

**Graduate Council Minutes
February 23, 2010**

Present: Lawrence Anderson, Jamie Barlowe, Barbaranne Benjamin, Karen Bjorkman, Wendy Cochrane, Dwayne Demedio, Michael Dowd, John Gaboury, Hans Gottgens, Scott Heckathorn, Mohamed Hefzy, Wayne Hoss, Dong-Shik Kim, Patricia Komuniecki, Richard Komuniecki, Anand Kunnathur, Sakui Malakpa, Sheryl Milz, Kelly Phillips, Susan Pocotte, Thihal Ponnaiyan (GSA), Patricia Relue, Randall Ruch, Kathleen Salyers, Dorothea Sawicki, Barbara Schneider, Robert Sullivan, Mark Templin, Amy Thompson, Hermann Von Grafenstein, Frederick Williams

Absent:: Brian Fink, Eric Longsdorf, Geoffrey Martin, