

**Graduate Council Minutes
September 3, 2013
12:30 – 2:00 p.m.
Health Science Campus, Collier Building, Rooms 2409-2411**

- Present: Joe Schmidt for Peter Andreana, Brian Ashburner, Barbaranne Benjamin, Amanda Bryant-Friedrich, Joseph Dake, Michael Dowd, Mary Ellen Edwards, Ali Fatemi, Brian Fink, David Giovannucci, Hans Gottgens, Kay Grothaus, Dwight Haase, Scott Heckathorn, Mohamed Samir Hefzy, Ruth Hottell, Virginia Keil, David Jex, Junghwan Kim, Jon Kirchhoff, Patricia Komuniecki, Holly Monsos, Douglas Nims, Susan Pocotte, Patricia Relue, Dorothea Sawicki, Barbara Schneider, Diana Shvydka, Susan Sochacki, Pamela Stover, Mark Templin, Gerard Thompson, Jerry Van Hoy.
- Excused: Rodney Gabel, Phillip Gribble, Susanna Hapgood, Margaret Hopkins, Anand Kunnathur, Ronald Opp, Nick Piazza, Constance Schall, Rebecca Schneider, Kandace Williams.
- Absent: April Gardner, Charlene Gilbert, Renee Heberle, Marcia McInerney, Randall Ruch, Snejana Slantcheva-Durst, Cynthia Smas, William Taylor, Viranga Tillekeratne, James Trempe.

Call to Order, Roll Call, and Approval of Minutes

The meeting was called to order and the roll called. The Minutes of the April 30, 2013 meeting were approved.

Executive Reports

Report of the Executive Committee of the Graduate Council

Dr. David Giovannucci, Graduate Council (GC) Chair, welcomed the elected and ex-officio members to the 2013-2014 Graduate Council. Dr. Giovannucci reported that the Graduate Council Executive Committee (GCEC) met a few times during the summer months to primarily discuss the GC standing committee assignments and to review and approve recommendations of the Curriculum Committee chaired by Dr. Plenefisch. The curricula, submitted to the committee during the summer, was reviewed and acted on prior to the fall semester so as to avoid impeding students intending to enroll in these courses. The report of the committee is contained in these minutes. Dr. Hefzy, Chair of the Membership Committee, has reported that the committee is currently reviewing 50 membership applications and the committee expedited two Graduate Faculty applications during the summer.

Dr. Giovannucci reminded faculty of the charge to modify the GC constitution to include statements of University Council Supremacy and Delegation of Authority. Said modifications are to be aligned with the newly created University Council that is recognized by the Board of Trustees as the primary instrument of shared governance for the University. The vote of the Graduate faculty took place May 7, 2013, and the votes were counted by Mark Templin, Nick Piazza and Terri Hayes. The results were: 93 YES votes; 58 NO votes; 1 Abstention vote, and two invalid votes. As the GC Constitution requires a 2/3 majority to pass amendments or changes, the proposed changes did not pass. It is unclear whether the outcome has any relevance as recent action by the Board of Trustees who recently passed Resolution 13-08-13 that states in part "whereas completion of the charge proved to be a logistical nightmare given the myriad constituent bodies of the University with documents to be reviewed, be it resolved that in the event of a conflict between the governing documents and respective charges of any constituent body the University Council and Constitution shall prevail and further resolved that all authority and power of all constituent bodies

will continue to be delegated from the Board of Trustees through the President and Officers of the University” appear to render the vote moot.

Dr. Giovannucci’s GCEC Goals for 2013-2014

- Continue to broaden the role and recognition of the GC and faculty, the graduate programs and students to the Administration, the Board of Trustees, the University as a whole and the community. Dr. Giovannucci would like to invite President Jacobs, Provost Scarborough, Chancellor Gold, the new VP of Finance and Administration, Mr. David Morlock, and Chair of the Board of Trustees, Mr. Joseph Zerbey, each to attend a GC meeting as their schedules may permit. In addition, the Chair and Chair-elect of GC have seats on the University Council and some University Council Standing Committees, and the GC Chair serves on the University Council Executive Committee. This can provide an opportunity to communicate what we do and why it is critical to the health of our institution and to advocate on behalf of the Graduate Faculty to the administration and the University.
- Determine the feasibility of establishing an Excellence in Graduate Education Seminar Series to invite a distinguished speaker from outside the University to discuss with our faculty and interested members of the administration emerging approaches, challenges and solutions that will strengthen graduate education and sustain the training of the next generation of scholars and scientists.
- Facilitate faculty participation and service in the GC. While Dr. Giovannucci is so proud of his colleagues’ commitment to graduate education and service to the University, his concern is that with increasing workloads and diminishing recognition of service that populating the standing committees who do the important work of the GC will become more of a challenge. Dr. Giovannucci respectfully asks the GC to review the committee assignment that he has distributed via email and to sign up for one of the committees that will benefit from your participation. To help in this the descriptions of the standing committees, their charge and expectations of time commitment is to be posted on the updated GC website. If anyone is interested in serving on a committee, please send an email to Ms. Denise Gayer of COGS at denise.gayer@utoledo.edu.

