

**Graduate Council Minutes
September 18, 2018
Main Campus, Student Union 2582**

Present: Wissam Aboualawi, Brian Ashburner, Sahar Atshan, Christina Fitzgerald, Rodney Gabel, Bashar Gammoh, Daniel Georgiev, Cyndee Gruden, Hassan Hassab-Elnaby, Jason Huntley, Edward Janak, Sara Lundquist, Jyl Matson, Nikolai Modyanov, Nagalakshimi Nadiminty, Alisa Nammavong (GSA), Douglas Nims, Lori Pakulski, Penny Poplin Gosetti, Patricia Relue, Jennifer Reynolds, Constance Schall, Barry Scheuermann, Rebecca Schneider, Martha Sexton, Ozcan Sezer, Zahoor Shah, Lirim Shemshedini, Susan Sochacki, Megan Stewart, Robert Topp, Jerry Van Hoy.

Absent: Terry Bigioni, Frank Calzonetti, Patricia Case, Ben Davis, Michael Dowd, Marcia McInerney, Geoffrey Rapp, Jason Stumbo, James Willey, Kandace Williams.

Excused: Tomer Avidor-Reiss, Daryl Moorhead, Beth Schlemper.

Guests: Svetlana Beltyukova.

Call to Order, Roll Call, and Approval of Minutes

The meeting was called to order and the roll called. The Minutes of the Graduate Council meeting of May 1, 2018 were approved.

Executive Reports

Report of the Executive Committee of the Graduate Council

On behalf of Graduate Council, Chair, Dr. Jerry Van Hoy provided the following report:

Request for discussion items for his September 22nd meeting with Provost Hsu.

Questions/comments should be sent to Dr. Van Hoy.

The Constitution and Bylaws Committee will convene this year with the primary purpose of discussing whether or not to continue assigning colleges to Health Science Campus and Main Campus for purposes of Graduate Council elections each year. They will bring their suggestions to you. Any other issues or updates should be sent to Dr. Van Hoy.

The Graduate Council report to the Board of Trustees at its September 17, 2018 meeting will be posted to the GC website - this week.

Graduate Student Commencement:

Date: Saturday, December 15, 2018

Time: 8 a.m. – 9:30 a.m.

Location: John F. Savage Arena

Doctoral, masters, education specialist, and graduate certificate candidates

We will be looking for marshals. Commencement is a bit earlier this time due the fact that there is a basketball game later in the day. This is not expected to occur again.

Report of the Graduate Student Association

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

- *GSA Representatives (2018-2019)*

The GSA reps are fully seated with two graduate student representatives from each college for a total of 20.

Role of the GSA Representative

The representative of their College serves for a full academic year starting in the fall semester. These Representatives attend the General Assembly meetings as representative of their respective student body and college. Reps are voting members in budget requests, policy changes, and other concerns brought to the attention of the GSA. As leaders of their college, they participate and may be asked to lead - GSA Committees. Reps have access to the GSA Office (SU 1509 on Main Campus) and are required to hold 1 weekly office hour.

- *Midwest Graduate Research Symposium*

GSA Vice President, Sahar Atshan will seek judges, so Graduate Council members are encouraged to consider spending time with MGRS this spring.

- *General Assembly Meeting*

The first General Assembly meeting of 2018-2019 is slated for September 19, 2018, 6:00 – 8:00 pm on the Health Science Campus, in Health Education Building, Room 105. Ms. Bonnie Murphy, Vice President of Auxiliary Administration and Mr. Dan Boyle, Coordinator of Student Advocacy will discuss various services at through Auxiliary Services as well as student health insurance.

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:

- *Enrollment*

Graduate enrollment is down 150 with some colleges seeing a decline and others an increase. Dean Gruden is contacting your colleges to get the story in their respective colleges. Initial exploration shows each college has different story, such as a large graduation numbers or that a new cohort has not started yet. We need to put action in place to address the reasons.

Since COGS is being held accountable for graduate enrollment, we are shifting a focus to enrollment. Ms. Debbie Andrews has a new title, Director of Enrollment Management. And, we are shifting an employee from an Admissions Analyst to a Marketing, Recruitment and Enrollment Specialist. We will work together on recruiting. Academic programs are very important in the recruiting process.

