

**Graduate Council Minutes
September 9, 2014
12:30 – 2:00 p.m.
Health Science Campus, HEB Room 103**

Present: Peter Andreana, Brian Ashburner, Ainsworth Bailey, Debra Boardley, Joseph Dake, Mary Ellen Edwards, Ali Fatemi, Brian Fink, GSA-Josef Vrtiska, Kay Grothaus, Susanna Hapgood, Mohamed Samir Hefzy, David Jex, Richard Johnson, Virginia Keil, Junghwan Kim, Jon Kirchhoff, Patricia Komuniecki, Anand Kunnathur, William Messer, Holly Monsos, Ron Opp, Kelly Phillips, Susan Pocotte, Sonmez Sahutoglu, Youssef Sari, Constance Schall, Barry Scheuermann, Joseph Schmidt, Barbara Schneider, Rebecca Schneider, Diana Shvydka, Susan Sochacki, Pamela Stover, Viranga Tillekeratne, Jerry Van Hoy, Lois Ventura.

Excused: Michael Dowd, David Giovannucci, Hans Gottgens, Dwight Haase, Cynthia Smas, Kandace Williams.

Absent: Rodney Gabel, April Gardner, Margaret Hopkins, 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 February 18, 2014, March 18, 2014, April 1, 2014, April 15, 2014, and April 29, 2014 meetings were approved.

Executive Reports

Report of the Executive Committee of the Graduate Council

Dr. Ron Opp, Graduate Council (GC) Chair, extended a welcome along with his gratitude to new GC members for the willingness to serve for a three-year term. He also proffered a welcome to the returning members. He encouraged members to inform the respective colleges of issues discussed at GC. Chair Opp thanked the two standing committees—Curriculum Committee and the Membership Committee—for working over the summer to provide continuing support for graduate education with special thanks to Chair John Plenefisch (Curriculum) and to Chair Samir Hefzy (Membership) for their leadership. Chair Opp also thanked The College of Graduate Studies (COGS) for working behind the scenes to support graduate education with special thanks to Dean Komuniecki, who serves as a tireless champion for graduate education. Gratitude was also extended to Ms. Terri Hayes, who puts together the agendas for each of the meetings, runs the elections, keeps track of the committee memberships for the six standing committees, and the ad hoc Bylaws and Constitution committee, and to Ms. Denise Gayer, who calls the roll and keeps the minutes for the GC meetings. Chair Opp mentioned the names of the members of Graduate Council Executive Committee (GCEC) for this academic year: David Giovannucci, past chair of GC, Becky Schneider, Vice Chair, Dean Komuniecki, William Messer, Vice President of Research, Cynthia Smas, Medicine and Life Sciences, Kelly Phillips, Nursing, and Aaron Shaw of the Graduate Student Association (GSA). A replacement is needed for Charlene Gilbert, who took a position at Ohio State University (Lima). An election for that position will take place at this meeting. Chair Opp thanked the GCEC members for their attendance at meetings during the summer monthly meetings. The GCEC acted on behalf of the GC on several curricular proposals as well as a number of requests for Graduate Faculty memberships. During this academic year, the GCEC will meet every other week. The GC will be addressing several challenges this academic year: budget shortfall, slight downturn in graduate enrollment, downturn in research funding, administrative turnover, and impending faculty retirements. Interim President Naganathan will be speaking at our next Graduate Council meeting

on September 23. Interim Provost Barrett will be speaking at the following GC meeting on October 7. Please send any suggestions for questions you may have for the President and/or Provost to Chair Opp or Becky Schneider, the Vice Chair as well as suggestions for any other speakers you would like to invite to GC.

Report of the Graduate Student Association (GSA)

