

**Graduate Council Minutes
February 23, 2016
Main Campus, Student Union, Room 2582**

Present: Debra Boardley, Michael Dowd, Ali Fatemi, Viviana Ferreira, Eric Prichard (GSA), Hans Gottgens, Dwight Haase, Mark Templin (for Susanna Hapgood), Mohamed Samir Hefzy, David Jex, Richard Johnson, Andrea Kalinoski, Marcella Kehus, Junghwan Kim, Jon Kirchhoff, Patricia Komuniecki, Anand Kunnathur, Jyl Matson, Mary Powers (for Marcia McInerney), Willie McKether, William Messer, Holly Monsos, Ron Opp, John Plenefisch, Susan Pocotte, Sonmez Sahutoglu, Diane Salvador, Youssef Said, Constance Schall, Barry Scheuermann, Mark Mason (for Joseph Schmidt), Rebecca Schneider, Diana Shvydka, Susan Sochacki, Pamela Stover, Viranga Tillekeratne, Jerry Van Hoy, John Laux (for Lois Ventura).

Excused: Brian Fink, Amal Said, Richard Welsch, Kandace Williams.

Absent: Ainsworth Bailey.

Guests: David Meabon.

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

Dr. Rebecca Schneider, Chair, reported that the Academic Programs and Regulations Committee has been asked to review the current policies on Academic Dishonesty and Academic Grievance. These policies are posted on the College of Graduate Studies webpage for current students under references and resources. These two policies were due for review and possible updating this past summer. This committee has also been asked to draft a policy based on the current procedure document for Academic Standards, also posted online. GCEC will ask the committee to report their progress at our March or April meeting. Chair Schneider asked GC to look at the academic standards procedure to consider how that might be a policy. Policies are posted for review.

The Department of Environmental Sciences piloted a Graduate Advising Workshop. They are reporting to the Provost that this was well received and they are recommending this type of professional development for new faculty and at renewal of graduate faculty status. Their recommendation also includes having departmental programs tailored to meet unique needs and to post a more inclusive set of graduate student expectations on the COGS website.

The graduate course review process is continuing. Department's spreadsheets should be sent to Ms. Terri Hayes in COGS so that the GC Curriculum Committee can review them as you complete them. The original suggested deadline was February 26th. However, the preference is for an accurate list with accurate course descriptions. If it turns out we need additional time at Graduate Council to complete the report and review, we have the option of calling a special meeting. Regular curriculum will continue moving forward for review as well.

Report of the Graduate Student Association

Mr. Eric Prichard, President of the Graduate Student Association (GSA) reported that there was a GSA General Assembly meeting on February 17th. He reported that the GSA funded graduate events in four colleges - education, pharmacy, engineering, and natural science and mathematics, and used all of the allocated \$12,000. In addition, the GSA Officers moved funds from travel and did not attend the National Graduate and Professional Student Association conference. Dr. Kristen Keith recently invited him to Faculty Senate to make a presentation about the MGRS and the call for judges.

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

Dean Komuniecki provided the following updates:

o *Fall 2016 Applications and Admissions*

Dean Komuniecki was pleased to report there are strong positive indicators for fall 2016 enrollment. As of February 22nd, COGS had already processed 3,031 applications for fall 2016, 248 more than this time last spring for fall 2015, a 9% increase. More important, 189 students have already been admitted, a 300% increase over this time last spring. Great news! She urged GC to encourage their admissions committees to continue their focused efforts to review applications and admit new students for fall 2016 as soon as possible.

o *Budget Shortfalls*

Last week, President Gaber announced that there would be a 1.5% cut to the remaining FY16 operating budget and a 3% cut to the FY17 total budget. Subsequently, all the college deans received their specific budget targets for each budget year. COGS will need to address a \$67,000 target for the FY16 operating budget (figure includes unmet projected revenue), and a \$36,000 target for the FY17 total budget. There are no budget hearings planned for this year and colleges will identify where the cuts will be taken and submit them to Finance and Administration no later than March 4, 2016.

