Graduate Council Minutes
November 27, 2018
Main Campus, Rocket Hall 1530

Present: Brian Ashburner, Sahar Atshan (GSA), Tomer Avidor-Reiss, Timothy Brakel, Frank Calzonetti, Ben Davis, Christina Fitzgerald, Rodney Gabel, Bashar Gammoh, Daniel Georgiev, Cyndee Gruden, Jason Huntley, Edward Janak, Sara Lundquist, Jyl Matson, Marcia McInerney, Nikolai Modyanov, Daryl Moorhead, Nagalakshmi Nadiminty, Alisa Nammavong (GSA), Lori Pakulski, Penny Poplin Gosetti, Geoffrey Rapp, Jennifer Reynolds, Barry Scheuermann, Beth Schlemper, Rebecca Schneider, Martha Sexton, Ozcan Sezer, Zahoor Shah, Lirim Shemshedini, Susan Sochacki, Megan Stewart, Robert Topp, Jerry Van Hoy.

Absent: Wissam AbouAlaiwi, Terry Bigioni, Patricia Case, Anthony Edgington, Lee Heritage (AR substitute), Patricia Relue, James Willey.

Excused: Hassan HassabElnaby, Douglas Nims, Constance Schall, Kandace Williams, Fatmeh Alalawneh and Taylor Stiriz (Graduate Dean's Scholars and Fellows)

Guests: Brigitte Norton-Odenthal, Weiqing Sun.

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 Executive Committee, Chair, Dr. Jerry Van Hoy reported that the GCEC discussed 4000/6000 co-listed courses. There is no restriction on 4/6 cross-list. The issue is triple-listed courses with the Ph.D. level. There should not be undergraduates in the same class as Ph.D. students.

Policy 3364-77-05, Graduate Student Enrollment Status: Full-time, part-time and audit, has been posted for comment October 31, 2018 – November 30, 2018. Please take a look before end of period.

COGS Diversity Plan in progress
COGS has a committee working on a diversity plan. Next semester we should have conversation about what that should look like and the GC role in endorsing or approving a plan. COGS is a unique college that they guide us through graduate degrees and they don't control faculty or hiring but provides a diversity plan that encourages colleges.

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:

o *COGS Diversity Plan*
COGS has a diversity committee that selected the COGS Dean's Scholars and Fellows.

o *New Graduate Program Proposal process*
There is a new graduate program proposal process. Dean Gruden talked about it last year and shared a presentation recently. The process excludes the program development proposal (PDP). The State has decided to stay with one submission to the State, the Full Program Proposal. The PDP is still prepared internally. The new approval process will appear in their guidelines, which are in the process of being modified. Those interested in developing a new program should contact Dean Gruden or Associate Dean Beth Schlemper.

o Enrollment and Recruiting
COGS has been sending out weekly emails to eligible students to enroll. We will ask the associate deans this week if they want us to continue communicating to the student or if they want to. We will work together as we move into spring.

Digital Media Campaign
COGS is working with MARCOM who has suggested broad-based messaging, a $28,000 cost. Should be released soon -- 3 months messaging on Facebook and Instagram. COGS will collect inquiries and direct them to program landing pages. 7-9 emails sequence has started. Go to our inquiry page then to yours. COGS has also started marketing campaign through recruiter software, Madhouse Advertising and MARCOM. We want to spotlight action photos of faculty and include a student spotlight too. Send to us. Faculty spotlight information --
We want to spotlight action photos of faculty. And a student spotlight. Send to us.

o *Budget Allocation*
GA budget will be distributed by Friday, December 21st. We know timing is important. As part of our strategic plan, we ask colleges to benchmark stipends. It is helpful to see where we are doing okay and where we are not. Quantity and quality are important. COGS makes allocations to colleges, and they determine their distribution strategy. Some have submitted enrollment strategies too which is helpful. COGS works to best maximize the budget available and meet TA needs. Dean Gruden encouraged faculty to meet with her to discuss as needed.

Spring 2019 GAPAs
Please process GAPAs for spring as the deadline is December 10th to produce a February 10th paycheck.