- *New Curriculum Submission System*

Both Dean Gruden and Ms. Terri Hayes-Lepiarz from COGS are attending the meeting for the development of online forms that are editable and printable. The forms can be specialized to your college and will roll into the catalog. The roll out is expected in January 2019. The current Curriculum Tracking System is still in effect and should continue to be used. Dean Gruden suggested that those with a lot of curriculum, reach out to her or to Ms. Terri Hayes to make sure you have input on these forms.

- *Responsible Conduct in Research Training*

In collaboration with the Office of Research and Sponsored Programs, COGS is working on coordinating Responsible Conduct in Research training for graduate students. The training offered this fall, Saturday, October 20th will serve as a pilot for participants from the Colleges of Engineering, Natural Sciences and Mathematics, and Pharmacy and Pharmaceutical Sciences. Training will include large delivery and break-out sessions, mentor/mentee relationship, ethical authorship and plagiarism and a closing session.

COGS would like to expand the graduate student training and hopes that faculty a similar experience. A 'Train the Trainers' session will be held prior to the actual training event. Those looking to become involved should notify Dean Gruden.

Dr. Patricia Relue inquired about videotaping the training. Dean Gruden responded that COGS had not planned to do so since it wanted to avoid showing students taped versions and because the mentor/mentee portion is breakout sessions. Materials will be available for the presentations on Responsible Conduct of Research, Research Misconduct, Conflict of Interest, and Ethical Authorship.

Report of the Associate Vice President for Research

Dr. Constance Schall, Associate Vice President for Research reported that there are indications from funding agencies that they are putting scrutiny on financial conflict of interest. We received notification from NIH that they will be looking at financial conflict of interest. Vice President of Research, Dr. Frank Calzonetti and Dr. Schall attended at a research officers meeting in Columbus and learned there may be attention by DOJ placed on travel of faculty and staff to sanctioned or sensitive countries, for example, China. This information was shared by other universities in Ohio. It may be helpful to keep your department chair informed about international travel, although it is not a policy at the University.

- *RSP 100 form*

The RSP 100 Proposal Review and Approval form will be revised soon. The percentage credit on the front page divides where indirect costs are allocated and how total dollars for awards are credited in Faculty 180 to each investigator (i.e. PI and co-Is). All signatures for all PI/PD and co-I's are required for form completion. An addition on the last page requires that all signatories must initial and date the attached budget sheets. Everyone should see and work from the same budget.

- *Budget Template form*

There will be one single template now for both HSC and MC. The campus refers to the campus of the principal investigator. Ms. Annie Izzi, Director of Sponsored Programs and the grants coordinators can provide assistance.

- Funding Opportunity Database

The University of Toledo subscribes to the InfoEd SPINPlus Global Suite research funding database. SPIN Global Suite is comprised of SPIN, the funding database (with over 40,000 opportunities from more than 10,000 global sponsors); and SMARTS, the e-mail notification system. It is open to students, faculty and staff. Questions or training requests should be directed to Dr. Rick Francis, 419.383.4252.

Discussion:

In reference to the RSP 100 form, Dr. Rodney Gabel said that the prior \$200,000 incentive was for programs already in place and was not for new programs. He added that September is too early of a deadline. The messaging may have been skewed.

Dr. Megan Stewart asked who the go-to person is for any issues with the budget template. Dr. Schall suggested contacting Ms. Anne Izzi with any issues or suggestions with the budget template. Creation of an FAQ is being discussed as a reference for faculty. After the grant is awarded, Gary Andres in Grants Accounting could assist further.

Dr. Jason Huntley referenced President Gaber's discussion with Graduate Council at its September 4th meeting. She reemphasized that one way to support graduate students with the costs of health insurance and student fees would be to include is to include them on grants. He asked if a budget template with fees built in could be made available.

Because fees vary by college and program, Dr. Schall thought that a standard budget template would be problematic. She suggested communicating with the grants coordinators that you wish to include health insurance and fees into the grant. She will check whether these can be included as line items in the new budget template.