o *Graduate Student Policies*

According to the GC Bylaws, the Dean of the College of Graduate Studies presents the charge to GC Academic Program Regulations Committee. There are two important graduate student policies that need to be reviewed and updated as needed. Dean Komuniecki discussed this with the GCEC on February 16th and will be sending out the charge to the GC APRC shortly. There are two current policies that need to be reviewed and updated this term; they are the Graduate Student Academic Dishonesty Policy (#3364-77-01) and the Graduate Student Academic Grievance Policy (#3364-77-02). In addition, after those policies are ready to go to Ms. Beth Hagen for the required 30-day posting. It will also be important for the APRC to consider establishing a policy for the current "Academic Standards" practice. The current Academic Standards practice was reviewed by a GC committee and COGS, as well as the Registrar and Provost's offices, several years ago in order to harmonize the MC and HSC grading and other academic processes. Benchmarking reveals that this document is usually constructed as a policy and that is the COGS recommendation to the APRC.

o *COGS Fellowships, Scholarships and Awards*

COGS received a robust number of applications for the various programs as follows:

Prospective Students

- University Fellowships -33
- Richard L. Bostleman Memorial Scholarship -5

Current Students

- Robert R. Buell Memorial Achievement Award -6
- Helen M. Fields Memorial Achievement Award -4
- Robert N. Whiteford Memorial Scholarship -17

The GC Fellowships and Scholarships and Committee will begin their review of these within the next few weeks and then Dean Komuniecki will convene the group to make the final award decisions for AY2016-17. COGS typically notifies the awardees in early April. The new student award recipients will be invited to the last GC meeting of AY 2015-16 on May 3rd to be recognized.

COGS Diversity Initiatives

COGS has also received 35 GOAP applications and 5 McNair Scholarship applications. In addition to these applications, COGS has also been in the early phase of recruitment for the NSF NOA-AGEP Award, and Dean Komuniecki has asked COGS Associate Dean Pocotte to update Council on the progress on that grant.

o Announcements on Professional Development Sessions

- Graduation-Your Questions Answered!
Tuesday, March 1st from 12 noon – 1:00 p.m. in Carlson Library Room 1035 (MC)
Wednesday, March 2nd from 4:00 – 5:00 p.m. in Collier Building Room 1210 (HSC)
- Prepare to Succeed! Effective Interviewing Techniques
Monday, March 14th from 5:30 - 6:30 p.m. in COB 1220 (HSC)
Wednesday, March 23rd from 2:00 – 3:00 p.m. in Student Union Room 2591 (MC)

Discussion:

Dr. Kirchoff inquired whether the GA budget is affected and Dean Komuniecki replied that in the past it has been excluded from budget cuts.

Dr. Dowd asked if the reduction is permanent and Dean Komuniecki replied that the FY 17 budget will have a permanent budget reduction of 3%.

Dr. Hefzy asked for clarification regarding the \$67,000 reduction for FY16. Dean Komuniecki replied that was a one-time reduction.

Referring back to graduate policies and involvement of COGS with the Graduate Academic Programs and Regulations Committee, COGS Assistant Dean for Academic Affairs, Tammy Oelkrug, serves as an ex officio liaison in addition to the graduate faculty members.

Dr. Susan Pocotte, COGS Associate Dean for Academic Affairs, was pleased to announce that students are actively being recruited for the NSF NOA- AGEP grant. She reminded Council that this is an alliance of seven universities including Bowling Green State University, Cleveland State University, Case Western Reserve University, Kent State University, University of Akron, University of Toledo and Youngstown State University, with Case Western Reserve as the lead institution. This is an NSF funded initiative which mandates a restriction to U.S. citizens, therefore, the pool is limited to Ph.D. programs for U.S. citizens who are underrepresented minorities. The NOA-AGEP scholar program is limited to a subset of STEM areas common to the collaborating institutions. At UT we will recruit NOA-AGEP scholars from programs in the areas of engineering, biological sciences, and chemistry in the colleges of Engineering, Natural Sciences and

Mathematics and Medicine and Life Sciences. UT is fortunate in having a greater number of programs included than our partners. We plan to recruit up to six scholars and already have three offers pending. The mission is "With support from the National Science Foundation, the Northern Ohio Alliance for Graduate Education and the Professoriate (NOA-AGEP) was created to increase the number of underrepresented minority students completing sciences, technology, engineering, and mathematics (STEM) doctoral degrees and to prepare them for entry into the professoriate". To enhance success of our AGEP scholars, robust programming for 42 months is planned. Scholars across the consortium will attend research symposia each semester beginning in spring 2017, three professional development workshops per semester, and three mentoring circles, in addition to serving as a full-time TA/GA/RA each year. The NSF NOA-AGEP grant includes a series of diversity initiatives. Aspects of the CWRU signature initiative titled "Diversity 360" will be incorporated into some of the UT and/or COGS diversity initiatives. There will be required faculty mentor/student participation in most planned activities both on and off campus. The scholars receive tuition, stipend and an extra stipend enhancement due to additional work, and we will pay for their travel/presentation to conferences. The mentors will also receive incentive stipends and travel compensation. We are in the process of contacting various representatives administratively in those programs with the recruitment materials released to us. We look forward to position UT and our collaborative partners for this and future NSF grant-funded programs.

