

**Graduate Council Minutes  
September 3, 2019  
Main Campus, Rocket Hall, Room 1530**

Present: Wissam AbbouAlaiwi, Brian Ashburner, Defne Apul, Jonathan Bossenbroek, William Scott Crawley (for Tomer Avidor-Reiss), Amanda Bryant-Friedrich, Frank Calzonetti, Wendy Cochrane, Heather Conti, Raina Dawson (GSA), Cyndee Gruden, Daniel Hammel, Mohamed Samir Hefzy, Ben Davis (for Ken Kilbert), Tom McLaughlin (for Abraham Lee), Song-Tao Liu, Sara Lundquist, Michael Mallin, Nagalakshmi Nadiminty, Alisa Nammavong (GSA), Penny Poplin Gosetti, Barry Scheuermann, Beth Schlemper, Martha Sexton, Ozcan Sezer, Ruslan Slutsky, Susan Sochacki, Megan Stewart, Robert Topp, Jerry Van Hoy.

Absent: Terry Bigioni, Christina Fitzgerald, Daniel Georgiev, Jennifer Hipp, Anand Kunnathur, Patricia Relue, Rebecca Schneider, James Willey, Kandace Williams.

Excused: Saurabh Chattopadhyay, Marcia McInerney, Varun Vaidya.

Guests: None.

***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 April 2, April 16 and April 30, 2019 were approved.

***Executive Reports***

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

On behalf of Graduate Council, Dr. Song-Tao Liu provided a recap of summer activities of GCEC:

- *Meetings*
  - Four meetings of GCEC
  - Three meetings with the Provost
  - One meeting with the President's Advisory Committee
- *Committees*

Patty Relue was appointed to Research Council and Jerry Van Hoy continuance on the Committee on Institutional Effectiveness and Planning. Curriculum and Membership Committees met during the summer. Dr. Wendy Cochrane will provide a status update on committee population.
- *Policies*

We talked about a Leave of Absence Policy. GCEC felt that a long-term and short term policy are needed. There will be further discussion.
- *Graduate Student Insurance*

Brian Pack provided an overview of the graduate insurance plan. He will speak to Council on October 29<sup>th</sup>. We will continue to support affordable health insurance plan for graduate students.

- o *Fall Semester 2019*

Since we are not at the census day for enrollment yet, we do not know if there will be budget cuts related to enrollment. The Provost indicated the administration would try its best to avoid a budget cut.

The President and Provost will come to Graduate Council October 1<sup>st</sup>.

Late fee assessment by the Treasurer's Office prior to the start of fall semester was confusing to students along with emails to GAs with tuition waivers. New graduate students were especially confused. This issue was raised to the Provost. Some coordination with Finance and timeliness of emails is warranted.

- o *Advocacy for graduate faculty and graduate education*

Graduate Council will continue to serve as the platform for issues important to graduate education. It represents the graduate faculty at UT. Each Graduate Council member is representative of 25 graduate faculty members. The number of reps is down. It is our intention to make sure voices of Graduate Faculty are heard as we try to reach out to different areas for understanding of graduate issues and help improve shared governance. We would like to hear from graduate faculty and GC members about any issues that impact graduate education at UT.

#### 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:

She is glad to return to COGS although she still has some continuing responsibilities with the College of Pharmacy and Pharmaceutical Sciences. She was pleased to hear of the progress on discussions for leave of absence policies as both long-term and short-term are important as our demographics shift. Graduate student insurance will be a continuing issue for a while. She supports continued advocacy for graduate students from the GSA and from this body.

Census day for enrollment will be a critical piece contributing to whether potential budget cuts are necessary. Currently, undergraduate enrollment is down and graduate enrollment slightly down, at ~22 students. A few colleges experienced significant declines. We need to make sure we are bringing in paying students who contribute to revenue. We have to be creative. The administration will grapple with how to absorb the reduction. We need 22 students at graduate level to be flat.

The Treasurer's office communications to students have been confusing. We plan to work with the Provost. As an institution, we struggle with communication. Graduate Council has a strong voice as graduate faculty and should communicate with Dean Bryant-Friedrich. Her door is open.

