

**Graduate Council Minutes
November 26, 2019
Main Campus, Rocket Hall 1503**

Present: Brian Ashburner, Defne Apul, Tomer Avidor-Reiss, John Bossenbroek, Timothy Brakel, Amanda Bryant-Friedrich, Frank Calzonetti, Saurabh Chattopadhyay, Wendy Cochrane, Heather Conti, Raina Dawson (GSA), Daniel Georgiev, Cyndee Gruden, Daniel Hammel, Mohamed Samir Hefzy, Andrea Kalinoski, Ken Kilbert, Abraham Lee, Song-Tao Liu, Sara Lundquist, Michael Mallin, Nagalakshmi Nadiminty, Alisa Nammavong (GSA), Patricia Relue, Beth Schlemper, Rebecca Schneider, Ozcan Sezer, Ruslan Slutsky, Oleg Smirnov, Susan Sochacki, Varun Vaidya, Jerry Van Hoy.

Absent: Wissam Abbou Alaiwi, Terry Bigioni, Marcia McInerney, Geoffrey Rapp, Tonya Schmitt, Martha Sexton, James Willey, Kandace Williams.

Excused: Anand Kunnathur, Penny Poplin Gosetti, Barry Scheuermann, Megan Stewart.

Guests: Svetlana Beltyukova, Barbara Schneider.

Call to Order, Roll Call, and Approval of Minutes

The meeting was called to order and the roll called.

Executive Reports

Report of the Executive Committee of the Graduate Council

On behalf of Graduate Council, Dr. Song-Tao Liu, Chair reported

- Curriculum deadline to GC is March 17, 2020 for inclusion in catalog 2020-2021. Proposals need to be submitted in CIM system and approved through the college.
- Graduate Academic Grievance Policy draft has been reviewed and approved with changes. The changes were sent back to the policy committee for final review, and then will come to Graduate Council for approval.

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:

- *Student Travel Policy-DRAFT*
The new draft policy in its current form is highly focused on undergraduate students. Since graduate students are likely to travel more often than undergraduates, we want to make sure the policy works for them. There are types of travel that should be referenced such as field work, study abroad, and service learning. Travel to consistent sites should be reported.

Dean Bryant-Friedrich requested that Council let her know if their colleges have a means to report to and to send any comments.

For example, as an RI, we are aware of our student's travels, but who else knows? She Asked Council to consider overnight travel and impacts on the Clery Act. If often comes up, who is paying for the travel.

○ *Student Conduct and Community Standards*

Although programs typically run background checks graduate students if they are working with controlled substances, but what about when they are representing your program? She asked Council if their programs run checks based on conduct (charges of academic misconduct?).

The Office of Student Conduct and Community Standards presented to the Deans that they are working on a centralized database. This venue is important to discuss for admitting students. Best practice says we need this kind of information. Process says that you should you should provide the name and rocket number. Students are involved in service learning, study abroad, experiential, etc. There is waiver language to be used. We don't want long turn-around time for this process so there is conversation occurring.

Discussion:

Jerry Van Hoy indicated that an applicant's prior academic misconduct is only known to the program if the student self-reports on the application for admission.

Dan Hammel indicated that the initial draft was not entirely clear on indicating was an academic misconduct issue was.

Dean Bryant-Friedrich replied that conduct is broader than academic miscount.

Jerry Van Hoy added that conduct could include infractions while living on campus.

Dean Bryant-Friedrich indicated that it is understood that students are living, breathing human beings with a past. She expressed concern that students for students who may not be admitted or allowed to participate in outside activities. Concerns or comments on should be sent to Dean Bryant-Friedrich.

○ *Fall Commencement 2019*

Saturday, December 14, 2019, 9:00 am and 1:00 pm with Ph.D. candidates in morning. COGS marshals are Drs. Cyndee Gruden, Martha Sexton and Beth Schlemper. Hope to see as many graduate faculty there as possible.