Dean Gruden stated that the student health insurance provider has changed. A bid went out and the Student Educational Benefit Trust (SEBT) trust selects insurance that fits the bid. Unfortunately, the price increased significantly. Student health insurance resides with Student Affairs under the Provost's Office. She suggested estimating an amount in the budget.

Dr. Patty Relue added that the budget template includes a few links to fees but should include a link to student health insurance information on UT's website as well.

Dr. Rodney Gabel noted that he has funding with no indirect costs attached and wondered with whom he should work with in the Office of Research. Dr. Schall recommended he contact Dr. Frank Calzonetti. There is a new facilities and administration policy on the University policy website. If your funding agency has a published rate below the federal level, we have to accept that. If a researcher requests an indirect rate lower than the federal, Dr. Calzonetti's review and approval is required.

Information and Discussion Items

College of Graduate Studies Strategic Plan Area Two: Advance Excellence in Research, Scholarship and Creative Activities

COGS Strategic Plan is available on the COGS website. A few printed copies were available at the meeting for new members.

Dean Gruden stated that the COGS Strategic Plan aligns with the University Strategic Plan. She brought for discussion and input from Graduate Council, Area Two of COGS SP.

AREA II: Advance excellence in research, scholarship and creative activities

GOAL 1: Achieve national recognition for research excellence.

GOAL 2: Increase the national prominence of faculty derived from their research, scholarship, and creative and performing arts activities.

- Provide professional development for graduate students and graduate faculty with a focus on the practice of dissemination of outcomes for increased impact (impact factors, citations, etc.).
- Develop and implement mechanisms by which to inform students of grant opportunities and deliver training in the preparation of competitive grant proposals.
- Deliver instruction on research, scholarship, creative and performing activities, service and outreach as it relates to participation in professional organizations, community outreach activities and the awards process.

GOAL 3: Reinvent and reinvest in research processes to improve productivity.

- Make the process for graduate student participation in multidisciplinary projects as effortless as possible.
- Provide effective and state of the art training in the ethical and safe practice of academic endeavor.
- Incentivize the participation of graduate students in externally funded projects.

Goals 1 and 2 do not yet have metrics. Baselines may not exist yet in some cases. We may be able to acquire some of this information from Faculty 180. However, not many faculty have their data in Faculty 180 yet. These activities involve standards for the work of graduate faculty.

GOAL 2: Increase the national prominence of faculty derived from their research, scholarship and creative and performing arts activities:

- Provide professional development for graduate students and graduate faculty with a focus on the practice of dissemination of outcomes for increased impact (impact factors, citations, etc.)

Dr. Sara Lundquist noted that we should capture and reflect other ways graduate students contribute. She asked if the measure includes what they do while at UT. She suggested contributions such as the conferences and courses they teach and their development of course materials and research activities on a project might be included.

Dr. Gruden replied that student contributions while at UT would be included because we can track that, however, we need to do a better job capturing outcomes. She asked Council to consider:

Fellowships/Awards

How they are active in their professions and demonstrating their leadership?

Training

COGS is hearing that writing is one of the most desired trainings. We want to incorporate teaching students to write well. Ms. Teri Green in COGS is organizing a writing boot camp in conjunction with - the Libraries.

Dr. Lori Pakulski asked if a survey has been done to determine whether training is an issue.

Dean Gruden said that COGS conducted several surveys over the past year. Not only is writing training desired here, it is also a trend nationally. And because COGS does not have a lot of resources for professional development, there is a focus to target writing. We have one person in COGs who can only contribute part of her time to professional development. So, we have to find ways to work together with training opportunities. Students also talk about wanting to be career ready, stress, and balance. Dr. Lundquist agreed that writing is desired noting that the Writing Center is currently inundated with graduate students.

Council suggested that writing training address how to write to support:

- Grants (including for non-profits)
- Publish
- Research (dependent on faculty time)
- Thesis

Dean Gruden agreed that writing training should address all of these.

Dean Gruden asked Council for other training areas that faculty would like to see:

- Academic journal writing
- Conflict resolution involving lab and papers. Process of authorship.
- Time management.

