

**Graduate Council Minutes
February 11, 2020
Health Science Campus, Health Education 105**

Present: Wissam Abbou-Alaiwi, Brian Ashburner, Defne Apul, Tomer Avidor-Reiss, John Bossenbroek, Timothy Brakel, Amanda Bryant-Friedrich, Saurabh Chattopadhyay, Wendy Cochrane, Heather Conti, Christina Fitzgerald, Daniel Georgiev, Cyndee Gruden, Daniel Hammel, Mohamed Samir Hefzy, Andrea Kalinoski, Ken Kilbert, Anand Kunnathur, Abraham Lee, Song-Tao Liu, Sara Lundquist, Michael Mallin, Alisa Nammavong (GSA), Kelly Phillips, Penny Poplin Gosetti, Patricia Relue, Beth Schlemper, Rebecca Schneider, Martha Sexton, Ruslan Slutsky, Susan Sochacki, Megan Stewart, Steve Sucheck, Varun Vaidya, Jerry Van Hoy.

Excused: Frank Calzonetti, Raina Dawson (GSA), Marcia McInerney.

Absent: Terry Hinds, Nagalakshmi Nadiminty, Alisa Nammavong (GSA), Geoffrey Rapp, Barry Scheuermann, Kandace Williams.

Guests: Christine Fox, Amy Thompson, Cathy Zimmer.

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 December 10, 2019 were approved.

Executive Reports

Report of the Executive Committee of the Graduate Council

On behalf of Graduate Council, Chair, Dr. Song-Tao Liu provided the following report:

- *GC Curriculum Committee*
College representatives on the GCCC review all proposals but may also be asked to help seek clarification as needed on proposals from their home college. With large batches of proposals, it may be necessary to ask for additional help from individual academic colleges. Each college is recommended to have a back-up or alternative faculty member to help GCCC.
- *Academic Grievance Policy*
The Academic Programs and Regulations Committee has reviewed and endorsed the policy and made a few final changes. GCEC will discuss at its next meeting and the policy is expected to come to Graduate Council soon.

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 *Fall 2020 Admissions and Enrollment Funnel Fall 2020*

Reviewed number of total inquiries, except those in CAS, that are not seen here. COGS would like to be aware of all inquiries. COGS captures email inquiries into our communication stream which helps us understand where the applicant pool sits and communicate. If you receive graduate inquiries directly, please send them to GraduateInquiry@utoledo.edu.

Psychology has a lot of applications. As of January 31st however, admits are low. Admits can be lower for various reasons, such as applicants deferring admission to a future term, visa or life issues. Some students defer to a future term, visa or life issues. We will share at all Graduate Council and Council of Associate Deans meeting for comparative purposes, 2020 vs. 2019.

Office of Graduate Admissions College Report, Fall 2020												
Fall Semester 2020												
Data Date: Jan. 31, 2020												
	College of Arts and Letters	Coll Business and Innovation	J Herb College of Education	College of Engineering	Coll of Health & Human Services	College of Law	College of Medicine and Life Sciences	College of Nursing	Coll Pharmacy, Pharm Sciences	Coll Nat Sci and Mathematics	Other - College of Grad Studies	Total
	AR	BU	CE	EN	HH	LW	MD	NU	PH	SM	Other	
TOTAL INQUIRIES	207	53	28	184	409	2	550	36	67	243	1,261	3,040
TOTAL APPLICANTS	207	53	28	184	409	2	550	36	67	243		1,779
<i>Less: Incompletes</i>	32	24	7	64	66	0	77	31	23	96		420
COMPLETE APPLICATIONS	175	29	21	120	343	2	473	5	44	147		1,359
<i>Less: Denies</i>	104	1	1	2	20		7			1		136
<i>Less: Withdrawn Before Decision</i>		2	2				3			1		8
<i>Pending Personal Funding (International) (Decision Code 03)</i>	1	7	1	2	1	1	1					14
TOTAL ADMITS	2	11	14	2	41	1	79		1	4		155
<i>Less: Withdrawn After Decision</i>		1			6		6					13
<i>Deferred to Future Term (Decision Code 07)</i>		2	1	2			1					6
NET ACTIVE ADMITS	2	10	14	2	35	1	73	0	1	4		142
NET ACTIVE APPLICATIONS	103	49	25	182	383	2	534	36	67	241		1,622
ENROLLED												0

o *Provost Staff meetings*

Provost sits on the Inter-University Council of Ohio. There is a lot going on a lot going on at the state level. I am hoping you will get more information on this to bring up in your areas. We need to be aware of what is happening and be active participants.

