

**Graduate Council Minutes
February 6, 2018
Health Science Campus, Health Education Building Room 105**

Present: Wissam AbouAlaiwi, Brian Ashburner, Timothy Brakel (for David Jex), Frank Calzonetti, Huey-Shys Chen, Viviana Ferreira, Bashar Gammoh, Malathi Krishnamurthy (for Rafael Garcia-Mata), Daryl Moorhead (for Hans Gottgens), Alisa Nammavong (GSA), Jason Huntley, Edward Janak, Andrea Kalinoski, Song-Tao Liu, Marcia McInerney, Lori Pakulski, Patricia Relue, Jennifer Reynolds, Constance Schall, Barry Scheuermann, Barbara Schneider, Rebecca Schneider, Martha Sexton, Ozcan Sezer, Zahoor Shah, Susan Sochacki, Megan Stewart, Jason Stumbo, Jerry Van Hoy, Kandace Williams.

Absent: Michael Dowd, Mohamed Samir Hefzy, Anand Kunnathur, Joseph Margiotta, Madeline Muntersjborn, Geoffrey Rapp, Amy Thompson.

Excused: Tomer Avidor-Reiss, Amanda Bryant-Friedrich, Ben Davis, Jyl Matson, Penny Poplin Gosetti, Beth Schlemper.

Guests: None.

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 (GC), Chair, Dr. Andrea Kalinoski stated that Dean Bryant-Friedrich is out ill, so COGS Associate Dean, Cyndee Gruden, will provide a brief report on her behalf. Chair Kalinoski announced that there is an additional training session for faculty on “How to Identify and Help Students in Crisis” on February 15, 2018 on the HSC in the Collier Building, Room 1200 from 10-11a.m., (flyer included).

At its recent meeting, the Graduate Council Executive Committee discussed:

- The policy and procedures of the curriculum approval process. The Graduate Council Curriculum Committee (GCCC) has a new chair this year, review of procedures is important.
- The first draft of the undergraduate and graduate dual-listed courses. The GCCC will be heavily involved in reviewing this policy due to HLC guidelines and differentiations that need to be made.
- Graduation for COGS will be held on Saturday, May 5th from 3:00 - 5:00 p.m. in Savage Hall. Separate from UG.
- Next Board of Trustees Meeting will be February 19, 2018 and Chair Kalinoski will provide a report on behalf of the Graduate Council. Following the meeting, the report will be posted on the GC website <http://www.utoledo.edu/graduate/facultystaff/gradcouncil/>.

Report of the Graduate Student Association

Ms. Alisa Nammavong, Vice President of the Graduate Student Association (GSA) reported:

- February 9, 2018 a PowerPoint presentation workshop will be led by Dr. Jack Schultz from 5:00 -6:00 pm in the R1 building. Refreshments provided. Let Alisa or I know if you would like a flier. Pass along to students and distribute to GC.
- Nominations for 2018-2019 GSA Executive Officers at the next General Assembly meeting: February 21st Student Union, Ingman Room. Please direct your students to the GSA website or contact GSA officers for more information. There are differences in stipends.
- MGRS Fliers are being distributed across both campuses. GSA will be glad to share flyers for departments/program interested. The MGRS Steering Committee meeting coming up. Would like GC and GCEC to get word out for students and judges to register.

Report of the Dean of the College of Graduate Studies

Dr. Cyndee Gruden, Associate Dean for Academic and Student Affairs, College of Graduate Studies provided the following updates:

Dean Bryant-Friedrich is working on the final version of the Strategic Plan for COGS. It will be shared after it is presented to GC. The latest version of the Strategic Plan did address comments from students and GC. Please feel free to contact Dr. Bryant-Friedrich with your feedback.

Hoarding of doctoral students will occur at graduate commencement. Expect about 700 graduate students. You will receive formal communications.

Information and Discussion Items

Research and Sponsored Programs Update

Dr. Frank Calzonetti, Vice President of Research announced that Llew Gibbons is coordinating names of people from a wide range of disciplines such as the humanities, social sciences and sciences/engineering areas to serve for review of Kohler travel grants. It involves a couple of hours to review applications and meeting.