Report of the Graduate Student Association (GSA)

Ms. Joelynn Laux, GSA Vice President, who is in her final year of law school and who will be sitting in for GSA President, Aaron Shaw, this fall semester, reported on behalf of the GSA. The Midwest Graduate Research Symposium (MGRS) date is finalized and will take place on Saturday, March 29, 2014. The MGRS Keynote Speaker is Thomas W. Wakefield, M.D., a nationally renowned vascular surgeon and researcher at The University of Michigan. Dr. Wakefield is an Honors graduate of The University of Toledo and received his M.D. from the Medical College of Ohio. He will become the UT Alumni Association President beginning May, 2014.

The GSA officers worked closely with COGS to help facilitate the Graduate Student Orientations on the Main and Health Science Campuses. GSA officer pictures and contact information were contained within the distributed GSA logo water bottles. Aaron Shaw also provided an on-line podcast/power point for students who could not attend the orientation that also assisted the students in becoming familiar with the GSA.

A PDF of the GSA officer information was also sent to Graduate Council, University Council and the College Deans on both campuses. The new GSA website (<http://utoledogsa.com/>) was launched in June. Graduate students are encouraged to use this website to apply to become representatives of their college by utilizing the online application.

Three of the GSA officers attended a three-day leadership conference in Chicago which was hosted by the National Association of Graduate and Professional Students (NAGPS). This conference stressed strength-based leadership which the GSA will incorporate into the operation of their organization.

The GSA recently submitted an abstract to the NAGPS newsletter, *The Postgraduate Voice*, to highlight Mr. Thomas Allen, a UT astronomy doctoral student, who has recently coauthored a major publication about the birth of new star (ck!).

Finally, the GSA held an orientation picnic at Swan Creek Metropark on August 23, 2013. Approximately 45 people attended this picnic.

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

Dean Komuniecki welcomed all to the first Graduate Council meeting of the 2013-14 academic year, with a special welcome to the new members. Dean Komuniecki then provided the following updates:

- *Graduation Statistics for AY 2012-13*
Approximately 1,632 students were cleared for graduation as follows: 1,035 Master's students, 450 First Professional students (including DPT, ODT, DNP and the JD, MD and PharmD students), 106 Doctoral students, 16 Ed. Specialists and 75 certificates. There are approximately 110 more graduates than last year.
- *Admissions/Enrollment Update*
To date, COGS has processed 3,666 applications and accepted 1,144 students across both campuses. We are still awaiting the census day count, but as of last week, the graduate headcount was essentially flat (-0.74%) but the graduate FTE's were down 1.6% overall. The headcount was down in several colleges: the Judith Herb College of Education was down 76 students, Social Justice and Human Services was down 38 students, and Law was down 29 students.
- *Orientation*
COGS welcomed almost 800 students at the fall face-to-face orientation programs (500 on main campus and 250 on health science campus), as well as 200 online (students whose work schedules prevented them from coming to campus). About 170 students also attended the new TA training program on the main campus. Dean Komuniecki expressed her sincere gratitude to everyone who participated in making the sessions a success. In particular, thanks were sent to Aaron Shaw and the GSA leadership for their assistance and for arranging the student panel. She also extended thanks to the Graduate Faculty panel participants and many other faculty members that held other breakout presentations. Dean Komuniecki reminded everyone of the three required supplemental online orientation modules that all new graduate students must complete: Academic Integrity, Diversity, and Sexual Harassment. All new students have been provided the web links to these modules so they can complete them as soon as possible to gain a better understanding of these important concepts. COGS will track and send out reminders if needed. She thanked the faculty for any assistance they can provide in encouraging the new students to complete this early in the fall term.
- *COGS Diversity Initiatives*
COGS has two major initiatives to recruit graduate students from underrepresented groups: the Graduate Opportunity Assistantship Program (GOAP) and the McNair Scholars Award.
 - *GOAP*
Last spring the COGS Diversity Committee, chaired by COGS Associate Dean Susan Pocotte, met to review the 34 GOAP applications. Some did not meet admission criteria so the committee reviewed the remaining 18 applications.

