

Graduate Council Minutes
January 28, 2020
Main Campus, Rocket Hall 1530

Present: Wissam AbbouAlaiwi, Brian Ashburner, Defne Apul, Tomer Avidor-Reiss, John Bossenbroek, Timothy Brakel, Amanda Bryant-Friedrich, Frank Calzonetti, Saurabh Chattopadhyay, Wendy Cochrane, Heather Conti, Raina Dawson (GSA), Christina Fitzgerald, Daniel Georgiev, Cyndee Gruden, Daniel Hammel, Mohamed Samir Hefzy, Terry Hinds, Andrea Kalinoski, Ken Kilbert, Abraham Lee, Song-Tao Liu, Michael Mallin, Marcia McInerney, Nagalakshmi Nadiminty, Kelly Phillips, Penny Poplin Gosetti, Patricia Relue, Barry Scheuermann, Beth Schlemper, Martha Sexton, Ozcan Sezer, Ruslan Slutsky, Susan Sochacki, Megan Stewart, Steve Sucheck, Varun Vaidya, Jerry Van Hoy.

Absent: Anand Kunnathur, Sara Lundquist, Geoffrey Rapp, Rebecca Schneider, Kandace Williams.

Excused: None.

Guests: Sara Clark, Gary Rafe, Quatez Scott, Xinren Yu.

Call to Order, Roll Call, and Approval of Minutes

The meeting was called to order and the roll called. The Minutes of the Graduate Council meeting November 12, 2019 and November 26, 2019 were approved.

Executive Reports

Report of the Executive Committee of the Graduate Council

On behalf of Graduate Council, Dr. Song-Tao Liu provided the follow report:

- *Nursing Curricular Proposals – Graduate Entry into Master of Science in Nursing*
(modified MSN track)
Chair Liu expressed thanks to the Graduate Council for electronic voting during winter break to approve graduate curricular proposals from the College of Nursing. The track is essential for the college to align with suggestion by their accrediting agency and to seek state-level approval in January 2020.
- *Curriculum Committee*
There are 60+ proposals for review. Spring semester 2020 committee chair, Dr. Ozcan Sezer is organizing efforts to provide a report at the next Council meeting.
- *New GC members*
Welcome new members, Dr. Terry Hinds from the College of Medicine and Life Sciences and Dr. Steven Sucheck from the College of Natural Sciences and Mathematics.
- *GCEC Meetings*
Board of Trustees, December 16, 2019

GCEC met January 21, 2020 and with the Provost the same week as well. We discussed the late fee assessment for graduate students. We have been in touch with Finance. The Provost is concerned and would like for Finance to communicate with COGS. The late fee was assessed one week before spring semester started. If students register later, during the week prior to classes, they do not incur a late fee.

- *GC Committees back-up or alternative members*
Members sometimes could not stay on a committee for the entire year due to sabbatical or other reasons. It is important to have a replacement from that specific college. Associate Deans may want to help consider identifying back-up for those committees so that they can continue their important work, especially the Curriculum and Membership Committees.
- Executive Vice President for Finance and Administration and CFO, Matt Schroeder will speak to Graduate Council on February 25th.

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

Dr. Amanda Bryant-Friedrich, Vice Provost for Graduate Affairs and Dean of the College of Graduate Studies provided the following updates:

- *Budget*
Discussed last year's budget cuts. COGS services have not been impacted.
- *Liaison Centralized Application Service (CAS)*
On January 30, Liaison will be on campus and will discuss CAS system across the University for acceptance of applications. Currently, there are 9 different CAS on campus. We will look at whether they are fully implemented and bringing them online for other graduate program admissions. If you are using CAS, we will get your feedback.

Discussion:

Dr. Patty Relue expressed concerns about higher application cost for students

Dean Bryant-Friedrich said the application costs will be taken into consideration. The CAS would be better for the university and increase visibility and streamline our process. There are considerations for implementation.

Dr. Barry Scheuermann inquired about this year's budget allocations.

Dean Bryant-Friedrich encouraged graduate programs to continue to admit the best and brightest students.