Research and Sponsored Programs Update

Dr. Frank Calzonetti, Vice President of Research reported that awards made to the URFO Small Grants programs are already to the total budget allocated to these programs for this year. With the recommendation of the Research Council, the Office of Research is suspending awards to the SBIR Phase 0, the Visiting Faculty Program and the Subvention program for the remainder of this year. There are some \$1000 Small Grant funds available. The Research Council is also working on responsible conduct in research policy.

Report of the Graduate Student Association

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

- *Student Health Insurance*
RFP Committee meeting dates set for December 4 and 19.
We are discussing student insurance from other universities. Most universities use a mandatory opt-out system that requires students to demonstrate insurance from outside of University which allows for the charge of insurance to be included in student bill. We are also familiarizing ourselves with the process and expectations of milestones and process.
- *Constitution Review Committee*
There has been discussion about the inclusion or exclusion of JD, MD, and PharmD from GSA funding and about a separate Professional Graduate Student Association. COGS does not support these programs under its umbrella.
- *Midwest Graduate Research Symposium*
The MGRS Steering Committee is forming so it can begin its work coordinating this event. Seeking support from MARCOM for poster revamp to maintain consistency with UTs branding.
- *Student Mentorship event with Dr. Daryl Moorhead*
December 2, 2019 in the Student Union Auditorium. COGS has posted flyers and announcements on social media to help promote this event. Gathering student feedback useful in promoting discussion about mentorship at UToledo, student experiences and what can be done.
- *Next General Assembly Meeting*
December 3, 2019, 6-8pm, Main Campus, Student Union 2582.

