

**Graduate Council Minutes  
April 16, 2019  
Health Science Campus, Health Education Building, Room 105**

- Present:** Wissam Abou-Alaiwi, Brian Ashburner, Sahar Atshan (GSA), Frank Calzonetti, Christina Fitzgerald, Rodney Gabel, Daniel Georgiev, Cyndee Gruden, Jason Huntley, Ed Janak, Song-Tao Liu, Jyl Matson, Marcia McInerney, Nikolai Modyanov, Daryl Moorhead, Nagalakshmi Nadiminty, Alisa Nammavong (GSA), Lori Pakulski, Patty Relue, Jennifer Reynolds, Defne Apul (for Connie Schall), Barry Scheuermann, Rebecca Schneider, Martha Sexton, Ozcan Sezer, Zahoor Shah, Oleg Smirnov, Susan Sochacki, Megan Stewart, Robert Topp, Jerry Van Hoy, Ivan de la Serna (for Kandace Williams).
- Absent:** Terry Bigioni, Timothy Brakel, Heather Conti, Ben Davis, Bashar Gammoh, Dan Hammell, Sara Lundquist, Douglas Nims, Penny Poplin Gosetti, Geoffrey Rapp, James Willey.
- Excused:** Anthony Edgington, Hassan Hassab-Elnaby, Beth Schlemper.
- Guests:** Teri Green, Rachel Golonka, Steven Haller, Matam Vijay Kumar, Robin Su, David Kennedy, Gayatri Subramanian, Barbara Schneider, Rick Francis, Saurabh Chattopadhyay.

***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 of February 19, 2019 were approved.

**Three Minute Thesis Winners**

Ms. Teri Green, Graduate Academic Services Specialist in the College of Graduate Studies was pleased to bring recognition to the winners of UT's 2<sup>nd</sup> annual 3MT competition held on February 28, 2019 on the Health Science Campus. Students were asked to explain their research and its impact in three minutes using only one slide. Ms. Green explained that 3MT is an exercise in communication, specifically research communication skills. The winners were sent to the regional competition at the Midwest Association of Graduate Schools annual meeting held in St. Louis this year. Of the more than 40 challengers, only 8 could place in the final competition representing 14 states. We also invited our finalists and top scoring secondary finalists the 2019 Midwest Graduate Research Symposium at UT, providing them with professional development sessions and the opportunity to present to our audience before convening for a panel discussion. It proved enlightening for the audience as well as the participants. The 3MT finalists were recognized by the Graduate Council and were photographed with their graduate advisors.

***Executive Reports***

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

On behalf of Graduate Council, Chair, Jerry Van Hoy reported

- *Graduate Council Report to Board of Trustees April 15, 2019*

The April 15, 2019 report will be the last report Dr. Van Hoy will submit as Chair of Graduate Council.

- *Student Tuition and Fees on UT website*  
We talked about confusion that there is not a single location on UT website, making it difficult for students to know what their fees are and when they are due. Dean Gruden has been talking to Jim Anderson about this. Dr. Song-Tao Liu and Dr. Jerry Van Hoy will discuss with the Provost in our meeting this month.
- *Other*
  - Memorandums of Understanding (MOU) - Will also discuss with Provost Bjorkman.
  - Graduate Student Mentoring - Dean Gruden will discuss this.
  - Evaluating Graduate Assistants - We talked about whether there is a need for a standard way to evaluate graduate students. Ongoing discussion.

No comments or discussion.

#### Report of the Graduate Student Association

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

- *Midwest Graduate Research Symposium follow up*  
We will be sending feedback and scores to presenters. Students appreciate the feedback, both positive and negatives. Awards will be attached too.
- *GSA Election of Officers 2019-2020*  
The election period ended yesterday, April 15th at 5:00 p.m. Hope to have results by end of the day.
- *Health Insurance*  
Prof. Development working with Brian Pack to have open conversation about health insurance. To wrap up school year.

Last assembly meeting is tonight. Presentation by Brian Murphy, Christine Fox and intro new exec board and last budget request from ENG.