Research and Sponsored Programs Update

Dr. Frank Calzonetti, Vice President of Research gave an update on University Research Funding Opportunities external review programs and Research Council (RC) review programs.

URFO external review process starts with submission of a letter of intent. RC determines those to move forward and invites the PI to submit a full proposals, which then goes out for external review. It takes some time, however, the external review is very helpful. We pay for this.

URFO - EXTERNAL REVIEW PROGRAMS

Program	Invited	Received	Awarded FY 2019
Biomedical Research Innovation	5	5	4
STEM Research Innovation	2	1	0
Interdisciplinary Research Initiation	4	4	2

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Programs reviewed by the Research Council do not go out for review. These program are very competitive with a fund of about \$20,000. We receive more applications than we can support. 10 applications were submitted and we were able to support 4.

Research Awards and Fellowships (RAF) supports summer research projects. There are 3 separate subcommittees organized by research areas. A RC member cannot review proposals from his/her department as a means to avoid the conflict of interest.

URFO - RESEARCH COUNCIL REVIEW PROGRAMS

Program	Received	Awarded FY 2019
deArce-Koch Endowment for Medical Research	10	4
Research Awards & Fellowships (RAF) – Arts, Music, History, Humanities	3	3
RAF – Social Sciences & Services, Business, Economics, Education, Law	11	3
RAF – Natural Sciences, Mathematics, Engineering, Technology	11	3

Conflict of Interest Guidelines: Research Council members recuse themselves from reviewing deArce-Koch and RAF proposals submitted by applicants from their own department. Other conflicts are expected to be managed by the subcommittee.

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Discussion and Questions:

Some Council members commented that the letter of intent format was confusing and unclear as to the information sought. Needs to be in line with merits. There was not enough room for details. Details we couldn't fit into letter of intent.

Dr. Calzonetti stated that he appreciated the comments that his office would review the guidelines, instructions and the letter of intent to make clear for submissions next year. Research Council and subcommittee comments are taken into consideration. Last year there were 20 proposals for DeArce, so it is very competitive.

There was a suggestion to give small awards from \$2,000 - \$5,000 to help get the research get moving.

Dr. Calzonetti responded there is a small grants program for \$1,000 awards. URFO maximum award is \$50,000, but you can ask for less.

Report of the Graduate Student Association

Ms. Raina Dawson, Vice President of the Graduate Student Association (GSA) reported:

- *Representative Positions Open*
1 Engineering, 1 Natural Science and Math, 1 College of Arts and Letters
If student interested, please fill out form by Feb. 4th: <https://forms.gle/j2egNkcQ4GRVyfgLA>
- *Student Health Insurance*
RFP Committee met over winter break and continues to meet regularly
- *MGRS: April 4th, 2020 Main Campus Memorial Field House and Student Union*
Keynote Speaker is Dr. Kristen DeVanna, Assistant Director of Administration and Research, Ohio Sea Grant College Program <https://ohioseagrant.osu.edu/about/people/kristen-fussell>.

Registration is free open for all portals until March 13th. Please share and encourage your students to register <https://graduatestudentassociationblog.wordpress.com/mgrs/>.

Working on creating a new flyer using assistance from an outside graphic design group due to Marketing and Communications not responding accordingly.

- *Student Mentorship event with Dr. Daryl Moorhead*
Will be discussing with Dr. Moorhead what initiatives to follow-up as well as looking into creating a survey to gather data about graduate student perspective on mentorship, what we look for in mentor relationships, etc. to understand UToledo's experience. Dr. Moorhead spoke with administration and will be providing us an update soon.
- *Graduate Student Concerns to Explore*
Diversity
How we can use it for recruitment? What efforts and initiatives are being made to promote and improve graduate student diversity? What are other universities doing?

Parking

Due to graduate students having little income, what can the University do to support its students that are providing services to the University (GA, TA, RA, etc.)? Parking permit at UToledo is too expensive to pay each semester. What are other universities doing about parking? How can we lower costs to make more affordable to students?