Joseph Vrtiska, Vice President of GSA, reported that the Midwest Graduate Research Symposium (MGRS) is scheduled for Saturday, March 21, 2015 on the main campus (MC) of The University of Toledo (UT). The GSA has invited Dr. Michael Rees of UT to be the Keynote Speaker and over 65 universities will be invited to attend. The GSA is in the process of forming committees to serve at this event. Approximately 41 students have applied for a representative position for the GSA (there are 24 positions available that cover all 12 colleges). One representative is needed from the College of Pharmacy and Pharmaceutical Sciences and two representatives are needed from the College of Communication and the Arts. The GSA is working alongside Dr. William Messer to plan an event to educate students on how to use Endnote efficiently. The first GSA meeting will be held on September 16 at the Law Center on the MC. The GSA website has been updated and the meeting dates and locations are posted there. The GSA will also be blogging on the MyUT page about the meetings. Last year, the GSA provided travel reimbursements to over 250 students (\$40,000) for conferences and symposiums. This year the GSA will provide \$300 to active members and \$100 to inactive members for travel reimbursements. (Students must attend at least two GSA meetings a year to be considered an active member.) Due to the high demand for travel support, the GSA has set a budget of \$35,000 (half to be spent in fall; half to be spent in spring). Please encourage students to follow the reimbursement process directions on the GSA website for better efficiency. Finally, the GSA Research Award application timeline will be moved to this fall semester with an application deadline of November 21, 2014; the award winners will be notified by the end of fall term and the funds must be spent by June 12, 2015. For more information, please refer to the COGS website/GSA page.

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

Dean Komuniecki greeted the returning GC members and also offered a special welcome to the new GC members. She is looking forward to a new academic year and provided the following updates:

- *Graduation Statistics for Spring and Summer 2014*
In May, COGS cleared 1,044 students for graduation—including 561 Master's, 83 Doctoral, 3 Ed. Specialist, and 66 certificates. COGS is still clearing students for summer graduation but, to date, 334 students have been cleared for graduation: 226 Master's students, 36 Doctoral students, 6 Ed. Specialists and 13 certificates. Thus, a total of 1,348 students graduated in spring and summer 2014 (joining an unusually large fall 2013 graduation of 737 students).
- *Spring 2014 Student Exit Surveys*
COGS again collected data from the graduating students about their level of satisfaction with their programs, COGS services, and future employment. We had about a 55% return rate (518 surveys) and 91% of the students said that the quality of their education experience was high, 87% stated that their graduate program prepared them well for their professional goals, and 83% said that their graduate programs were intellectually challenging/stimulating. There was a very high degree of satisfaction with COGS services ranging between 85-94% (accessibility, responsiveness, effectiveness, efficiency, etc.). Lastly, 85% of the graduate students replied that they will be employed in their disciplinary field for their first placement and 61% plan to stay in Ohio.

- *Summer 2014 Enrollment*

More good news! The graduate headcount and FTE in summer 2014 were both up compared to summer 2013. There were 3,173 graduate students enrolled—a 3.59% increase—and that equated to 1,603 FTE (a 7.54% increase).

- *Admissions/Enrollment*

To date, COGS has processed 3,680 applications and accepted 1,142 students across both campuses—with an enrolled outcome of 1,079 (75.7% of the admits). Although we are still awaiting the final census day count later today, as of last week, the graduate headcount was 4,506—down slightly (-1.87%) and the graduate FTE was also down 2.41% overall at 3,170.

- *Orientations*

COGS welcomed about 750 students at the fall face-to-face orientation programs: ~520 on the MC, ~230 on the HSC as well as about 200 online (students whose work schedules prevented them from coming to campus). We also had 190 students attend the TA training program on the MC. The atmosphere was wonderful on all three days and it was a great start to the academic year. Thanks to everyone who participated in making the sessions successful. In particular, thanks to Aaron Shaw and the GSA leadership for their assistance and for arranging the student panel. Another thank you to the Graduate Faculty panel participants and the many other faculty members that made breakout presentations. Video and PowerPoint presentations will be uploaded by the end of this week.

A reminder to everyone that there are three required and very important supplemental online orientation modules that all new graduate students must complete: Academic Integrity, Diversity on Campus, and Preventing Harassment. All new students have the links to these modules so they can complete the modules as soon as possible to gain a better understanding of these important concepts. COGS tracks module completion and sends reminders out later in the term until the modules have been completed. Your assistance is appreciated in encouraging your new students to complete these modules early in the fall term.

