

**Graduate Council Minutes
September 21, 2021
Webex**

Present: Wissam AbouAlaiwi, Defne Apul, Brian Ashburner, Larissa Barclay, Sharon Barnes, Jonathan Bossenbroek, Saurabh Chattopadhyay, Madeline Clark, Abraham Lee, Frank Calzonetti, Wendy Cochrane, James Ferris, Bashar Gammoh, David Giovannucci, Daniel Hammel, Mohamed Hefzy, Marthe Howard, Ali Imami (GSA), Gary Insch, Andrea Kalinoski, Ken Kilbert, John Laux, Linda Lewin, Michael Mallin, Bindu Menon, Geoffrey Rapp, Jeanine Refsnider-Streby, Patty Relue, Connie Schall, Beth Schlemper, Rebecca Schneider, Martha Sexton, Zahoor Shah, Ekaterina Shemyakova, Ruslan Slutsky, Jami Taylor, Amy Thompson, Varun Vaidya, Jerry Van Hoy, Kandace Williams.

Absent:

Excused: Snejana Slantcheva-Durst.

Guests: Elissa Falcone, Teri Green, Timothy Mueser, Julie Quinonez, Cathy Zimmer, JD Smith.

Call to Order, Roll Call, and Approval of Minutes

The meeting was called to order and the roll called and minutes of April 6, 2021 approved.

Executive Reports

Report of the Executive Committee of the Graduate Council

Dr. David Giovannucci, GC Chair, reported on GCEC activities:

- GCEC meeting September 14, 2021
 - Dr. Dr. Thompson updated GECEC on GA budget (appears relatively flat) and staffing in COGS.
 - Dr. AbouAlaiwi provided an update on GC Standing Committee assignments.
 - Dr. Tim Mueser will chair the Curriculum Committee and that committee is reviewing proposals in queue and should have report at the next GC meeting.
- *RCM implications of COGS with regard to structure, budget, and function*

There is not much to report yet and there is some movement with meeting with Huron consultants. Graduate Council appreciates the taskforce document and is willing and able to help contribute in those discussions. Taskforce Report along with the Executive Summary of the Internal Audit of COGS was distributed to GC and a request for comments to help guide this discussion. Council was encouraged to send GC Chair Giovannucci and/or Vice Chair AbouAlaiwi comments to relay to Acting Dean Thompson and Provost Bjorkman so that we can advocate for graduate students.
- *Graduate Council Report to Board of Trustees – September 22, 2021*

Dr. Giovannucci will report on Graduate Council activities to the BOT tomorrow.

Report of the Acting Dean of the College of Graduate Studies

Dr. Amy Thompson reported on the following:

o *Fall 2021 Enrollment Update*

Enrollment tracker report indicates that compared to this date last year, enrollment is down
 Undergraduate - 8.7% and Graduate -3.2%

Undergraduate				Graduate/Professional				Totals			
Fall 2021	Fall 2020	Diff	% Diff	Fall 2021	Fall 2020	Diff	% Diff	Fall 2021	Fall 2020	Diff	% Diff
13,185	14,436	-1,251	-8.7%	3,885	4,014	-129	-3.2%	17,070	18,450	-1,380	-7.5%



Office of Institutional Research

Fall 2021 Census Report

Run Date: 9/14/2021 9:18:50 AM

Headcount Census Report by Student Level and College

Fall 2021 as of 09/13/2021 vs. Fall 2020 as of 08/31/2020

College	Undergraduate				Graduate/Professional				Totals			
	Fall 2021	Fall 2020	Diff	% Diff	Fall 2021	Fall 2020	Diff	% Diff	Fall 2021	Fall 2020	Diff	% Diff
Arts and Letters	1,303	1,402	-99	-7.1%	184	167	17	10.2%	1,487	1,569	-82	-5.2%
Business and Innovation	2,156	2,355	-199	-8.5%	396	469	-73	-15.6%	2,552	2,824	-272	-9.6%
Education	589	627	-38	-6.1%	370	388	-18	-4.6%	959	1,015	-56	-5.5%
Engineering	2,905	3,291	-386	-11.7%	275	267	8	3.0%	3,180	3,558	-378	-10.6%
Health and Human Services	1,483	1,666	-183	-11.0%	587	630	-43	-6.8%	2,070	2,296	-226	-9.8%
Law	0	0	0	0.0%	373	313	60	19.2%	373	313	60	19.2%
Medicine and Life Sciences	17	8	9	112.5%	957	968	-11	-1.1%	974	976	-2	-0.2%
Natural Sciences and Mathematics	1,118	1,163	-45	-3.9%	249	245	4	1.6%	1,367	1,408	-41	-2.9%
Nursing	1,037	1,108	-71	-6.4%	279	324	-45	-13.9%	1,316	1,432	-116	-8.1%
Pharmacy and Pharmaceutical Sciences	554	632	-78	-12.3%	215	243	-28	-11.5%	769	875	-106	-12.1%
University College	2,023	2,184	-161	-7.4%	0	0	0	0.0%	2,023	2,184	-161	-7.4%
Totals:	13,185	14,436	-1,251	-8.7%	3,885	4,014	-129	-3.2%	17,070	18,450	-1,380	-7.5%

