

**Graduate Council Minutes  
September 17, 2019  
Health Science Campus, Health Education Bldg, Room 105**

Present: Wissam AbbouAlaiwi, Brian Ashburner, Defne Apul, Tomer Avidor-Reiss, Daryl Moorhead (for John Bossenbroek), Timothy Brakel, Amanda Bryant-Friedrich, Frank Calzonetti, Saurabh Chattopadhyay, Wend Cochrane, Heather Conti, Raina Dawson (GSA), Cyndee Gruden, Daniel Hammel, Mohamed Samir Hefzy, Andrea Kalinoski, Ken Kilbert, Anand Kunnathur, Abraham Lee, Song-Tao Liu, Sara Lundquist, Michael Mallin, Marcia McInerney, Nagalakshmi Nadiminty, Penny Poplin Gosetti, Patricia Relue, Beth Schlemper, Martha Sexton, Ozcan Sezer, Ruslan Slutsky, Susan Sochacki, Megan Stewart, Robert Topp, Varun Vaidya, Jerry Van Hoy, Kandace Williams.

Absent: Terri Bigioni, Christina Fitzgerald, Geoffrey Rapp, Barry Scheuermann, Rebecca Schneider, James Willey.

Excused: Alisa Nammavong (GSA).

Guests: Amy Thompson, Christine Fox, Svetlana Beltyukova.

***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 September 3, 2019 were approved. All approved say aye (unanimous).

The agenda was re-ordered to accommodate guest presenter's schedules:

***Information and Discussion Items***

**Online Course Evaluation Project and New Faculty Mentoring Program update**

Ad hoc committee, Dr. Amy Thompson and Dr. Christine Fox co-chairs and Dr. Svetlana Beltyukova and Dr. Christine Fox, Faculty advisors and methodology and analysis presented a summary update of the Online Course Evaluation Project and New Faculty Mentoring program. The PowerPoint presentation slides (attached) were reviewed based on the spring pilot and summer data:

- Survey Development Procedures
- Survey Pilot Results
- Psychometric Analysis
- Course Evaluation Questions Revisions

The survey pilot results were displayed. It was noted that the College of Medicine and Life Sciences was exempt and the Honors College and University College were not sampled. Quantitative and qualitative measurements were used to the pilot phase approach. The total score representations and how they inform resulted in four themes. Those clusters align with the literature for our course evaluations and help in directly improving subsequent teaching strategies.

Think Aloud brought questions to students across campuses and majors, and levels both undergraduate and graduate. Faculty feedback was mostly favorable. The goal is to be university-wide, except for independent studies and practicums and exempt colleges.

We asked them to think about a course in the evaluation environment, and answer these questions about that course. The goal is to discover and utilize teaching practices that are impactful for student success. This is about the entire learning experience of the course with a lot of contributing factors. It is a holistic approach. A soft launch will occur later in the fall. We can tweak a few things. Please send comments to Dr. Amy Thompson. Dr. Thompson noted that she had not received comments following the presentation with the Faculty Senate.

*Discussion:*

Concerns and comments expressed were -

- Instructor should receive feedback.
- Instructor looks at this as 'what do I need to do?'
- Since there are four clusters, the resulting scores from those areas should be sent to instructor.
- Is it necessary for small classes?

Dr. Thompson responded that the evaluation process is valuable for small classes too. There were varying practices and instances of not giving evaluations. The goal is to provide a consistent standardized procedure that is student-friendly available online effective in spring 2020. Faculty would be encouraged to use class time for a good response rate. This will allow us to look at trends. It may also interface with the Faculty 180 system.

Announcements:

Dr. Thomson made the following announcements pertaining to Faculty Affairs of the Provost's Office:

- *Future of Higher Education Forums*  
She distributed flyers for two upcoming events.
  - Rapid Response Training: Being Prepared to Assist Students in Crisis  
Friday, September 20, 2019, 10:30 am – 12 noon, MC, Carlson Library 1005
  - Effective Mentorship for Peers and Students  
Friday, October 18, 2019, 10:30 am – 12 noon, MC, Carlson Library 1005
- *Faculty Mentoring*  
Programs are listed on the Provost website <https://www.utoledo.edu/offices/provost/faculty-mentoring.html>. A lot of new and exciting things coming out of the Provost office.
  - Chairs should tune into the fact that we have launch committees for first year tenure-track faculty.
  - Assistant to Associate Professor Program.
  - Associate to Professor Program.
  - Women's Mentoring Network. Dr. Cyndee Gruden is helping with planning.
  - UToledo Under-represented Faculty Mentoring Program

## ***Executive Reports***

### Report of the Executive Committee of the Graduate Council

On behalf of Graduate Council, Chair, Dr. Song-Tao Liu reported that he attended BOT and research forum.

