

**Graduate Council Minutes
November 25, 2014
12:30 – 2:00 p.m.
Health Science Campus, Health Education Building, Room 105**

Present: Brian Ashburner, Ainsworth Bailey, Debra Boardley, Michael Dowd, Mary Ellen Edwards, Ali Fatemi, Brian Fink, Rodney Gabel, Carolina Wishner for April Gardner, David Giovannucci, Eric Prichard for GSA, Dwight Haase, Susanna Hapgood, Mohamed Samir Hefzy, Richard Johnson, Virginia Keil, Patricia Komuniecki, Willie McKether, William Messer, Holly Monsos, Kelly Phillips, Susan Pocotte, Sonmez Sahutoglu, Youssef Sari, Barry Scheuermann, Joseph Schmidt, Rebecca Schneider, Diana Shvydka, Ivana de la Serna for Cynthia Smas, Susan Sochacki, Pamela Stover, Sai Boddu for Viranga Tillekeratne, Jerry Van Hoy, Lois Ventura, Stan Westjohn, Kandace Williams

Excused: Joseph Dake, Hans Gottgens, Kay Grothaus, David Jex, Junghwan Kim, Jon Kirchhoff, Anand Kunnathur, Ron Opp, Constance Schall

Absent: Peter Andreana, Ruth Hottell, Kenneth Kilbert, Marcia McInerney

Call to Order, Roll Call, and Approval of Minutes

The meeting was called to order and the roll called. The Minutes of the October 28, 2014 meeting were approved.

Executive Reports

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

Dean Komuniecki provided the following updates:

- *Spring 2015 Enrollment and Admissions Updates*
Preliminary data for Spring 2015 looks promising—the graduate headcount is up by 3.25% and the graduate FTE is up by 5.6% compared to this time last year. However, when you compare our numbers to the census report for spring 2014, we lag behind. Please encourage your continuing students to enroll, and also have your graduate admissions committees complete their reviews and send decision pages along ASAP.
- *COGS Fellowships, Scholarships and Award Applications are all due February 13, 2014*
 - *Prospective Students*
 - *University Fellowships*—please have your best applicants apply for this prestigious fellowship. This has been used as a recruitment tool in the past to attract top students to UT, and we expect to have three positions available for students starting in fall 2015.
 - *Diversity Fellowships*—please encourage any qualified applicants to apply for the GOAP and McNair Scholar Awards. There will be several awards in each category—these awards cover stipends and tuition scholarships—with a department 50:50 match required.
 - *Current Graduate Students*
There are three different awards: Fields, Buell and Whiteford for which current students can apply and these students will be recognized at the last GC meeting of spring term. All of the descriptions and applications are available on the COGS website under the current graduate student link—the same deadline applies. Slightly more funding amounts are available this year.

o *Special Graduate Faculty Meeting—October 30, 2014*

As you may recall, a group of graduate faculty had submitted a petition to COGS to convene a special graduate faculty meeting to discuss concerns about some curricular business that had occurred during summer 2014. As stipulated by the Graduate Faculty Constitution, Dr. Komuniecki convened the meeting and then requested that the past Chair of Graduate Council, Dr. David Giovannucci, assist with fielding the questions from the floor. The meeting was held on Thursday, October 30 from 3:00-4:30 with approximately 40 graduate faculty in attendance including the GCEC members. The petition raised three specific concerns regarding the 12 credit hour Diversity Certificate proposed from the College of Social Justice and Human Service. Most of the signatories on the petition were from the Judith Herb College of Education. The issues included the following: that the GCEC did not have the authority to approve curricular business during the summer, that incorrect forms had been used by the proposer and that the proposer did not hold the appropriate graduate faculty status to propose new curriculum. COGS provided clarification that the correct forms had been used and that the proposer now holds the appropriate graduate faculty membership to propose new curriculum. The majority of the discussion swirled around the petitioners' concern that, according to the 2009 GC Bylaws, the GCEC does not hold the power to approve curriculum during the summer months. As clarification, COGS provided documentation from the Graduate Council minutes from 2012, 2013 and 2014 to indicate that they did have that authority. Significant discussion occurred on the floor of Graduate Council in 2012 when GC Chair Nick Piazza outlined the need for Graduate Council to conduct curricular and membership business on a 12-month basis and phrased it as the "new normal." During the intervening time frame, the Graduate Council Executive Committee has met during the summer months to approve curricular business that was brought forward from the GC Curriculum Committee; the GCCC members receive appointment letters from COGS stating that the committee will do curriculum review during the summer. Further, the GC has accepted the Curriculum Committee Reports at the first fall GC meeting for the last two years. An important theme from that special meeting was to "hold students harmless" and to get the Bylaws approved as quickly as possible, and Dr. Giovannucci indicated that he would bring the discussion back to GCEC for further consideration as to next steps, and GC Vice Chair Becky Schneider will report out about that in her report.