Criteria: Students registered for at least one credit hour

Source: Banner ODS

College classification is based on the college of the primary degree program

Fall 2020 Census Headcounts Undergraduate: 14,436 Graduate/Professional: 4,014 Totals: 18,450

Per the presidential initiative in strategic enrollment management, I sit on this committee co-chaired by Dean Ben Barros, Law and Dave Meredith, Interim Vice President for Enrollment Management. I have requested a sub-committee focused on graduate enrollment management and student success, chaired by myself and Dr. Denise Bartell. The goal is to solicit and increase ways to grow graduate student enrollment and development. I have asked GC Chair Dr. David Giovannucci for a GC representative to serve on this subcommittee. Another focus area is student success, which is why Dr. Bartell is involved. In meeting with Dr. Ann Fulkerson from IR, I have requested data to begin this work. Presently, there is not a university-wide dashboard for graduate student success related data, i.e. graduation rates, persistence data, and equity gaps. Dr. Bartell is part of a committee developing a robust dashboard. This work will tie in nicely with our partnership with Enrollment Management to grow enrollment.

o *Graduate Student Success Coach*

Met with Dr. Bartell, Dr. Julie Fischer-Kinney and Ms. Teri Green this morning about concept of creating a position for a graduate student success coach. Presently, we have a job description at the undergraduate level.

Dr. Julie Fischer-Kinney reported to me that while those positions are typically targeted at undergraduates, she indicated that she is contacted for graduate student engagement to report as well. While the needs are different at the graduate level, but there would be some overlaps with resources. This position would work closely with Dr. Bartell and Dr. Fischer-Kinney to provide support to our graduate population.

- *Budget Update*

As I receive information on COGS budget, you will receive as well. I have finally had a recent meeting with Huron Consulting and the Office of Finance and both were informative. I have asked that we go through a zero-based budget process, and as we move into RCM, start fresh from how we build out currently. I brought up the issue examining and benchmarking stipend levels. Currently, some colleges have overspent stipends and underspent tuition for the year. That speaks to the point that there is not enough money in stipends. There is a firewall between stipends and tuition which makes it difficult to pass funds between the two categories. When I meet with associate deans this week, I will ask them to help me with benchmarking data with stipends compared to other programs.

Office of Finance is always concerned about appropriate budget: enough, not enough, spending in a fiscally responsible way. There are a few colleges who have not spent their tuition and or stipends to date. I have reached out to college deans this week asking them if they have a plan to recruit new students for spring semester. If not able to recruit or spend those funds for spring, that the money be reallocated to COGS so that a college who may be able to utilize that money to recruit students for spring. Went out this week to college deans. We want fiscal account in our budget.

- *International Recruiter*

In final stages of signing our contract, approved and funded by the Provost Office, for an international recruiter for graduate programs and international marketing starting spring 2022. It would start on a pilot basis seeking 50 paying students, and assess to determine if it works well, it could be expanded.

- *Year-Long Registration*

Will discuss year-long registration process to stabilize enrollment and curricular impacts for Graduate Council.

- *COVID-19 Operations Team Meetings*

Both the GC Chair, Dr. Giovannucci and GSA President, Dr. Ali Imami have been added to our COVID operations team meetings. Past GC Chair, Dr. Wendy Cochrane attended these meetings last year. This morning at our meeting, we reported Covid-19 numbers and that 38% of all individuals have uploaded proof of vaccination in the registry. Faculty at 40%. Per new vaccine requirement, it is encouraged. First shot due by October 15 and second by November 15. If not uploaded, please consider doing so. Vaccination incentive program ends October 7, 2021.

The Lucas County Health Department is about ten days behind in contact tracing. From last week, our numbers are mid-50s. Compared to peers we are doing well, in part due to our rigorous testing.

Positivity rate is ~2.2%, which is good in comparison to surrounding area: Lucas County is around 14% and BGSU two weeks ago reported over 200 cases in a week, and latest report about 115. Unvaccinated students are being tested every four weeks on rotation. Over 3000 emails are sent weekly requesting that cohort be tested that week. Faculty and staff currently are not currently required to be tested, but that will occur after the November 15 deadline.

Discussion:

Chair Giovannucci inquired as to the workload commitment for the graduate enrollment and student success subcommittee as asked to him by faculty he has reached out to. Dean Thompson replied that the committee would meet approximately one hour every two weeks. There will be a lot of input, brainstorming and perhaps breaking into smaller groups. Not heavy workload.

