

**Graduate Council Minutes  
January 22, 2019  
Main Campus, Rocket Hall 1530**

**Present:** Wissam AbbouAlaiwi, William Taylor (for Tomer Avidor-Reiss), Timothy Brakel, Frank Calzonetti, Anthony Edgington, Christina Fitzgerald, Bashar Gammoh, Cyndee Gruden, Hassan Hassab-Elnaby, Edward Janak, Song-Tao Liu, Sara Lundquist, Jyl Matson, Daryl Moorhead, Nagalakshmi Nadiminty, Alisa Nammavong (GSA), Douglas Nims, Lori Pakulski, Penny Poplin Gosetti, Patricia Relue, Jennifer Reynolds, Constance Schall, Barry Scheuermann, Rebecca Schneider, Martha Sexton, Zahoor Shah, Oleg Smirnov, Susan Sochacki, Megan Stewart, Jerry Van Hoy, James Willey.

**Absent:** Frank Calzonetti, Patricia Case, Daniel Georgiev, Marcia McInerney, Nikolai Modyanov, Geoffrey Rapp, Robert Topp.

**Excused:** Brian Ashburner, Terry Bigioni, Ben Davis, Rodney Gabel, Jason Huntley, Beth Schlemper, Kandace Williams.

**Guests:** William Ayres, Deborah Czechowski, Christine Fox, Holly Myers, Amy Thompson.

***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, Chair, Dr. Jerry Van Hoy gave a brief report to allow time for the presentations on the agenda.

Chair Van Hoy introduced Dr. Song-Tao Liu as the vice chair of Graduate Council beginning spring semester replacing Dr. Beth Schlemper who could not serve in this capacity due to her new ex-officio role on Graduate Council, relating to her position as associate dean in COGS.

Graduate Missed Class policy has been posted for comment until February 8.

**Policy Name:** [Draft 3364-77-07 Graduate Missed Class Policy](#)

**Description:** (New policy proposal) This policy provides for basic protections and reasonable accommodations for students who miss class with excused absences. This policy reflects the needs of graduate students and faculty.

**Scope:** All Graduate Students at the University of Toledo other than students pursuing J.D., M.D. or Pharm.D

**Comment Period:** January 9, 2019 – February 8, 2019

**Comment on this policy:** [3364-77-07](#)

Graduate Council report to the Board of Trustees on December 17, 2018 has been posted on the Graduate Council website

<http://www.utoledo.edu/graduate/facultystaff/gradcouncil/BOTASAreport.html>.

The GCEC had voted to allow Dr. Tomer Avidor-Reiss to complete Dr. Song-Tao Liu's term on Research Council since Dr. Liu is now vice chair of GC. The vote was unanimous with Dr. Calzonetti abstaining.

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

Dr. Cyndee Gruden, Interim Vice Provost for Graduate Affairs and Dean of the College of Graduate Studies provided the following updates:

- *Graduate Assistantship Budget*

The budgets were released on December 21<sup>st</sup> to all the academic colleges. Several strategies were implemented to maximize utilization. Both the stipend and tuition were over-allocated to have the funds used. There was focus on increasing stipends to meet benchmarks rather than increasing the number of number of assistantships. Master's level stipends are still low so you can expect discussion how best to address before the next allocation period. Typically, there is more tuition waiver funding left over, especially when external funding is on the lower end. Tuition waiver funded to support grants has ranged from \$2 - \$5 million each year. This variability depends on the number of grants. The expectation is that the budget will be spent and that each graduate program admissions committee will act quickly and make offers to prospective students. We want to use tuition waiver wherever possible to attract higher quality students., Funds should be used as a match so that the students are also contributing.

- *Update on Graduate Student Health Insurance*

A lot has occurred regarding student health insurance since last reported at GC in late November. Health insurer SEBT sent notification they were going out of business the second week of December and filed bankruptcy December 31<sup>st</sup>. Effective January 1, 2019, UT entered into a partnership with a new provider, Payer Fusion, LLC, to manage the plan starting Spring 2019. Student health insurance, previously housed under Student Affairs has this week moved to Human Resources under Brian Pack, Director of Benefits and Wellness. He used to lead insurance for OPERS. Plan details are still being determined with hopefully the same rates (not higher) than SEBT. The goal is renegotiate the structure in the fall. Students can enroll in their student portal. They do not have to email forms. Dental and vision coverage are being negotiated back in place. Questions may be directed to Dean Gruden or Ms. Alisa Nammavong.

#### Research and Sponsored Programs Update

Dr. Frank Calzonetti, Vice President of Research gave a brief update on internal grants. The deadline has passed. It will be included on the Research Council agenda of January 25, 2019. Competition is steep. Proposals are reviewed by Research Council subcommittees that will be identified at the January 25<sup>th</sup> meeting. Decisions will be made by the end of March with notification early April.