Information and Discussion Items

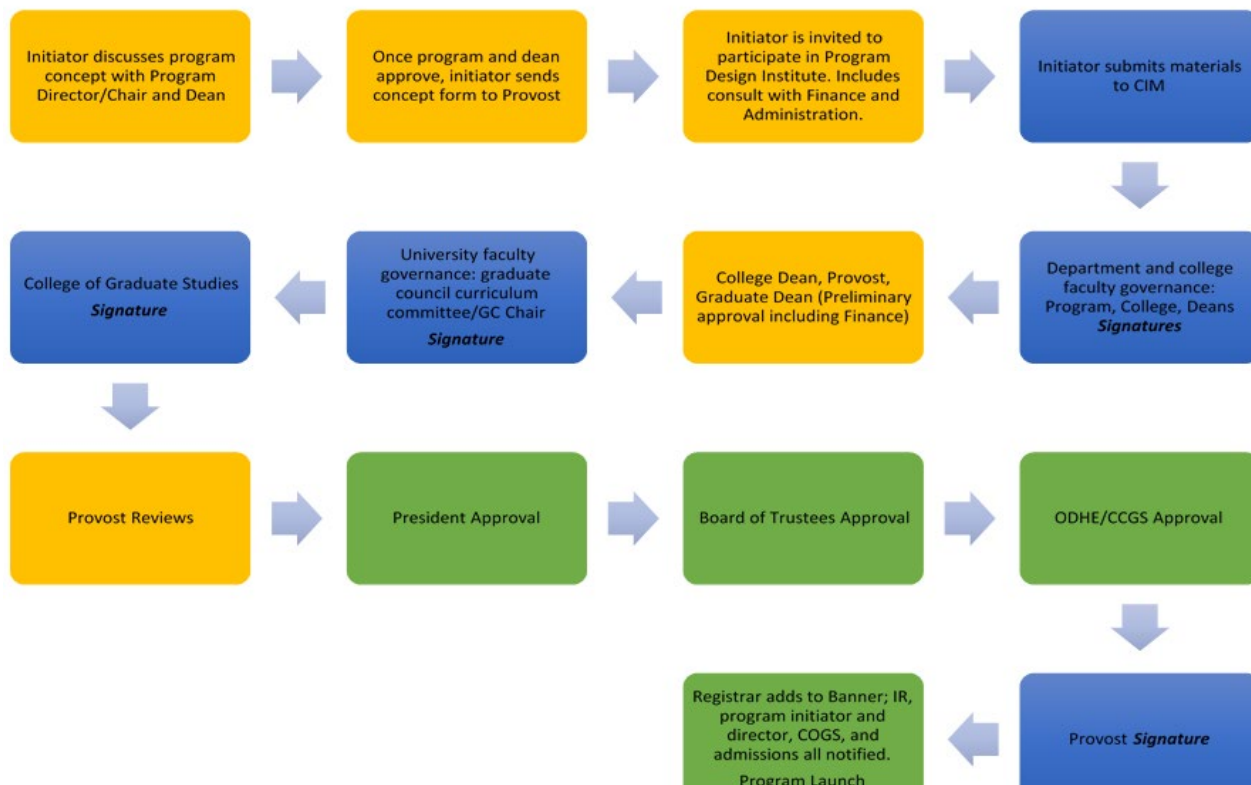
Program Development Institute

Dr. Barbara Schneider, Associate Vice Provost for Faculty Development, provided an overview of the process in program design and development (see attached ppt for full presentation).

The purpose of the process is to guide faculty in the development of new programs and to streamline efforts. The flowcharts provide a visual of the approval process. The curriculum (CIM) and catalog (CAT) systems are merged together, so approved proposals go into the catalog. Always begin by discussing the program concept with your department chair and college dean. Programs that are not accepting students need to deactivate using this process.

Step 3 in process is the program proposal initiator is invited to participate in the Program Design Institute (PDI) that includes consult with Finance and Administration to discuss financial viability. A financial viability document is required. Your program should have outcomes aligned with university and graduate level requirements.

New Graduate Program Approval Flowchart



Discussion:

Dr. Cyndee Gruden pointed out that COGS has created a template for Graduate New Program Development to go through internal and external processes through the State. Dean Bryant-Friedrich reviews as well. Blue boxes relate to CIM system and yellow boxes related to review and feedback. Green boxes represent presentation with the President, Provost and State.

She noted that graduate certificate proposals of 21 or more credit hours require state approval. It is does not require a presentation, unless licensure is involved. Thus it is not as involved a full program proposal.

Dr. Barbara Schneider noted that Institutional Research needs to know to add to tables and collect data, so they are included in the list of those requiring notification of a new program (last green box).

Dr. Wendy Cochrane inquired about documentation from the COGS Dean and Provost supporting proposals.

Dr. Cyndee Gruden responded that signatures are not required until there are submitted in CIM (blue boxes). This process requires people to do up front work.

Dr. Sara Lundquist inquired about funding for new programs.

Dr. Barbra Schneider replied that that conversation takes place with the COGS Dean and Finance.

Dr. Cyndee Gruden indicated the State's Fiscal Impact Statement requires information on cost. Cost is also based on expected headcount.

Dean Bryant-Friedrich added that she discusses programs with Dr. Gruden who informs her of forthcoming programs. New programs do not necessarily require an increase in budget. Some programs expect the participants to pay.

Dr. Lundquist asked why PhD is different.

Dr. Gruden responded that it usually requires investment from the institution.

Dean Bryant-Friedrich added that investment is needed for new faculty and TA lines. At this time, there is little room to increase budget anywhere and most likely not additional resources. It could require integration or making changes with existing resources.

Dr. Tomer Avidor-Reiss inquired about pipelines.

Dr. Gruden replied that pipeline proposals go through undergraduate and graduate review. The state now allows us to have combined programs at a total of 141 credits. However, these must be recorded with the state through CCGS. Any combined programs that have 150 credits or more (total) do not need to be recorded at the state. My job is to facilitate recording the combined programs that require state approval.

Chair Song-Tao Liu reminded Council that this presentation will be included on the GC website.

Dr. Barbara Schneider pointed out that the new program proposal process from beginning to end takes between a 12 to 18 months.

Dr. Cyndee Gruden noted that the State has eliminated the program development process prior to the full proposal, so there is one less step and less time involved. Dual programs are still being figured out in CIM as well as pipeline caveats to make entering the information easier and more clear.

