

**Graduate Council Minutes
September 9, 2008**

Present: Lawrence Anderson, Jamie Barlowe, Barbaranne Benjamin, Michael Bisesi, Dwayne Demedio, Jeanne Funk, Max Funk, John Gaboury, Scott Heckathorn, Mohamed Hefzy, Wayne Hoss, Mylo Jennings, Ruth Hottell, Dong-Shik Kim, Eric Longsdorf, Sara Lundquist, Anastasia Mirzoyants (GSA), Benjamin Pryor, Patricia Relue, Kathleen Salyers, Barbara Schneider, Alice Skeens, Mark Templin, Amy Thompson, Frederick Williams

Absent: Sakui Malakpa, Gary Moore, Ram Rachamadugu, Krishna Shenai

Excused: Frank Calzonetti, Laurie Dinnebeil, Hans Gottgens, Anand Kunnathur
Absent

The Minutes of the April 15, 2008, and the April 29, 2008, meetings were approved.

Report of the Executive Committee of the Graduate Council and the Dean of the College of Graduate Studies

Dr. Relue, Council chair, welcomed new and continuing members to Council. She reported the Graduate Council Executive Committee (GCEC) was engaged during the summer and was able to appoint four members to the Research Council. Serving one-year terms are Drs. Maria Coleman and Jerzy Kamburowski; serving two-year terms are Joel Lipman and Daryl Moorhead. The standing committees have some unfilled seats so volunteers and recommendations are sought. However, the Membership and Curriculum Committees are nearly completely seated. The Membership and Curriculum Committees are the most crucial to staff as they begin work early to process graduate faculty membership applications and graduate curriculum items. The other committees also play a vital role; Activities, which assists graduate students and the GSA, Academic Standing, Fellowships and Scholarships, and Graduate Program Review.

Dr. Relue commented that the table at Graduate Council this year is bigger. In May 2007, a revised Constitution of this body was approved by Graduate Faculty on both campuses, and the primary outcome of that revision was inclusion of representation to all colleges on the UT campuses. This is our first year in seating all of the representatives, which brings the Colleges of Nursing and Medicine to the table. Representation is still by election and is based on the number of graduate faculty in each college. Each college is also afforded an ex-officio representative, which in most cases will be their associate dean responsible for graduate education. She added that the Graduate Council has been charged by the Provosts to finalize revisions to the bylaws for this expanded body by the end of the Fall semester.

Dr. Bisesi stated the goal is to move toward increased harmonization toward governance. He reported that enrollment data shows headcount is up 11.7% and FTE 15% relative to fall 2007 admissions for graduate students. This does not include nursing and medicine. He noted that Medicine graduate programs include a couple of hundred graduate students.

He stated over the past four weeks the issue of stipends and scholarships has come to the surface and he has been charged to assemble a committee to review such. In an effort to harmonize what is a full-time student, as of spring graduate students are now to register for 12 hrs instead of 9 hrs per semester. However, a critical issue that has resulted stems from not increasing the stipend dollars available while increasing the required hours enrolled. Several factors will be reviewed and a proposed model brought forth. There is a need to have more specifics in the very near future. He stated representation from the Graduate Council on the committee would be appreciated.

In response to questions regarding graduate student retention and enrollment breakdown, Dr. Bisesi responded he did not have data on the retention but specifically noted enrollment in the College of Health Science and Human Services has increased significantly. He is pleased the numbers are up and the trend is going in the right direction. He concluded his report stating he expects there will be more discussion later on regarding the harmonization of governance.

Information and Discussion Items

Discussion with Professor Rosemary Haggett, Provost and Executive Vice President for Academic Affairs regarding Status of Search for the position of Dean of the College of Graduate Studies

Provost Haggett thanked the Council for inviting her to speak at their first meeting of the academic year as she did the same at the Faculty Senate. She commented on the previous discussion by adding that numbers are down in Law, specifically the J.D. program. She reported on the search for leadership in the College of Graduate Studies, stating that the search last spring ended without a new Dean. She said that we are starting over by restructuring the search and titling the position as Vice Provost for Graduate Affairs and Dean of the College of Graduate Studies. We believe that a position title that is more robust will attract more candidates. The intention is to start with an internal search. The Provost asked Council to think about and encourage nominations. She stated that both she and Provost Gold prefer this move quickly. The search committee is chaired by Dr. Johnnie Early, includes members of Graduate Council and is comprised of individuals from both campuses. She thanked Graduate Council for its members who served on the search committee last year. The new committee will meet this Friday and will be charged by the Provosts with its task. It is hoped that there will be a sufficient pool of candidates to complete the search through an internal process. If not, it may be necessary to extend the search to a national search. The intention is to have campus interviews with negotiations through mid-December and a new person in place by spring semester. She reported that Dr. Constantine Theodosiou has returned to the faculty and Dr. Michael Bisesi will be handling the business of the graduate College in the interim.

Dr. Dowd commented it was disappointing that the Provost did not consult the chair of the Graduate Council in selecting membership for the search committee and that it sends an pronounced signal that one faculty member is as good as another. Provost Haggett responded there was no disrespect meant in that the same process as the last time was followed and this position will be part of the Provost's staff. She stated they are seeking the advancement of graduate education in a innovating way while promoting external funding. These goals along with the day-to-day functions should be a part of this person's responsibility. Dr. Dowd He asked how the new title of the Graduate College Dean and Vice Provost is reflected in the responsibilities of the position. He also asked whether there would be two associate deans as outlined as part of the previous search.