Internal Funding Opportunities	Applications/ proposals this year	Awarded last year
University Research Funding Opportunities (URFO)	27	11
deArce	17	4
STEM Research Innovation	0	0
Biomedical Research Innovation (up to \$50,000)	6	4
Interdisciplinary Research Initiation Award	6	2

Report of the Graduate Student Association

Ms. Alisa Nammavong, President of the Graduate Student Association (GSA) reported that she and the GSA were busy over the winter break as outlined in her report:

o *Graduate Student Health Insurance*

Ms. Nammavong thanked Graduate Council for advocating for graduate students particularly regarding the student health insurance issue. They are more comfortable talking to faculty about issues as a result. During the winter break, Ms. Nammavong attended meetings with Dean Cyndee Gruden and Mr. Dan Boyle from the Office of Student Advocacy and Support. The GSA communicated with graduate students during the evolving process and its SICH committee addressed concerns in a timely manner. Their efforts that occurred over break demonstrate the great advocacy efforts of graduate students and administration.

Even though Payer Fusion, LLC, is the provider for the semester, there are still several issues that need to be addressed such as the confusion of the multi-tier plan, difference in pricing for UG and G students, price of insurance continuing to be unsustainable for students, and more. Graduate students are not always single. The cost is not sustainable. GSA has invited Mr. Brian Pack, Mr. Dan Boyle and Dr. Flapp Cockrell to next General Assembly meeting.

Future of the Special Interest Committee on Health (SICH)

- a. Discussing and reviewing the past semester: goals, what worked and did not work.
- b. Developing short- and long-term goals with proposed solutions, outcomes.
- c. Looking into the future to expand membership to get new and more senior students involved.
- d. Reaching out to UG Student Government to understand their perspective and concerns with student health insurance.

- *Meeting with Bowling Green State University's Graduate Student Senate*  
 The goal is to maintain connection with GSS as advocates for future concerns, events, professional development and networking activities in the future. Currently our goals and focuses do not align.
  
- *Midwest Graduate Research Symposium*  
<https://graduatestudentassociationblog.wordpress.com/mgrs/>  
 Free registration to all (students, judges, general attendees) until March 10<sup>th</sup>. The poster session is being opened to undergraduate research students to give them an opportunity to hone their skills and feel for the life of future researchers. They are not eligible for graduate student designated prizes but GSA open to prizes specific to this population if departments, leaderships, etc. interested. The priority continues to be for graduate students to share their work. The GSA will provide certificates of recognition for participation. We hope to have over 100 judges present to provide students adequate and thorough feedback.
  
- *Midwest Graduate Leaders*  
 A centralized GSA that connects all the student organizations. An opportunity to have conversations about Title XIV proposed changes and how different universities are addressing these changes and about creating a centralized Ohio graduate student government/community/organization to maintain connections and support amongst all the universities.
  
- *Graduate Research Award Recipients*  
 Congratulations to our Graduate Research Award 2019 Recipients!

Sarah Carter (MS Ecology, College of Natural Sciences and Mathematics)	\$2000.00
Cara DeAngelis (PhD Biomedical Sciences, College of Medicine and Life Sciences)	\$2000.00
Austin Hulbert (MS Biology Ecology Track, College of Natural Sciences and Medicine)	\$2000.00
Srimathi Kasturirangan (PhD Molecular Biology, Coll. of Natural Sciences and Mathematics)	\$1997.09
Prabaha Sikder (PhD Mechanical Engineering, College of Engineering)	\$1972.50
Total Amount Awarded	\$9969.59

- *General Assembly January 23, 2019, 6:00 pm, Health Science Campus, Health Education Bldg., 105*
  - a. Agenda attached for those that may be interested.
  - b. Includes updates from various university meetings, MGRS information, budget proposals from the 2019 Graduate Research Forum and the Careers in Science Expo, proposal of support for the Hybrid Mitigation Attack event.

### ***Information and Discussion Items***

#### **UT Course Evaluation Ad-Hoc Committee**

Vice Provost, Dr. Amy Thompson and Dr. Christine Fox, Co-Chairs of the Course Evaluation ad-hoc Committee presented an overview of the committee's charge and its rationale, methods used, procedures, timeline in developing a standardized course evaluation form. Ms. Deb Czechowski, Web Developer for UT Online was on hand to answer questions relating to the electronic submission.

Faculty Senate appointed Dr. Fox to serve as co-chair on this committee with Dr. Amy Thompson. There is wide-spread representation. Dr. Fox has expertise in the field of research and measurement. Other universities follow this practice, such as BGSU, which started doing so in fall 2018. Drs. Thompson and Fox were pleased to address Graduate Council today and will continue meeting with campus leaders. They will present to Faculty Senate on February 12<sup>th</sup>.

The committee has been studying best practices for creating and delivering a university-wide course evaluation system. The committee is proposing twelve questions that would be common to all course evaluations at UT and is recommending that course evaluations be delivered to students online. Evaluations could be completed online during first ten minutes of a face-to-face class. This should help improve the quality of evaluations because students can complete online versus writing out the answers.

Drs. Thompson and Fox reviewed their PowerPoint presentation. See attached presentation for details regarding, rationale, methods used, procedures, course evaluation recommendations and timeline.

