

**Graduate Council Minutes  
November 17, 2009**

Present: Lawrence Anderson, Jamie Barlowe, Barbaranne Benjamin, Karen Bjorkman, Wendy Cochrane, Dwayne Demedio, Michael Dowd, Lee Ellis, Brian Fink, John Gaboury, David Giovannucci, Hans Gottgens, Mohamed Hefzy, Wayne Hoss, Patricia Komuniecki, Richard Komuniecki, Joel Lipman, Sakui Malakpa, Joseph Margiotta, Geoffrey Martin, Sheryl Milz, Gary Moore, Azadeh Parvin, Nick Piazza, Susan Pocotte, Thihal Ponnaiyan, Benjamin Pryor, Ram Rachamadugu, Patricia Relue, Dorothea Sawicki, Barbara Schneider, Dianne Smolen, Robert Sullivan, Mark Templin, Amy Thompson, Hermann Von Grafenstein, Frederick Williams

Absent: Ruth Hottell, Dong-Shik Kim, Geoffrey Martin, Krishna Shenai

Excused: Frank Calzonetti, Amira Gohara, Scott Heckathorn, Anand Kunnathur, Kelly Phillips, Randall Ruch, Hermann Von Grafenstein

Guests: Alexander Wrege

***Call to Order and Roll and Approval of Minutes***

The Minutes of the October 20, 2009, meeting were approved.

***Report of the Executive Committee of the Graduate Council and the Vice Provost for Graduate Affairs and Dean of the College of Graduate Studies***

Report of the Executive Committee of the Graduate Council

Dr. Pocotte reported the Graduate Council Executive Committee (GCEC) has met 3 times since the last Graduate Council meeting, October 27, November 3, and November 10.

The ongoing work of the GCEC regarding the electronic and paper submissions of the graduate student theses and dissertations will be presented in two parts. First, a motion for the version for submission to the College of Graduate Studies will be presented for Graduate Council to consider today. Second, the issue regarding archiving of graduate student theses and dissertations will be presented for discussion and solicitation of motion from the Graduate Council.

Dr. Pocotte provided an update on the Academic Standards policy approved by Graduate Council April 21, 2009. She stated that in addition to the aforementioned GCEC meetings, she has met with Dr. Komuniecki, Dr. Sawicki and staff of the COGS and Registrar's Offices. The purpose has been to evaluate the potential outcomes on students, faculty and administrative systems once the academic standards policy is put into operation. A few items have been identified that require modification. A revised document will be discussed at next week's GCEC meeting to determine if motions need to be brought to the Graduate Council. The Academic Standards policy document and any needed motions will be presented to you at the December 8<sup>th</sup> Graduate Council meeting.

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

Dr. Komuniecki reported on the following:

• **Professional Science Masters (PSM) Update**

Photovoltaics grant proposal will be submitted to NSF on Friday, November 20th. Thanks to Sanjay Khare and his colleagues from Physics and Astronomy for their hard work on this initiative we hope to attract significant funding to assist in the start of the first PSM on campus and UT would be the pioneer in the State of Ohio as well as in the area of solar energy.

Dr. Komuniecki attended the Biennial PSM meeting in Washington, D.C. last week where she received useful information about the success of these programs nationwide. Currently, only two universities in Ohio have PSM: Case Western Reserve University and the University of Dayton. The University of Cincinnati is considering an engineering initiative, a bridge program between undergraduate and graduate internships.

- **MC Faculty Fellow** - Expect there will be an extended revised search and call for applications and nominations, with a due date of Friday, December 4, 2009. The position will focus will be on assessment, program review and accreditation activities and will not require doctoral as well as master student mentoring.
- **New NSF Requirement - “To Facilitate the Ethical Conduct of Research”** Effective January 1, 2009. Dr. Jim Trempe, Senior Director of Research Administration, is working with a small committee to identify a program that will provide the necessary instruction to meet the NSF requirement that affects faculty, post-docs, graduate and undergraduate students at UT.
- **Program Inventory** – Dr. Komuniecki is working with the college associate deans to ensure that UT has an accurate listing of all the graduate programs and certificates. She hopes that the review will be completed by end of fall term and the COGS website will be updated accordingly.
- **Announcements:**
  - Reminder regarding the **December 4<sup>th</sup> deadline** for submission of dissertations and theses to COGS.
  - New Form by COGS - **Change of Graduate Program**, is designed for students moving from one graduate program to another, changing from MS to PhD within their program, or to apply for a certificate program within their degree program. The new form is available on the COGS website under Graduate Admission, Apply Online, effective December 1, 2009.
  - **Professional Development Fall 2009** – the ETD workshops were well attended with approximately 65 students at the most recent one.
- **State of Ohio Doctoral Subsidy** – In June 2008, House Bill #1 mandated that the Ohio Board of Regents revise the formula used to distribute the State share of doctoral funding to the state universities. Currently, the formula is based on doctoral FTE cap figures. That formula was generated in 1998, immediately after the statewide doctoral program review was completed. The Inter-University Council (IUC) Provosts group met last week and other groups will meet in the coming month to discuss various formula options. One under consideration now is: 50% based on degrees awarded, 25% on research funding, and 25% on ‘other quality measures’. However, these percentages are not yet set in stone. Some universities which don’t have medical schools may push to exclude NIH funding. I will keep you updated.