Due to the increase in other graduate student organizations at UToledo, we believe the GSA should begin to act as a central hub of communication to encourage interdepartmental/ intersectional participation.

General Assembly meeting February 13, 2020, Main Campus Student Union, T-Section (3rd floor auditorium) 6-8pm. Will be sending invitation to various graduate student-focused student organizations to invite them to share their purpose and invite membership.

Information and Discussion Items

International Travel Registry

Ms. Sara Clark, Director of International Studies and Programs thanked the Council for inviting her to share information about UToledo's international travel registry. She was accompanied by Mr. Xinren Yu, Assistant Director for International Studies and Programs and Dr. Gary Rafe, Compliance Analyst in Export Control, Office of Research and Sponsored Programs.

Ms. Clark distributed copies of UToledo policy #3364-95-01 International travel registration by UT employee or students, put into place August 2017. The policy applies to those travelling on university-related business. The information and process has been tweaked. We have tweaked the information and process. The University does not support level 4 travel advisory. We are not approving your travel, unless level 3, we will be in contact. Countries designated to a level 3, there is an extra step, a form to be completed addressing precautions that is shared with your committee professors, risk management, associate deans and staff. After review a recommendation is sent to the Provost's Office. Approvals may include safety measures. Presently, there are 32 countries of concern. It triggers a flag to Export Control.

Dr. Gary Rafe added that the Office of Research has developed this list from Department of Commerce and Treasury Asset Control. We make sure that you are not interacting with bad actors and if your research intersects with security, we want to make sure you have proper approval. We have membership to International SOS, a membership program offered through UT. Enrolled travelers will receive detailed safety and security information of their host country <https://www.internationalsos.com/>. If you have an emergency, use the service.

We have foreign travel insurance for which you are covered for travel outside the U.S. and Canada for the purpose of conducting University business or fulfilling internship requirements.

Questions and Answers:

Sometimes boundaries are blurred for mixed purpose travel.

Travel would be considered business if you are conducting business. You are representing the University. I will clarify with our Risk Management.

How is summer or other break periods considered?

We are getting questions and pushback. It has grown into areas that we have export control on. If you choose Engineering or Medical, Export Control will be notified. Your supervisor gets a copy of your travel registry as notification only. Multiple countries can be included in one trip on the registry.

What if you have grant-funded research but it is not associated with that travel, it could be an issue.

Grant funded research is included too. To avoid an issue with Financial Conflict of Interest, encourage people to submit everything.

Seems double entry is required, in Travel Registry and Concur. How far in advance to submit?

As soon as you can, probably when you buy your plane ticket especially if travel is considered level 2. The process takes a few weeks (2-3 weeks). We will talk to Concur folks.

What does travel insurance cover?

It is meant to help with care such as to cover evacuation or medical expenses. It is not life insurance.

What about a faculty-led trip?

If you are taking students, our office provides support for planning. Sometimes, you may take family members and we would know how many people we have to get home. If the travel is a level 3, you would need to complete an application process. Level 4 we do not recommend.

How is technology addressed, such as taking a laptop?

If you taking University technology, Export Control works with IT. IT will contact you, they can provide a clean laptop.

What about travel to China if Corona virus escalates to level 3 or 4?

There are some updates and we are being briefed. Some updates are coming out this afternoon. Travel to China is 3, but Wuhan is a 4 presently. The soonest trip we aware of is an upcoming trip there in May by a faculty member. We want to support your travel, however we rely on information from the United States Centers for Disease Control and Prevention (CDC) travel notices, and the United States Department of State (DOS) Travel Warnings. We ask that you check these.

Microcredentials

Dr. Cyndee Gruden, Associate Dean, COGS gave an overview (see PowerPoint) informing Council of the emerging use of microcredentials and seeking their input in how UToledo can become involved in offering these.