#### ***Discussion:***

Dr. Thompson stressed that the first twelve questions would be common, university questions. Colleges and departments may include additional questions of their own. Dr. Fox suggested utilizing focus groups with faculty and students to get the final version.

Input from Council (*italics*) followed by responses:

- *Include "Is there anything else you wish to share?"*
- *Offer a workshop how to present this is an effective teaching tool in your dossier. How to convert into a quantitative measure.*
- *Why is N/A a response option in a common core question?*
- *Why no neutral response?*

Dr. Fox replied that most of this is based on literature and committee work. Neutral categories do not provide meaningful information. Provides unreliable data.  
We can test out some other questions.

- *A lot of commonalities of questions with the College of Business and Innovation.*
- *Review results for direct tie to grade. Is the feedback consistent with their grade?*
- *Prefer to pilot during an academic year. Is this possible the current semester, spring 2019?*  
Ms. Czechowski indicated it may be possible for a handful of classes.
- *Prefer an open-ended question. What do they need to do to be successful? Might be beneficial to instructor.*
- *Concern about Blackboard and a grading column.*  
Ms. Czechowski said there is not a grade column with the survey for anonymity.
- *Question of fair grade is speculation. Subjective input.*  
The perception of fairness was a common element the committee saw in most course evaluations, noted Dr. Thompson.

Dr. Thompson and Dr. Fox will share Graduate Council input with their committee. Before launching, they will share what was changed. If there is significant agreement, their group can move forward with set up by Distance Learning and can determine how to sample different courses and focus groups.

***[GC unanimously endorsed piloting the new evaluation questions and the online format this semester and during the summer sessions.]***

#### Course Inventory Management System

Ms. Cathy Zimmer, Director of Academic and Curricular Initiatives in the Provost's Office, gave GC a demonstration of the new course inventory management system that will replace the current curriculum tracking system. The new system will make the management of proposals for curricular change more efficient and easier to track.

She gave a brief overview of the New Course/Course Modification and New Program/Program Revision Modification forms. Highlights below:

#### New Course/Modification Form:

- Can save changes and come to form completion.
- Required fields must be populated. Cannot submit without completing.
- System will not permit use of an existing course number, thus avoiding duplicate course numbers.
- Existing course co-list will be indicated.
- Can inactivate a course.
- There are different questions for cross-list and co-listed courses.
- State authorization question is listed.

- Edits are color-coded. Will see who approved it and who is next. Can roll it back if needed, example to update the syllabus.
- Offered internationally – indicate location as well as name of institution.

#### New Program Proposal

- Plan of Study grid included.
- Course Picker, can select courses by term that comprise the program.
- Working with Dr. Alana Malik in the office of Assessment, Accreditation and Program Review to pull the learning outcomes for programs into the new course inventory management system.
- Programmatic changes that affect other programs, i.e. interdisciplinary, will alert the user of the affected programs to talk to colleagues. Will check whether the ecosystem notifies the affected program(s).

### ***Standing Committee Reports***

#### Report of the Curriculum Committee

Dr. Van Hoy presented the Curriculum Committee report on behalf of committee co-chair, Dr. Rodney Gabel. This program revision received unanimous approval by the Graduate Council.

No.	Proposal Type	College	Department/Program	Title	Course Number	Summary
42	PRR	BU	Marketing and International Business	MBA in Healthcare Systems Management	NA	Course changes within program

#### Report of the Membership Committee

On behalf of the Graduate Council Membership Committee (GCCC), Dr. Svetlana Beltyukova explained changes to the report to make it more meaningful. The committee members like the changes and hope that Council finds the content is more informative. We will be proposing changes to the application to clarify information requested. We are still seeing applications with mistakes, particularly with requests for Adjunct and Special status. We will present those changes.

COLLEGE	Total Applications rec'd	Applications Rec'd/Approved by Category					# Approved as Applied	# Approved in Diff. Category	# Apps Internal	# Apps External	# Apps -- Renewal	# Apps -- New	# Apps -- Change
		Full	Associate	Professional	Adjunct	Special							
Business and Innovation	0												
Education	0												
Engineering	11	1/0	1/0	-	0/1	9/10	8	3	7	4	0	8	3
Health and Human Services	0												
Honors	0												
Law	0												
Libraries	0												
Medicine and Life Sciences	3	1/1	1/1	-	-	1/1	3	0	3	0	1	1	1
Natural Sciences and Mathematics	2	-	-	-	-	2/2	2	0	0	2	0	2	0
Nursing	0												
Pharmacy and Pharmaceutical Sciences	0												
<b>TOTAL</b>	<b>16</b>	<b>2/1</b>	<b>2/1</b>	<b>-</b>	<b>0/1</b>	<b>12/13</b>	<b>13</b>	<b>3</b>	<b>10</b>	<b>6</b>	<b>1</b>	<b>11</b>	<b>4</b>

**Old Business**

Discussion about moving GC meetings to Thursdays at 4:00 next AY  
 Owing to the time, discussion will be moved to the next GC meeting.

**New Business**

None.

**Adjournment**

There being no further business, the Council adjourned at 2:01 pm.