- Managing procedures with Research and Sponsored Programs. Most assistance is geared to STEM. Would like mentorship and guidance not directed to STEM only, but to include Health and Human Services and Department of Justice.

Dr. Connie Schall responded that the Office of Research and Sponsored Programs is currently holding research mixers on all topics including research outside of STEM. Dr. Jack Schultz, Senior Executive Director of Research Development is the contact.

GOAL 3: Reinvent and reinvest in research processes to improve productivity.

Metrics for Goal 3 is to have all graduate students receive Responsible Conduct in Research training. Incentivize metrics through use of MOUs, DOJ grants, NIH grants, etc. Interact with folks outside of the University. Service projects could be included.

Dr. Doug Nims noted that the effort certification forms that he completes each term tacks percentage effort. So graduate students are tracked. This information can provide an estimate.

Make the process for graduate student participation in multidisciplinary projects as effortless as possible.

Interdisciplinary projects are complicated, and there may be other areas in disciplines to include in the conversation.

Comments:

- Development of programs takes a lot of time, a few years.
- Currently, there are no incentives for interdisciplinary instruction. \$5,000 – across campuses? Suggestion - It could be incorporated into promotion and tenure. It is not a line in tenure presently.
- Interdisciplinary courses are team-taught.

Dean Gruden emphasized that the state process is more streamlined due to the elimination of the program development proposal step. The process takes about a year. She suggested incentivizing the development of new interdisciplinary programs through tuition waivers.

Dr. Jerry Van Hoy stated that the University Strategic Plan wants to list tiers in research. The Provost is looking for faculty feedback.

Dean Gruden will share Council feedback with the Provost.

Next Steps:

Dr. Hassan Hassab-Elnaby expressed concern over data collection for baseline metrics. This is problematic for the Provost's Office and COGS because metrics are needed to measure improvement.

Dean Gruden responded that Career Services could conduct a new survey for graduate students, capturing information upon graduation, such as salary expectations and next steps.

Dr. Lundquist thought it murky to group faculty and graduate research together. In STEM, they are linked, but not so much in the humanities and social sciences. Faculty in humanities are doing relevant, good research to further their careers and the reputation of the university. Master's students are only here for two years, which is not sufficient time to turn them from undergraduates into professionals. She suggested a global plan to address local problems, where each discipline could make a report for this part of the Strategic Plan.

Dean Gruden stated that if students are successful, generally faculty are successful. We are hopefully training them to work on their own projects.

Dr. Lundquist added that students who publish and do research do so primarily at the Ph.D. level. Master's students should be confident in their discipline before going into interdisciplinary research, which would be at the Ph.D. level. Faculty are doing fine and Faculty 180 will show that.

Dean Gruden asked that comments be sent to her, Dr. Van Hoy or Ms. Terri Hayes-Lepiarz.

Standing Committee Reports

Report of the Curriculum Committee

On behalf of the Graduate Council Curriculum Committee (GCCC), Co-chair, Dr. Rodney Gabel presented two curriculum reports.

Report 1

Regarding comments by the committee on #118, Dr. Ozcan Sezer responded that he had a conversation with the committee chair and provided a written statement to address a concern. Council approved unanimously.

110	NCP	BU	Info Operations and Tech Management	Capstone Project	OSCM 6950
111	NCP	BU	Info Operations and Tech Management	Advanced Business Analytics	OSCM 6350
112	NCP	BU	Info Operations and Tech Management	Data Mining and Warehousing	INFS 6450
113	NCP	BU	Info Operations and Tech Management	Information Systems Fundamentals	INFS 6050
114	NPP	BU	Info Operations and Technology Mgmt.	MS in Business Analytics	NA
115	ECM	BU	Management	Tools and Techniques in Human Resource Management	HURM 6800
116	ECM	BU	Management	Strategic Management Capstone	BUAD 6900
117	PRR	BU	Info Operations and Technology Mgmt.	MBA in Information Systems	NA
118	ECM	BU	Info Operations and Technology Mgmt.	ERP Systems Process Management	OSCM 6780

Report 2

Council approved unanimously.

