

**Graduate Council Minutes  
October 15, 2019  
Health Science Campus, Health Education Bldg. 105**

Present: Wissam AbbouAlaiwi, Brian Ashburner, Defne Apul, Tomer Avidor-Reiss, Timothy Brakel, Amanda Bryant-Friedrich, Frank Calzonetti, Saurabh Chattopadhyay, Wendy Cochrane, Heather Conti, Daniel Georgiev, Cyndee Gruden, Daniel Hammel, Mohamed Samir Hefzy, Andrea Kalinoski, Ken Kilbert, Anand Kunnathur, Abraham Lee, Song-Tao Liu, Sara Lundquist, Michael Mallin, Nagalakshmi Nadiminty, Penny Poplin Gosetti, Patricia Relue, Barry Scheuermann, Beth Schlemper, Rebecca Schneider, Kelly Phillips [for Martha Sexton], Ozcan Sezer, Ruslan Slutsky, Susan Sochacki, Megan Stewart, Robert Topp, Jerry Van Hoy, Kandace Williams.

Absent: Terry Bigioni, Geoffrey Rapp, Varun Vaidya, James Willey.

Excused: Raina Dawson (GSA), Alisa Nammavong (GSA), Marcia McInerney.

Guests: Tom Avery, Bill Ayres, Shelly Drouillard, Darlan Miller.

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

The meeting was called to order and the roll called.

***Executive Reports***

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

On behalf of Graduate Council, Dr. Song-Tao Liu, reported that the GCEC has arranged for two speakers at the next GC meeting, Sara Cark to talk about the international travel registry and Brian Pack from Human Resources to discuss graduate student health insurance. GC members have expressed concerns about these topics.

The Graduate Academic Grievance policy along with a few others are being reviewed by the Academic and Programs Regulations Committee led by GC. Associate Dean Gruden is trying to establish policy for academic probation and dismissal for graduate students so that there are campus-wide standards.

Dean Bryant-Friedrich will continue to discuss the COGS Strategic Plan.

Chair Liu provided highlights from President's Advisory Council on October 3<sup>rd</sup>, which he attended:

- The President shared her Good Idea Initiatives, which has been shared with GC.
- The University has two new Board of Trustees members.
- HLC accreditation will take place fall 2021-spring 2022.

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:

o *Strategic Plan – Student Success*

Going to continue to focus on student success and continue to receive your input. At the Provost Staff meetings, we started to discuss a mandatory requirement for mandatory statement about student well-being. Students need to know resources available to them, such as establishments for food, grocers, stable place to live. This topic will be discussed at Faculty Senate, so it is being mentioned to GC. There is a move toward mandatory inclusion. Not all faculty think this should be included in their course syllabi. We realized their need for security. I ask GC to consider when it comes your way.

o *Future of Higher Education Forums*

Dr. Amy Thompson asked Dean Bryant-Friedrich to remind and encourage GC to attend the Future of Higher Education Forums including the next session on October 18<sup>th</sup>, Effective Mentorship for Peers and Students, led by Dr. Margaret Hopkins and Dr. Daryl Moorhead, who will focus on the mentoring experience with students. These are recorded for later viewing and available on the Provost's website <https://www.utoledo.edu/offices/provost/future-of-higher-education-forum/>.

o *Intersession 2019-2020*

Dean Bryant-Friedrich sought input from GC on reasons that may be hindering graduate offerings during intersession.

*Questions and Comments from Graduate Council:*

- What is valuable in something so short?
- It is difficult to think of an offering for 3 credit hours on such as short time.
- How is it tied into tuition dollars?
- Faculty are not sure who is paying, so they are not sure if they can afford to offer a course.
- Will students receive tuition support?
- Is this counted in-load or out-of-load for faculty?
- Dr. Connie Shriner, who has retired, was going to provide an update to GC on participation and value.
- Has there been a needs assessment to determine graduate student interest?
- Would be nice to see an example of a graduate intersession offering.
- How does COGS see tuition waivers covering intersession tuition?

