Graduate Council Minutes
February 19, 2019
Main Campus, Rocket Hall 1530

Present: Brian Ashburner, Terry Bigioni, Timothy Brakel, Frank Calzonetti, Ben Davis, Anthony Edgington, Rodney Gabel, Bashar Gammoh, Daniel Georgiev, Hassan Hassab-Elnaby, Song-Tao Liu, Jyl Matson, Marcia McInerney, Nikolai Modyanov, Daryl Moorhead, Nagalakshmi Nadiminty, Alisa Nammavong (GSA), Douglas Nims, Penny Poplin-Gosetti, Patricia Relue, Jennifer Reynolds, Constance Schall, Rebecca Schneider, Zahoor Shah, Oleg Smirnov, Megan Stewart, Jerry Van Hoy.

Absent: Wissam Abou-Alaiwi, Tomer Avidor-Reiss, Christina Fitzgerald, Daniel Hammel, Sara Lundquist, Lori Pakulski, Goeffrey Rapp, Barry Scheuermann, Robert Topp, James Willey, Kandace Williams.

Excused: Cyndee Gruden, Jason Huntley, Edward Janak, Martha Sexton, Ozcan Sezer, Susan Sochacki,

Guests: Svetlana Beltyukova, Jack Schultz.

Call to Order, Roll Call, and Approval of Minutes
The meeting was called to order, the roll called and the Minutes of Graduate Council meeting of January 22, 2019 were approved.

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 sufficient time for the presentations:

o *Academic Grievance Policy update*
   Has been sent to the GC Academic Programs and Regulations Committee. This policy has been under revision for a while with considerable input from the Academic Standing Committee.

o *Grading policy change*
   The undergraduate grading policy has changed to include PRU and PRS grades as well as the ability to specify a grade other than F that IN (incomplete) grades can roll to, if the course is not completed. The changes will also be applied to graduate students. A graduate grade policy will be drafted and discussed in GC in the future.

o *February 18 GC Report to the BOT*
   This report is posted to the GC website at
   http://www.utoledo.edu/graduate/facultystaff/gradcouncil/botsa2019.html.

o GC Meeting Time
At the last GC meeting we took a straw poll to move to Thursday 4-5:30 by two votes, which was not a strong mandate. Because classes are in fall and workloads already done for next year, we are reluctant to change the meeting day/time for next year. GCEC proposes to plan in fall 2019 to bring back to new GC to make sure that is what you want to do. GC agreed it is a reasonable approach. There were no additional comments.

Report of the Vice Provost for Graduate Affairs and Dean of the College of Graduate Studies
On behalf of Dr. Cyndee Gruden, Interim Vice Provost for Graduate Affairs and Dean of the College of Graduate Studies who was away on university business, Chair Van Hoy read her report:

o *Grading Policy*
In January, a new undergraduate grading policy was put in place. This policy has two major changes (1) allows IN grades to roll to a grade other than F; and (2) Creates PRS and PRU instead of just PR. https://www.utoledo.edu/policies/academic/undergraduate/pdfs/3364-71-11%20%20Grades%20and%20grading.pdf

We do not have a graduate grading policy. We will review the UG grading policy through the usual procedures in GC in the near future. GC can decide if we want to adopt the UG Grading Policy or make specific changes to create a Graduate Grading Policy. In the meantime, the new options for IN and PR are available for graduate grading.

o *Admissions/Enrollment*
There is a University-wide push to increase student enrollment.
The College of Graduate Studies requests that all graduate programs work as swiftly and efficiently as possible to admit new students in spring 2019. Many graduate programs do not have published deadlines. It's important that you communicate with applicants about decisions and funding at your earliest convenience. Please let us know how the College of Graduate Studies can assist.

Please note, we will be encouraging continuing students (both graduate and undergraduate) to get enrolled for fall semester before the end of spring semester. We recognize that this constitutes a significant change in culture for our graduate students. The reason for this change is to allow the institution and programs/departments to better prepare for fall – assigning rooms and instructors and ensuring that graduate courses will be offered based on enrollment – **and** to provide ample time to assist those students who are experiencing challenges due to academic or financial holds or other situations. We appreciate your help in this effort!

o *Student Speaker for Commencement*
Graduate Commencement will occur at 3pm on Saturday, May 4th in the Glass Bowl. We are seeking nominations for a graduating student to speak at the event. Please submit your nominations by March 15, 2019 at the following link.
http://www.utoledo.edu/graduate/currentstudents/graduation/.