The Kohler fund will provide individual awards of up to \$1,500 primarily to support high quality travel and other worthy international projects that:

- 1) raise the profile of UT faculty in international communities;
- 2) promote UT's international and study abroad programs by establishing or deepening connections with international organizations or partners;
- 3) support research or teaching projects on topics related to 1 or 2 where international travel is required; or
- 4) support other goals or objectives identified in the 2017-2022 Strategic Plan.

These awards are available only to full-time tenure and tenure-track faculty, lecturers, and department chairs. Award decisions will be based on the quality of the proposed travel and the need for central funds from the Kohler endowment. The request should clearly identify the purpose or purposes of the trip with the understanding that travel can support multiple objectives.

There were approximately 30 submissions for areas of research excellence. An administrative review was conducted internally that resulted in identifying some that could benefit from collaboration. Dr. Jack Schultz may reach out to some groups soon to gauge interest in working with other groups. This will go to the Research Council for review at its next meeting on February 22nd. Following, we will get back to folks with more information.

Standing Committee Reports

Report of the Curriculum Committee

On behalf of the Graduate Council Membership Committee (GCCC), Chair, Andrea Kalinoski gave the committee’s report. KINE 5250 was tabled due to clarification need on triple-listed courses. She will take this back to the GC Curriculum Committee. New course proposal ENGL 5300 and Program Revision for the MA in English were approved unanimously. Vote to approve English course and PRR.

No.	Proposal Type	College	Department/Program	Title	Course Number	Summary
12	NCP	AR	English Language and Literature	Medieval and Early Tudor Drama	ENGL 5300	New course proposal ENGL 5300 (co-listed with ENGL 4300). Previous vote was held by question. A new syllabus has been attached to review document that delineates ENGL 4300 and ENGL 5300.
18	ECM	HH	Kinesiology	Readings in Exercise Biology	KINE 5250	Add new cross-listing with NCP KINE 4250. A new syllabus attached to the review document delineates KINE 4250 and KINE 5250. No NCP to change KINE 7250 has been entered.
19	PRR	AR	English Language and Literature	MA in English	NA	Under the program MA in English with a Concentration in English as a Second Language is changed to a MA in English with a Concentration in Writing. A rationale has been added to the review document. The form has been corrected to indicate the change from 34 to 33 hours as noted in the supplied documents.

Report of the Membership Committee

Chair Kalinoski reported that the committee’s next summary report to Council will be March 20th. Dr. Svetlana Beltyukova will take over as chair at end of this academic year.

Old Business

None.

New Business

Chair Kalinoski stated that ideas for additional topics or speakers for this year’s GC should be sent to her or other executive committee members.

Dr. Cyndee Gruden announced that she is in the process of putting together a graduate program director’s handbook. She is seeking input from graduate faculty and current graduate program directors for their ideas on what they want in the handbook. COGS will inform GC. New graduate program directors may find it challenging to determine and to locate the information that they are responsible to know in order direct graduate students.

Dr. Patricia Relue asked if a rough outline is available yet.

Dr. Cyndee Gruden replied that she has looked at different examples of handbooks. While there is not a draft for distribution at this point, she will discuss the proposed outline with GC as well as with graduate program directors before preparing a draft during summer 2018. In summary, it should include questions and answers from applications, admission, GAPAs, policies that apply to students and graduate program directors, through graduation checkout and commencement.

She noted that COGS is seeing a greater demand for additional and refined policies. The handbook should provide answers to help graduate directors help their students navigate their graduate education.

On February 22nd COGS is holding its graduate associate deans and graduate program directors meeting where this topic will be discussed. She encouraged Council to let her know topics of interest to address. The COGS wants to help improve the distribution of information to graduate faculty.

Dr. Hans Gottgens announced that the Department of Biological Sciences has invited Dr. Daryl Moorhead, Professor Ecology, and an excellent long time graduate director, to present a session on graduate advising titled "Adventures in Graduate Advising". It will take place on February 9, 2018 at 3:30 pm in Wolfe Hall Room 1240. Dr. Gottgens will send the information to Ms. Terri Hayes to share with Council.

Chair Kalinoski announced that Dr. Flapp Cockrell, Vice President for Student Affairs has been invited to attend a Council meeting this spring to discuss students in crisis and how to help.

Adjournment

There being no further business, the Council adjourned at 12:51 p.m.