

**Graduate Council Minutes
February 12, 2008**

Present: Jamie Barlowe, Donald Beeman, Karen Bjorkman, Frank Calzonetti, Maria Coleman, Dwayne DeMedio, Michael Dowd, Jeanne Funk, Hans Gottgens, Mohamed Hefzy, Ruth Hottell, Patricia Komuniecki, Morris Jenkins, Sara Lundquist, Anastasia Mirzoyants (GSA), Sam Okoroafo, Walter Olson, Patricia Relue, Dale Snauwaert, Constantine Theodosiou, Frederick Williams

Absent Excused: Barbaranne Benjamin, Wayne Hoss, Marietta Morrissey, Danny Pincivero

Absent Unexcused: Michael Bisesi (1), John Gaboury (4), Susan Martyn (6)

Guests: William McMillen

The Minutes of the January 15, 2008, meeting were approved.

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

Dr. Theodosiou stated that review of Bylaws needs to move forward because as of July 1st there will be one Graduate College and one Graduate Dean and a combined graduate faculty into the Graduate Council. It's imperative the committee move quickly as bylaws are needed to govern the process. Dr. Dowd asked Council members to check with their colleagues for volunteers to serve and to provide Ms. Terri Hayes with those names.

Dr. Theodosiou stated the GCEC talked about creating a policy committee for grievances.

Dr. Dowd said the Faculty Senate is forming a similar committee and Barbara Floyd asked him to solicit a Graduate Council member to serve on that committee who will act as a liason.

Information and Discussion Items

Policy Formulation and Nominations for Appointment to Faculty Senate Policy Committee

Dr. Dowd welcomed Dr. William McMillen, Vice President for Governmental Relations and Chief of Staff, for joining the meeting today to discuss policy formation, including who is determining policy involving faculty and what is the review and notification process. And specifically, are any faculty involved in this process?

Dr. McMillen explained that initially during the first year of the merger, Dr. Jacobs spoke of bigger issues and viewed the second year as sustainability. One of the issues of sustainability is that of coordinating policies that were not complicated between the two campuses and updating them, which appeared seemingly non-controversial.

When the group began working four to five months ago it was estimated that process would take up to two years to complete. Dr. Jacobs gave the group an aggressive schedule of weekly meetings and monthly reporting. It became clear to the committee the job would be more complicated than initially thought. The committee wrote a policy on policy formulation and created a standard format. In analyzing how indexing of policies is to be done the committee realized the web pages were inadequate and has made it a little more functional. Each member takes a section of policy and meets with the owner to update. Members also realized that during this process that new policies would be created and brought forward. In the past, Ms. Beth Griggs submitted policies from the Board of Trustees to the State level. There has been a conflict in new policy paralleling that. The issue came up at Faculty Senate that policy had not been vetted by faculty. Policies will be on web for a 30-day period, compiled, etc., and ultimately, Dr. Jacobs has authority over all such policies. Faculty could be in the loop as it needs to be reported with deans, provosts and president.

Dr. Hefzy mentioned that previously when a policy was being developed it went to the Faculty Senate. Dr. Dowd added it should go to the appropriate elected body whether it's Faculty Senate, Graduate Council or Research Council. Dr. McMillen replied it would not stop the way things were done but as new policy was put in place and people started to use it, they would continue with the new process. The responsibility agent is responsible in their section input.

Dr. Barlowe stated it appears the Health Science (HSC) has hospital policy which is being applied to the Main Campus (MC), where it would have no applicability. It is often very difficult for a governing body to get online and respond in time in a 30-day period. We also need to know which policies pertain to us. Dr. McMillen responded by saying the timeframe could be expanded to 60 days if needed.

Dr. Olson said there is a form on the web to fill out for comments. However, it leaves it up to the coordinator whether the remitter would receive formal notification that comments were received and whether they were taken into account. There is no room for rebuttal. Where there are substantially different practices it should be taken into account in an expanded policy or a different policy. Comments should be public and transparent.

Council was in agreement there should be more vetting through the appropriate faculty body before it is posted on the policy website. Previously, faculty groups were involved in vetting before they went forward to the Provost, etc., and even an administrative policy was discussed with the Faculty Senate chair. Our inclusion in this process assists in following compliance.

Dr. Dowd said Sandy Drabik started this a few years ago and part of that group representation was from Faculty and Graduate Council which could report back to those faculty bodies. Dr. McMillen said the committee was set up with a matrix of administration and directors: Pete Papadimos, Lori Cooper, Beth Griggs, Michele Martinez, Jim Winkler, Kwabena Kankam internal auditor, Nancy Burnham and Andy Jorgensen from Faculty Senate are on the committee and they would willingly accept an additional faculty member from Council. He added the policy committee has been trying to deal with the graduate policy and has not tried to circumvent vetting in place.

Dr. Theodosiou added if there is no one forming policy at the college level there could be inconsistencies with the collective bargaining agreement. Dr Dowd asked Dr. McMillen to please inform the Graduate Council Executive Committee (GCEC) of any developments in policy change.

www.utoledo.edu/policies

Graduate Faculty Membership for Lecturers

Dr. Dowd stated the GCEC made recommendations that lecturers seeking Graduate Faculty Membership should be reviewed on a case-by-case basis. They could receive Special membership status, but privileges would not exceed those awarded to Associate members. Membership involves academic status rank, thus would not conflict with the bargaining contract. Dr. Hottell said the membership committee needs to have these guidelines spelled out. Dr. Relue added the application should ask for an explanation of why graduate faculty status is sought.

There was additional discussion that the department chair has the responsibilities for which courses are taught and assigns courses based on the needs of the department. Those with graduate faculty status may also teach undergraduate classes. Lecturers' contracts specifically state the courses they are to teach. Others did not think conveying graduate faculty membership status on a lecturer diminishes graduate faculty status. Others feel a lecturer may have a unique background with expertise and would need graduate faculty status in order for them to serve on a student's committee, but not necessarily to teach a graduate course. Another issue this brings forward is whether graduate faculty want their programs to be taught by lecturers which moves away from utilizing tenure-track professors. It was noted that with the GCEC recommendation lecturers with Special Graduate Faculty Membership status cannot chair committees or serve on Graduate Council. It was stated the membership issues will be addressed when the bylaws are worked on in a formal manner.

Dr. Olson made the following Motion:

[Motion: Graduate Council should inform the Membership Committee that lecturers will be reviewed on a case-by-case basis for Special Membership. However, such Special Membership status is not to exceed the duties and privileges of Associate Membership.]

Dr. Patricia Komuniecki seconded the motion and the motion passed.

Graduate College Dean Search and Transitional Issues

Dr. Theodosiou reported all the student data is being converted to Banner for implementation for a single admissions portal.

Organizational Reports

Report of the Graduate Student Association

Ms. Anastasia Mirzoyants, Vice President of the GSA, reported their next meeting is February 15, 2008, where they will discuss their budget and updating the constitution.

Old Business

None.

New Business

Dr. Bjorkman distributed a flyer announcing an upcoming lecture by Dr. Martha Haynes, Astronomer and member of the National Academy of Sciences, as part of the Distinguished Women in Science Speaker Series slated for February 14 and 15, 2008.

Adjournment

There being no further business the Council adjourned at 2:01 p.m.