Associate Dean Gruden responded that intersession is considered as part of spring load, per Provost's Office. There is a committee that works with this and also agreed that there are not as many offerings since the first time and that Dr. Tavis Glassman is the only one who has consistently delivered it a graduate offering. This year, intersession is a full month, so that may amount to greater undergraduate offerings. She added while there is some information on value, there is not much graduate data. Her understanding is that it was the previous Provost's goal was to improve time to degree. Not sure how students would fair in intersession if they failed the course during fall semester.

Dean Bryant-Friedrich agreed that is a valid point and added that you have to be cautious in asking students about something they know nothing about. She stated that she has been asked to do some listening tours with graduate students regarding marketing, recruiting and overall student experience, including international students, who do not have much opportunity to travel home.

She suggested a model for intersession would be a suitable workshop.

Dean Bryant-Friedrich recapped GC sentiments:

- Question on whether there is value is a topic offered in a short time-frame.
  - Lack of guidance, tuition revenue, tuition remission and workload.
  - Graduate Council, with a combined voice, can state what it needs to have.
- *Test of English Language for International Students*  
COGS has decided to add a third option for a test of English language for international students. Added Pearson (PTE). It is an opportunity to provide more accessibility to some students. This information with more detail is on COGS website at <http://www.utoledo.edu/graduate/prospectivestudents/admission/guidelines.html>.

<u>Test</u>	<u>Score</u>
TOEFL IBT	80
IELTS	6.5
PTE	58

#### Expedited Tenure Review Policy

The Provost Office is working on a policy to outline the process for tenure review for administrators hired into the university. This policy will only relate to tenure not rank.

#### Research and Sponsored Programs Update

Dr. Frank Calzonetti, Vice President of Research reported that 495 people attended national lab day. There were representatives from 15 national labs and 10 directors. Registrants will receive a brief questionnaire on contacts they made and areas of interest with lab contacts. Plus, we have representatives coming back to campus for some follow up. He encouraged faculty to be responsive so that UT can follow up on these opportunities.

#### Report of the Graduate Student Association

Since the GSA President and Vice President were unable to attend, no report was given.

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

##### Update on Curriculum Inventory Management (CIM) system

Dr. Bill Ayres, Senior Vice Provost for Academic Affairs gave an update on the Curriculum Inventory Management System (CIM). He gave an update to Faculty Senate a week prior. CIM is up and running and functional and located on the Provost's website. The old Curriculum Tracking System (CTS) is still there to finish submitted proposals, but the front door is closed, meaning no new proposals can be entered.

The CIM system has two buttons, one for courses and one for programs. Starting this fall, all proposals will be entered into CIM. CIM talks to Banner and the catalog. We don't want data different in different places. Courses have been migrated into CIM. If any items seem to be missing, should be brought to the attention of Ms. Cathy Zimmer or Dr. Bill Ayres. On the program side, we are working to clean up data, and the majority is fine.

There is a link to CIM training sessions, end-users (enter info) or as approvers <https://www.utoledo.edu/offices/provost/curriculumtracking/> starting next week and through November on both campuses. If you need specialized training session, let us know.

Regarding deadlines for curriculum inclusion in the next catalog 2020-2021, the anticipated date is expected to be mid-March 2020, as was the case last year when we invited you all to think about pace of work and to get proposals in mid-March. Both Faculty Senate and Graduate Council had a mid-March deadline so that proposals were received and processed by the end of the academic year. We do have a schedule for publishing the next catalog. It will be published July 1<sup>st</sup>. To get into the catalog, the Registrar needs to be receive by May 15<sup>th</sup> to allow with all approvals including the Provost's office.

*Discussion:*

Dr. Kandace Williams inquired about concurrent submission of new course proposals along with a new program proposal.

Dr. Bill Ayres said they should be submitted together.

Associate Dean Gruden added that Graduate Council will look for courses at same time.

Dr. Wendy Cochrane wanted to make sure that CIMI shows what the current program looks like vs. the requested changes.

Dr. Bill Ayres responded that the system works on a red/green mark up. The existing program is pre-populated with new changes in green and deletions in red.

GC Chair, Dr. Liu suggested we use March 17<sup>th</sup> as our deadline to be ready for Graduate Curriculum Committee review. He asked Council to think about this date and let him know if there are any concerns so a deadline can be finalized.