Report of the Vice President for Research

Dr. Frank Calzonetti reported:

○ *Staffing Update*

Challenging situation with our office staff raided by the University of Michigan.

▪ Grant Coordinators

We have lost three grants coordinators, down to one grant coordinator and one is out partially out. Eva English has been moved over with top priority to get proposals completed as well as others in the office. A Grant Coordinator is a specialized, professional position that requires understanding of agency requirements. They need to have access to internal database and dealing with different agencies, reviewing certifications and preparing letters of commitment. The good news is a new hire is expected to onboard next week, who is very bright but does not have specific experience. Our top priority is to meet requirements of agencies and complete proposals. Questions regarding proposals in progress can be directed to Eva English.

▪ InfoEd system

Because InfoEd system requires input from grants coordinators its rollout will be delayed.

▪ Institutional Review Board (IRB)

Marina Muchnik, Associate Compliance Analyst IRB, has recently onboarded.

▪ Institutional Animal Care and Use Committee (IACUC)

A search is underway to provide Elaine Joseph support for IACUC.

▪ Department of Laboratory Animal Resources (DLAR)

We lost three staff members to UofM including our associate director, so there are three open positions.

○ *Research Report to Board of Trustees – September 22, 2021*

Our research numbers will be reported to the BOT tomorrow. Our research numbers are fantastic, up another \$10 million from last year. We are doing great with proposals although we have challenging staffing situations. Dr. Connie Schall, Associate Vice President for Research, is working tirelessly on this effort.

Discussion:

Dr. Patty Relue questioned whether going into RCM if it anticipated that the number of positions in the Office of Research would increase to match the uptick in research.

Dr. Calzonetti replied that he would expect staffing levels to match the level of research activity. As we have expressed as being important, we may see more support in colleges as well by having individuals connected with the Office of Research and Sponsored Programs and Grants Accounting. He noted that Grants Accounting is separate and reports to the Finance Office. More support is needed and President and Provost understand we are research university and central to our mission.

Report of the Graduate Student Association

Dr. Ali Imami, GSA President reported:

- *College Reps and Special Elections*
GSA has been busy populating the college reps and preparing for the special elections for the open E-Board positions.
- *Student Health Insurance*
Thanked Dr. Amy Thompson for connecting GSA to those involved in student health insurance decisions as we receive concerns about this topic.

Information and Discussion Items

Multiple Semester (Year-long) Registration Proposal and Discussion

Dr. Amy Thompson was joined by Elissa Falcone, Cathy Zimmer and Julie Quinonez to present and discuss the multiple semester (year-long) Registration proposal that serves as an enrollment stabilizer at both the undergraduate and graduate levels. It is a student-centered initiative that permits students to better plan their lives and academics. This has been a topic of conversation over the summer and with Faculty Senate and Graduate Council as we realize there may be some impacts with the curriculum process. We used to do year-long process a long time ago but stopped when Banner was implemented. This is a best practice at many other schools including Cleveland State and Central Michigan University where they do three semesters of registration at a time rather than two. The plan is to implement this spring 2022 for AY 2022-2023 registrations: Fall 2022 and Spring 2023.

Benefits:

- Provide students with the option to plan both their academic and personal schedule two semesters at a time
- Improve fall to spring retention
- Offer a more seamless integrated student experience
- Complete degree in more reasonable amount of time by providing a comprehensive look at an academic year, thus allowing for optimal credit hour schedules
- Enable students to be psychologically in it for the long haul*
- Allow faculty to plan for the whole year*
- Provide Registrar with additional time to map demand to capacity*

*EAB—"How can multi-term registration fix course bottlenecks?"

Course modifications that would be problematic for students for students who have already registered are changes to the following. We want to avoid deregistering students and re-registering them due to affected modifications.

- Number of credit hours
- Grading system
- Prerequisites or Corequisites
- Registration restrictions

I met with Graduate Council Curriculum Committee (GCCC) Chair, Dr. Tim Mueser recently to discuss. Faculty Senate agreed that course modifications with these changes would be due at their February 15th meeting. Similarly, Graduate Council would do the same with course modifications due by its February 22, 2022 meeting. These would be in place for year-long registration that would begin March 16, 2022. Some minor changes could be handled at the GCCC level.

Would like to propose drafting a communication to all faculty to be aware of this permanent year-long registration change. It would come from the Provost's Office after review/input by GC Chair Dr. Giovannucci and Faculty Senate Exec. Committee. New course proposal due dates could be included if FS and GC would like to include that. Co-listed course modifications would take additional time.

GC Curriculum Committee (GCCC) Chair, Dr. Mueser, noted that GC has permitted the GCCC to approve basic, straight-forward course modifications and report those to Council. GC votes on new courses, new programs and program modifications.