- Credential Engine
 Website <https://credentialengine.org> that collects credentials, and Ohio is involved. They can see if credential is offered near them. We don't have to do anything but Ohio will upload in database. You may see people start to inquire about this.
- TechCred
 Website <https://techcred.ohio.gov/wps/portal/gov/techcred> will show the pathway proposed by the state. Targeting businesses first for credentials they want employees to have and in turn, they will communicate with us and direct their employees to us. This will include smaller businesses too. I would like to let Provost know where we have capacity, perhaps in information technology, healthcare, construction, engineering, data security.

- **Out-of-State Tuition Waiver**
The state is considering a tuition waiver for graduate students who have earned their undergraduate degree at an Ohio institution. UToledo is lobbying for this. The state did not say they were going offer more money. Professional programs would likely be excluded.
- The state is discussing adding a risk factor metric for calculation of SSI. There is some discussion of the use of ACT and SAT at the undergraduate level for this metric. We are going to have to track placement of our graduates.
- **Ohio Entrepreneurship Training**
The state is trying to pull together entities to pitch programs. The University of Michigan has taken the lead on this.
- **Ohio IP Promise**
Intellectual Property for faculty
- **Campus Free Speech Act (HB 363)**
The bill, also known as the FORUM Act, prohibits state universities in Ohio from taking any action or enforcing any policy that restricts the free expression rights of students, faculty, or invited guests on their campuses. Open spaces on campuses would be included in free speech bill.
- **State Share of Instruction (SSI)**
President and Matt Schroeder are in Columbus talking about SSI today.
- *Unintended Student Consequences*
There are issues that arise as a consequence of moving to 1 credit hour post-candidacy. There will be discussion with GC about this and other things could impact students.
- **Spring Convocation**
There is discussion about moving it to Friday morning. It is a thought, undergraduate in nature, that is misses commuter students. I have asked them to look at an alternative. If you have concerns, please let me know.
- *Policies under discussion in Provost Office*
 - **University Evaluation of Faculty Qualifications**
When it comes out for review, please review for graduate credentialing.
 - **Faculty Conduct**
There are some issues with differing views of faculty on their relationship to their students at the national level and institution levels. Kevin West, Senior Director of Faculty Relations will be speaking to faculty at different venues about this topic.
 - **Inclusive Access**
<https://www.utoledo.edu/offices/treasurer/InclusiveAccessInformation.html>
The University has teamed up with the bookstore and publishers to provide a convenient and affordable option for textbooks, called Inclusive Access.

UToledo's Inclusive Access program provides you with a digital course content option that can replace traditional print textbooks, offering many advantages to enhance learning while also reducing fees. It also makes sure people can access screen readers, etc. for people with disabilities.

Available to all students and is added to their bill.

○ *Centralized Admission System (CAS)*

Met with CAS reps last week focusing the discussion on the systems we currently use and employment for full integration into Banner and our communication flow. After we seek how it works, then we will move forward to other CAS systems. We are in discussions with the College of Business and Innovation and the and College of Engineering.

Discussion:

Dr. Andrea Kalinoski inquired whether the Graduate Council Bylaws would be changed to match the policy on faculty qualifications, if more stringent.

Dean Bryant-Friedrich responded that Graduate Council has a say it in what the policy looks like.

Research and Sponsored Programs Update

None.

Report of the Graduate Student Association

A specific report was not provided, however, the Midwest Graduate Research Flyer was displayed to remind GC of the event (see attached).

Information and Discussion Items

Course Evaluation Update

Dr. Amy Thompson, Vice Provost for Faculty Affairs, gave an update on the course evaluation process that was piloted in fall 2019 and rolled out to half of the campus. She thanked all who participated.