Career Services for Graduate Students

Ms. Shelly Drouillard, Director of Career Services, Mr. Davlon Miller, Assistant Director of Career Services and Mr. Toom Avery, Career Consultant of Career Services presented an overview of their services and usefulness to graduate students, highlighting the services on each slide of their PowerPoint presentation (posted on GC website

<http://www.utoledo.edu/graduate/facultystaff/gradcouncil/agendasandminutes2019-20.html>.)

They distributed flyers 'Career Services Partners with Faculty and Staff.

Career Services provides a lot of professional development, meet with students 1:1, and give presentations about our services. Students furthering their careers in academia need a CV, so we educate them so they know what they are going need to look at going forward to build their CV. Professional students gain interviewing practice and Pharmacy and Medical School students get assistance with interviewing. Additionally, we help students find opportunities and connections in their field. We offer job fairs and networking events throughout the year. We provide one professional outfit, free of charge. These donations are in one central location, near the Eberly Center.

❖ Professional Development

- Appointments and Presentations
- Resume/CV, Cover Letters, Personal Statements/Statements of Purpose
- Mock Interviews/MMI Practice
- Job Search and Networking Strategies
- Professional Menswear Closet
- Student Employment

❖ Signature Events

- Career Fairs – Fall and Spring
- JC Penney Suit Up Event – Fall and Spring (discounted suits)
- Dining Etiquette Dinner

❖ Virtual Career Center (open 24/7)

- Handshake: Jobs and Internships
- Student Opportunity Center: Scholarly Experiential Learning
- Rocket Connect: Alumni Mentor  
Platform for current students to find mentors with alumni. Student makes account and system will match with alumni who have signed up. It allows communication between them through the platform.
- Candid Career: Alumni Testimonials  
Fairly new. Already filmed 20 alumni videos discussing their experience, career path and what they are doing. We film UT alumni and graduates from different colleges. Will be doing another film session in the spring, so if you have great alumni, inform Career Services so they can reach out to them. It is an opportunity to engage with alumni. Candid Career is going to teach us process for editing videos.
- Big Interview: Online interview practice  
Platform video based. Allows them to practice interview. They can search for their career area and there is a video library. Faculty – we can create custom interview questions if you want to do for a class assignment.
- Parker Dewey: Micro-internships  
May be contract based ranging from a few hours to a few weeks.
- GoInGlobal: Working, studying and traveling abroad  
Information on cultural norms in other countries and the U.S. It is good information for those thinking about studying abroad.

International students, can look at history of employer they are interested in for application data, if they are receptive and requirements such as H1B visa.

*Question from Graduate Council and Answers from Career Services:*

*Is sign-on with UTAD credentials?*

There is not a single sign on process. We can give you access to record your own assignments. Students can email you the videos.

*Do students need to register?*

Yes, students just go to portal and register for the platforms they want to use. In the portal, faculty will see Career Services in both the employee and faculty tab.

*How long to obtain an appointment?*

It depends on the time of year but typically within same week. We do mock interviews and practice general skills, including 'tell me about yourself'. When students inform us they have an interview soon for a job or grad school, we ask them to send us the job description and we help tailor.

*Do you inform students of graduate school options at UToledo?*

When we present to undergraduate classes, we tell them we have graduate education here at UToledo. We welcome opportunities to help promote this. It helps us if we know. Also, firms may not understand what hiring a student with a Ph.D. can do for them. Working outside of academia with a Ph.D. would be good programming. Feel free to share your ideas for events with us.

*Do you have a presence on the Health Science Campus?*

Career Services does presentations university-wide including the medical school. We are discussing with Student Affairs, what we are able to replicate.

*Are there contacts specific to colleges?*

Yes, there are four career community liaisons that work with specified colleges. We each support areas so that we become familiar with your departments and your program language. Since the Colleges of Engineering and Business have their own career services, we liaison with them. For example, if they get backed leading up their up to their career fairs, we assist with back up. We help them with their events and they help us. We also have walk-in hours and career ambassadors who assist. And we have computers available for students.