Discussion:

Dr. Relue inquired about future deadline dates and summer.

Julie Quinonez replied that future years could expect similar dates. Each March the schedule for the following year would be available. She will check on Summer dates.

Dean Thompson noted that summer semester is not a part this proposal, which does not affect scholarships or financial aid. Multiple-semester is optional. If amenable, Dean Thompson would like to write the communication and share with Dr. Tim Mueser, GCEC, and Faculty Senate Exec Committee, and then send to all faculty.

Dr. Jami Taylor questioned why the curriculum process has become more burdensome with mandated curriculum mapping on program proposals and more scrutinization of learning outcomes on course modifications/proposals.

Dean Thompson responded that the role of assessment in the Higher Learning Commission process is involved. Dr. Alana Malik included this information in the CIM system as another area of support for faculty to provide SLOs and improve our process. While it may be viewed as burdensome, these requirements are in aligned with best practices.

Dr. Mueser asked if the GCCC should scrutinize SLO's on simple course modifications.

Kathy Zimmer responded that mapping of SLOs is a step in in the curriculum mapping project that will occur in CIM. She added if a modification changes pre-requisites, the syllabus should be reflective of that change. Dr. Malik is looking at these before they leave the college so they do not have to be rolled back.

Julie Quinonez added that all eyes on curricular proposals are trying to make sure it is correct. If its crunch time, it makes sense to check what was changed and sign off. Overall, the work we put in pays off in the end. It is not a definitive answer. We appreciate any review you have time for.

Dean Thompson pointed out that it is in essence, it is a form of quality control. Dr. Malik serves to provide feedback as resources for suggestions and is not bottlenecking proposals.

Dr. Tim Mueser noted that if this being done, his committee might as well do the same.

Dr. Relue did not recall Dr. Malik's role in reviewing SLOs in CIM being discussed previously. She asked how SLO review is mapping and whether it is currently in the CIM system.

Kathy Zimmer replied that mapping can identify what courses meet what course learning outcomes. This will take a few months to set up and would likely not be implemented until spring 2022. We will share more information as it becomes available.

Chair Giovannucci indicated that he would invite Dr. Malik and Ms. Zimmer to a future Council meeting to provide more information on curriculum mapping.

Overview of GC function, Graduate Council Committees Update

Drs. Giovannucci and Wissam Aboualaiwi presented an overview of the Graduate Council Standing Committees. See attached PowerPoint presentation for details.

Dr. AbouAlaiwi shared an updated list of committees members. All committees should be fully populated soon as the committees have work to do. Council members interested in in serving should contact Dr. AbouAlaiwi.

Dr. Marthe Howard questioned why not all committees are 12-month which may impact 12-month students.

Chair Giovannucci noted the valid point and pointed out that many faculty have 9-month appointments. He thanked the graduate faculty who are serving on these committees and encouraged others to consider nominating a colleague for any unfilled seats. He stressed the importance of graduate committee service as part of our duty of shared governance.

Standing Committee Reports

Report of the Curriculum Committee

None.

Report of the Membership Committee

None.

Old Business

Endorsement of University Vaccine Requirement

Endorsement of the University Vaccine Requirement was brought back for further discussion and possible endorsement. Last meeting, Drs. Relue and Howard gave perspectives. There are differing opinions by elected representatives at the state-level.

In terms of GC lending weight to what a majority in public health view as a reasonable approach to maintaining a safe campus environment, GCEC would like to put this forward for an endorsement to support, if the Graduate Council agrees. Maintaining a safe campus environment. The resolution, if passed, would support other bodies who have lent their weight and support. Draft resolution displayed and read by Chair Giovannucci.

There were no amendments or additions as written.

[Motion by Dr. Marthe Howard to put forward for vote. Seconded by Dr. Jim Ferris. Objections – none. Do you endorse the Graduate Council Resolution on the Campus-wide COVID-19 Vaccination mandate? Council Vote was unanimous consent as articulated in resolution.]

**Graduate Council Resolution 2021-1
Campus-wide COVID-19 Vaccination**

[APPROVED SEPTEMBER 21, 2021]

Whereas, maintaining a safe campus during the ongoing COVID-19 pandemic remains a top priority;

Whereas, we continue to follow the guidance of the Centers for Disease Control and Prevention, the Ohio Department of Health and the Toledo-Lucas County Health Department;

Whereas, following the first COVID-19 vaccine receiving full approval from the U.S. Food and Drug Administration, the University of Toledo has implemented a COVID-19 vaccine requirement for all students and employees;

The Graduate Council hereby expresses its strong support of the vaccine requirement for all students, staff, and faculty at the University of Toledo, consistent with recommendations of medical advisory committees and endorsements by the University of Toledo Physicians group and the University of Toledo Faculty Senate.

New Business

None.

Adjournment

There being no further business, the Council adjourned at 2:13 pm.