Lessons Learned:

- Response rates were highest in courses where instructors sent reminders or gave class time to complete the evaluation.
- There is significant variation in when faculty deploy course evaluations.
- There was some duplication of department questions with university questions.
- Overall, faculty feedback has been very positive.

Three standardized emails go out when the student has not completed the evaluation. There was some duplication with questions, so moving forward, we asked chairs and associate deans to review for redundancy.

Next Steps:

- Full implementation of the 12 core questions and new software university-wide in Spring 2020.
- Deployment will be during the last two weeks of classes.
- Department Chair and Associate Dean Trainings will begin March 2nd.

- Emails with training clips and information will be sent to all faculty regarding accessing the results.
- A best practice guide will be developed and disseminated regarding developing additional course evaluation questions.

We need your help from sustainability. We have a series of training in which chairs and associates will be invited to attend. This software is easy to use. We will teach you how to enter questions in addition to the 12 automatic questions, if you choose. Chairs can identify whether to use for courses, thesis, practicum, or they may remove for that term. There will be many opportunities for training that will be posted. Faculty will receive emails about this as well.

Discussion:

Dr. Christine Fox, Professor of Educational Statistics and Research Methods noted she and Dr. Svetlana Beltyukova have taken reviewed faculty questions and made suggestions to help shape the questions to get data in return. We will provide best practices to creating survey questions.

Dr. Thompson added that the questions should point to student-centeredness.

Dr. Tomer Avidor-Reiss asked if whether the course evaluation system will integrate with Faculty 180.

Dr. Thompson replied that there is a plan to integrate with Faculty 180.

Dr. Sara Lundquist inquired about faculty may want different deployment dates and the survey going to students who are not coming to class.

Dr. Thompson responded that her office will go over this information with faculty and that only active students receive the link to the evaluation.

Dr. Defne Apul asked if the data may be exported to Excel.

Dr. Thompson replied that it can and she hopes that will make it easier to use.

Dr. Saurabh Chattopadhyay asked whether this course evaluation is available for the College of Medicine and Life Sciences.

Dr. Thompson replied that COMLS is excluded and that some departments did not participate in the pilot. If dept. wants to, we can entertain. There are some accreditation issues. Thank you and please give feedback.

Tips on Preparing Graduate Course Proposals

Dr. Cyndee Gruden, Associate Dean, COGS and Ms. Cathy Zimmer, Director for Academic and Curricular Initiatives presented tips for reviewing and submitting curricular proposals both for courses and programs. Highlights below of the attached presentation:

- The syllabus needs to match the proposal
- Catalog description should appear on syllabus.
- Credit Hours and Prerequisites have to match on form and syllabus.

- Syllabus Template and Resources available on <https://www.utoledo.edu/offices/provost/utc/syllabus/>.
- Office of Assessment has an area learning outcomes page and great examples. It is a good self-check list.
- All reviewers can correct and roll back to a specific level.
- Curriculum system CIM rolls into the catalog CAT.
- Prerequisite – if you don't tell us what that grade should be, it will default to D-.
- Registration Restriction. There are sections in the form where you need to add the correct information.
- Co-list – offered at more than one level. Goes to Faculty Senate first then to Graduate Council, in a linear fashion if one section is undergraduate.
- Cross-listed – offered at more than one subject code. Same course description.
- Attach a syllabus for each level or one syllabus that contains details on both levels. The lower level is typically considered the parent course.
- Syllabus should be changed even if changing title. Co-listed courses must show differentiation of and outcomes of each level.
- Reviewing Program Proposals. Must contain the minimum number of credit hours for completion for the degree.
- Plan of Study field.
- Edits are displayed through color mark up
 - Green – new text added
 - Red = deleted
- Search *data* brings up anything with the word data in it.
- Learning outcomes can be added in separate boxes.
- Inactive courses will not show up, shows as Deleted.

There is always a learning curve with a new system and Ms. Cathy Zimmer is glad to help you navigate it.

Discussion:

Dr. Dan Hammel asked when notification occurs for programs that a course change impacts.

Dr. Gruden replied after the department chair approves, but before the college committee.

