

**Graduate Council Minutes  
September 5, 2017  
Health Science Campus, Health Education Building, Room 105**

**Present:** Wissam AbouAlaiwi, Brian Ashburner, Scott Leisner (for Tomer Avidor-Reiss), Amanda Bryant-Friedrich, Frank Calzonetti, Huey-Shys Chen, Michael Dowd, Bashar Gammoh, Rafael Garcia-Mata, Mitchell Haines (GSA), Hassan Hassab-Elnaby, Mohamed Samir Hefzy, Edward Janak, Andrea Kalinoski, Junghwan Kim, Song-Tao Liu, Ruili Xie for (Joseph Margiotta), Daryl Moorhead, Douglas Nims, Lori Pakulski, Geoffrey Rapp, Jennifer Reynolds, Constance Schall, Barry Scheuermann, Beth Schlemper, Barbara Schneider, Rebecca Schneider, Ozcan Sezer, Zahoor Shah, Susan Sochacki, Megan Stewart, Jason Stumbo, Amy Thompson, Jerry Van Hoy, Kandace Williams.

**Absent:** Ben Davis, Madeline Muntersjorn, Education rep tbd, Nursing rep tbd.

**Excused:** Viviana Ferreira, Jason Huntley, David Jex, Marcia McInerney.

**Guests:** Wendy Parrish –Director of Research Compliance.

***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 meetings of February 7, February 21, March 21, April 18 and May 2, 2017 were approved.

***Executive Reports***

**Report of the Executive Committee of the Graduate Council**

On behalf of Graduate Council, Chair, Dr. Andrea Kalinoski reported he Graduate Council report for the Academic and Student Affairs Committee of the Board of Trustees (BOT) was given on May 15, 2017 and has been posted on the GC website <http://www.utoledo.edu/graduate/facultystaff/gradcouncil/>. The next BOT meeting of the Academic & Student Affairs Committee is September 18, 2017.

In summer business, Provost Hsu visited the Graduate Council Executive Committee (GCEC) to discuss the intersession term pilot program for the upcoming academic year. These discussions included FSEC and resulted in the Call for Intersession Courses as a Pilot Program that was sent to Faculty in early summer. Assessment data will be collected on these initial courses and discussed with GC. Determination of future offerings will be based on the outcomes and possible implementation mechanisms.

The GCEC participated in the interview process and provided recommendations to Dean Bryant-Friedrich for the Associate Dean for Academic and Student Affairs in the College of Graduate Studies position. We welcome Dr. Cyndee Gruden from the College of Engineering who began her new position as the new Associate Dean of COGS on July 1, 2017.

The GCEC referred a number of policies to the Academic Programs & Regulations Committee (APRC) for review. These policies are the Missed Class Policy 3364-71-14, Integrity in research and procedures for investigating allegations of academic and research misconduct Draft Policy 3364-70-21, Consensual romantic and/or sexual relationships Draft Policy 3364-25-65, Criminal background check Draft Policy 3364-25-47.

The GCEC appointed Dr. Sveltana Beltyukova, Judith Herb College of Education, Dr. Marthe Howard, College of Medicine and Life Sciences and Dr. Song-Tao Liu, College of Natural Sciences and Mathematics to three-year terms on the Research Advisory Council.

The GCEC acted on curriculum items for the GC as a whole during the summer as empowered by GC at the May 2<sup>nd</sup>, 2017 GC meeting. Decisions on these proposals will be presented today by Dr. Jerry Van Hoy, Vice Chair GCEC.

Provost Hsu is our invited speaker at the October 3rd GC meeting to discuss the University Strategic Plan. Specific questions or concerns should be sent to GCEC members by September 26th to forward on to Dr. Hsu prior to the October 3rd meeting.

October 12<sup>th</sup> is the University of Toledo's Day of Giving. Rocket forward: You Launch Lives campaign, which is held on Founders day. This is a 36 hours fundraising event that brings together all campus communities to celebrate the mission of the University of Toledo in a philanthropic event.