- *COGS Diversity Initiatives*

As some of you may recall, UT was one of the 7 Co-PI's with other University System of Ohio (USO) institutions in northern Ohio on a grant submitted to the National Science Foundation (NSF) in fall 2012. This was in response to an RFP for Alliances for Graduate Education and the Professoriate (AGEP). This program is designed to provide specific funding for the recruitment and mentoring of underrepresented students in selected STEM disciplines. Although not funded in the first round due to severe budget cuts at NSF from sequestration, our alliance was asked to resubmit in January 2014 with updated diversity data in the selected STEM disciplines. This included diversity/gender information for the UT STEM programs in biology, chemistry and engineering for the past 5 years, and outlined STEM grant funding and campus initiatives to support URM recruitment and retention. The good news is that there were 4 conference calls with the NSF Program Director over the summer months and it looks as though the NSF will fund this AGEP Alliance proposal starting in January 2015. Associate Dean Susan Pocotte will assist Dean Komuniecki in convening an Internal Advisory Board, which will include several COGS Diversity Board members, to be briefed on this award and what UT's role will be. Currently, the plan would be to recruit 6 AGEP scholars annually. Once final grant/budget information is available, more details will be shared with Council, but we wanted to share this good news about this new initiative.

Announcements:

- *Reminder: September 19 deadline for December 2013 graduation*
The graduation application for graduate students is now available online at the COGS website.
- *COGS web updates*
COGS has a new home page and many new features/updates. Over the summer, the COGS IT GA's worked hard with COGS staff, in particular—Ms. Terri Hayes and Assistant Dean Tammy Oelkrug—to make major updates to the Graduate Council/Graduate Faculty and Academic Affairs sections of the COGS website. The 2014-2015 Catalog and Graduate Student Handbook are also found on the COGS site. The students should use the Handbook as a resource and there are links to the COGS policies and procedures governing graduate students. Also, there are a number of policies under revision and COGS is working with Mr. Kelly Moore, the new Vice Provost for Faculty and College Relations, Academic Governance and Program Review, for his review before placing them on the UT Policy page for the 30-day review period. COGS will continue to inform Council about policy updates.
- *CTS Update*
Marcia King Blandford, of the Provost's office, has informed COGS that, after many false starts over the past two years, the electronic Curricular Tracking System (CTS) is finally available, and that she does not require paper copies of the forms that GC requires for new and modified programs and courses. This is exciting news. The Provost's office works closely with the Registrar to ensure that after GC approves new curricular business, that the CIP coding and entry into Banner occurs expeditiously. Should you have any questions, or if difficulties are experienced in using the system, please contact Ms. Terri Hayes in the COGS office so that we can assist you and/or pass along information as appropriate. (Please print out curriculum forms and submit to Ms. Terri Hayes for our office files.)
- *Professional Development Programs*
COGS hosts about 40 different program/workshops for current students. Information about the upcoming AY 2014-2015 COGS Professional Development Programs on the MC and the HSC is now available on the COGS website under the Current Students' link. The topics fall under four key areas: Academic Planning, Career Development, Graduate Writing, and Thesis and Dissertation. This year we have several new programs: providing accommodations (basics of accessibility and creating accessible documents), and a new series as part of the iCare University entitled "The Competitive Edge" (topics include building professional skill sets, ethics in the workplace, the elevator pitch, and many more). We are also using the webinar format this year for the ETD Preparation and submission programs. As always, graduate students are welcome to attend any COGS session regardless of program location—there are some programs that are only offered on one campus.

Information and Discussion Items

Election of At Large Officer (to replace Dr. Charlene Gilbert)

Chair Opp requested nominations to fill the At Large Officer position vacated by Dr. Charlene Gilbert who has taken a position at Ohio State University (Lima). GCEC meets every other Monday from 3:30 to 5:00 p.m. on the MC. Dr. Peter Andreana (SM) and Dr. Connie Schall (EN) were nominated and following voting, Dr. Connie Schall was elected to fill the position.

Solicit Representative from GC (NSM) to Research Council (to replace Dr. Hans Gottgens)

Chair Opp requested nominations to fill the Research Council position to replace Dr. Hans Gottgens. The Research Council meets the fourth Friday of each month from 1-2:30 and the location alternates between

campuses. This is a three year term which includes reviewing policies related to research, administration of various programs supported by Research Council, and working with Dr. Messer's office to assist in establishing policies and supporting research. Dr. Peter Andreana (Chemistry/NSM) was nominated and a motion was made to approve the nomination. He was approved by acclamation for this appointment.