Dr. Patty Relue noted the user populates the term in CIM and when changed in the parent proposal, it also changes it the child proposal.

Dr. Gruden agreed that they are connected.

Standing Committee Reports

Report of the Curriculum Committee

Graduate Council Curriculum Committee (GCCC), Interim Chair, Dr. Ozcan Sezer reported with the remaining proposals from the previous semester and incoming curriculum, there is a significant number of proposals before the committee. He noted that a program modification should accompany course modification requests, where it courses required for a program. Dr. Wendy Cochrane stepped up to serve as the curriculum rep from the College of Health and Human Services. As the March 17th curriculum deadline for catalog inclusion approaches, there are 20+ proposals in the queue. Motion to approve. Seconded. Unanimous approval

Prior proposals #66, #69, #70 and #75 are recommended for approval by the GCCC.

#066 PRR “MBA – Dual Major”. This is apparently a modification for the MD/MBA dual degree.

#069 PCR Change program name from “Healthcare Systems Management” to “Public Health Management” with corresponding correction in catalog description.

#070 NPP “Data Analytics in Economics”, ECON Graduate Certificate. 12 credit hours.

#075 NCP “Graduate Launch” GNEEN 5000 (0 – 2 Cr Hr) General Engineering.

GCCC / PROPOSALS / #92-#119 / JAN-2020 || **SORTED BY COLLEGE** || (Total of 42 Proposals)

	# Number	Proposal Type	College	Department/ School/ Program	Title	Course Number	Summary	Approved with Comments by GCCC
1	092	NCP	AR	Psychology	The Science of Emotion	PSY 6070		
2	093	NCP	AR	Psychology	Grant Writing in Psychology	PSY 6080		
3	094	NCP	AR	Psychology	Advanced Research Seminar in Psychology	PSY 7160		
7	098	CCR	AR	World Languages and Cultures	Advanced French Grammar I	FREN 5010		
8	099	CCR	AR	World Languages and Cultures	Advanced French Grammar II	FREN 5020		
9	100	PCR	AR	Economics	M.A. in Economics	AR-ECON-MA	Formalize existing degree requirement. As part of our MA econ degree, students must complete a zero credit Master's Capstone Project. We would like the project to appear on our student's transcripts and also create it as a zero credit independent study for tracking purposes. Thus we are creating a zero-credit course: ECON 6950 Capstone Project which all of our MA students will be required to take and complete.	
10	101	NCP	AR	Economics	Capstone Project	ECON 6950	New course.	
11	102	NPP	AR	Political Science	Ph.D in Interdisciplinary Public Humanities	AR-XXXX-PHD	New graduate degree program.	
12	103	NCP	AR	Political Science	Research Methods in the Public Humanities	HUM 7100	New course.	
13	104	NCP	AR	Political Science	Theory in the Public Humanities	HUM 7200	New course.	
14	105	NCP	AR	Political Science	Public Humanities Ethics and Practice	HUM 7300	New course.	
15	106	NCP	AR	Political Science	Advanced Topics in the Humanities	HUM 8230	New course.	
16	107	NCP	AR	Political Science	Practicum in the Public Humanities	HUM 8940	New course.	
17	108	NCP	AR	Political Science	Dissertation	HUM 8960	New course.	
18	109	NCP	AR	Political Science	Directed Readings in the Humanities	HUM 8990	New course.	
19	110	PCR	BU	Accounting	Accounting	BU-ACCT-MSA	Early admission/bridge program - BBA - MSA (4+1)	Maybe useful to provide information
20	111	PCR	BU	MBA	Master of Business Administration	BU-MBA-XX	Early admission/bridge program - BBA / MBA (4+1)	Maybe useful to provide information