The GCEC has discussed the development of the Strategic Planning process for COGS and have opted for a working session GC for the first half of the academic year to create a plan that will focus on the goals that will be introduced today. Participation of each College and its graduate faculty will no doubt result in strong strategic initiatives that are a product of our collective Colleges and will play a key role in the success and prominence of our programs. Our initiatives will therefore enhance the University Strategic Goals of improving student success and preparing students for advanced academic studies and career success as well as grow enrollment and guide in the determination of future program allocations.

Comments from the APRC Committee:

The committee has nothing to add to the policies involving consensual romantic and/or sexual relationships or criminal background checks. They seem quite sound in their current form.

The committee will hold off on recommendations regarding research misconduct at this point and will relay comments (if any) at the September 19th GC meeting.

#### Report of the Graduate Student Association

Mr. Mitch Haines, President of the Graduate Student Association (GSA) reported:

- GSA Welcome Week Field Day – August 25, 2017

Thanks to all the students, faculty, and deans that participated in the event. It provided an excellent opportunity for graduate students from both campuses to interact with each other and faculty outside the classroom. There was a large response from international students who were interested in getting involved on campus.

Special thanks to Drs. Amanda Bryant-Friedrich, Bruce Bamber, Tim Fisher, Robert Schultz, and Mike Toole for volunteering for the dunk tank.

- GSA General Assembly Meeting is September 19<sup>th</sup> HEB 105 from 6:00 – 8:00 pm. This is the first meeting of the academic year 2017-2018.
- Graduate student stipend/health insurance survey  
Responses continue to be collected to provide feedback to the College of Graduate Studies comparing UT with other universities.

#### Report of the Dean of the College of Graduate Studies

Dr. Amanda Bryant-Friedrich, Dean of the College of Graduate Studies provided the following updates:

- Budget Process Review and Discussion AY 2017-2018

The budget allocation process requires an overview of enrollment and strategic plan. The College of Graduate Studies (COGS) is a service office. The input of the executive committee and the Graduate Council are welcome in this collaborative strategic planning exercise. COGS will meet with each of the graduate colleges. The first scheduled is the College of Medicine and Life Sciences on September 7, 2017, 10:00 am -12:00 pm on the Health Science Campus in the Block Health Science Building. Associate Deans will organize those meetings and bring graduate faculty, program directors and anyone else interested in strategic planning to these sessions. Input from all these stakeholders will help produce a strong strategic plan. One constituency we see and hear from the least are program directors. We would like to hear from them more. As we go through the strategic planning process, we want to think about how we currently fund graduate education. Colleges are struggling financially at times especially with limited funding from external sources. However, some colleges fund 60-70% of their stipend budget. We are going to discuss a lot of information during the two-hour meetings:

- Program Strength  
There is a section in the Strategic Plan that references this.
- State of Graduate Education  
COGS will share its information on the number of applicants over the past five years.
  - Admissions
    - Applicants
    - Admits
    - Enrollment
  - Graduation
  - Placement
- Graduate Student Funding
- Contribution to Research  
How are graduate students are involved with and support the research enterprise?
- Professional Development/Outreach  
Need to train our students to be part of the workforce.
- Recognition  
How are graduate students recognized?
- Marketing/Recruiting

Colleges will not have to bring data, but can share following the sessions utilizing a shared folder.

Discussion:

Dr. Michael Dowd liked the idea that the Dean would work with Graduate Council to receive their input on strategic planning for graduate education. He questioned whether there is a commitment from the central administration and resources to follow through with resulting plans from this process.

Dean Bryant-Friedrich replied that there is commitment but with limited financial support and utilizing existing resources. In spring 2017, the Dean put out a call for new programs. The current infrastructure does not provide funding so we need to explore other alternatives, such as alumni and fundraising. However, this is challenging because COGS does not have a major gifts officer. The Office of Research will have to support our initiatives to support research and obtain external funding.