Microcredentials are being discussed at Ohio's Chancellor's Council of Graduate Studies (CCGS). They may be for credit or non-credit. Our graduate certificates are typically about 12 credits, while microcredentials could be fewer credits (3 or 6 credits), and they could be competency based. They could indicate mastery of a single skill (like Python programming). They can include digital badges which are presented in a digital file. They can be facilitated through vendor platforms. Digital badges may not be transcriptable. It is important to know the value of a particular microcredential or skill in your specific discipline. You may know what credentials employers are interested in. They are often online, but not always. A recent conversation with Graduate Student Association informed us that graduate students are saying they need more professional skills.

Microcertificates are generally credit based and should be transcribed. They could be stackable toward degrees. We are seeing stackable certificates statewide, but microcertificates are not yet prevalent in Ohio. SUNY Buffalo is leading in this area. Their web-site is linked in the PowerPoint. At UToledo, we should start having a conversation as faculty who develop curriculum. Some state schools are having campus-wide committee discussions with their colleagues. This movement is beginning, and we want to be prepared to have input. Dr. Gruden serves on the state's CCGS committee discussing development at these microcredentials. There is not a state process currently required for certificates of less than 21 credit hours. Those interested in participating in an ad hoc group to discuss should email Dr. Gruden. She will be leading a discussion on this topic with the graduate program directors next week.

Discussion and Questions:

What is the typical timeline to develop and approve certificates under 21 credit hours?

Dr. Gruden: This is still part of the curricular approval process that is listed on the Provost's website and COGS website. It goes through the same faculty governance steps and takes the same time as any curriculum change like a program modification. The timeline depends on the faculty evaluation processes. 21 or more credit hours goes to the state for review and approval, which takes a bit more time.

Would like Faculty Senate and Graduate Council to interact/talk with one another. There is some discussion about doing an undergraduate certificate as part of the major. There are differences at the graduate level.

Dr. Gruden: This is an evolving conversation. We should certainly work together. Historically, we have had a lot of embedded certificates within graduate programs. That approach is changing.

Is there SSI? Fee-based tuition?

Dr. Gruden: There is no SSI with certificates or credentials not embedded in degree programs. If we want to offer microcredentials, it will need to be branded properly to take advantage of the Tech Cred bill, if it helps us and employers.

It could be desirable if completed in a shortened amount of time, under one year. Perhaps during intersession.

Dr. Gruden: There are universities that use ½ credit. If we were to consider, we would have to have Registrar involved because our credit range begins at 1 credit. We could leverage intersession better. A digital badge is an electronic way to add a credential to your signature or resume, if it is recognized specific fields, and that would not necessarily involve credits.

There is the concept of a nano course in research. A student could pick three nano courses providing the latest information.

Dr. Gruden: That might make it attractive to students.

FERPA, Title 9, Ethics Training, HIPPA are kinds of professional development we can think about/

Dr. Gruden: Yes, these are all great examples of existing activities that could receive digital badges. New curriculum should come from faculty. Contact me and we will set up the committee.

How GC can best serve Graduate Faculty

Chair Liu asked Council to consider how it can best serve the Graduate Faculty since the larger part of the University does not generally distinguish undergraduate from graduate education. We notice that some policies don't consider graduate students. We are trying to be heard as graduate faculty and always need help in doing so. For example, we always need the camaraderie that Graduate Council showed in supporting the College of Nursing in voting on its timely curricular proposals during the winter break. He asked Council to think about what information it wants to know from different branches of administration, and how they would help us. He asked Council to share good news from their programs.

Dr. Tomer Avidor-Reiss mentioned that a summit on Cell Architecture and Dynamics is slated for October 8 - 9, 2020, with Nobel laureate Dr. Martin Chalfie as the keynote speaker. There will be a poster session with faculty from several disciplines. Cell Architecture and Dynamics is one of the three areas of research excellence at UToledo, and the summit will improve the academic reputation of UToledo.

Chair Liu mentioned that the College of Medicine and Life Sciences will hold a cancer symposium later this year.

Standing Committee Reports

Report of the Curriculum Committee

None.

Report of the Membership Committee

None.

Old Business

None.

New Business

None.

Adjournment

Adjourned at 1:51 pm.