Report of the Executive Committee of the Graduate Council

Dr. Rebecca Schneider, Graduate Council (GC) Vice Chair stated that the summer approved curriculum, discussed at the special graduate faculty meeting, was deliberated on at length by the GCEC concerning the issues raised. The GCEC decided that, given that no curricular issues have been raised and given the paramount and universal concern by all faculty that students be held harmless; no action by GC is warranted regarding past curriculum actions. The GCEC encourages all Graduate Council members to read, comment, and discuss the proposed bylaws. Dr. Mark Templin will be reading the bylaws today and once again at our December meeting. Vice Chair Schneider stated that it is important that we adopt bylaws to guide the GC work as soon as is reasonable and offered some framing questions: (1) Think about procedures we should follow; do the bylaws describe clearly how we want to conduct business? (2) Think about the membership categories; do we have a meaningful set and are the descriptions clear? (3) Think about the committee structure; do we have the right set of committees to complete our work and respect faculty time? Are the responsibilities of each committee clear? and (4) Think about communication; do we have informative reporting processes where needed? Vice Chair Schneider thanked Mark Templin and all of the committee members of the bylaws committee—William Messer, Dean Komuniecki, David Giovannucci, Mike Dowd, Walter Edinger, and Eric Prichard (GSA)—for their hard work.

Chair Ron Opp and Vice Chair Schneider attend the President's all day leadership meetings which include the senior executive team, dean, Senate, and Graduate Council. Interim President Nagi Naganathan encourages open discussion, information and idea sharing as well as questions. The August meeting identified several initiatives for this year. One member from each group was identified to continue the conversation. November's meeting included updates and discussion. Examples include: the hiring plan, library revitalization, enrollment management, and IT. The next meeting is scheduled in February. Chair Opp and Vice Chair Schneider also attend the University Council (UC) meetings which occur on the third Friday of each month. These meetings also have a tone of openness and respect. Interim Provost John Barrett stated that he appreciates the tone from the faculty and recommitment to shared governance. The Interim Provost's approach to University Council is that UT has a unique set of people from faculty and executive leadership meeting together. An example of the transparency is the financial and budget reports from Mr. Tom Biggs, Interim Sr. V.P. of Finance and Administration. Mr. Biggs' report to UC was the first report to the Interim Provost. The FY16 budget is very early in development and not yet shown to the Board of Trustees (BOT). The take-home message from these reports is that we need to grow our business, i.e., State Support of Instruction (SSI) and enrollment, and that we are underfunding depreciation—i.e., deferred maintenance. Enrollment Management has begun new partnerships with the academic colleges to support graduate student recruitment. The Interim President has proposed a stretch enrollment goal for graduate students of 200 more students for fall 2015 than in fall 2014. Preparation for the Higher Learning Commission's (HLC) mid-cycle visit is underway. Of interest to the graduate faculty is that we will need to provide syllabi for all courses and up-to-date faculty curriculum vitas on file. Based on these meetings, GCEC will be requesting speakers to have conversations with GC that are of interest to graduate faculty. All UC agendas, minutes, handouts, and membership rosters are available on the UC webpage (<http://www.utoledo.edu/offices/council/index.html>). Chair Opp and Vice Chair Schneider also serve on the Graduate and Professional Programs Committee of UC. All agree that this group will not duplicate or assume the roles or responsibilities of graduate council. The chair of the committee, Dr. Marthe Howard has asked for agenda items.