There was discussion on the differences in funding models and whether professional doctorate degrees are counted. Dr. Komuniecki explained that in 1998, the model looked at the number of graduate students at the time with an emphasis to growth and each university was assigned a percentage, with UT receiving 4.9% of base share.

She reminded Council to please be sure that all doctoral students are correctly registered for doctoral alpha code courses and are registered as full-time as funding permits. More on this in December.

### ***Information and Discussion Items***

#### **Handbook for the Preparation of Graduate Dissertations and Theses**

The following motion was brought for discussion and vote to require an electronic version of thesis and dissertation submission to the College of Graduate Studies in place of a paper version.

**[Motion: Effective spring semester 2010, the College of Graduate Studies requires students to submit master's theses and doctoral dissertations in electronic format as specified by the Handbook for Preparation of Dissertations and Theses.] Approved Unanimously.**

Dr. Pocotte thanked the GCEC for its time and efforts in pulling together the necessary information for the motion and concepts with the goal of having the dissertation and thesis submission process be student, faculty and historically friendly. Dr. Dowd noted the handbook would be updated to reflect the changed requirement.

There was discussion on the motion which led to unanimous approval of language above.

Mr. Ponnaiyan noted that approximately two-thirds of surveyed graduate students support electronic submission and Dr. Sawicki added that the electronic submission has been the process without utilizing paper archives for the past five years on the Health Science Campus. Concern was expressed on archiving aspect of submission, paper vs. electronic. Departments and colleges would still have the option to request a paper copy. Dr. Dowd added he would like UT to retain an archive of the intellectual legacy. Dr. Piazza proposed that UT have its own electronic repository to maintain its intellectual legacy, while Dr. Hefzy thought maintaining a third repository would be taxing. Dr. Komuniecki stated that UT is one of the last universities in Ohio to adopt electronic-only submission. These concerns have been addressed by our colleagues in the state who have been doing this for fifteen years. Issues relating to the security of electronic upload and efficient search of archives have been addressed. However, we would need to address the issue of costs of sending to ProQuest for archival. It is free through OhioLink.

#### **Update on New International Teaching Assistants (ITA) Screening**

Mr. Alexander Wrege, ESL Specialist and ITA Curriculum Coordinator, of the American Language Institute office at UT, gave an overview of his PowerPoint presentation "Screening Procedure for International Teaching Assistants at The University of Toledo" to inform Council of revisions to the process. Mr. Wrege explained that screening of ITAs for English language proficiency is a requirement based on enactment of House Bill No. 497 by the Ohio State Legislature in 1986. It establishes a program to assess the oral proficiency of ITAs. If they don't pass, we are supposed to provide them with the necessary instruction. ALI coordinates the screening and provides English language training to those who have not passed. We typically screen them the week before the semester starts since international students are not required to be here much before then. Pre-2009, the screening was a mock teaching test consisting of an 8-minute lecture and a 2-minute question and answer session. The test was generally subjective and unpredictable in outcome for departments. From 2009 forward, the need for assessment of speaking skills is based on the iBT TOEFL Speaking score, thus resulting in greater predictability for teaching assignments. The changes were to move from subjective to objective. We feel the testing and training result in improved outcomes as the students have always given good feedback following the course. It is a service to the students. Mr. Wrege offered an invitation to Council members to attend the ITA class or take the screening test to become familiar with the screening measures. In addition, he would welcome the opportunity to speak to their classes. Screening details can be located on the ALI website [http://www.americanlanguageinstitute.org/pages/ITA\\_Screening.html](http://www.americanlanguageinstitute.org/pages/ITA_Screening.html).

### ***Standing Committee Reports***

None.

## ***Organizational Reports***

### **Report of the Graduate Student Association**

Mr. Thihal Ponnaiyan, President of the Graduate Student Association (GSA), reported that the GSA conducted a brief survey with a representative sample population of graduate students from the department/college they represented. Over two-thirds of the participants opted for electronic format and viewed it as technological progress and cost savings. The other third were agreeable to either paper or electronic copy.

The GSA co-organized the combined event, the 13<sup>th</sup> Annual Sigma Xi Student Research Symposium and 3<sup>rd</sup> Annual Scholars Celebration along with Sigma Xi faculty members and the Office of Undergraduate Research held October 24, 2009. The symposia were sponsored by the UT Chapter of Sigma Xi, the scientific research society and the Office of Undergraduate Research. The event was a huge success with over 35 oral presentations and an equal number of poster presentations. Abstracts accepted for the symposia will be published in the UT Scientia, the journal of student research at The University of Toledo.

The GSA officers served as panel members in a series of professional development workshops for graduate students coordinated by the College of Graduate Studies and Career Services.

The GSA Public Relations Committee has been working to encourage more community involvement on campus and is hoping to have a series of articles showcasing the research in various disciplines at UT.

Lastly, the next GSA meeting is scheduled to be held November 18, 2009, at 6:00 p.m. on the Health Science Campus, Health Education Building, Room 103.

### ***Old Business***

None.

### ***New Business***

None.

### ***Adjournment***

There being no further business the Council adjourned at 1:58 p.m.