Student Success from the Strategic Plan Perspective

Dean Bryant-Friedrich reviewed the student success benchmarks, goals and progress provide in the attached PowerPoint presentation:

SLOWLY INCREASE STANDARDS FOR GRADUATE STUDENT ADMISSION

- Allow the use of the Pearson Test of English Academic for English Language Proficiency (Along with TOEFL and ILETS).
- How will "standards" be defined?
- Will GRE scores continue to be broadly utilized?
- Holistic graduate student interview process?
- Allow programs to set minimum entry requirements (GPA, GRE or not, not TOEFL or similar)
- model at NYU, Wash U, RIT, TAMU

English Language Proficiency

Additional Test Option: Pearson Test of English (PTE)

	Minimum Test Scores
TOEFL PBT	550
TOEFL IBT	80
IETLS	6.5
PTE	58

We have added an additional test option, the Pearson Test of English (PTE) with a minimum score of 58 required. This is in alignment with our peer institutions in and outside of Ohio. UToledo scores are not lower, although some of our aspirational schools have a higher minimum score.

Dr. Dan Hammel questioned whether it is possible for individual programs to set higher scores.

Dean Bryant-Friedrich replied that COGS sets minimum scores and that program can determine whether to set higher scores.

Dr. Sara Lundquist noted that English requires higher scores because its GAs will be teaching English.

American Language Institute (ALI)

Dean Bryant-Friedrich explained that there is a graduation policy under consideration through the American Language Institute (ALI) at UToledo for undergraduate students. Student would need to meet the enrollment requirements and a GPA requirement of 3.0 or higher. This is going back to something we have done in the past. They could pass this and not take TOEFL. ALI has undergone a transformation and has accreditations. This option is tied to enrollment as one of our missing requirements. The Provost's Office has asked me to explore this and would be delighted if we would do the same beginning in spring semester 2020.

Discussion:

Dr. Samir Hefzy stated that not meeting English language proficiency test scores would result in conditional admission, however, COGS has traditionally said that conditional admission is not permissible for international students.

Dean Bryant-Friedrich stated it would be considered if they would be admitted to ALI. After successful completion of English language training through ALI, they could be admitted to a program. The applicant would have to have had a high enough TOEFL score initially that you have the expectation that they would be expected to pass after additional training.

Dr. Samir Hefzy pointed out that unless a student is admitted to a program, many sponsorships in the Middle East will not provide a scholarship.

Dr. Patty Relue made note of a particular student who did not pass the TOEFL, came to UToledo but could not get into the program. He took the TOEFL again and returned this fall. He spent a lot of money here to get a passing score.

Dean Bryant-Friedrich asked if there are any concerns in the College of Natural Sciences and Mathematics and noted that the Colleges of Nursing and Health and Human Services do not have a lot of graduate international students.

Dr. Brian Ashburner thought that his college would be okay with the ALI option but expressed concern that it could be a detriment if they don't make the cut.

Dr. Cyndee Gruden mentioned that MOUs with countries are a consideration in that the applicant has to have a sufficient score to come here.

Dr. Mike Mallin noted that with the MBA in India program, only a small portion come here for part of their program while the majority complete the entire program in India.

Dr. Rebecca Schneider indicated that the Judith Herb College of Education is working to bring a cohort to go to ALI with the goal of admission and starting their programs in the fall 2020. They are being sponsored by their government.

Dr. Dan Hammel responded that the College of Arts and Letters has some graduate international students and does not have a lot on the line that this option would affect. His college does see some spouses of a student attending ALI, then apply for own graduate admission. There are few students funded by their governments.

Dr. Tomer Avidor-Reiss provided an example of a situation where an international student was accepted however, their English was not good enough to be a teaching assistant. He asked how the ALI option might impact students in this situation.

Dean Bryant-Friedrich replied that there is a different standard for teaching assistants.

Dr. Cyndee Gruden agreed noting that their additional testing provides a score that relates to verbal communication.

Dr. Oleg Smirnov asked if this program is available during the summer.

Dr. Cyndee Gruden responded that ALI has a summer program according to the web.