- *Student Health Insurance*  
Cost is a continuing concern and will remain an issue that GCEC will continue to address.
- *Late Fees Fall 2019*  
Some graduate students received a late fee on August 21<sup>st</sup>. That caused some confusion for students. GCEC communicated with Treasurer's Office which has promised to work with COGS going forward.
- *Open Forum on September 6, 2019 regarding reporting foreign affiliations.*  
Those foreign born or immigrants may be concerned and have voiced at the Board of Trustees. We hope that the board and university will balance the requirements from federal government with academic freedom and international collaboration.
- *Graduate Council Meetings Attendance Policy*  
Graduate Faculty reps are important, so attendance is important. Council reps provide feedback at meetings and report back to their colleges.  
If you cannot attend, let Ms. Terri Hayes know up to a day before if possible of your excused absence, and ideally provide a replacement rep from your college (must hold Full Graduate Faculty Membership). The Bylaws indicate that no more than two unexcused absences are permitted.
- *Career Services*  
Open House for faculty today from 2-5 pm. They serve graduate students.

### 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:

- *Academic Leadership Team meeting September 20, 2019*  
Will present information on the state of graduate education at the institution and a reminder that those wishing to mentor or teach graduate students must become graduate faculty members.
- *Policies*  
In her role as Vice Provost for Graduate Affairs, Dean Bryant-Friedrich was forwarded the following two policies for review. Comments or concerns should be forwarded to her.
  - Animal Testing using Controlled Substance
  - Videotaping in Animal Facilities
- *Enrollment*  
Fall enrollment is down -2.6% overall, -0.6% for graduate, a decrease of 25 students. Graduate and professional enrollment is at 4,214.

As a reminder, Strategic Plan reports to the BOT are due on October 15<sup>th</sup> and will include metrics. Council may receive requests from Dean Bryant-Friedrich on this topic.

o *Safe Place Training*

Having recently participated in Safe Place Training, Dean Bryant-Friedrich encouraged Council to participate in this. The training is well done and worth the time to provide an inclusive and accepting environment as you mentor students.

<http://www.utoledo.edu/studentaffairs/omss/training/training.html>.

Research and Sponsored Programs Update

Dr. Frank Calzonetti, Vice President of Research reminded Council members to register for National Lab Day, October 10 and 11, 2019 at UT and to encourage their graduate students to attend

<https://www.utoledo.edu/research/national-lab-day/>.

o *Research and Sponsored Programs Annual Report*

This PowerPoint presentation (attached

[http://www.utoledo.edu/graduate/facultystaff/gradcouncil/docs/RSP%20Annual%20Report\\_GC%209.17.2019.pdf](http://www.utoledo.edu/graduate/facultystaff/gradcouncil/docs/RSP%20Annual%20Report_GC%209.17.2019.pdf)) included the following. It has been presented to the Board of Trustees.

- Annual Research Numbers FY 17-19 (numbers of submissions, awards, and dollars awarded)

There was a huge jump from 2017 to 2018 and then flat to 2019. Contributing factors are that when you get a lot of new awards, you are setting up your grants and not writing as many new proposals. The government was shut down for five weeks coupled with the fact that a number of agencies scrapped the review panels and re-set up. Numbers of submissions and awards increased.

- FY 19 & 20 first quarter (numbers of submissions, numbers of awards, and dollars awarded)

Close-out of books is November 7, 2019. We are off to a great start already this year, we are up more than last year. The first quarterly is typically higher than subsequent quarters because that is when we receive a lot of grants.

- Research Dollars by College FY 18 & 19

The College of Medicine and Life Sciences has the highest research dollars over \$17 million, a big increase. Natural Sciences and Mathematics is second with \$11+ million and Engineering with \$7.6 million, a decrease since they lost some faculty members with significant funding. This is expected that the STEM and Medicine disciplines produce the highest research dollars.

Report of the Graduate Student Association

GSA President was unavailable to provide report.

***Information and Discussion Items***

Graduate Programs at College of Medicine and Life Sciences

Dr. Kandace Williams' PowerPoint presentation (see attached) provided an overview of the degree programs and tracks, number of graduate students and post-doctoral trainees, links to org charts, and general COMLS facts.