Ten students were selected as possible recipients and departments were contacted for confirmation of the required matching funding. Ultimately, 8 GOAP offers were made and 7 were accepted. The selected GOAP recipients are in the following programs: 3 doctoral students—1 in Manufacturing & Technology Management (COBI), 1 in Occupational Therapy (CHS), and 1 in the Counselor Ed program (CSJHS) as well as 4 Master's students in the following programs: 1 MS in Math (CNSM), 2 MSW students and 1 MA in Criminal Justice (CSJHS). They join the 8 continuing GOAP students.

o *McNair*

COGS is also pleased to announce the recruitment of 3 new McNair Scholars:

- Na'Tasha Evans—pursuing her Ph.D. in Health Education (CHS);
- Patrice Wiley—seeking an MSW (CSJHS); and
- Tenia Harris—seeking her MBA with a concentration in Healthcare Systems Management (COBI)

They are joining the continuing McNair Scholars:

- Shane Close—in the Psychology Ph.D. program (CLLSS)
- Quanisha Burnett— in the DPT program (CHS)

Two former McNair Scholars graduated in May 2013: Kelly Jackson from the Clinical Nurse Leader program (CON) and Elizabeth Ball from the MPH program (COMLS).

• *AGEP Grant*

Dean Komuniecki provided a brief update on the NSF grant for Alliances for Graduate Education and the Professoriate (AGEP). UT was one of 5 co-PI's with Case Western Reserve University on a proposal submitted in October 2012. The proposal has made it through several levels of review, but has not yet been funded. Other proposals have already been rejected so we are cautiously optimistic that the proposal has a chance for funding. We must wait and see how the final NSF budget works out after the sequestration and other factors are considered. If awarded, specific funding would be available for the recruitment of underrepresented students in the STEM disciplines as AGEP Fellows. As background information, COGS gathered diversity/gender information for the UT STEM programs for the past 5 years, as well as outlining STEM grant funding and initiatives to support URM recruitment and retention. So that data will also be provided to the COGS Diversity Committee for their information as well.

• *Fulbright Scholars*

Dean Komuniecki announced that UT is welcoming a new graduate Fulbright Scholar, Ms. Yopina Pertiwi, from Indonesia. She is pursuing her Ph.D. in Experimental Psychology (CLLSS).

She joins the continuing students:

- o Evegney Panchenko (Russia) is in his second year of the MS program in Geography and Planning in LLSS;
- o Sukamto Mamada (Indonesia) is in the second year of the MSPS Pharmacology and Toxicology program in COPPS;
- o Christopher Adika (Kenya) is a third year doctoral student in Electrical Engineering in COE; and
- o Nuraksa Makodian (Indonesia) is a third year doctoral student in Manufacturing and Technology Management in COBI.

In May 2013:

- o Gesnita Nugraheni from Indonesia graduated with her MSPS in the Administrative Pharmacy program (COPPS), and
- o Aso Rasool from Iraq received his MA in English program (LLSS).

- *Graduate Assistant Payroll Issues*

In response to a query from Dr. Edwards, Dean Komuniecki addressed her concern for the GA's who have not yet received a paycheck. She expressed her apologies for any inconvenience (especially to the students) while advising the Council of the complications of this process. The COGS office received notice from HRTD on June 24, 2013 that background checks need to be completed for all GA's. HRTD advised that COGS would receive the results of the background checks within 3-4 working days and during the time of processing HRTD moved its office to Scott Park Campus. Due to changes in Federal Financial Aid legislation, it was also necessary to add an additional acknowledgment of the potential impact that an assistantship could have on a student's financial aid package. Thus, COGS needed to add "financial aid" notification to the GA's offer letter and many departments needed to update their letter format. This semester also began one week earlier than usual and although the initial GAPA submission date to COGS was July 15, 2013 that was modified to July 22nd to provide additional time for departments to comply with these mandated changes. In the midst of all of this, Payroll staff was reduced by two people. Even as of today, COGS is still receiving GAPA paperwork. We have kept the Associate Deans very well informed throughout this process. As of last Friday, the 'Hold List' only had 20 names due to incorrect/insufficient information provided. Obviously, we strive to get the students paid promptly, but we are constrained by the law. Dr. Komuniecki shared her gratitude with the programs who offered temporary funding to assist students whose paychecks were delayed.

- *Announcements*

- *International Graduate Student Access Program (IGSAP)*

For several months COGS has worked with the American Language Institute (ALI) to draft a program that would allow many international students who receive provisional admission to UT due to low TOEFL score to still come to UT and have an English language immersion program, as well as acculturation classes and participation in the life of the prospective graduate program. The proposal was vetted carefully by the Council of Associate Deans for graduate programs at two separate meetings since April 2013, and changes/recommendations incorporated. Last week, the IGSAP proposal was also reviewed positively by the GCEC as well as the Council of Deans on the HSC. COGS looks forward to placing the information on COGS website admissions page soon with a view to accepting prospective students into this access program in January 2014.