Dr. Michael Dowd inquired whether there has been any discussion of an incentive/reward system for attracting more and better graduate students, i.e. a commensurate flow of resources.

Dean Bryant-Friedrich indicated that she would like to have a discussion about incentives.

Dr. Dowd wondered whether the GC Executive Committee could address this issue with the Provost.

Dr. Jerry Van Hoy indicated that 'reward' might result in reallocation only.

Dean Bryant-Friedrich indicated that she could bring requested information to the working sessions as GC may have additional ideas. She will bring for discussion the policy on remaining a graduate student via minimum enrollment.

Dr. Mohamed Hefzy added that students who have completed most of requirements for programs should not enroll for more than 3 hours but should still be considered to have full time enrollment.

Dean Bryant-Friedrich responded that a specified decrease for full-time enrollment would permit the use of tuition funds to recruit new students. This requires stringent investigation.

Dr. Amy Thompson inquired whether COGS has benchmarked data to peer institutions.

Dean Bryant-Friedrich responded that there is significant data indicating that our stipends are low. The stipend range spans from \$8,000 – \$17,000 at the master's level and \$12,000 - \$24,000 at the Ph.D. This coupled with the fact that UT does not pay fees nor health insurance places us at a disadvantage. We lost highly competitive students because other schools offered health insurance. Some make ask whether we want large enrollment numbers or good students. We need to find a balance. The best applicants receive University Fellowships, which covers everything except health insurance and parking.

Dean Bryant-Friedrich explained that during the COGS 'road tour' meeting sessions with each college, COGS would share information as well as listen.

Dr. Michael Dowd added that benchmarking and credit hours should include their intended use for due to variances among colleges.

Dean Bryant-Friedrich stated that The Ohio State University goes to 3 hours after candidacy. UT is a comprehensive university with varying focus based on programs. Health professions do things differently. She would like mechanisms available that work for all of our students.

Dr. Lori Pakulski referenced one of UT's marketing plans that provided for advertising in the Detroit area, which resulted in an influx of students from those areas. However, long term, we cannot provide a graduate assistantship to most applicants.

Dean Bryant-Friedrich Michigan reminded Council of utilizing other sources of support such as the Michigan Initiative, GOAP and McNair Scholarships. Although there are no funds for marketing at the graduate level, COGS is willing to support your marketing efforts by providing you with materials.

Dr. Jennifer Reynolds, School Psychology program in the College of Health and Human Services (HSHS) noted that 33% of their applications are from Michigan, primarily because there no competing programs in S.E. Michigan. Dr. Lori Pakulski, of the Speech Language Pathology also in HSHS noted they receive 50% of their applications from Michigan.

Dean Bryant-Friedrich added there are considerations about capacity. COGS asks the colleges about their program capacity as part of the utilization reports.

Some programs are interested increasing graduate enrollment but revenue generation minor. No one knew how much revenue a single student generated. If we do not have information, we cannot use it in the equation.

Graduation Rates across programs was not clear, so we sought information from the associate deans. We asked how many continuing students required support and we looked at fiscal year costs, in-state and out-of-state tuition. We also asked about graduation to make an assumption to keep a steady state. That was difficult for colleges to determine.

Having visited with the Arts and Letters Council, a major theme was a real belief that we wanted to eliminate funding for master's program. There is an interest from the central administration in how we use master's funding for our mission. We have to ask ourselves why are things the way they are and where are they going. There is a systemic effort to increase Ph.D. programs, while not to harming master's programs. After visiting with each of the colleges, we will have a better understanding of the cultures.

- There is no systematic attempt to eliminate funding to MS Programs
- There is a systematic attempt to increase support to PhD Programs
- Strategic Plan
  - Improve graduate and professional student success through timely degree completion.
  - Prepare students for advanced academic studies and career success.
  - Achieve national recognition for research excellence.
  - Increase the national prominence of faculty derived from their research, scholarship, and creative and performing arts activities.
  - Ensure adaptability, sustainability and fiscal health for academic programs.
  - Increase revenue and operating efficiencies.
  - Improve and strengthen our national and international reputation, and improve ties at the local and regional levels.