Master of Science in Biomedical Science (MSBS) has seven degree programs:

- MSBS Physician Assistant  
Anticipated to grow back to 40.
- MSBS (PSM) Human Donation Sciences  
10 students. Online and face-to-face options.
- MSBS Assistant in Pathology  
Received accreditation last year – currently 8 students with goal to reach 20 by increasing 2 per year.
- Certificate in Pathology (1 year for post-second year MD students)
- MSBS Medical Physics
- MSBS Medical Science  
49 students. Over 50% last year went on to medical school, and some transition to Ph.D. programs. One student in first year medical school who first obtained MSBS in Medical Science, then Ph.D. in Cancer Biology
- MSBS Orthopedic Sciences – no students at this time
- Emergency Medical Services (paramedic) undergraduate certificate program  
Received national accreditation last year. Have contract with TPD and 15 students last year and 10 this year. In spring will open up semester course. Our only UG certify course.
- MSBS Oral Biology (dentistry)- open only to dental residents – 5 per year

All of these students pay full tuition with Physician Assistant and Medical Sciences typically higher. Medical Physics receives five tuition waivers per year.

Biomedical Science Programs has 77 students under the COMLS umbrella: PhD 47, MD/PhD.11, and MSBS 19. There are five basic research tracks in the BMSP that offer PhD, MD/PhD or MSBS. All tracks follow same core BMSP didactic curriculum. Bioinformatics and Proteomics/Genomics is growing! Currently working on a Ph.D. track. BMSP students receive a full tuition waiver and NIH level stipend during their graduate training for a PhD and with a smaller stipend for MSBS students. Most other schools offer health insurance support. \$24,816 is our PhD stipend. The average in the Midwest is \$27,000.

- All COMLS graduate programs are 12 months per year.
- COMLS has no undergraduate courses, thus no teaching assistantships. However, we have an agreement with COGS for student stipends where we receive 1.75 years of stipend support (COGS 100% first year, 50% second year and 25% third year).
- All COMLS faculty are non-union and 12 month by year.
- Majority of COMLS courses are team-taught.
- 1200 students and residents, but no dorms.
- Displayed org charts for medicine programs.
- 700 MD students UGME. Residents GME 340. 248 graduate students and 19 post docs.
- 14 clinical departments, 4 basic science departments.

*Discussion:*

Dean Bryant-Friedrich pointed out that all graduate programs are 12-month. She indicated that COGS pays tuition for these students.

Dr. Samir Hefzy suggested funding of year 1 100%, year 2 75%, year 3<sup>rd</sup> 50% and year 4 25%.

Dr. Williams responded that funding was previously supported that way however, Dr. Gold, the previous COMLS Dean changed that.

Dr. Tomer Avidor-Reiss asked what service they do.

Dr. Williams replied that they do research in labs.

Dean Bryant-Friedrich pointed out that their productivity is different, on the HSC, graduate assistants generally do research and on the Main Campus, more teaching.

Dr. Williams stated that graduate student support is limited to the number of funded PIs and COGS budget, which was more limited this past year. 47 PhD students is low compared to what we used to have.

Vote on Proposed Change of Meeting Dates and Times for 2020-2021 Graduate Council Meetings

Due to lack of time for discussion and vote, this item has been postponed.

Questions for the President and Provost visit with Graduate Council October 1st

Questions can be sent to the Executive Committee.

COGS Strategic Plan 2017-2022

Dean Bryant-Friedrich deferred until next meeting due to lack of time remaining.

***Standing Committee Reports***

Report of the Curriculum Committee

On behalf of the Curriculum Committee, GC Chair, Dr. Song-Tao presented the Summer 2019 report: noting that most of the proposals were from the Physician Assistant program and have gone back to the program requesting clarifications and a program revision form for the accompanying course modifications. The requested information was received. GCEC approved the following curricular proposals.