Dean Bryant-Friedrich invited Career Services to participate as a special guest in the College of Graduate Studies Graduate and Professional Programs Fair on October 30, 2019, 2 -6 pm in the Thompson Student Union Auditorium.

Career Services will post flyers of events in their lobby. We are talking about doing more niche, smaller career fairs. Stay tuned.

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

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

None.

Report of the Membership Committee

None.

***Old Business***

Vote on proposed change of GC meeting dates and times for 2020-2021 – Thursdays 4:00 -5:30 pm

Dr. Song-Tao Liu brought forward the previous suggestion to move the Graduate Council meeting times for 2020-2021 to 3:30 – 5:00 p.m. 5:00 pm.

***[Motion to change suggested meeting time to Thursday, 3:30 -5:00 pm.]*** Seconded.

Vote to approve motion:

In Favor	11
Opposed	14
Abstain	1

Vote to change meeting date/time:

In Favor	9
Opposed	12
Abstain	1

The meeting date and time for 2020-2021 will remain on Tuesday, 12:30 – 2:00 p.m.

***New Business***

Vote on COGS proposed not requiring GRE score for COGS admission

Dean Bryant-Friedrich brought for discussion and vote removal of the COGS requirement that applicants with a 2.7 or lower GPA or international students take the GRE test. The vote by Graduate Council will be to no longer require the GRE for those purposes, however, programs can require the GRE as a determinant for admissions.

Dr. Patty Relue asked why this is being proposed.

Dean Bryant-Friedrich replied it is seen as a limitation to access. Data shows that the GRE is not a determinant for success in graduate education. COGS removal of the GRE as a requirement is in line with what our peers and aspirational schools are doing. Programs may wish to do more vetting of candidates. You will have to do more vetting candidates. This proposal is pertaining to the GRE only, not other required tests, such as the GMAT, which is required by the College of Business and Administration. Individual colleges and programs make those determinations.

*Discussion:*

Dr. Tomer Avidor-Reiss questioned whether the issue of the GRE not serving as a determinant for graduate student success pertains only to those students with a 2.7 or lower GPA.

Dean Bryant-Friedrich responded that data indicates it is across the board.

Dr. Penny Poplin Gosetti agreed. Having worked on a paper on this topic, she noted that the data has not really changed in several years.

Dr. Saurabh Chattopadhyay asked how programs should evaluate.

Dean Bryant-Friedrich responded that you will do same way as you now, just without GRE. You are taking away that one number. If your program wants to require GRE, you can do so.

Dr. Samir Hefzy said that from his experience, he sees the GPA as the best indicator of student success, noting that some students can have a low GPA but a good GRE score.

Dean Bryant-Friedrich pointed out that with 170 graduate programs, to mandate that the GRE be required for all of them, is not a best practice. Programs should decide if it is a predictive measure.

Dr. Kandace Williams said that the most common reason that medical schools do not require the GRE, is that they have NIH training requirement which precludes international students. At UT, since our international graduate students are from all over the world and their grades are not on a 4.0 scale, we require the GRE as a measure.

Dean Bryant-Friedrich responded that that the discipline should stick with it if it sees the GRE as useful.

Dr. Mike Mallin noted that in the College of Business and Innovation, new graduate students often have returned to school after having work experience. So, if they a 2.7 or below GPA, they typically do well in their graduate program because of their work experience and work ethic.

ABF – response should be with the programs.

Dr. Dan Hamell stated that the GRE prohibits some international students from applying due to the cost of the test.

Dean Bryant Friedrich proposed

***[Motion to permit removal of the GRE for admission as a College of Graduate Studies requirement for admission. Use of the GRE continues to be at the program's discretion.]*** Seconded.

Vote on Motion by show of hands

In Favor	20
Opposed	0
Abstained	2

Motion passed.

Dean Bryant-Friedrich indicated that COGS is working on best practices and will share for reference when available. An announcement will be communicated. She reminded Council of the upcoming Graduate and Professional Student Fair on October 30, 2019, 2 -6 pm in the Student Union Auditorium.

***Adjournment***

There being no further business, the Council adjourned at 2:03 pm.