Report of the Graduate Student Association (GSA)

Mr. Eric Prichard, Acting Vice President of GSA, reported that he and President Aaron Shaw attended the national conference for the National Association of Graduate and Professional Students from November 6-9. They attended breakout sessions where best practices were discussed and Mr. Shaw talked on how to deal with a large budget increase. Mr. Prichard was elected Director of Communications for the National Association of Graduate and Professional Students' (NAGPS) Midwest regional board of directors. The GSA general assembly met on November 18, 2014 and at this meeting the GSA continued to promote the Student Ambassador program. As of November 24, 2014, nine (9) students have signed up. Recruitment efforts continue for the Midwest Graduate Research Symposium (MGRS). Although favorable responses have been received from outlying colleges, responses from students at The University of Toledo (UT) have been sparse. Judges are still needed for this event, so please contact Ms. Alcy Barakat, GSA Secretary, to volunteer. The coordinator positions are slowly being filled. The GSA approved the November 21, 2014 deadline for the GSA Research Awards and intends to disburse the award money by early next semester in order to provide student researchers an optimal amount of time to utilize the resources. Applications will soon be taken for the now open Main Campus Secretary position. The GSA is currently in the process of revising their bylaws.

Information and Discussion Items

Update on Export Control

Dr. William Messer, Vice President of Research, presented GC with information concerning export control compliance. Export controls are a complex set of laws and regulations that restrict the physical export of items and limit access of certain foreign persons to biologic agents, technology, technical data, software or services without first obtaining a license. The document provides valuable information and can be located at: <http://www.utoledo.edu/graduate/files/Export%20Control%20Compliance%20-%20WM%20Handout%202014%2011%2025.pdf> . Dr. Messer stated that Research and Sponsored Programs provides training and to contact Compliance Officer Pamela Suhan (Pamela.suhan@utoledo.edu) or Dr. Kandace Williams (Kandace.williams@utoledo.edu). UT enrolls students from a wide variety of countries and Dr. Messer suggested asking questions up front if a department is considering bringing in a student from a sanctioned country—keeping in mind that sanctions differ for each country. Dr. Kandace Williams mentioned that this committee is in need of members and if interested, to contact them. Dr. William Messer added that they are especially in need of an engineering representative and concluded by stating that the more faculty involvement they have on this important committee, the better.

Standing Committee Reports

Constitution and Bylaws Committee

Dr. Mark Templin, Committee Chair, on behalf of his committee, provided GC with a first reading of the committee's work on the GC Bylaws. After the reading, suggestions were made for changes and Dr. Templin and his committee will continue their work on the Bylaws. The second reading is scheduled for the GC meeting of December 9, 2014.

Curriculum Committee

None.

Membership Committee

On behalf of the Membership Committee and Committee Chair Dr. Samir Hefzy, GC Vice Chair Rebecca Schneider reported to GC that the committee reviewed and approved 35 Graduate Faculty Membership Applications as outlined below:

GRADUATE FACULTY MEMBERSHIP APPLICATIONS Fall 1 2014 continued (Sept. – Oct.)																						
College	Full			Associate I			Associate II			Adjunct			Special Status			Returned / Pending			TOTAL			Total
	Change	New	Renewal	Change	New	Renewal	Change	New	Renewal	Change	New	Renewal	Change	New	Renewal	Change	New	Renewal	Change	New	Renewal	
BU		1																	0	1	0	1
EN		1								2			1						1	3	0	4
HS		2																	1	4	1	6
CE								2	1		2		1	1					1	3	0	4
LS														2					0	2	0	2
MD			5		1	1													0	1	6	7
SM		1								1			1						2	1	0	3
NU								5											0	5	0	5
CA																			0	0	0	0
SJ		1								1									0	2	0	2
PH																			0	0	0	0
HC																			0	0	0	0
Lib																			0	0	0	0
T t p t a l s	0	6	5	0	1	1	0	7	1	1	5	0	4	3	0	0	1	0	5	23	7	35

Old Business

None.

New Business

Michael Dowd made a motion for the first item of business at the next GC meeting to be review of the discussion that took place during the special Graduate Faculty meeting held on October 30, 2014. He stated there were a number of comments that required additional discussion at Graduate Council. He also stated that he thought the faculty would have a clearer understanding of concerns raised and how GC works. Mary Ellen Edwards seconded the motion. The voice vote indicated that the motion passed. Dean Komuniecki commented that the GCEC already had set a tentative agenda for the December 9th meeting which included recognition of the University Fellows as well as a scheduled guest speaker, Mr. Tom Biggs, Interim Sr. V.P. of Finance and Administration.

Adjournment

There being no further business, the Council adjourned at 2:10 p.m.