Regarding timely degree completion, Dean Bryant-Friedrich noted that completion rates of two years at the master's level or five years at the doctoral level, are not the same for all programs.

- Annual Report and Enrollment Update 2017-2018  
As of September 1<sup>st</sup> our enrolment is 1% down from last year at this time. We project by census day that we will be less than 1% down. Students who still need to be registered should be encouraged to do so before census day. She noted that undergraduate enrollment is down slightly as well. Data may show general decreases across the country.
- New Associate Dean for Academic and Student Affairs in the College of Graduate Studies, Dr. Cyndee Gruden

Dr. Michael Dowd asked Dr. Cyndee Gruden to explain her responsibilities in COGS. Dr. Cyndee Gruden stated that her efforts spread across academic and student scope, including thus far working on student issues, involvement in planning TA training this year, involvement in academic affairs and new programs, and met with Peg Traband to make sure our lists of graduate programs match. Efforts spread across academic and student. Having passion for students and their development, Dr. Gruden would like to see the student experience improve and raise their awareness of the broader palate of resources at UT and participate in the whole community.

## ***Information and Discussion Items***

### **Research and Sponsored Programs Update**

- Changes in Research Compliance Programs

Dr. Frank Calzonetti, Vice President for Research reported recent changes in the research compliance as a result of two retirements in summer – Carolyn Pinkston and Michelle Shy. In addition, we lost a third staff member, Monika DeGregorio. Research Compliance will fall under the leadership of one person, Ms. Wendy Parrish, recently hired August 14th as Director of Research Compliance. She brings prior experience in compliance from positions at Spectrum Health in Grand Rapids Michigan and Henry Ford Hospital. Ms. Parrish holds a master of library and information science degree from Wayne State University. We are in the process of hiring an IRB coordinator and are currently interviewing candidates for IACUC and other IRB positions. In other activity, we are going through the process of viewing vendor demos for a new comprehensive electronic research administration system, and moving forward to RFP. We are working with Larry Kelly and Dr. Gaber for resources.

- Research Misconduct Policy

Draft 3364-70-21 Policy on Integrity in Research and Procedures for Investigating Allegations of Academic and Research Misconduct

Dr. Calzonetti reviewed the steps taken in dealing with allegations of research misconduct. If there is an allegation, two senior faculty members are called to review to determine if it is worthy of additional evaluation. The second stage is the inquiry stage that may involve interviewing people to see if the case should move forward to a formal investigation. Three faculty meet as an Inquiry committee. If the case does move forward, an Investigation Committee is formed. The Research Council worked over the 2016-17 year to revise the policy, partly in response to the need to make it consistent with PHS guidelines. The revision restricts the scope of cases to that involving research misconduct. There was a prior case involving instructional material, which under the revised policy would not be defined as research misconduct and would be referred to other administrative avenues. The revision clarifies that the deciding officer is the Provost. If the allegation stops at inquiry level – i.e., if the person admits to misconduct, the inquiry panel would report there was serious misconduct and then move to corrective action. The time to complete the assessment has been extended from 72 hours to 5 working days. The revised policy is under review by both the Faculty Senate and the Graduate Council.

Dr. Mike Dowd suggested that the policy describe what occurs if the steps violated. There is similar language in the Graduate Student Academic Grievance policy.

### **Standing Committees Update**

Dr. Jerry Van Hoy, GC Vice Chair, reported that the Standing Committees are nearly seated. He thanked chairs and continuing members. The Curriculum Committee has two seats to fill, College of Business and Innovation and the College of Engineering. Members are also needed to populate the Graduate Program Review Committee.