29	120	CCR	HH	Exercise and Rehabilitation Science	Evaluation and Management of Peripheral Joint Injuries	ATTR 6120	course modification	Conditional approval request: "Condition on explanation for catalog description changes and prerequisites". GCCC will follow on this
30	121	CCR	HH	Exercise and Rehabilitation Science	Foundations of Athletic Training Practice	ATTR 6150	course modification	same as above
31	122	CCR	HH	Exercise and Rehabilitation Science	Evaluation and Management of Head and Spine Injuries	ATTR 6220	course modification	same as above
32	123	CCR	HH	Exercise and Rehabilitation Science	Management of Emergencies in Athletic Training	ATTR 6520	course modification	same as above
33	124	CCR	HH	Exercise and Rehabilitation Science	Clinical Skills II	ATTR 6620	course modification	same as above
34	125	CCR	HH	Exercise and Rehabilitation Science	Clinical Skills III	ATTR 6630	course modification	same as above
35	126	CCR	HH	Exercise and Rehabilitation Science	Clinical Skills IV	ATTR 6640	course modification	same as above
36	127	CCR	HH	Exercise and Rehabilitation Science	Therapeutic Interventions	ATTR 6700	course modification	same as above
37	128	CCR	HH	Exercise and Rehabilitation Science	Organization and Administration of Athletic Training Programs	ATTR 6710	course modification	same as above
38	129	CCR	HH	Exercise and Rehabilitation Science	Optimization of Performance and Wellness	ATTR 6730	course modification	same as above
39	130	CCR	HH	Exercise and Rehabilitation Science	Foundations of Scholarly Practice	ATTR 6800	course modification	same as above
40	131	CCR	HH	Exercise and Rehabilitation Science	Scholarly Project I	ATTR 6810	course modification	same as above
41	132	CCR	HH	Exercise and Rehabilitation Science	Scholarly Project II	ATTR 6820	course modification	same as above
42	133	CCR	HH	Exercise and Rehabilitation Science	Scholarly Project III	ATTR 6830	course modification	same as above
21	112	NPP	MD	Bioinformatics and Proteomics-Genomics	PhD in Bioinformatics, BIPG Track	MD-xxxx-PHD	new concentration to existing program	Friendly Amendment! Program Director must confirm if 9-hour/semester limit must find out compliance issue and act accordingly
22	113	NCP	MD	Bioinformatics and Proteomics-Genomics	Advanced Programming in Bioinformatics	BIPG 6200	new course proposal	
23	114	NCP	MD	Bioinformatics and Proteomics-Genomics	Clinical Proteomics	BIPG 6300	new course proposal	syllabus is available/ will be uploaded

24	115	NCP	MD	Bioinformatics and Proteomics-Genomics	Applied Statistics for Bioinformatics	BIPG 6500	new course proposal
25	116	CCR	MD	Bioinformatics and Proteomics-Genomics	Statistical Methods in Bioinformatics	BIPG 7200	course change request
26	117	NCP	MD	Bioinformatics and Proteomics-Genomics	Transcriptomic Data Science	BIPG 7300	new course proposal
27	118	NCP	MD	Bioinformatics and Proteomics-Genomics	Algorithms for Bioinformatics	BIPG 7350	new course proposal
28	119	NCP	MD	Bioinformatics and Proteomics-Genomics	Dissertation Research in BIPG	BIPG 9990	new course proposal
4	095	NCP	SM	Chemistry	Carbohydrate Chemistry	CHEM 6440	
5	096	NCP	SM	Physics and Astronomy	Physics and Astronomy Professional Seminar	PHYS 8040	1) change some previously REQUIRED courses (PHYS 6/7260 Classical Electrodynamics II, PHYS 6/7330 Quantum Mechanics II, and MATH 6730 Methods of Mathematical Physics II) to OPTIONAL; 2) increase allowed PHYS 8960 (PhD Thesis Research) credit hours from 3048 to 3060; 3) Add one semester (1 credit hr) of Professional Development Seminar (course number TBD) into the requirements. The proposal for this 1 credit hour Professional Development Seminar course is submitted concurrently with this proposed change to Physics PhD program.
6	097	PCR	SM	Physics and Astronomy	PhD in Physics	SM-PHYS-PHD	

Report of the Membership Committee

None.

Old Business

None.

New Business

Dean Bryant-Friedrich's address to the Graduate Faculty is March 4, 2020 at 12 noon, in Student Union 2592.

Adjournment

There being no further business, the Council adjourned at 1:58 p.m.