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

Dr. Cyndee Gruden, Interim Vice Provost for Graduate Affairs and Dean of the College of Graduate Studies provided the following updates:

- *Masters in Cyber Security and Master of Science in Cyber Security*  
Preparations are underway for these two new graduate degree program proposals to go to the state next month for the final step in approval.
- *Budget Update*  
Cuts from central administration resulted in a cuts to the COGS budget related to enrollment. Although it is not a number that we agree with, it is about 18% of student support budget. We have been informed that the cuts should not affect enrollment.

Dean Gruden will meet with Finance today to discuss the impacts of the proposed budget cuts. This may be challenging for some colleges that do not track tuition. There are a lot of factors we cannot control. We have supported tuition on research funding, although that amount varies each year.

She expressed concern that stipends not be cut since some stipends are already low. Dean Gruden would not like to see tuition- only scholarships cut as they are very important for some programs. This can be beneficial in instances where students are not completely done with their program, but their grant has ended. Or, if tuition-only support is a way to try them out before putting them on a grant. What is the right number that we are not using that does not affect our processes? She asked Council to inform her in the next day or two if needed in their programs. She urged college to continue to enroll new and continuing students. COGS will continue to look at tuition savings opportunities. Other universities in Ohio have institutions post-candidacy enrollment at one credit once they meet program requirements. That could save money. There may be other measures to look at it.

Discussion:

Dr. Patty Relue asked whether Finance has looked at changes in reduced credit hours since it impacts the amount of fees.

Dean Gruden stated that students would benefit from lower fees.

Marcia McInerney asked whether one credit hour is considered full time during the summer.

Dean Gruden responded that you don't have to be enrolled in summer unless you are being paid, that can be one credit.

Dr. McInerney asked whether there will be an increase in tuition.

Dean Gruden replied that the administration wants to get through major enrollment process prior to making any adjustments. A huge decline in enrollment would be problematic.

Dr. Ozcan Sezer questioned whether a reduction in credit hours (to 1 hour) would reduce State share of instruction.

Dean Gruden stated that degree completion is major factor in SSI, which is rather low and funding is limited beyond fixed numbers. She stated the budget should be finalized soon, even as soon as next week. The process is not supposed to affect enrollment. Fill your slots! We want good practices and good use of funds. Tuition money is typically not for current students. Get students done on time. The full tuition waiver budget is \$18 million.

Dr. Scheuermann noted this puts some colleges at risk.

Dean Gruden indicated that she has encouraged college deans to advocate for the funding requirements of their programs. The cuts affect everybody.

Dr. Patty Relue noted that the College of Engineering has been working to recruit people to pay part of their tuition, which means they are already here.

Dean Gruden agreed that it is important for students have invested in their education too. Engineering is creating graduate certificates which brings in paying students.

At the Chancellor’s Council of Graduate Schools (CCGS) meeting last month, there was discussion about pipeline programs at 141 credit hours instead of 150 (120 undergraduate + 30 graduate) with 9 hours of shared credit. That could be a big advantage. She will inform Council of updates or official notification.

Doug Nims questioned whether the 9 of shared credit would be charged at the undergraduate or graduate level. Financial Aid has indicated that graduate students are charged at the graduate level.

Dean Gruden replied that this has been fixed and that Financial Aid is aware that there are a suite of classes with this situation.

Dr. Jerry Van Hoy noted that Sociology often has students ask to go from a graduate assistantship to tuition scholarships with when they have disabilities.

Dean Gruden stressed the importance of degree completion.

Dr. Lori Pakulski said she was concerned that if her college had to pull money it would take away \$2,250 to lose \$50,000 - \$80,000 based on enrollment.

Dean Gruden asked Dr. Pakulski to send her input and that she would happy to advocate for programs.

Research and Sponsored Programs Update

Dr. Frank Calzonetti, Vice President of Research, deferred his report in lieu of the following Research Awards Update.