Report of the Vice President for Research
Dr. Frank Calzonetti, Vice President for Research informed Council that federal agencies are increasingly requiring notification of faculty member principal investigators who had findings of sexual misconduct. This topic has arisen at the national level. The NSF already has this requirement and we have to notify them of actions. The USDA and NIH are moving toward this requirement. NIH must be notified if an institution takes action against an individual that affects their status on an NIH project. The Office of Research office is collecting information on how other campuses or agencies are dealing with this issue. Information will be shared as it becomes available.

Report of the Graduate Student Association

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

o *Graduate Student Health Insurance*
On behalf of the GSA, and with approval from the Office of Student Advocacy and Support, we sent an email to the colleges regarding graduate student health insurance options and deadlines:

UT Health Insurance - Coverage for 2019 Spring and Summer Semesters
Enrollment begins November 27th, 2018 and ends January 31, 2019
Please visit: http://www.utoledo.edu/studentaffairs/student-advocacy/student-health-insurance/
See the attached documents for: Explanation of Benefits and Quick Facts Sheet - Prepared by UT Graduate Student Association: Special Interest Committee on Health, Rates - UT Student Health Insurance

Health Insurance Marketplace - Coverage for January to December 2019
Enrollment ends December 15, 2018
Please visit: https://www.healthcare.gov/get-coverage/
International students are eligible!
You may qualify for a discount (tax credits) which may lower your monthly payments (in many cases lower than UT Health Plan).

This information should be available to faculty, graduate and undergraduate students. The links provided details about the health insurance language, options, and deadlines. Students were unaware of ability to apply out of market and did not know they could insurance outside of UT.

The GSA appreciates the feedback and support received from several students and faculty as it seeks to:

1. Look into providing a comprehensive list of other programs' health insurance prices in order to have faculty and students be able to advocate and continue discussion with more information.
2. Help inform students who are unaware of the option to apply out of market, believing that they must have UT insurance to be part of their programs.
3. Assist students how to access and navigate the outside market.
4. Continue to provide updated emails and reminders as the year progresses.

o *GSA Constitution*
Revised constitution has been approved for November 2018.
Students must review the travel rules before seeking funding! Really need to read the rules.
Includes that students need to achieve active status BEFORE conference.
Rules have not changed and are created in collaboration with COGS Mary Main.

o *Midwest Graduate Research Symposium 2019*
   Dr. Charlene Gilbert, Dean, College of Arts and Letters, has been invited to serve as the keynote speaker. Non-STEMM presentation are welcome. Continuing to find and involve strong leaders to be part of the planning.

o *Events*
   ▪ The Executive Board planning on meeting with the BGSU Graduate Student Senate in December who are interested in possible collaborations.
   ▪ GSA Fall Mixer November 30th, 8 – 11 pm at Caper's Pizza Bar.
   ▪ Next General Assembly Meeting - December 4th 6 -8 pm, Student Union Ingman Room.

Information and Discussion Items
Presentation of New Graduate Degree Program Proposal MS in Cyber Security—Dr. Weiqing Sun, Associate Professor of Engineering Technology

Dr. Weiqing Sun thanked the Graduate Council for inviting him to present this new graduate degree program proposal. Dr. Sun has been at UT for ten years and has mentored 30+ graduate students in this area of Cyber Security. This proposal was developed due to a critical skill shortage locally, nationally, and globally. Students are interested in cyber security and substantive projects. This program will prepare them for future cyber security jobs. A graduate certificate is also proposed to meet demand for those with a strong interest in this area, and hopefully, they will move into the program as it is established.

The degree will require 30 credit hours:

   Core = 10 hours
   Electives = 17, 14, 11
   Capstone = 3, 6, 9

Options for capstone/culminating experience are either a thesis, project, or experiential learning.

The proximity of related programs within a 50-mile radius, is only the University of Findlay. In comparing our program with regional universities with cyber security, we are confident we provide unique features. Our program curriculum includes courses from the Colleges of Engineering, Law and Business and Innovation.

Anticipate enrollment at 15 students in year one and 30 student per year in years three and beyond. Flexible course scheduling will enable student enrollment in both fall and spring semesters. The program looks to attract non-traditional students as well as to recruit our own students from CSE, CSET, IT and EE (e.g., early admission BS/MS program). Additionally, the College of Engineering has a strong partnership with industry (20-year co-op education program).

