

**Graduate Council Minutes**  
**January 25, 2021**  
**Webex**

Present: Wissam AbouAlaiwi, Brian Ashburner, Larissa Barclay, Jonathan Bossenbroek, Saurabh Chattopadhyay, Wendy Cochrane, Heather Conti, Jim Ferris, Bashar Gammoh, David Giovannucci, Dan Hammel, Mohamed Samir Hefzy, Marthe Howard, Gary Insch, Ali Imami (GSA), Andrea Kalinoski, Kenneth Kilbert, John Laux, Abraham Lee, Linda Lewin, Mike Mallin, Bindu Menon, Jeanine Refsnider, Patty Relue, Yakov Lapitsky [for Connie Schall], Beth Schlemper, Rebecca Schneider, Martha Sexton, Zahoor Shah, Ekaterina Shemyakova, Snejana Slantcheva-Durst, Ruslan Slutsky, Jami Taylor, Amy Thompson, Varun Vaidya, Karie Peralta [for Jerry Van Hoy], Kandace Williams.

Absent: Defne Apul, Sharon Barnes.

Excused: Frank Calzonetti, Leslie Neyland Brown, Rebecca Zietlow.

Guests: Lori DeShetler, Elissa Falcone, Teri Green, Mary Main, Julie Quinonez, LaFluer Small.

***Call to Order, Roll Call, and Approval of Minutes***

The meeting was called to order and the roll called and minutes of September 21, 2021 and October 5, 2021 were approved.

***Executive Reports***

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

On behalf of Graduate Council, Chair Dr. David Giovannucci, reported

- *GCEC meeting January 18, 2022*
  - *Proposed House Bill 327*  
Discussed Council members and graduate student concerns on implications and GC responses to HB 327. Bill is in flux and it is not certain whether it will go forward with ongoing discussions at the State level.
  - *Proposed Student Deregistration*  
Discussed concerns over proposed student deregistration plan. The Provost's Office is discussing concerns with Finance. COGS and/or GC should be represented in discussion for impact on graduate students.
  - *Parking*  
Several issues may have been addressed to some degree, however, the GSA may wish to discuss further.
  - COMLS culture of compliance initiative.
  - Curriculum.
  - Introduction to Dr. LaFluer Small, Vice Provost Academic Administration and Faculty Affairs and her highlights of bringing membership in NCFDD to UToledo.
  - Chair Giovannucci and Vice Chair AbouAlaiwi meeting with Provost, discussed:

- Proposal for Graduate Student/Postdoc or Visiting Professor Housing – currently none. Provost Bjorkman has brought up topic to President Postel and we look forward to an ongoing discussion. Graduate Council is willing to assist and facilitate.
- Possibility of proposal for establishing a post-doctoral student association which our members view as positive and are willing to contribute.
- GCEC set agenda for today's meeting.
- Potential Presentations for spring GC meetings:
  - Lucy Duhon of University Libraries to present Read and Publish program through Cambridge Press which provides access to more journals and waiver of publication fees for several journals.
  - Dr. Llew Gibbons to discuss RCR Training for volunteers and for ideas to make the program more useful to graduate students or PIs; and update on the Strategic Plan development.
  - Strategic Plan Development updates from GC reps Drs. Bossenbroek and Taylor.

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

Dr. Amy Thompson, Senior Vice Provost of Academic Affairs and Acting Dean, College of Graduate Studies provided the following updates:

○ *Covid Update*

Starting the second week of classes with relatively well/moderate numbers compared to our peers. The Covid dashboard will be updated to report 177 cases. Dean Thompson, Chair of IUC, noted that OSU had 1000 cases in a one-week period. Surgical masks are available at a number of sites across campus including the Provost's office, Student Affairs office, both Libraries, both Recreation Centers, and Resident Life. Surgical masks are recommended over cloth masks and even better is to upgrade to surgical N95 and KN95 masks. Everyone can go online to the federal government website <https://www.hhs.gov/coronavirus/testing/index.html> to obtain four Covid test kits to be shipped directly to your house at no cost. Walgreens and Rite Aid drug stores should soon have masks available. Testing continues and asymptomatic testing with a slight decrease at the State level. Lucas County rates are down to 19% this week from 28% last week. Hopefully it is peaking and starting to decline along with hospitalizations.