Monday Morning Mentoring Webcast
How Can I Effectively Supervise Teaching and Research Assistants?
The following mentoring opportunity the University Teaching Center/ Office of the Provost. It is a 20-minute session, with the goal to help faculty identify ways to increase effectiveness in supervising and mentoring student assistants. It guides viewers through the pitfalls of good intentions and through seven tips that create relationships with student assistants that are mutually beneficial.

Research and Sponsored Programs Update
None due to Areas of Research Excellence report/presentation under Information and Discussion agenda item.

Report of the Graduate Student Association
Ms. Alisa Nammavong, President of the Graduate Student Association (GSA) reported the following:

o *General Assembly Meeting – February 12, 2019*
Dr. Flapp Cockrell and Mr. Brian Pack, Director of Wellness and Benefits in Human Resources, presented information at the General Assembly meeting regarding student health insurance. That PowerPoint Presentation shown here will be distributed to graduate students along with the GSA minutes. It consists of information comparing plans, future of student health insurance, contacting Payer Fusion, and provides the UT contact person regarding different aspects of insurance, and more.

o *UT Rocket Wellness*
The GSA will now have representation for at least one seat on this committee that will most likely be assigned to the next future GSA President.

o *Midwest Graduate Research Symposium*
Steering Committee meetings have been underway with a great team of graduate students. They are beginning to increase a marketing campaign. They are awaiting a response from UT MARCOM but due to need to share info, need to move forward.
- Week of Feb. 25th MGRS on the UT website.
- TV Screens in the Student Union and Library will be including MGRS info in the future.
- Planning on meeting with keynote speaker, Dr. Charlene Gilbert at the end of this month.

Quick facts and number to date:
- 19 Presenters: Indiana Tech, Kent State University, Miami University, Wayne State, UT.
- 31 Judges: Ohio Northern, U of Findlay, BGSU, Cleveland State, and more.
- Volunteer registration open and limited availability
- Workshops will include 3-Minute Thesis and Sahar seeking 2 more
- Please let us know if you have suggestions!
- Confirmed contributions from…
 UT College of Natural Science and Mathematics
 UT College of Life Sciences and Medicine
 UT College of Engineering
 UT Department of Environmental Science
 The Lake Erie Center

- Registration is open and active on GSA Website
Volunteer registration will open after next General Assembly
Free to all until March 10th

o *Executive Board Elections*
Nominations and elections are to begin March 20th and end before the April General Assembly at which time an announcement of will be made.

o *Next General Assembly Meeting - March 20th*
6:00 p.m. on the Health Science Campus in Health Education Building Room 105 includes a presentation from Dr. Hillary Snyder regarding changes to IRB.

Information and Discussion Items
Research Areas of Excellence

Dr. Frank Calzonetti, Vice President for Research presented a PowerPoint presentation featuring research areas of excellence. This is in UT's Strategic Plan 2017-2022. The goal of identifying research areas of excellence is to increase the standing of UT as a research university. We want to increase national prominence and share what research faculty are doing.

We wanted to see how standing compares with other major universities. Our areas of excellence are as good as a Big Ten university and AAU with top rate faculty, assets and research instrumentation. We have faculty in nationally competitive in research areas but not the same scale as some larger universities. In certain areas we have the opportunity to build strength, and in doing so, retain folks and increase ability to be player at the national level.

The process of identifying these areas was over a year. We invited submission from across campus and received 31. The University Research Council rated the submissions for meeting the standard of excellence and eight scored highest. The six highest were sent out to external reviewers. The top areas were invited to give presentations to the Research Council, the Provost and the President. Three areas rose to the top and we worked with the President and Provost for the final listing.

o *Areas of Research Excellence*
Defined as having a critical mass of faculty who are recognized for exceptional contributions in their fields and can stand among the strongest academic groups.

- Astronomy and Astrophysics
- Solar Energy, Water Quality, and Sustainable Technologies
- Cell Architecture and Dynamics

o *Spotlight Areas of Distinction*
Areas where UT has recognition for contributions and outstanding faculty leadership but having fewer faculty members than in Areas of Research Excellence. They have unique distinction too and national recognition.

- Human Trafficking
- Disability and Society

- Hypertension and Precision Medicine

o *Emerging Research Excellence*
Described as areas with a core group of faculty members with excellent contributions in their fields and with national standing where UT is favorably positioned for leadership in the area.

- Legacy Cities
- Cancer, Immune Therapy and Precision Molecular Therapy

Legacy Cities like Toledo, Detroit, Buffalo, and Milwaukee have a strong history around manufacturing and a foot print of infrastructure. This group looks at question such as how do you deal with changes in economy with a declining industrial and population base? Cancer research area has some exciting new hires and looks forward to future progress.

o *Areas of Future Opportunity*
Areas with core of several faculty members in an area of emerging importance in science, technology and society.