### ***Standing Committee Reports***

#### **Report of the Curriculum Committee**

On behalf of the Graduate Council Curriculum Committee (GCCC), GC Vice Chair, Dr. Jerry Van Hoy reported that Dr. Patricia Relue has stepped down as committee chair with her new role as Associate Dean in the College of Engineering, thus leaving the committee chair position to be filled.

He presented the report of the committee brought to the GCEC this summer. This is the report what was brought to GCEC during summer, August 11, 2017.

These proposals were identified in spring 2017 for review by the committee and the GCEC to act on behalf of Graduate Council in the summer. He noted that proposal #15 was tabled for clarification of prerequisites and proposals #18 and #19 did not have all of the required signatures.

Dr. Barbara Schneider stated that proposals #20-23 course modifications in Psychology are being withdrawn for changes.

#	Type of Proposal	Coll.	Dept.	Proposal Name	Course No.	Summary of proposal
1	NCP	CE	Educational Foundations and Leadership	Prevention through Postvention in Targeted Violence Terrorism and Suicide	EDP 6380	This course provides information on key aspects of prevention, intervention, active response, and postvention applied to incidents of targeted violence such as campus shootings, terrorism, and suicide. The content is based on government reports, journal articles, and post incident analyses. The course is relevant to those pursuing degrees in educational psychology, psychology, counselor education, educational administration, higher education, criminal justice and related fields.
2	NCP	CE	Educational Foundations and Leadership	Prevention through Postvention in Targeted Violence Terrorism and Suicide	EDP 8380	See EDP 6380.
3	ECM	EN	Electrical Engineering and Computer Science	Advanced Power Electronics	EECS 6450	Change in title, pre-requisite, catalog description, and course content. Contemporary topics on wide bandgap semiconductor device modeling and sinusoidal pulse width modulation added to modernize the course.
4	ECM	EN	Electrical Engineering and Computer Science	Advanced Power Electronics	EECS 8450	See EECS 6450.
5	ECM					Change in title, catalog description, content. This sequence than is currently done.

6	ECM	CE	School of Early Childhood, Physical and Special Education	Diversity Beginnings	HED 5910	Decrease from 4 to 3 cr hr; content on diversity leadership and media impact on diversity being moved to new course.
7	ECM	CE	School of Early Childhood, Physical and Special Education	Diversity In Practice	HED 5960	Decrease from 4 to 3 cr hr; content on diversity leadership and media impact on diversity being moved to new course.
8	ECM	CE	School of Early Childhood, Physical and Special Education	Diversity Advancement	HED 5970	Decrease from 4 to 3 cr hr; content on diversity leadership and media impact on diversity being moved to new course.
9	ECM	CE	School of Early Childhood, Physical and Special Education	Diversity Beginnings	HED 7910	see HED 5910.
10	ECM	CE	School of Early Childhood, Physical and Special Education	Diversity In Practice	HED 7960	see HED 5960.
11	ECM	CE	School of Early Childhood, Physical and Special Education	Diversity Advancement	HED 7970	see HED 5970.
12	ECM	EN	Bioengineering	Computational Bioengineering	BIOE 5730	Change in course title, pre-requisite, catalog description, and course content. Content is being broadened from orthopedic biomechanics to a wider range of topics. Content includes applications of computer software such as COMSOL Multiphysics, AutoCAD, SolidWorks, and MATLAB to problems in heat transfer, mechanics, mass transfer and chemical kinetics.
13	ECM	EN	Bioengineering	Biochemical Engineering Principles	BIOE 6310	Change in course title.
14	ECM	EN	Bioengineering	Biochemical Engineering Principles	BIOE 8310	see BIOE 6310.