- *COGS Web Updates*

Over the summer, the COGS IT Graduate Assistants have worked hard with the COGS staff, in particular—Ms. Terri Hayes and Assistant Dean Tammy Oelkrug—to make major updates to the Graduate Council/Graduate Faculty and Academic Affairs parts of the COGS website. Work is continuing on the Admissions section of the site and that page should be ready later this term. COGS has also now linked to the new colleges and the first graduates from them will be cleared for December 2013 graduation.

- *Graduation Deadline*

Reminder that September 20, 2013 is the deadline for December 2013 graduation.

- *myUT Mobile App*

The COGS IT Graduate Assistants have also worked with the IT staff on the rollout of the new myUT Mobile App to have a specific section for graduate students, and believe that will be ready in the next week or so.

- *Admissions 2-Day Retreat (“Bootcamp”)*
 The COGS admission staff recently spent two days with other enrollment management and undergraduate admissions staff with an outside consultant who came to UT to emphasize the transition from “transactional training” to “proactive recruiting.” We will brief GC at a later date regarding how this will assist UT in recruiting new graduate students.

- *Professional Development Programs (for current students)*
 Information about the upcoming AY 2013-14 COGS professional development programs on the MC and HSC is now available on the COGS website under the Current Students’ link. The topics fall under four key areas: Academic Planning, Career Development, Graduate Writing, and Thesis & Dissertation. There are 19 programs/workshops offered on the MC and 12 on the HSC. As always, graduate students are welcome to attend any COGS session regardless of program location. There are several that are only offered on one or the other campus.

- *Dr. Trempe Retirement*
 Dr. Trempe will be officially retiring from his position as Vice President for Research & Interim Director in January. Please submit any suggestions for his replacement to Dean Komuniecki or Dr. Giovannucci who are both serving on the search committee for his replacement.

Information and Discussion Items

Graduate Council Representatives to Research Council

Dr. David Giovannucci reported that Research Council (RC) is another body that has obvious impact on graduate education and as such the GC gets to name six members to that body. Dr. Sasidhar Varanasi has rotated off and the GC extends its thanks to Dr. Veranasi for his service. A special thanks to Dr. Patricia Relue for agreeing to serve on RC.

Standing Committee Reports

Report of the Curriculum Committee

On behalf of the Graduate Council Curriculum Committee Chair, Dr. John Plenefisch (GCCC), Dr. David Giovannucci reported that the GCCC reviewed and approved the following curriculum.

New Course Proposals

College	Department/ Program	Course Name	Course Number	Course Description
NU	Health Promotion, Outcomes, Systems, Policies	Independent Study	NURS 7890	Course that will allow student to pursue area of interest in depth under supervision of faculty member. Does not substitute for required courses in program.

Course Modifications

College	Department/ Program	Course Name	Course Number	Change in course
BU	Management	Talent Management	HURM 6760	Change in Course title from "Recruitment and Retention" to "Talent Management" and course description.
MD	Physician Assistant	Pathophysiology III	PHYA 5430	Change credit hours from 2 to 1.
NU	Health Promotion, Outcomes, Systems, Policies	Final Practicum (Indirect Care)	NURS 7980	Change in course title from "Capstone Practicum (Indirect care)" to "Final Practicum (Indirect
NU	Health Promotion, Outcomes, Systems, Policies	Final Practicum (Direct Care)	NURS 7970	Change in course title from "Capstone Practicum Direct Care)" to "Final Practicum (Direct Care)".
NU	Health Promotion, Outcomes, Systems, Policies	Doctoral Project	NURS 7100	Change in course title from "Evidence Based Project)" to "Doctoral Project".
NU	Health Promotion, Outcomes, Systems, Policies	Evidence-Based Leadership in Complex Health Systems	NURS 7180	Course title and description changed, reflecting change in objectives to better meet AACN DNP Essentials.
NU	Health Promotion, Outcomes, Systems, Policies	Applied Nursing Research	NURS 7040	Course description changed to reflect change in objectives to better meet AACN DNP Essentials.
NU	Health Promotion, Outcomes, Systems, Policies	Independent Study	NURS 7890	Course that will allow student to pursue area of interest in depth under supervision of faculty member. Does not substitute for required courses in program.

Standing Committee Reports

Report of the Membership Committee

No report.

Constitution and Bylaws Committee

No report.

Old Business

None.

New Business

None.

Adjournment

There being no further business the Council adjourned at 1:49 p.m.