#### Research and Sponsored Programs Update

Dr. Frank Calzonetti, Vice President of Research reminded and encouraged Council to attend the open forum and register for National Lab Day.

- *Open Forum - Friday, September 6, 2019, 3 -5 pm, Nitschke Hall, SSOE Seminar Room*  
The U.S. Government continues to express concerns regarding inappropriate influence by foreign entities over federally funded research. This includes failure of federally-funded researchers at U.S. institutions to disclose their relationships and activities with foreign institutions and funding agencies and in diversion of intellectual property. I want to invite you to an open forum to discuss issues related to continued federal government agency requirements and UToledo policies regarding disclosures and international travel.
- *National Lab Day – October 10 and 11, 2019, Engineering Complex*  
[Registration](#) is open for the academic and commercial research community. The University of Toledo is proud to host the Ohio National Lab Day 2019 to explore opportunities for partnerships and connect students and researchers with U.S. Department of Energy (DOE) national laboratories.
  - Meet Laboratory Directors, representing 15 DOE labs.
  - Meet 40 DOE scientists participating in nine topical areas and four plenary sessions.
  - Explore funding and fellowship opportunities.
  - Discover DOE user facilities open to academic scientists.
  - Establish collaborations with DOE lab scientists.
  - Learn about student internships and post-doctoral fellowships.

#### Report of the Graduate Student Association

Ms. Alisa Nammavong, President of the Graduate Student Association (GSA) introduced herself as returning President of the GSA and announced the executive board.

- *Executive Board*
  - President- Alisa Nammavong, College of Nursing
  - Vice President- Raina Dawson, College of Law
  - Treasurer- Abdullah Al Saad, College of Engineering
  - Main Campus Secretary- Hossein Abedsoltan, College of Engineering
  - Health Science Secretary- Sydney Miller, College of Nursing
  - Communication Special- TBA  
Continuing to update website so please be patient with our processes as we do not have a Communication Specialist! Unable to accept from CON, ENGIN because of their rep already on exec board.
- *Budget*
  - Maintained same budget as previous year!
  - Attached for reference. Added spending for Welcome Weeks due to past two years of involvement and discretionary fund available.
- *Welcome Week Events*
  - Luncheon on Health Science Campus, August 21. Great turnout and conversations! About 50 students in total, including some students from Main Campus.
  - College of Engineering events completed.

Orientation and Student Convocation.

- RESET mixer at Barcade Social, August 30th 7-10pm.  
Great turnout with approximately 50 graduate students from various programs.

○ *Representative Selection Process*

- Encourage students to view website for point of contact.
- September 10<sup>th</sup> is the deadline for colleges.
- After deadline, GSA will resume normal procedures of sending application to all graduate students and selecting based on interests and experiences.
- College Deans and Associate Deans contacted due to Constitutional changes asking that Colleges make selection. Some students were concerned that the GSA Executive Board biased in selection.
- Different college processes will be updated on the website.
- Refer students if they are interested to the following link:  
<https://graduatestudentassociationblog.wordpress.com/general-assembly/representatives/>

○ *Office Hours*

Begin this week. Check website for schedule:

<https://graduatestudentassociationblog.wordpress.com/about-us/contact/>

○ *Student Health Insurance*

- Continuing conversation on student health insurance.
- Meeting with Leanna Glick, Student Insurance Program Administrator, September 4, 2019, including previous members of Special Interest Committee on Health.
- Will be discussing SICH and its role with student health insurance, concerns with the website, and more.

○ *First General Assembly Meeting*

September 18, 2019, 6-8pm, HSC, Health Education Building 103.

***Information and Discussion Items***

Introduction of Graduate Council Committees and the Chairs

Dr. Wendy Cochrane, GC Vice Chair, introduced herself indicated that in her role, she populates the standing committees. She thanked Council for responding to her this past summer. In coordination with her PowerPoint presentation (see attached). She briefly described the committees and indicated vacant positions. She sought support from Council to fill the seats.

Introduction of COGS Office Staff

Dr. Amanda Bryant-Friedrich indicated that COGS has two office locations, Main Campus, in University Hall 3190 and 3240 and the Health Science Campus in Mulford Library 113.