***Information and Discussion Items***

Research Awards Update—Dr. Richard Francis, Director for Research Advancement & Information Systems

Dr. Rick Francis provided a 2019 year-to-date overview of the ten university research fellowship opportunities, of which five are minor and five are major areas. The presentation included deadlines and maximum request amounts as well as the FY19 number of applications, number of awards and award amounts. See attached presentation for full details.

|       | Program   |
|-------|---|
| Minor | Archaeological Research Endowment Fund                        |
| Minor | Phase 0 SBIR/STTR Program                                     |
| Minor | Publications Subvention Program                               |
| Minor | Small Awards Program  |
| Minor | Visiting Faculty Researcher Program                           |
| Major | Research Awards & Fellowship Program                          |
| Major | deArce-Koch Memorial Endowment Fund in Support of Medical R&D |
| Major | Interdisciplinary Research Initiation Award                   |
| Major | STEM Research Innovation Program                              |
| Major | Biomedical Research Innovation Program                        |

Additional points of discussion:

- The Small Awards Program is relatively new and the maximum request is \$1,000.
- Research Council has subcommittees that review major programs with maximum of \$25,000.
- Submissions to the three programs with a maximum of \$50,000 are sent out for external review. Constructive criticism is provided for future submissions. The three programs are:
  - Interdisciplinary Research Initiation Award
  - STEM Research Innovation Program
  - Biomedical Research Innovation Program
- PAEs and Kohlers are not handled within Research and Sponsored Programs.

Dr. Frank Calzonetti expressed appreciation for the contributions of the Research Council. He pointed out that external reviews are helpful and most feedback is constructive.

Syllabus Review Outcomes—Dr. Barbara Schneider, Associate Vice Provost for Assessment, Accreditation, Program Review, and Faculty Development

Dr. Schneider provided an overview of syllabus review outcomes. The review was conducted not only as a compliance exercise but also as a way to see what we can do to make our syllabi more like an invitation to learn and less like a contract. The timing of this review works well since HLC will be back to UT 2021-2022. Since we provide information over the last 10 years, with special scrutiny of the last three years, the records we are keeping now are important.

Who reads a syllabus? Not just your students, there are multiple audiences.

What does it do? Multiple functions.

[See complete information provided in attached PowerPoint presentation.]

What we found and learned from this review exercise:

- Information provided and missing percentages.
- Course catalog description – more than half didn't match catalog online.
- SLOs – Most syllabi have them, and we will be doing a closer review of courses that have multiple sections to make sure that all sections of a course have the same outcomes.
- Pre and co-requisite courses often did not match what is in catalog.
- ISBN inclusion is helpful.
- University Policy on Non-Discrimination. These defined descriptions need to be accurate and provided.
- Course Schedule needs to align with current actual calendar, which is different for fall and spring.
- You want to use a student friendly practice.
- Average length of syllabus now is 11 pages. 20 years ago was 2.5 pages. A lot of it is boiler plate policy. If those are automatic, we can spend more time on the class material. This summer we will look at syllabi with multiple sections that have the same learning outcome.

We are going to refine our syllabus process and improve our scores before the HLC visit.

Discussion:

Dr. Patty Relue stated that faculty may not be aware of why it is important to have all of this information on their syllabi. She would like to share with the chairs and program directors in her college.

Dr. Schneider stated that she has guidelines that she can share. She mentioned that she held a syllabus workshop with about 15 attendees. This information will be presented to Faculty Senate next week and to the deans, associate deans, and Provost's staff too. Every college will get a spreadsheet of the syllabi reviewed in their college. It will take a few more months of work to get this done. The Teaching Center website will be updated with the final document posted, and we will send an email blast to faculty. We may consider creating a checklist to accompany the template.

Dr. Ed Janak noted that faculty are preparing for summer and fall, so the sooner the syllabi information is available, the better.

Dr. Sara Lundquist noted that faculty in English are doing well with syllabi.

Dr. Barbara Schneider said it would be okay for Graduate Council to share.

UT Research Symposium (April 17)—Dr. Amy Thompson, Vice Provost for Faculty Affairs

Dr. Thompson reminded Council to support their colleagues at UT'S Research Symposium is taking place April 17, 2019, 3 -6 pm, in Nitschke Technology Commercialization Complex.

A Fulbright workshop is slated for April 19, 2019, 9 -11 am in Carlson Library 1005.