Dr. Fatemi asked Dr. Pocotte to share this information in an email to Graduate Council. Dr. Pocotte replied that she would do so because this program now has shared language and collaborative recruitment materials. She added that there is not a specific deadline and it is open until filled. The hope is to have the six spots filled within the next few months.

Dean Komuniecki added that she has spoken to the associate deans about this initiative for several months providing regular updates.

Information and Discussion Items

Strategic Enrollment Planning Council Update

Dr. Connie Schall reported that the timeline has shifted with a mid-April date for the Strategic Enrollment Planning (SEP) working groups to complete analysis of data and draft a 'situation analysis' (strategic objectives, specific goals, and measurable outcomes), followed by a mid-May business plan review, mid-June for business plan vetting and summer/fall 2016 for prioritizing strategies.

The Graduate and Professional Student work group has developed a preliminary draft of strategic objectives and goals.

Strategic objectives include:

1. Ensure strong graduate and professional programs to attract diverse student populations from the United States and abroad.
2. Recruit, admit, enroll, retain and then graduate scholars and practitioners who are competitive in the current labor market and are representative of our constituencies.
3. Ensure that our graduate and professional programs are broadly accessible, with a particular focus on our engagement with the immediate geographical region.

The work group will be using these broad objectives to develop and prioritize strategic goals, and relate these to institutional 'key performance indicators' (KPIs) that include enrollment headcount & FTE's, retention and graduation rates, and diversity. Some of these KPI's are directly linked to institutional gross and net operating revenue.

Dr. Schall asked Council to share with her their thoughts on strategic goals include improving UT's web-presence, marketing distinctive programs, and identifying hurdles and opportunities for growth. The work group will be looking at data on student applications, enrollment, graduation rates and demographics. Other data include number of graduate faculty, external research expenditures (and indirects generated), and institutional support.

Questions to GC related to SEP:

1. Would it be helpful to have Jim Mager and university web-development/marketing staff address the GC?
2. Three plus two programs where students earn a bachelors and master degree in 5 years have been developed for some programs on campus. These may provide an opportunity for enrollment increase in programs. Is there interest from GC hearing from programs that have implemented 3+2 programs?

Input is invited on identifying potential growth opportunities along with hurdles (short and long term with emphasis on short term). Work group members who are also on GC: Dean Patricia Komuniecki, Dr. Joe Dake, and Dr. Susan Pocotte.

Dr. Dowd stated that the schedule was adjusted for concentration on short-term enrollment and other planning that started to diverge between Strategic Enrollment Planning, Strategic Planning and a master plan for facilities. The delay will sync up at central administration level. Dean Komuniecki added that many individuals taking leadership roles were currently focused on enrollment initiatives for fall 2016, so shifting the timeline will provide sufficient time for more robust data collection and analysis.

Research Office Update

Dr. William Messer, Vice President of Research provided the following updates.

○ *Rocket Innovations*

Dr. Messer was pleased to announce the hiring of Dr. Norman Rapino as Executive Director of Rocket Innovations. Dr. Rapino is attending an SBIR study section in Washington, DC today so the plan is to introduce him at the next GC meeting. Norm brings a wealth of experience with the NSF I-Corps program from his previous work at the University of Michigan.

○ *Grant Writing Workshops*

The Office of Research and Sponsored Programs is hosting a series of Grant Writing Workshops this semester. The first, focusing on NIH, Medicine and Life Sciences was held on Friday, February 19th on the Health Science Campus and featured a faculty panel composed of experienced investigators. Future workshops will be held on the Main Campus and focus on NSF, Science & Engineering (Friday, March 11, 2016 from 9:00 to 11:00 am in Health & Human Services Building, Room 1711), Social Science, Business & Education (Friday, March 25, 2016 from 9:00 to 11:00 am in the Health & Human Services Building, Room 1711) in Communications, Art & Humanities (Friday, April 8, 2016 from 9:00 to 11:00 am in Student Union, Room 2591). In addition, an SBIR & STTR Workshop will be held Friday, May 13, 2016 from 9:00 to 11:00 am in the Nitschke Technology & Commercialization Complex | Brady Engineering Innovation Center. More information can be found at: <http://www.utoledo.edu/research/workshops.html>.