He added that the arrangement does not diminish the role of the Graduate Dean, and the VP component can add more responsibility. The Provost responded saying she and Provost Gold have not reviewed it but should probably go back and look at it and that structure is not meant to diminish the leadership of the College of Graduate Studies. Dr. Hottell requested that the graduate student slots on the search committee be filled with students from both campuses.

Provost Haggett introduced Dr. Jackie Layng, special assistant to the Provost. She is pleased that faculty are invited to come in to shadow administration. The individuals in that role are shadowing her and working on special projects in an effort to determine if administration may be a career path of interest. At this time, she does not envision the position as renewable beyond a semester as the opportunity is valuable and should be open to others.

University Libraries – Policies Affecting Graduate Students and Graduate Faculty

Dr. John Gaboury discussed the loan period stating that after the merger all the catalog data were merged and was opened to all graduate students. However, since there were differing borrowing periods across the libraries, the policies have now been standardized with the borrowing period for graduate students at four weeks with the option to renew up to four times, allowing for a total period of up to twenty weeks. Previously, on the Health Science Campus (HSC), graduate students had three weeks. If there is a request for a checked out item, the borrower is notified but does not have to return the item. In terms of holdings, a thorough review has not been done yet but will be looked at. He added that faculty have been engaged and that Dr. Sara Lundquist is assisting in looking at resources for our depository with BGSU to make room for new collections, which is likely to be a four-year process.

In response to questions concerning library hours, Dr. Gaboury said they have expanded hours on the HSC up to twenty-four hours, five days per week and that the budget was built with these operational needs in mind. On holiday weekends, the libraries are to be closed on the holiday only.

Organizational Reports

Report of the Graduate Student Association

Ms. Anastasia Mirzoyants, Vice President of the Graduate Student Association, reported the GSA had some restructuring done in order to refine its functioning. First, the constitution was rewritten over the last summer. Second, the elections of GSA officers were moved to the last week of spring semester to give graduate students an opportunity to vote before they leave for their summer break. GSA has four new officers for the 2008-2009 academic year. Ms. Mirzoyants is serving as the president, Jonathan Stone is the vice president, John Beck is treasurer, and Nina Potente is secretary. The first GSA general assembly is taking place on September 11th, 7:30 – 8:30 p.m., in Student Union Room 2562. The GSA is planning to provide the students with more opportunities to socialize at a variety of planned events including but not limited to Halloween Masquerade, Food Sampling Tour, Lock and Combination Mixer, etc. One of the main goals of the GSA for this academic year is to raise the University population's awareness of the organization, therefore, this year the GSA is assisting Sigma Xi in organizing their research symposium in November, in addition, to having a second symposium in the spring.

Aside from social event and symposia, GSA is planning on working with the Independent Collegian on a series of articles devoted specifically to the issues relevant to graduate studies and graduate students at UT.

Old Business

None.

New Business

Health Science Campus Graduate Executive Committee Representation on Graduate Council

Dr. Relue stated that currently there is no elected representative to the GCEC. Once HSC representatives to Graduate Council are seated, an adhoc member will be elected to the GCEC to provide perspective on issues specific to the HSC.

Process for Revision and Approval of Graduate Council Bylaws

Dr. Relue reported there the bylaws consist of several articles, but to keep the process moving along, individual components of the bylaws will be brought up for discussion and tentative approval as they are completed within the committee (i.e. graduate faculty membership categories). After individual components are all approved, the Bylaws will be voted on in its entirety.

A previous committee worked on the membership categories and terminology last year and a tentative model was developed. The membership categories and criteria was subsequently approved by the Graduate Executive Committee (GEC) on the HSC.

Dr. Bisesi stated the Graduate Executive Committee on the Health Science Campus is a composite of the Main Campus Graduate Executive Committee and Graduate Council. The GEC is supportive of the criteria and a universal form. They have agreed that the main campus application form with minor modifications could be adopted to cover all Graduate Faculty. He clarified these are to be considered baseline core minimum criteria, and that each individual academic unit/department may require more stringent criteria. For example, in Biomedical Sciences, funding is an additional criterion for mentoring faculty.

Dr. Dowd added that although not specifically stated, that has been the policy on the MC as well. He commented that as a member of the review committee, the majority of revisions were symantecs. It was interesting to note that the two campuses had independently converged to almost the same category definitions. The main difference was that the MC had one Associate category and the HSC had two, noting that chairing projects is significant for the HSC.

There was discussion on whether lecturers can hold Adjunct Membership. Since they are eligible to teach graduate level classes with approval from their department, they would also need the approval of the Membership Committee for Adjunct membership. Dr. Relue requested Council think about and review how this applies to their departments and programs.

Comments may be sent to Ms. Terri Hayes to be discussed at the next meeting. Dr. Hefzy recommended the term "qualifications" be replaced with "minimum qualifications".

Dr. Bisesi noted that the intention is to establish one Graduate Faculty database, perhaps implementing Banner.

Curriculum Tracking System

Dr. Relue reported to Council that the current curriculum tracking system does not allow the proposer to modify or edit a submission to the system. As a result, a lot of time is spent making minor modifications to proposals by the Provost's staff behind the scenes. A workgroup is being developed by Marcia King-Blandford to develop a more robust system that will allow modifications by the proposer, possibly up to the point where a proposal leaves a college. the curriculum tracking system is online and will still be used until a new system is developed and tested.

Adjournment

There being no further business, the Council adjourned at 1:50 p.m.