- Vector Biology
- Smart Transportation
- Data 2 Decision
- BioPsychoSocial Determinants of Chronic Disease
- Community-Based STEAM

Smart Transportation should be a player in Toledo. BioPsychoSocial Determinants of Chronic Disease links lifestyle and health and seeks how to work with our community to address.

o *Other Noted Areas:*
Physics and Astronomy three received fantastic external evaluations. The number of faculty members makes the group just on the verge of a minimum of having a significant program. Cell Architecture (MD, Pharmacy, and Biological Sciences) also received outstanding reviews.

Even with a modest budget, we have been able to dedicate some resources. We have approval for a new position to hire a senior faculty member with water expertise. Jack Schultz has led the search and has identified a candidate. To support research, we have made progress with customer support.

o *Next Steps*
Moving forward we will continue making progress in those areas and work with emerging groups too. New ideas and new people keep this dynamic flexible. We will seek to identify external support and opportunities to link into the capital campaign.

Questions/Comments:
Patty Relue expressed concern for how small emerging areas can grow before they die without the opportunity to move forward.

Frank Calzonetti replied that areas should look into what types of collaborations are on campus. When new faculty members join UT, see how they link in. Share opportunity for the future.

Rodney Gabel inquired about ideas to help grow spotlight areas.

Frank Calzonetti indicated that he has not seen a lot of funding in traditional areas but identify those and work with the UT foundation to connect our research. The addition of two grant writers should help.

Jack Schultz stressed the importance of publicity, promotion and building reputations on all levels internally including the administration and externally to the world. Those become the most well-known programs that people think of, for example, physics and water quality.

Frank Calzonetti added that UT looks to connect with government support noting that Congressional Representative, Marcy Kaptur, is the Chair of the Energy and Water Appropriations Committee. We are exploring opportunities to connect with the U.S. Department of Energy which has large mandate.

Jerry Van Hoy inquired about the length of time for the process.

Frank Calzonetti replied that the entire process is about three years beginning with the vetting process at about one year. This is our first year into it and it is important to keep in mind that external funding and priorities change. Some areas of excellence are interdisciplinary in structure, e.g. energy, water and sustainability is a large group of approximately 50 people (physics, environmental sciences, business, chemistry, etc.) Cell group in COMLS includes biological sciences and pharmacy, about 25 people.

Bashar Gammoh asked how faculty might get to know other faculty and their work better in order to capitalize on resources.

Frank Calzonetti referenced the research summit at UT slated for fall 2019 that will serve as an opportunity for researchers to make their work known and will bring in reviewers too.

Jack Schultz added that from his experience, this is the same problem he has seen at every university. He added that the Office of Research is in process of purchasing software that mines literature and sources to identify researchers with their work. We are hopeful this help. Also, the college associate deans in colleges are considering ways to make these connections.

Standing Committee Reports
Report of the Curriculum Committee
On behalf of the Graduate Council Membership Committee (GCCC), co-chair, Dr. Rodney Gabel reported the committee's recommendations noting that the minor concerns stated in the full report were addressed. No comments or questions. Council approved unanimously.

No.	Proposal Type	College	Department/Program	Title	Course Number
61	NCP	EN	Mechanical, Industrial and Manufacturing Engineering	Advanced MATLAB for Engineers	MIME 5410
62	NCP	EN	Mechanical, Industrial and Manufacturing Engineering	Advanced Automotive Control Systems	MIME 5430
63	NCP	EN	Mechanical, Industrial and Manufacturing Engineering	Advanced Mechatronics	MIME 5440
64	PRR	BU	Marketing and International Business	MBA in Healthcare Systems Management	NA
65	PRR	BU	Accounting	MSA in Accounting	NA
66	NCP	EN	Mechanical, Industrial and Manufacturing Engineering	Advanced Automation Design	MIME 5450
67	NCP	EN	Mechanical, Industrial and Manufacturing Engineering	Modeling and Control of Engineering Systems	MIME 5420

Report of the Membership Committee

On behalf of the Graduate Council Membership Committee (GCCC), Dr. Svetlana Beltyukova reported the summary of the 18 applications recently reviewed by the committee. Approximately 80% of new applications from folks seeking graduate faculty membership for the first time.