Update from the Office of Research

Dr. William Messer, Vice President of Research, is in his 30th year at UT and began his position as VP of Research last November. Dr. Messer provided the GC with a research funding update. From FY10 to FY 14 there was a drop in funding (research expenditures) from \$75M to \$43M. He noted that the numbers for FY14 are not yet final and that FY10 and FY11 are artificially high for NIH funding due to stimulus (ARRA) monies. The funding numbers have declined at many institutions. He encouraged faculty to continue to submit research proposals as the number of proposals submitted over the past 5 years is also down. The decline in proposals can also result from a declining number of tenured/tenure faculty (fewer faculty=fewer proposals). The amount of research funding received between July 1, 2014 and August 11, 2014 was \$2,721,104. Dr. Messer's presentation illustrated the sources of funding received and he outlined the steps to grow research: (1) faculty hiring plan, (2) grant writing support, (3) review abstracts/project summaries prior to proposal submission, and collaborative grants. Dr. Messer's Research Progress presentation is located at: http://www.utoledo.edu/graduate/facultystaff/gradcouncil/minutesandagendas2014_2015.html

Standing Committee Reports

Constitution and Bylaws Committee

On behalf of the committee chair Mark Templin, Chair Opp indicated that GC can expect to review additional updates to the Bylaws during this semester.

Curriculum Committee

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

The Curriculum Committee would like to remind departments and programs that timely submission of proposals is essential. They cannot guarantee that they will be able to act on proposals in time to be appropriately entered into class listings, the catalog, and registration systems if proposed start dates are less than a semester from the time the proposal arrives at the College of Graduate Studies office.

New Program Proposal (Certificate)

College	Department	Program	Summary of change
SJ	HED	Certificate in Diversity	12 credit online Certificate consisting of 3 courses: HED 5910 "Diversity Beginnings" (4hrs), HED 5960 "Diversity in Practice" (4hrs), and HED 5970 "Diversity Advancement" (4hrs)

New Course Proposals

College	Department	Course Name	Course Number	Change in course
SJ	HED	Diversity Beginnings	HED 5910	Review and application of diversity-related theory, social and psychological understanding, and interpersonal communication when applying to diversity experiences.
SJ	HED	Diversity Advancement	HED 5970	Measuring diversity effectiveness, review of tools and instruments for strategic planning, create and implement effective diversity plans, and explore components of being an effective Chief Diversity Officer.
SJ	HED	Diversity in Practice	HED 5960	Review of the different dimensions of diversity, understanding of laws in diversity related areas, and exploration of diversity in a health care setting

Program Revision Request

College	Department	Program	Summary of Change
SJ	Criminal Justice	Criminal Justice	Addition of an internship option (under CRIM 6940 "Graduate CJ Internship") as alternative culminating experience in place of thesis or comprehensive exam.
MD	School of BRIM	PSM in Biomarkers and Diagnostics	Change in credits required for completion from 40 to 37 BMPS 6360 (3) dropped; HURM 6700 added as alternative option to HURM 6720; MGMT 6160 added as alternative option to MGMT 6150; BIPG 5200 replaces BIDI 5000 as the statistical methods course in the PSM.

Existing Course Modification

College	Department	Course Name	Course Number	Change in course
MD	PHYA	Introduction To Clinical Radiology	PHYA 6040	Change Course Title from "Introduction To Long Term Care" to "Introduction To Clinical Radiology" and Alpha code from PHYA 6030 to PHYA 6040. Content has not been changed.

Membership Committee

On behalf of the Membership Committee, Dr. Mohamed S. Hefzy, committee chair, reported that his committee reviewed and approved the following applications:

**GRADUATE
 FACULTY
 MEMBERSHIP
 APPLICATIONS -
 Spring 2014 List 2 (continued) and Summer
 2014 List 1 (March 2014 - May 2014)**

College	Full		Associate I		Associate II		Adjunct		Special Status		Returned/Pending		TOTAL		Total
	New	Renewal	New	Renewal	New	Renewal	New	Renewal	New	Renewal	New	Renewal	New	Renewal	
BU		1											0	1	1
EN		3			1				1				2	3	5
HE		2					1			1			1	3	4
CE		2					1		2				3	2	5
LS	1	4					1	1	1			2	3	7	10
M D		2			1	1	1				1		3	3	6
SM		2			1		6	1	2	1			9	4	13
NU								1		13			0	14	14
CA													0	0	0
SJ		1					3		1				4	1	5
PH		1								1			0	2	2
Honors												1	0	1	1
Lib													0	0	0
Total	1	18	0	0	3	1	13	3	7	16	1	3	25	41	66

Old Business

None.

New Business

None.

Adjournment

There being no further business, the Council adjourned at 1:55 p.m.