As Vice Provost for Graduate Affairs, Dr. Bryant-Friedrich is responsible for taking new graduate program proposals to the Provost and to the Board of Trustees.

Associate Dean Gruden is very involved in making sure the proposals are correct and in the right format. As Dean, I have responsibility of managing the budget and signing authority on a lot of things. I meet with students if they have issues, however, because we have a lot of students, I do have filter. Staff in COGS helps filter and get them the information they need. We desire to have quick turnaround to make sure their issues are resolved. We receive a wide array of inquiries.

The Associate Dean of Academic and Student Affairs, Dr. Cyndee Gruden, is very much involved with curriculum, new programs, and catalog. She represents COGS/UT at the state level. With respect to student affairs, support the GSA and deal with student challenges, grievances and writing policies and processes.

COGS is responsible for admission of a graduate student into the graduate school along with increasing involvement in enrollment management and recruiting. Program have different procedures and standards, so there is a lot of coordination. Academic Affairs is involved with the catalog, supporting training and events, thesis and dissertation services and graduation audits and degree clearances. Our administrative area is involved with new curriculum, programs. We support Graduate Council and are responsible for processing and tracking graduate assistantships and background checks, processing GSA travel reimbursements and overseeing the graduate assistantship budget. A listing of staff is located on the COGS website <http://www.utoledo.edu/graduate/contactus/>. They are an amazing group of individuals!

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

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

None.

#### **Report of the Membership Committee**

None.

### ***Old Business***

*None.*

### ***New Business***

#### **Change meeting dates/times for 2020-2021 – proposed Thursday 4:00 p.m.**

Last year GC discussed that some faculty want to change the GC meeting time from Tuesday 12:30 - 2:00 to Thursday 4:00 -5:30 pm. If we want to change, we will have to do so early to plan for next year. There will be a vote.

#### **Questions for President and Provost visit with Graduate Council on October 1, 2019**

Think about questions for them.

#### **GC Constitution and Bylaws revisions**

It is supposed to be revised this year according to the review schedule.

### Course Inventory Management System training

Associate Dean Gruden stated that the catalog (CAT) will be connected to the course inventory system (CIM). It pulls information from Banner, and we all know that over time there have been many names for the colleges, subject code and degrees. Training sessions (12) are scheduled for end users, approvers, as a chair of committee, department chair and dean. In Carlson Library room 1025. The Provost's Office sent email notifications. Terri Hayes will send a reminder to GC.

The intended launch date is September 14<sup>th</sup>. Curricular items currently in the CTS, will still move through the system until done. New curricular proposals will go into CIM things go into CIM. If additional training is needed, we would be glad to review at a graduate program directors meeting. It is an easier system with a lot of drop-down menus. You can make edits and workflow is electronic. It is going to be a huge improvement.

### Pipeline Programs Update

Associate Dean Gruden reported that the state has approved the sharing of 9 credits between bachelors and master's for a pipeline program. 141 credits is the minimum. If you have an existing pipeline, we have to make modification in our system and complete a form for the state. If you have an opportunity to leverage, please do so. Students could enter the master's with 9 credits, leaving only 21 credits to be earned in many cases.

Dr. Dan Hammel noted that Arts and Letters has two pipeline programs. He inquired whether a pipeline can be shared between two different colleges.

Dr. Mike Mallin asked whether COGS has a marketing budget to make people aware of these new programs.

Dean Bryant-Friedrich replied that she is not certain presently whether COGS will have a marketing budget. She will share that information when it becomes available. Associate Dean Gruden added that last year, COGS had a \$20,000 marketing budget and it has not been determined if it would be carrier over. With resources, MARCOM can assist with marketing and we can identify key programs.

### Announcement: 1619 -2019 Legacy of Black People in America

Professor Ben Davis announced the 1619-2019 Legacy of Black People in America series. He encouraged Council members and their respective areas to consider participating in creating something in your area that relates to this overarching theme. This is bottom-up generated involvement. Please contact Professor Davis if interested.

### ***Adjournment***

There being no further business, the Council adjourned at 1:38 p.m.