develop an assessment of itself in regard to its services. It serves as a measure of accountability for an existing rationale.

Information and Discussion Items

Election of Vice Chair

Nominees for the position of Vice Chair of the Graduate Council were Dr. Michael Dowd and Dr. Peter Lindquist. Receiving a majority of votes, Dr. Dowd was elected.

Election of Executive Committee At Large Member

Nominees for the position of Executive Committee At Large Member were Dr. Peter Lindquist. Dr. Lindquist was elected by acclamation.

Academic Standards Update

Dr. Susan Pocotte reported that COGS has been working over the past year to sort through various requirements to develop a fair process. A major change was the E grade being removed from the standards. The goal was to create clarity in options for the U grade. Ohio State University uses academic fresh start and we have incorporated that in to our standards as well. Dr. Komuniecki said she would discuss the revised Academic Standards document with the college Associate Deans at their next meeting tomorrow. She pointed out that these standards serve as the baseline for COGS Academic Standards and will be published in the catalog. She asked Council members to share this information with their peers so that a finalized draft can be presented at the Graduate Council meeting of March 22, 2011 for vote.

Dr. Lawrence Anderson was concerned that incompletes turn into an F grade and that PRs should not be available other than for theses or dissertations. Dr. Patricia Relue pointed out that we must visit what is considered normal grading for our courses and we must look at whether the PR grade should be reserved for theses and dissertations and determine the impact on subsidy. New grade options would need to be added to the new graduate course proposal form.

Dr. Barbaranne Benjamin added that some academic programs already have a specific grading policy for the PR, in that it is reserved only for theses, dissertations and some practica. Others suggested that may not work well for multi-term practica. Dr. Dorothea Sawicki noted that in the DNP program the PR grade fits well.

Dr. Komuniecki noted that previously the IN grade was missed and needed to be tightened up. She also noted that PR is acceptable in multi-term courses and that it will count toward subsidy.

Standing Committee Reports

Membership Committee

None.

Curriculum Committee

Due to lack of time remaining, Dr. Patricia Relue, deferred the Curriculum Committee report until the next Graduate Council meeting.

Organizational Reports

Report of the Graduate Student Association

Mr. Michael Bechill, President of the Graduate Student Association (GSA) distributed a copy (attached) of the agenda for the February 16, 2011 meeting of the Graduate Student Association General Assembly, in which a major topic of discussion was a status report of organizational preparations for the Midwest Graduate Research Symposium slated for March 26, 2011; including the numbers of registrants, keynote speaker, donations and sponsorships received to date and the various symposium coordinators. Mr. Bechill thanked Dr. Patricia Komuniecki, Ms. Mary Main and Ms. Terri Hayes in the College of Graduate Studies for their support and assistance in advertising the many social events sponsored by the GSA.

Old Business

None.

New Business

None.

Adjournment

There being no further business the Council adjourned at 2:02 p.m.