Dean Bryant-Friedrich reiterated the input from Council that this option might be something we should look at analyzing how we would do this differently at the master's and Ph.D. levels.

Council agreed.

Dean Bryant-Friedrich will bring back to Council.

GRE

Dean Bryant-Friedrich displayed the collected results of each college’s decision whether to require the GRE for admission and conditions.

Dean Bryant-Friedrich will incorporate changes and share the updated summary version.

Andrea Kalinoski inquired whether changes are updated on the website.

Dean Bryant-Friedrich replied there is a mechanism through the Provost’s Office for these updates.

Standing Committee Reports

Report of the Curriculum Committee

Dr. Ozcan Sezer, Graduate Council Curriculum Committee co-chair presented the committee’s report. The full report indicates reminders to the program to make some corrections to syllabi. Since the TSOC proposals are co-listed, the syllabi should be corrected first. They must be delineated per HLC guidelines. They don’t get through Provost’s office without it.

[Council recommended entire set of proposals be sent back for completion of syllabi and SLOs.]

039	ECM	Network Theory and Educational Reform	TSOC 5100
040	ECM	Sociology of Education	TSOC 5200
041	ECM	Social Justice in American Society	TSOC 5210
042	ECM	Critical Responses to Deculturalization	TSOC 5230
043	ECM	Philosophy of Education	TSOC 5300
044	ECM	History of Education	TSOC 5400
045	ECM	Foundations of Peace Education	TSOC 5600
046	NCP	Professional Seminar in SPFE	TSOC 6100
047	ECM	School-State Relations	TSOC 6140
048	ECM	Anthropology of Education	TSOC 6500
049	ECM	Network Theory and Educational Reform	TSOC 7100
050	ECM	Sociology of Education	TSOC 7200
051	ECM	Social Justice in American Society	TSOC 7210
051A	ECM	Critical Responses to Deculturalization	TSOC 7230
052	ECM	Philosophy of Education	TSOC 7300
053	ECM	History of Education	TSOC 7400
054	ECM	Anthropology of Education	TSOC 7500
055	ECM	Foundations of Peace Education	TSOC 7600
056	NCP	Professional Seminar in SPFE	TSOC 8100
057	ECM	School-State Relations	TSOC 8140
058	PRR	PhD in Foundations of Education: Education Sociology (FEES)	
059	PRR	PhD in Foundations of Education: Philosophy of Education (FEPE)	
060	PRR	PhD in Foundations of Education: Foundations of Education (FOED)	

The proposer should make the necessary changes. The proposals can be rolled back in the system, either at all stages, or to Associate Dean Schneider, or send to Ms. Cathy Zimmer.

Dr. Ozcan Sezer will inform committee co-chair, Dr. Tim Mueser.

Report of the Membership Committee

On behalf of the Membership Committee, Chair, Dr. Svetlana Belyukova reviewed the committee's summary report of 58 applications for Fall II 2019. We are reaping benefits of guidelines and clarifications of Adjunct and Special (special, non-academia). Looking forward to an updated application.

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)	9	3/3			1/1	5/5	9			5	4	5	4	
Business and Innovation (BU)	3	2/2			1/1		3		3			1	2	
Education (CE)	0													
Engineering (EN)	3	2/2			1/1		3		2	1	1	1	1	
Health and Human Services (HHS)	7	3/3			4/3	0/1	6	1	5	2	1	6		
Honors														
Law														
Libraries														
Medicine and Life Sciences (MD)	4	4/4					4		3	1	3	1		
Natural Sciences and Mathematics (SM)	8	8/8					8		8		7		1	
Nursing (NU)	4			2/2		2/2	4		4		1	1	2	
Pharmacy and Pharmaceutical Sciences (PH)	2	1/1		0/1		1/0	1	1	2		2			
TOTAL	40	23/23		2/3	7/6	8/8	38	2	32	8	21	15	4	

Old Business

None.

New Business

None.

Adjournment

There being no further business, the Council adjourned at 1:56 pm.