○ *Enrollment Update*

Thanks to all of you contacting our students stopped out and getting them to enroll. In fall we were down 17%, latest tracker has down 2.9% at 117 students. Both UG and G combined 1083 students, total 6.5%.

○ *Graduate Enrollment and Student Success Sub-Committee*

The task force meets every other week building the plan for graduate enrollment and graduate student success. Dr. Jerry Van Hoy from GC and some associate deans are represented on this taskforce working together to grow enrollment.

○ *International Recruitment*

We have an executive contract through an international recruitment firm. Materials are being converted to international languages. We expect to see applications from as a result of these efforts.

- *Spring Graduate Programs Fair – Monday, March 21, 2022*  
Dean Thompson requested feedback to make this successful and market in more diverse places as well as suggested time-frame(s) for this event to meet program needs. She added that COGS is looking into holding virtual fairs in the future.
- *Staffing Updates*
  - Director of Graduate Enrollment Management and Admission Processing, Adam Bohland, took a new position at another university, so we are actively searching to replace him. While it is a loss for us, it a great opportunity for him.
  - Director of Communications and Marketing (new position) will be shared undergraduate and graduate enrollment management. This position is a welcome resource to assist colleges in marketing their programs. And looking at developing funding. Hope within 2 weeks for person.
  - Graduate Student Success Center  
This new center will support and provide graduate student academic and well-being services. It will be comprised of a coordinator and two Ph.D. student level coaches who will receive extensive training ~100 hours, the same amount as undergraduate coaches. Dr. Julie Fischer Kinney will assist with training. Interviews will begin shortly for these three positions.
  - Admissions Analyst  
An Admissions Analyst has been hired, replacing the recently vacated position in keeping with the promise that we will get better at processing applications.
- *Graduate Needs Assessment*  
MAC Fellows (four) conducting a graduate student needs assessment. Dean Thompson discussed with GSA President, Ali Imami, and both are looking forward to information.
- *COGSTA Funding*  
Dean Thompson has created a transparent and data-driven process that includes graduate faculty college and GC representatives. She thanked the committee members and GC rep Dr. Wissam AbouAlaiwi. The committee reviewed all the proposals and distributed the college budgets by December 17th as promised. With university budget cuts, we had to cut the assistantship budget as well for every college. We were facing a cut of \$1 million of what we had been given and we had to keep in mind the need to retain funds to cover research assistantships. We had also requested \$2 million for reinvestment. Provost and I are working together to look at this. We know there is need and that there are courses to be covered. We hear you. She asked Dr. AbouAlwaiwi to provide his perspective on the process.

Dr. AbouAlaiwi thanked Dean Thompson for including him in this process. The committee met several times and its review was thorough and fair with consideration given to enrollment and needs. This process provides a good start to strategies that may be developed by colleges for allocation of funding. Again, the process was fair and transparent and we believe it was the best way.

Both Dean Thompson and Dr. AbouAlaiwi welcomed comments and suggestions.

○ *SLATE Update*

Dean Thompson thanked Elissa Falcone and Julie Quinonez for the tremendous work they have done in standing up Slate for the new admissions process. Normally, this would take well over one year and it has been done much quicker. She thanked Adam Bohland for his input early in the process. Roll out for spring 2023 admission is expected in February. Elissa and Julie will give a brief update today.

○ *Dashboard Data*

There is need for useful data at graduate level to inform decisions. Dr. Anne Fulkerson has been a tremendous asset in developing fantastic data dashboards. She has presented in our planning meetings and has been invited to Graduate Council to speak on this topic.

Discussion:

Dr. Ekaterina Shemyakova inquired about the funding for her department.

Dean Thompson explained that the budget goes to the academic college whereby the dean and associate dean distribute within the college as deemed appropriate. COGS does not determine how many GAs/TAs are provided to the Department of Mathematics and Statistics. She also noted that enrollment, FTE, data trends, were utilized in expenditures spent. Sometimes colleges don't use all of the funds allocated.

Report of the Vice President for Research

No report. Due to a schedule conflict, Dr. Frank Calzonetti was unable to attend.