1	ECM	CE	Curriculum and Instruction	Teaching Occupational Skills	CTE 5010
2	PRR	CE	Curriculum and Instruction	Literacy Specialist Endorsement	NA
3	ECM	EN	Bioengineering	Analysis Of Bioengineering Systems	BIOE 5300
4	ECM	EN	Bioengineering	Ultrasound Principles And Medical Applications	BIOE 5670
5	NCP	EN	Electrical Eng. and Computer Science	Fundamentals of Cyber Security	EECS 5270
6	NCP	EN	Electrical Eng. and Computer Science	Network Security	EECS 5790
7	NCP	EN	Electrical Eng. and Computer Science	Hardware Oriented Security and Test	EECS 6640
8	ECM	MD	Medical Microbiology and Immunology	Research in Medical Microbiology and Immunology	MMIM 6890
9	ECM	MD	Medical Microbiology and Immunology	Thesis Research in Medical Microbiology and Immunology	MMIM 6990
10	ECM	MD	Medical Microbiology and Immunology	Research in Medical Microbiology and Immunology	MMIM 8890
11	ECM	MD	Medical Microbiology and Immunology	Dissertation in Medical Microbiology and Immunology	MMIM 8990

Report of the Membership Committee

On behalf of the Graduate Council Membership Committee (GCCC), Chair, Dr. Svetlana Beltyukova provided summary reports from the committee for Graduate Faculty Membership for the application periods of Summer I and Summer II 2018. She stressed the importance that the applications are complete with all required signatures and CVs attached. She thanked the committee members for their time and service.

GRADUATE FACULTY MEMBERSHIP APPLICATIONS - Summer I 2018 (applications received by May 30, 2018)																						
COLLEGE	Full			Associate			Professional			Adjunct			Special			Returned/In Review/Rejected			TOTAL			Total
	Change	New	Renew	Change	New	Renew	Change	New	Renew	Change	New	Renew	Change	New	Renew	Change	New	Renew	Change	New	Renew	
Arts and Letters			3								1								0	1	3	4
Business and Innovation			1																0	0	1	1
Education													1	1			1		1	2	0	3
Engineering		2	1																0	2	1	3
Health and Human Services																			0	0	0	0
Honors																			0	0	0	0
Law			1																0	0	1	1
Libraries																			0	0	0	0
Medicine and Life Sciences																			0	0	0	0
Natural Sciences and Mathematics											4			1					0	5	0	5
Nursing																			0	0	0	0
Pharmacy and Pharmaceutical Sciences																			0	0	0	0
TOTAL	0	2	6	0	0	0	0	0	0	0	5	0	1	2	0	0	1	0	1	10	6	17

GRADUATE FACULTY MEMBERSHIP APPLICATIONS - Summer II 2018 (applications received by August 23, 2018)																						
COLLEGE	Full			Associate			Professional			Adjunct			Special			Returned/In Review/Rejected			TOTAL			Total
	Change	New	Renew	Change	New	Renew	Change	New	Renew	Change	New	Renew	Change	New	Renew	Change	New	Renew	Change	New	Renew	
Arts and Letters			3								1								0	0	4	4
Business and Innovation																			0	0	0	0
Education														2					0	2	0	2
Engineering			1										1	2	1				1	2	2	5
Health and Human Services	1										1								1	0	1	2
Honors																			0	0	0	0
Law																			0	0	0	0
Libraries																			0	0	0	0
Medicine and Life Sciences		1								1									0	2	0	2
Natural Sciences and Mathematics													2	1	1				2	1	1	4
Nursing			1																0	0	1	1
Pharmacy and Pharmaceutical Sciences																			0	0	0	0
TOTAL	1	1	5	0	0	0	0	0	0	0	1	2	3	5	2	0	0	0	4	7	9	20

Standing Committees Update

GC Chair, Dr. Jerry Van Hoy reported that Dr. Rodney Gabel has agreed to co-chair the Curriculum Committee and that the GCEC is in the process of determining chair for the Academic Standing Committee.

Old Business

None.

New Business

None.

Adjournment

There being no further business, the Council adjourned at 1:59 pm.