COLLEGE	Total Applications rec'd	Full	Associate	Professional	Adjunct	Special	# Approved as Applied	# Approved in Diff. Category	# Apps Internal	# Apps External	# Apps -- Renewal	# Apps -- New	# Apps -- Change
Arts and Letters (AR)	4	2/2				2/1	3	1	2	2		4	
Business and Innovation (BU)	1					1/1	1		1		1		
Education (CE)	8	1/1			2/0	5/1	2	7	3	5	2	6	
Engineering (EN)	1				1/1				1			1	
Health and Human Services (HHS)	0												
Honors	0												
Law	0												
Libraries	0												
Medicine and Life Sciences (MD)	1	1/1					1		1			1	
Natural Sciences and Mathematics (SM)	2			1/0		1/1	1	1	2			1	1
Nursing	0												
Pharmacy and Pharmaceutical Sciences (PH)	1				1/1		1			1		1	
TOTAL	18	4/4			5/2	9/4	9	9	10	8	3	14	1

*Some *Adjunct* approved as *Special* and vice versa

- o *Adjunct and Special Membership Categories*
  The committee is seeing repeated discrepancies with applicants requesting special vs. adjunct membership. The committee met and discussed these categories and where they might be gray areas, noting that the committee frequently grants special members. The committee considered what special membership really means. It should be granted only in special situations. She recommended that applicants start with the adjunct membership first to consider whether they meet the criteria and consider if/why this category would not work for them.
  If faculty outside of UT are applying to serve on a student committees, that needs to be explicitly stated on the form. That is not a particularly special situation and the committee generally recommends adjunct status.

  If they are requesting to serve on only one student's committee or teach one specific course that needs to be indicated on the form and endorsement from the department chair and college dean

should specifically address the specific request. Specificity of request is more likely to determine if it warrants special membership.

She added that there are retired faculty who still serve on student committees or teach a particular course. There are unique circumstances and some gray areas. The committee consensus is that if an outside member is requesting to serve on student committees, the appropriate membership category is adjunct.

o   *Full Membership*
Endorsements from chairs and deans must address the applicant's engagement in graduate education and research. And they should address if the applicant has not published in last 5 years.

o   *Application Form revisions*
We are proposing changes to applications for easier identification/demarcation of special membership. For example, the boxes requesting indication of desired special membership privileges are often checked when the applicant is not applying special membership. Hopefully, the revisions will result in fewer mistakes on applications.

Discussion:
Patty Relue noted that Engineering has submitted a lot of applications requesting special membership. She pointed out that adjunct membership provides the privilege of both serving on committees and teaching at the graduate level. She stated that clarification for external from other universities using Adjunct category would be particularly helpful.

Old Business
None.

New Business
Proposal to remove Article II, sections 5 and 6 and Article IV, section 6, A. v. concerning summer curriculum from GC Bylaws
Jerry Van Hoy, GC Chair, stated that Graduate Council along with Faculty Senate are both recognizing the March 12th as the deadline for curricular proposals to reach our review committee. This date was identified by the Provost's Office for curriculum to be included in the fall catalog which is targeted for availability for Rocket Launch. This was implemented in conjunction with the new curriculum system coming onboard soon.

Since any curriculum from summer would not make into the fall catalog, it raises the question of whether we need to go through the ritual of having the Curriculum Committee identifying proposals that should be worked on during summer.
During the past couple of summers, the committee chair has been travelling for research which has made summer review a challenge. GC could delete these articles that require identification a list. Thoughts?

Discussion:

Connie Schall noted that identification of curricular proposals was put into place to restrict what they committee could and could not work on during summer.

Jerry Van Hoy pointed out that GCEC would not be empowered to vote on curriculum during summer, only the GC would vote in fall.

Connie Schall – Asked for clarification whether modifications or corrections could not be acted on until fall.

Patty Relue pointed out that as former chair of the GC Curriculum Committee, it only brings minor modifications to GC as notification. She asked whether the committee would work in summer so that these types of modifications can still be addressed. Program modifications and new program proposals require GC approval.

Jerry Van Hoy stated that Faculty FS does not work in summer. This is GCEC thought but it is your decision. Curriculum committee can vote and enact minor revisions on its own. But GCEC cannot approve new programs. If you want to ensure GCEC can approve new courses, they have to be known about before end of AY, then we wouldn't want to change it.

Patty Relue said that she would like to leave as is so that courses that need to be in place for programs are in place for fall.

Rodney Gabel added that an identified list of proposals for review during the summer was initiated at a time when there a big issue. Programmatic changes and new programs involve more people and Graduate Council approval. It makes sense.

Anthony Edgington agreed.

Jerry Van Hoy stated that this is discussion and that the consensus of GC is to leave as is and keep in bylaws.

Adjournment
There being no further business, the Council adjourned at 1:42 pm.