Additionally the program seeks to include underrepresented groups through its college-wide initiatives with implementation under the direction of the Associate Dean for Diversity, Inclusion and Community Engagement and College of Engineering student organizations for underrepresented groups.

Appropriate faculty and instructional and research labs are available, including:
- UT Cyber Range
- Paul A. Hotmer Family Cybersecurity and Teaming Research Lab
- Advanced Computing Research Laboratory
- Communications Lab
- Various other research/teaching Labs at COE

MS in Cyber Security is positioned to be a unique program in the northwest Ohio region addressing the need for cyber security education.

Discussion
Dr. Patty Relue pointed out that the graduate certificate in cyber security is an option for those who may have degree in Electrical Engineering and Computer Science. The degree and certificate are separate.

Dr. Gabel, co-chair of the GC Curriculum Committee noted that they are different but share courses.

Dr. Ben Davis suggested highlighting and connecting particular aspects of cyber security. For example, if Department of Education is DOE is developing cyber command, offensive and defensive, it would be nice to have our graduates working in this area. This is an interesting field for collaboration with Law students. The graduate certificate is self-identified and useful.

Dr. Megan Stewart and Dr. Bashar Gammoh inquired whether the program is available to students without an engineering background.

Dr. Sun responded that students need knowledge in computer science including programming, operating systems, and networking and as long as they can show they have taken a subset of CS courses.

Because the Criminal Justice field is keen on hiring folks with cyber security background, Dr. Megan Stewart inquired whether students in the Criminal Justice program took the appropriate pre-reqs whether they could be admitted in the Cyber Security program.

Dean Gruden informed Dr. Sun that admission requirements need to be written. Dr. Sun said that he would add.

In order to present this program proposal at the next levels, Dean Gruden stated that the program should be prepared to explain and articulate what flexible means.

Dr. Sun stated that although only one course is available online now, moving forward, they will look at including others online.

Dr. Gammoh asked what condition qualifies students to select capstone options.

Dr. Sun replied that working professionals may want to take the coursework only or project option rather than the thesis.

Dean Gruden added that at the most recent CGS meeting in Columbus that she and Dr. Beth Schlemper attended, there was discussion about MS must be research heavy and have deliverables. It is in their guidelines what the MA and MS must have. Otherwise, you would have two tracks, a professional and research. If the coursework only option is heavy on research, it may be able to make it.

Dr. Beth Schlemper said that the state will want to know if the program is producing new knowledge as well as verifying research component.

Dr. Van Hoy said that some universities delineate the track/capstone on the transcript.

Dean Gruden replied that UT does not. The Doctorate and Ph.D. differentiation is the dissertation. Want you to know this since it has come up at state level. The proposal is submitted and presented to UT's Provost, President, and followed by Board of Trustees, before going to the state and implementation.

<u>Graduate Student Success: Measures and Trends— Dr. Brigitte Norton-Odenthal, Interim Director of Institutional Research</u>
Chair Van Jerry welcomed Dr. Norton-Odenthal to speak to Council talk about some of the measures and trends used to determine graduate student success.

Dr. Norton-Odenthal gave an overview of ARGOS and basic compilation and screens of graduate student information.

The general inquiry screen represents a fall snapshot of program level data. Typically used for department annual reports that chairs receive regarding trends at different levels. You could choose graduate student level, department, and degrees/programs. Shows the numbers of new first full time students for those particular years. By comparing years, you can see trends and the numbers of students who stayed in programs after a certain number of years. You want to see if they graduate on time, e.g. two and three and five-year master's graduation rate. Part-time students do not graduate in two years.

The data is student cohort based. You can look at detail oriented student view. Some students may have multiple majors, however, they are listed with a primary major. You can select different terms, full-time and part-time students. A FERPA warning comes up because student rocket number and test data if downloaded should be safeguarded under FERPA. This is raw data, so the user would need to aggregate.

Dr. Relue inquired about summer data.

Dr. Norton-Odenthal replied the student data would show up in fall or spring.

Dr. Relue also inquired about counting students with early entry to graduate program, e.g., BS to MS. Dean Gruden replied that they are provisionally admitted until they have a bachelor's degree. It could be their second matriculation. Once they complete the undergraduate program the Graduate program becomes their primary program.