○ *Researcher Update*

We are working on a couple of changes to how we disseminate information from the Office of Research and Sponsored Programs.

The *Researcher Update* email contains news of interest for the campus community. The latest version and previous issues are available online at <http://www.utoledo.edu/research/ResearcherUpdate.html>.

o *Limited Submissions*

We also are developing better processes for handling limited submissions. The long-term goal is to have a website that lists limited submission opportunities; the site is currently under development. For now, limited submissions will be listed in the weekly Researcher Update emails. Limited submission funding opportunities can be found currently in the [Infoed Global's SPINPlus](#) database. We can get you access to the DB to keep you updated.

Discussion:

Dr. Ali Fatemi inquired whether the Quali Coeus administrative module is fully operational. Dr. Messer indicated that we are in the process of implementing Quali Coeus for new awards. Dr. Salvador asked what the concerns are. Dr. Messer responded that areas requiring review include conflicts of interest and completed training on all aspects of compliance -- animal or human subjects, export control, etc.

There was discussion of the need to streamline the personnel hiring/workflow process. When we move graduate students into positions or when a faculty submits grants and identifies personnel, that process takes too long. Dean Komuniecki noted that COGS is working with IT and HRIS units on creating an electronic GAPA process, with anticipated pilot rollout for spring 2017.

Pipeline Programs

Dean Patricia Komuniecki shared a table summarizing the current inventory of the 10 undergraduate to graduate pipeline program at UT and an additional 2 external links. These pipeline programs typically streamline time to the two degrees by about a year and save students money. Our internal pipelines have developed from the department/programs where there could be seamless progression to the graduate component. All of these are recruiting now. This is a promising area for enrollment growth -- our own students. New pipeline program development begins in the department and programs are encouraged to consider this option. The list of the current UG to grad pipeline programs will be posted on the COGS website.

Student Health Insurance Update

Dr. Samir Hefzy is currently representing GC on the UT Student Health Insurance Committee and he presented the results of his research on student health insurance, a comparison of two existing plans (domestic and international) both issued and administered by Student Educational Benefit Trust (SBET), at The University of Toledo and the University of Akron. It is more expensive at Toledo than Akron and the benefits are different. The following are two popular health insurance companies that engineering students find better rates are <https://www.isoa.org> and www.psiservice.com.

UT's invitation to bid to be the student health insurance provider was posted February 22, 2016.

Several observations have arisen as a result of this exercise:

Student health insurance is mandated at UT for international students on a J-1 visa, and students in these programs: College of Medicine and Life Sciences MD program, Pharmacy and Pharmaceutical Sciences, Health Sciences, Nursing and student athletes. Students may have eligibility through parents, Medicaid, or the health insurance exchange/marketplace. Requirements vary from state to state. International students not eligible to purchase through the exchange in Ohio. F1 visa students are not required by the U.S. Department of State to have insurance, it is up to the school. This summary will be posted on the Graduate Council website.

Standing Committee Reports

Report of the Curriculum Committee

On behalf of the Graduate Council Curriculum Committee (GCCC), Chair Dr. Patricia Relue reported that the committee reviewed and approved the following curriculum. Graduate Council approved unanimously.