Report of the Graduate Student Association

Ali Imami, President of the Graduate Student Association (GSA) reported:

○ *Parking*

There has been progress on some parking issues. Thanks to Dr. Thompson's help and advocacy, I met with Dr. Postel and will join the adhoc committee that meets with Parking to better communicate our concerns.

○ *Research Compliance*

GSA and graduate students are working to deal with the culture of research compliance issues which had harsh punishments with financial penalties for graduate students. That policy is no longer applicable and has been placed on hold to be reviewed through various channels. I have been involved and advocating for graduate students during the winter break on this issue.

○ *Deregistration*

Discussion of whether the deregistration process will return is of utmost concern for the student body.

○ *Midwest Graduate Research Symposium – Saturday, April 16, 2022*

GSA is busy with preparations including sending out invitations to UToledo and area schools for good participation.

### ***Information and Discussion Items***

#### **Introduction to Dr. LaFluer Small, Vice Provost Academic Administration and Faculty Affairs**

Chair Giovannucci gave a brief bio of Dr. Small before introducing her to Graduate Council and providing her the opportunity to speak about UToledo's new membership in the National Center for Faculty Development and Diversity (NCFDD).

La Fleur Small, Ph.D. is a Professor of Public Health and Vice Provost for Academic Administration and Faculty Affairs at the University of Toledo. Dr. Small previously held the position of Vice Provost of Faculty Affairs at Wright State University. Dr. Small's training in medical sociology and epidemiology has led to her serving as a grant reviewer for several agencies including the Ford Foundation Diversity Pre-Doctoral, Doctoral, and Post-Doctoral Fellowships. She has held several appointments on editorial boards of social science and health journals, some of which include the Journal of Nursing in AIDS Care. Additionally, she served as a prior Chair of the Sociology and Anthropology which was a six-unit academic which includes the African & African American Studies, Crime & Justice Studies, Women, Gender, Sex & Sexuality Studies, the Sociology and Anthropology undergraduate academic programs, and the Applied Behavioral Science (ABS) Master's Program. Notably, she served as a 2020 Collaborative Education Leadership & Innovation In the Arts (CELIA) Fellow.

Dr. Small thanked Council for inviting her and listed some initiatives underway in the Office of the Provost. She began by providing an overview of UToledo's membership in NCFDD that the Provost has invested in. She plans to provide a more in-depth description of this members at the next Faculty Senate meeting and would be happy to so in more detail with the Graduate Council as well at a later date should GC invite her back.

#### **Overview of NCFDD**

This is an independent, national organization that provides professional development, training and mentoring community for over 90,000 faculty, post-docs and grad students, dedicated to supporting academics in making successful transitions throughout their careers. Through monthly training workshops, and multi-week courses, NCFDD aims to help faculty, postdocs, and doctoral students achieve outstanding research and writing productivity while maintaining work-life balance. This organization helps foster mentoring by growing a community of scholars and providing a lot of resources to help build kind and inclusive community of scholars.

#### **Benefits for Faculty:**

- Greater success in publication and securing external funding for research
- Increased confidence as independent scholars
- Healthier relationships with departmental colleagues
- Increased interaction with campus mentors, sponsors, and support services
- Increased job satisfaction and commitment to their current institution

Membership Highlights:

- Core Curriculum  
Designed to teach you the 10 key skills necessary to thrive in the Academy. We define "thriving" as having extraordinary writing and research productivity and having a full and healthy life off-campus.
- Guest Expert Webinars & Multi-Week Courses  
Variety of Guest Expert Webinars designed to meet the needs of faculty members, postdocs, and graduate students. Multi-Week Courses are intensive series offered by expert facilitators to tackle the Academy's most pressing challenges.
- 14-Day Writing Challenges  
Opportunity to experiment with daily writing in a supportive community.  
The Monday Motivator  
Newsletter that provides positive energy, good vibes, and a productivity tip. Each Monday Motivator is a micro-learning opportunity to reinforce the ideas presented in our Core Curriculum webinars.
- Dissertation Success Curriculum  
Designed for doctoral candidates who are focused on finishing their dissertation. The program is built on the assumption that there is only one way to complete a dissertation: write it!
- Multi-Week Web Courses  
Online programs is our most popular program. It helps tenure-track and tenured faculty with the skills necessary to increase research and writing productivity while maintaining a healthy work-life balance.
- Library of All Previous Webinars  
Access to Member Library, which includes past webinar materials, referrals, and readings
- Peer-Mentor ("Buddy") Matches By Request  
Monthly accountability buddy matching with fellow NCFDD members

Discussion:

Dr. AbouAlaiwi asked whether material can be distributed if unable to attend a live webinar.