Dr. Norton-Odenthal said it may include provisional too and that this will be an ongoing discussion to determine when a student is listed as new. We have plans to talk about how to report this information and what the numbers mean.

Dr. Geoffrey Rapp asked how to obtain access to this data.

Dr. Norton-Odenthal suggested replied to send an email request to Institutional Research: Institutional.Research@Utoledo.edu. This information is available under General Inquiry and the Restricted Folder is only available to department chairs, Associate Deans and above. A lot of information is being moved to General Inquiry since this information is needed for accreditation.

Major summary information is often used for accreditation purposes. You can see the number of students in major/minor male/female and age groups, ethnicity, etc. If you have multiple programs, you can add degrees and major into inquiry and look at percentages too. You can filter to see only graduate students. Retained always means stayed at UT, not necessarily in your program, so we have added program retention to mean retained in the program.

Council inquired about whether admit and enrolled refers to the program or enrolled at institution.

Dr. Norton-Odenthal stated that data definitions will be added. In 2008, when we started collecting data, it looked like everyone was new, but that is when we started the custom reporting tables so everyone for that year appears as new.

Another frequently used dashboard is census enrollment which provides data on all students. The 15-day headcount census day data is available here. Can add dimensions to obtain additional breakdown, such as ethnicities and gender. The retention and graduation rate dashboard provides retention and graduation rates for first-time, full-time Bachelor degree-seeking students.

Dr. Norton-Odenthal thanked Council for the opportunity to speak about this information.

Standing Committee Reports
Report of the Curriculum Committee
On behalf of the Graduate Council Membership Committee (GCCC), Co-Chair, Dr. Rodney Gabel presented the following report. Council approved unanimously.

Graduate Curriculum - Review Tuesday 13 Nov 2018, Vote Tuesday 20 Nov 2018

No.	Proposal Type	College	Department/Program	Title	Course Number	Summary
29	PRR	NU	Nursing	Certificate in Adult Gerontology Primary Care Nurse Practicioner	NA	Prerequisite change
30	PRR	NU	Nursing	Certificate in Family Nurse Practicioner	NA	Prerequisite change
31	PRR	NU	Nursing	Certificate in Psychiatric Mental Health Nurse Practicioner	NA	Prerequisite change
32	PRR	NU	Nursing	Certificate in Pediatric Primary Care Nurse Practicioner	NA	Prerequisite change
33	NCP	EN	Electrical Engineering and Computer Science	Experiential Learning in Cyber Security	CYBR 6800	
34	NCP	EN	Electrical Engineering and Computer Science	Cyber Security Project	CYBR 6920	
35	NCP	EN	Electrical Engineering and Computer Science	Cyber Security Research and Thesis	CYBR 6960	
36	NCP	EN	Electrical Engineering and Computer Science	Cyber Security Seminar	CYBR 5930	
37	NPP	EN	Electrical Engineering and Computer Science	MS in Cyber Security	NA	
38	NCP	EN	Electrical Engineering and Computer Science	Biologically Inspired Computing	EECS 6180	
39	NCP	EN	Electrical Engineering and Computer Science	Independent Study in Cyber Security	EECS 6990	
40	NCP	EN	Electrical Engineering and Computer Science	Biologically Inspired Computing	EECS 8180	
41	NCP	EN	Electrical Engineering and Computer Science	Inside Cryptography	EECS 5640	

#90 from 2017-2018 Cyber Security Certificate (12 credit hours)
After independent studies were changed to new course proposals, there was agreement to approve the courses and the certificate. There are five courses (with two as electives).

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EECS 6980 - Fundamentals of Cyber Security (3 Credits, fall)
EECS 6980 - Network Security (3 Credits, summer/fall)
EECS 5760 - Computer Security (3 Credits, fall)
EECS 6980 - Inside Cryptography (3 Credits, spring), or EECS 6980 - Hardware
Security (3 Credits, spring)
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College of Nursing graduate certificates – program revisions primarily a reduction of 3 credit hours. All approved.

Report of the Membership Committee
None.

Old Business
None.

New Business
None.

Adjournment
There being no further business, the Council adjourned at 1:51 p.m.