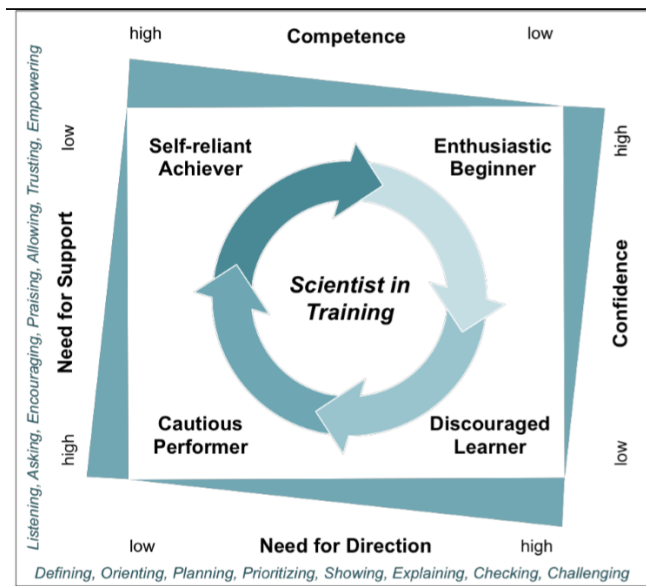
She thanked Council and is happy to serve as a resource.

Graduate faculty responsibilities in mentoring and student wellbeing—Dr. Cyndee Gruden, Interim Vice Provost for Graduate Affairs and Dean of the College of Graduate Studies

A component of the College of Graduate Studies Strategic Plan deals with mentoring graduate students. One aspect of that is providing Responsible Conduct in Research Training. Over 130 graduate students participated this year, primarily from the Colleges of Natural Sciences and Mathematics, Engineering, Pharmacy and Health and Human Services.

Part of RCR training involves a workshop on developing good mentor/mentee relationships. Credit goes to Daryl Moorhead for sharing information on the successful practice they have had in place for a few years in Environmental Sciences.

We spend about 1.5 hours in breakout sessions with students that includes role play. The students really benefit from understanding the cycle of learning. Upper level graduate students help facilitate break-out sessions. In general, what role do we want to play in sharing with graduate faculty, and where should it reside. Want you to start thinking about it. And how we can become more engaged. Power differential and time to degree are important.



This cycle is a normal process. The goal is to provide students with an understanding of where they are in the process with the understanding that they can go to their faculty member for direction. Idea is to empower the students. They may be passive and you may not know they are discouraged. We talk to them about communicating with their advisor. They go through this process many times. Faculty members should be aware of this information/cycle as students approach them.

Sometimes there is a generational disconnect. Students nowadays want regular feedback. Many faculty were not trained this way, and may have been used 'no news is good news'. Faculty need to know that they should communicate and that talking about expectations is important.

Faculty should be aware of this information/cycle as students approach them. We wanted to make you aware this is something we're doing and hoping you will look at these references and adopt with your students.

Discussion:

Dr. Daryl Dwyer indicated that faculty will receive a lot of feedback from students when utilizing this approach.

Dr. Patty Relue suggested mentor/mentee training occurring together, for example a new student faculty team periodically meeting.

Dean Gruden thought this was an excellent idea including providing in faculty orientation.

Dr. Sara Lundquist found this information interesting and inquired whether there are plans to provide this training in specific disciplines.

Dean Gruden indicated that some research grants require it, so we started with those. Training can be provided where there is engagement. Engagement from the colleges helps make this happen. Content in the College of Arts and Letters would be different since human subjects would also likely need to be incorporated.

Jason Huntley mentioned a peer network that provides feedback from the PI and peers. That seems to be missing from this model.

Dean Gruden added that one of the current Dean's Scholars and Fellows is working on a mentor/mentee program.

***Standing Committee Reports***

On behalf of the Curriculum Committee, Co-Chair, Dr. Rodney Gabel reported that the Physician Assistant Program has submitted some changes and the committee is communicating requesting feedback. We expect to that soon, hopefully in time for April 30<sup>th</sup> Graduate Council meeting. The summer list of curriculum should be available soon and will be presented at the next Council meeting.

***Old Business***

None.

***New Business***

None.

***Adjournment***

There being no further business, the Council adjourned at 1:52 p.m.