Dr. Small replied that the listing of monthly webinars may be accessed and shared with students.

Chair Giovannucci was happy to hear of useful resources for graduate students and post-docs as well as faculty and would like to help support awareness and asked that availability of this resource be shared with graduate faculty and graduate students. He inquired about usage reports.

Dr. Small shared her enthusiasm that this resources supports post docs and graduate students. She stated that a communication has already been shared. Regarding usage reports, information is received on annual basis with a list of names and emails, which we use in turn to send surveys seeking input. We receive aggregate data, not how they use it.

Dr. Small reminded Council that the Provost's Office is sponsoring a tenure and promotion workshop on January 28, 2022.

Again, she thanked Council for the invitation and expressed willingness to come back again.

Slate Update – Elissa Falcone, Provost’s Office and Julie Quinonez, Registrar

Julie Quinonez was pleased to report that February 2, 2022 is the go live date for admission applications for spring semester 2023. It is a brand new system – very different than old system that was built based on feedback from many of you. We expect to receive feedback and perhaps encounter bumps, however, there will be a webform to collect that feedback so that any issues can be addressed. The expectation is that the go live date is the starting point and will continue to improve. The old system will remain functional for summer 2022 and fall 2022, while running parallel for a while because it is necessary. Your patience is valued as this is a new system for everyone.

Additionally, we will design notifications to check Slate for applications that are waiting in queue (reader bins) to begin the evaluation process. Imaging will not be need as the information will be available in Slate.

Elissa Falcone reported that training sessions including reader training to evaluate admission decisions will be conducted by the implementation consultant. The first training session for Slate will begin next week, with additional offerings to follow. You can respond directly to Elissa to be forwarded the meeting invitation. The trainings will be recorded for future reference or if you are unable to attend.

- Thursday, January 13 from 11:30-1:00pm  
(The link to the recorded presentation will be available soon)  
Slate 101 - Slate 101 begins with a general overview of our instance, covering broadly each unique module and its functionality. From there, we will walk through a student record, showcasing where essential prospect and applicant information is stored and how it can assist in enhancing recruitment efforts.
- Friday, February 11 from 1:00-2:30pm  
Reader Training - This 90-minute training session is designed for Slate users who are responsible for processing and/or reviewing applications. In this session you will learn how to access Slate Reader, navigate through the Reader Bin structure, and complete Reader Review Forms in order to process or review applications.
- Friday, February 18 from 1:00-2:30pm  
Running Queries in Slate – identifying and accessing applicant/prospect information and writing or pulling your own reports.

Slate implementation is a big step forward in the student experience and evaluator experience. Funding decisions, which is a separate review process, will also be captured in Slate. Communication through the system will provide an improved experience.

Assessment Reporting Cycle – Dr. Lori DeShetler, Assistant Dean for Assessment and Accreditation, Department of Medical Education

Dr. DeShetler thanked Council for the invitation. She presented a PowerPoint presentation that provided an overview of the Assessment Reporting Cycle, posted on GC website

<https://www.utoledo.edu/graduate/facultystaff/gradcouncil/docs/Assessment%20Reporting%20Cycle.pdf>.

College liaisons work with Alana Malik and Heather Huntley in the Office of Assessment, Accreditation and Program Review. The typical cycle is seven years, unless there are other requirements from an external accrediting body. If an accrediting body requires four year review that would supersede the seven-year timeline. The Assessment Plan and Report are due yearly.

All documents are imported into the assessment tracking tool, with new improvements and it is password protected. You can access data for your college and others with information to be uploaded into CIM system.

Reach out to your liaison as listed on the Office of Assessment, Accreditation and Program Review website

<https://www.utoledo.edu/aapr/assessment/committees/membership%20lists%20by%20date.html> or feel free to reach out to Dr. DeShetler.

***Standing Committee Reports***

Report of the Curriculum Committee

None.

Report of the Membership Committee

None.

***Old Business***

None.

***New Business***

None.

***Adjournment***

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