Summer 2019

No.	Proposal Type	College	Department/School/Program	Title	Course Number	Summary
166	ECM NCP	MD	Orthopaedic Surgery	System Pathophysiology	BMSP <del>6370</del> 6470	Combine 2 separate courses
167	ECM NCP	MD	Orthopaedic Surgery	System Pathophysiology	BMSP <del>8370</del> 8470	Combine 2 separate courses
168	ECM	MD	Physician Assistant Studies	Clinical Medicine II	PHYA 5320	Course number change
169	ECM	MD	Physician Assistant Studies	Pathophysiology III	PHYA 5430	Prerequisite change
170	ECM	MD	Physician Assistant Studies	Research Practicum	PHYA 6600	Course material combination
171	ECM	MD	Physician Assistant Studies	Pathophysiology I	PHYA 5410	Course number change
172	ECM	MD	Physician Assistant Studies	Pathophysiology II	PHYA 5420	Course number change
173	ECM	MD	Physiology	Human Physiology	PHSL 5050	Corequisite change
174	ECM	MD	Physician Assistant Studies	Diagnostic & Therapeutic Skills II	PHYA 5270	Course combination
175	ECM	MD	Physician Assistant Studies	Introduction to Clinical Radiology	PHYA 6040	Course combination
176	ECM	MD	Physician Assistant Studies	Principles of Research and Statistics	PHYA 6130	Course content change
177	ECM	MD	Physician Assistant Studies	Clinical Rotation VIII	PHYA 6380	Course content change
178	ECM	MD	Physician Assistant Studies	Clinical Practice - ER	PHYA 6410	Course deletion/inactivation. Has not been offered in over 4 years.
179	ECM	MD	Physician Assistant Studies	Clinical Practice - Family Medicine	PHYA 6420	Course deletion/inactivation. Has not been offered in over 4 years.
180	ECM	MD	Physician Assistant Studies	Clinical Practice - Internal Medicine	PHYA 6430	Course deletion/inactivation. Has not been offered in over 4 years.
181	ECM	MD	Physician Assistant Studies	Clinical Practice - Pediatrics	PHYA 6440	Course deletion/inactivation. Has not been offered in over 4 years.
182	ECM	MD	Physician Assistant Studies	Clinical Practice - Surgery	PHYA 6450	Course deletion/inactivation. Has not been offered in over 4 years.
183	ECM	MD	Physician Assistant Studies	Clinical Preceptorship	PHYA 6760	Prerequisite change OR course deletion? Both are marked on form.
184	NCP	ED	Curriculum and Instruction	Developing Instruction for Middle Grades 4-5 Literacy and Social Studies	CI 5110	new course

The current curriculum report was presented by committee co-chair, Dr. Ozcan Sezer. He noted that only one proposal, #4, a New Program Proposal for a graduate certificate: Singing Voice Specialist was on hold pending clarification on course numbers. Regarding proposal #13, he also noted that new course numbers must be unique. Previous course numbers have a history so they cannot be recycled. The logistics of a new course number will be sorted. Council voted unanimously to approve proposals as submitted, except not #4 which is pending.

First Curricular Report of Fall 2019

No.	Proposal Type	College	Department/Program	Title	Course Number	Summary
001	PRR	CE	Early Childhood, Special and Higher Education	ME in Higher Education	NA	New Program Description Provided
002	NCP	SM	Chemistry	Molecular Modeling	CHEM 6730	
003	NCP	SM	Chemistry	Molecular Modeling	CHEM 8730	
004	NPP	AR	Music	Graduate Certificate: Singing Voice Specialist	NA	Graduate Certificate 15 credit hours - HOLD
005	PRR	AR	Psychology	MA in Psychology	NA	Corrected attachments provided
006	ECM	HH	School of Population Health	Environmental Health	PUBH 5160	Necessary for accreditation
007	ECM	HH	School of Population Health	Occupational Safety	PUBH 5060	Necessary for accreditation
008	ECM	HH	School of Population Health	Hazardous Materials and Emergency Response	PUBH 5260	Necessary for accreditation
009	ECM	HH	School of Population Health	Chemical Agents	PUBH 5310	Necessary for accreditation
010	ECM	HH	School of Population Health	Hazard Control	PUBH 5410	Necessary for accreditation
011	ECM	HH	School of Population Health	Physical Agents	PUBH 5620	Necessary for accreditation
012	ECM	HH	School of Population Health	Risk Assessment	PUBH 5700	Necessary for accreditation
013	PRR	HH	School of Exercise and Rehabilitation Science	Doctor of Physical Therapy		Concern with a course name
014	ECM	BU	Finance and Business Economics	Corporate Finance	BUAD 6200	

### Report of the Membership Committee

On behalf of the Membership Committee, Chair, Dr. Svetlana Beltyukova presented a summary of applications during the summer, divided into two batches, Summer I and Summer II. There was an instance where there was no terminal degree and no clarification in endorsement addressing the whether there was equivalent experience. Overall, most applications were straightforward. 56 applications. Not many, but sometimes we approve for a different category than applied for because the incorrect category is selected. For example, an applicant applied for professional membership, however, the individual is external to UT and should have applied for Adjunct membership. The committee will be meeting in the near future to discuss the membership categories.