15	ECM	HH	Exercise and Rehabilitation Sciences	Evidence Based Practice II	PHYT 5180	Change in course title, pre-requisite, and catalog description.  <i>8.11.2017 GCEC tabled. Clarification Needed. Pre-requisite was vague. Describe successful completions of previous semesters courses.</i>
16	PRR	MD	Biomarker Research and Individualized Medicine (BRIM)	BIPG MSBS Program in Bioinformatics-add two electives	NA	Addition of two courses to the approved electives list
17	PRR	MD	Biomarker Research and Individualized Medicine (BRIM)	BIPG MSBS Program in Bioinformatics-delete course BSMP6400	NA	Decrease in program from 43.5 to 42.5 cr hr. Delete BMSP 6400 (1 cr hr) from required courses.
18	NCP	CE	School of Early Childhood, Physical and Special Education	Diversity Leadership	HED 5900	(3 cr hr) Review and application of diversity work as it relates to leadership frameworks and media impacts. Topics include but are not limited to diversity team leadership types, diversity examined through interpersonal and mass communication lenses, and understanding components of being an effective Chief Diversity Officer. Part of the Diversity Certificate.  <i>8.11.2017 GCEC HOLD: Does not have all required signatures</i>
19	NCP	CE	School of Early Childhood, Physical and Special Education	Diversity Leadership	HED 7900	See HED 5900.  <i>8.11.2017 GCEC HOLD: Does not have all required signatures</i>
20	ECM	LS	Psychology	Clinical Practicum I	PSY 7810	See PSY 6810. Approved by GCCC with 6000 level cross-lists in April, but were awaiting signatures.
21	ECM	LS	Psychology	Clinical Practicum II	PSY 7820	See PSY 6820. Approved by GCCC with 6000 level cross-lists in April, but were awaiting signatures.
22	ECM	LS	Psychology	Clinical Practicum III	PSY 7830	See PSY 6830. Approved by GCCC with 6000 level cross-lists in April, but were awaiting signatures.
23	ECM	LS	Psychology	Clinical Practicum IV	PSY 7840	See PSY 6840. Approved by GCCC with 6000 level cross-lists in April, but were awaiting signatures.

Report of the Membership Committee

On behalf of the Graduate Council Membership Committee (GCCC), GC Vice Chair, Dr. Jerry Van Hoy presented the committee's report of August 25, 2017.

GRADUATE FACULTY MEMBERSHIP APPLICATIONS - Summer I 2017 (applications received by June 30)																						
College	Full			Associate			Professional			Adjunct			Special Status			APPLICATION RETURNED/STILL IN REVIEW/REJECTED			TOTAL			Total
	Change	New	Renew	Change	New	Renew	Change	New	Renew	Change	New	Renew	Change	New	Renew	Change	New	Renew	Change	New	Renew	
Arts and Letters	2	2	1				1	1						2					3	5	1	9
Business and Innovation																			0	0	0	0
Education			3							4			1	1			1		1	6	3	10
Engineering		1	1	1		2								1					1	2	3	6
Health and Human Services			1			1			1					1					0	1	3	4
Honors																			0	0	0	0
Law																			0	0	0	0
Libraries																			0	0	0	0
Medicine and Life Sciences		1																	0	1	0	1
Natural Sciences and Mathematics			1											3					0	3	1	4
Nursing														1					0	1	0	1
Pharmacy and Pharmaceutical Sciences								3											0	3	0	3
<b>Total</b>	<b>2</b>	<b>4</b>	<b>7</b>	<b>1</b>	<b>0</b>	<b>3</b>	<b>1</b>	<b>4</b>	<b>1</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>1</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>5</b>	<b>22</b>	<b>11</b>	<b>38</b>

Report of the Academic Programs and Regulations Committee

On behalf of the Graduate Council Academic Programs and Regulations Committee (GCCC), Chair Dr. Joseph Schmidt reported that the following policies are under review.

Policies under review:

- a. Draft 3364-70-21 Policy on integrity in research and procedures for investigating allegations of academic and research misconduct
- b. Draft 3364-25-65 Consensual romantic and/or sexual relationships
- c. Draft 3364-25-47 Criminal background check
- d. Draft 3364- Graduate student missed class policy

**Old Business**

None.

**New Business**

None.

**Adjournment**

There being no further business, the Council adjourned at 2:01 p.m.