No.	Proposal Type	Coll.	Department	Proposal Name	Course No.	Proposal Summary
1	ECM	SM	Chemistry	Green Chemistry	CHEM 6200	Change in catalog description.
2	ECM	SM	Chemistry	Environmental Chemistry	CHEM 6210	Change in catalog description.
3	NCP	SM	Chemistry	Graduate Professional Internship	CHEM 6970	Academic advisor approved Industrial or non-profit internship for the MS & PhD in Chemistry and the PSM in Green Chemistry and Engineering.
4	NCP	SM	Chemistry	Graduate Professional Internship	CHEM 8970	See CHEM 6970.
5	ECM	PH	Pharmacy Practice	Research Methods in Pharmacy Practice	PHPR 6530	Project removed from the course that overlapped in content with a required course; decrease in hrs from 3 cr hr to 2 cr hr.
6	NCP	PH	Pharmacy Practice	Medication Therapy and Disease State Management	PHPR 6920	2 cr hr; Course focuses on developing, implementing, and evaluating Medication Therapy Management and Disease State Management programs. This course is for two tracks of the MS HOSS; cross-list with PHPR 6280 (PharmD students), but have different assignments/requirements outside of lecture.
7	PRR	PH	Pharmacy Practice	MS Health Outcomes and Socioeconomic Sciences (HOSS)	N/A	Decrease in hrs from 38 to 33 due to decrease in definition of hrs required for full time status. Includes changes to core and elective courses and modified course hrs in PHPR 6530.
8	NCP	SJ	Criminal Justice, Social Work and Legal Specialties	Orientation to Interprofessional Teaming	SOCW 7610	1 cr hr; Students will develop a plan of study for the Grad Certificate in Teaming in Early Childhood. Seminar focuses on the knowledge, skills, and dispositions that professionals working with special needs individuals and their families need to work effectively; effective and proactive communication; conflict resolution; working with others of different value/belief systems.
9	NCP	SJ	Criminal Justice, Social Work and Legal Specialties	Leadership and Advocacy in Interprofessional Teaming	SOCW 7620	1 cr. hr; Seminar focuses on development of skills to promote best practices in teaming; understand factors that support/threaten collaboration; and advocacy for teaming to benefit individuals with disabilities.
10	NCP	SJ	Criminal Justice, Social Work and Legal Specialties	Evidence-Based Practice and Innovation in Interprofessional Teaming	SOCW 7630	1 cr hr; Seminar for students to reflect on practicum experience; examine issues related to principles of ethical practice, professional identity, and advocacy for young children with special needs and their families.
11	ECM	BU	Accounting	Analytical Foundations for Executives	EMBA 5500	Change in grading from P/F to letter grade. Online course, pre-requisite for the EMBA core curriculum.

12	PRR	SM	Physics and Astronomy	MS Physics	N/A	Modifications to the MS program to allow a 3+2 MS in Physics. Decrease in the required courses from 32 to 26 cr. hr; added 6 cr hr. of physics electives; expanded 9 cr. hr. in business to include larger selection of business and engineering courses.
13	PRR	SJ	School Psychology, Counselor Ed and Higher Ed	EDS in School Psychology	N/A	Added new course EDP 5/7240 to selection of courses allowed for degree.
14	PRR	SJ	School Psychology, Counselor Ed and Higher Ed	ME in Higher Education	N/A	Change in hr from 33 to 30 cr. hr. Restructuring of the degree from required/elective courses to required core and required track courses; HE core (18 cr hr): HED 6010, 6510, 6640, 6570, 6700, 6770; 4 tracks in professional emphasis area (12 cr. hr.)
15	PRR	MD	Bioinformatics/ School of BRIM	Bioinformatics and Proteomics/ Genomics	N/A	Addition of MGMT 6190 to elective list
16	NPP	LW	Law	Graduate Certificate in Compliance (16 cr. hrs)	N/A	The program aims to prepare students for careers as Compliance Officers. The College is currently pursuing Compliance Certification Board (CCB) accreditation for the program towards the Certified Compliance & Ethics Professional (CCEP) credential.
17	NPP	LW	Law	Graduate Certificate in Health Care Compliance (21 cr. hrs)	N/A	The program aims to prepare students for careers as Health Care Compliance Officers. The College is currently pursuing Compliance Certification Board (CCB) accreditation for the program towards the Certified in Health care Compliance (CHC) credential.
18	NPP	LW	Law	Graduate Certificate in Higher Education Compliance (20 cr. hrs)	N/A	The program aims to prepare students for careers as Compliance Officers for colleges, universities, and other higher ed organizations. The College is currently pursuing Compliance Certification Board (CCB) accreditation for the program towards the Certified Compliance & Ethics Professional (CCEP) credential.

Report of the Membership Committee

Dr. Samir Hefzy informed Council that the Graduate Faculty Membership Committee is currently reviewing 54 applications and expect to report the results at the next Graduate Council meeting.

Old Business

Dean Komuniecki commented that she was working with the senior leadership on pricing for graduate tuition changes for AY2016-17. The current proposal suggests a 2% increase but the Dean is proposing no increase in order to try to keep UT graduate tuition fees as low as possible to help enrollment.

New Business

Chair Schneider noted that the GC Elections were ongoing and she encouraged colleges to complete them as soon as possible as that the new members can be invited to the last GC meeting of AY2015-16 on May 3rd.

Adjournment

Meeting concluded at 2:00 p.m.