#### Summer I 2019 (April 6 – June 10, 2019)

COLLEGE	Total Applications rec'd	Applications Rec'd/Approved by Category					# Approved as Applied	# Approved in Diff. Category	# Pending	# Apps Internal	# Apps External	# Apps -- Renewal	# Apps -- New	# Apps -- Change
		Full	Associate	Professional	Adjunct	Special								
Arts and Letters (AR)	2				1/1	1/1	2			2			2	
Business and Innovation (BU)	4	2/2		1/0	1/1		3	1	3	1	1		3	
Education (CE)	6				1/1	5/5	6			6			6	
Engineering (EN)	6				1/2	5/4	5	1	2	4	3		3	
Health and Human Services (HHS)	5			1/1	4/2	0/2	3	2	3	2			5	
Honors														
Law														
Libraries														
Medicine and Life Sciences (MD)	2	1/1	1/0			0/1	1	1	2				2	
Natural Sciences and Mathematics (SM)	9	1/1		1/0	6/6	1/2	8	1	1	8	3		6	
Nursing (NU)	1			1/0					1		1			
Pharmacy and Pharmaceutical Sciences (PH)														
<b>TOTAL</b>	<b>35</b>	<b>4/4</b>	<b>1/0</b>	<b>4/1</b>	<b>14/11</b>	<b>12/15</b>	<b>28</b>	<b>5</b>	<b>2</b>	<b>12</b>	<b>23</b>	<b>8</b>	<b>27</b>	<b>0</b>

#### Summer II 2019 (June 11 – August 19, 2019)

COLLEGE	Total Applications rec'd	Applications Rec'd/Approved by Category					# Approved as Applied	# Approved in Diff. Category	# Pending	# Apps Internal	# Apps External	# Apps -- Renewal	# Apps -- New	# Apps -- Change
		Full	Associate	Professional	Adjunct	Special								
Arts and Letters (AR)	2	2/1					1		1	2		1	1	
Business and Innovation (BU)	7	1/1			5/4	1/2	6	1		2	5	1	6	
Education (CE)	0													
Engineering (EN)	2		1/1			1/1	2		2		1		1	
Health and Human Services (HHS)	0													
Honors														
Law														
Libraries														
Medicine and Life Sciences (MD)	1		1/1				1		1				1	
Natural Sciences and Mathematics (SM)	8	2/2			1/1	5/5	8		4	4	3		5	
Nursing (NU)	1				1/1		1			1			1	
Pharmacy and Pharmaceutical Sciences (PH)														
<b>TOTAL</b>	<b>21</b>	<b>5/4</b>	<b>2/2</b>		<b>7/6</b>	<b>7/8</b>	<b>19</b>	<b>1</b>	<b>1</b>	<b>11</b>	<b>10</b>	<b>6</b>	<b>15</b>	<b>0</b>



Pending

COLLEGE	Total Applications rec'd	Applications Rec'd/Approved by Category					# Approved as Applied	# Approved in Diff. Category	# Pending	# Apps Internal	# Apps External	# Apps -- Renewal	# Apps -- New	# Apps -- Change
		Full	Associate	Professional	Adjunct	Special								
Arts and Letters (AR)	0													
Business and Innovation (BU)	1			1/0				1	1				1	
Education (CE)	2					2/2	2		2					2
Engineering (EN)	2	1/1				1/1	2			2			2	
Health and Human Services (HHS)	0													
Honors	0													
Law	0													
Libraries	0													
Medicine and Life Sciences (MD)	3	2/1		1/0	0/1		1	1	1	2	1		3	
Natural Sciences and Mathematics (SM)	0													
Nursing (NU)	1			2/1		0/1		1		1		1		
Pharmacy and Pharmaceutical Sciences (PH)	0													
<b>TOTAL</b>	<b>9</b>	<b>3/2</b>		<b>4/1</b>	<b>0/1</b>	<b>3/4</b>	<b>5</b>	<b>2</b>	<b>2</b>	<b>6</b>	<b>3</b>	<b>1</b>	<b>6</b>	<b>2</b>

**Old Business**

None.

**New Business**

None.

**Adjournment**

There being no further business, the Council adjourned at 2:12 pm.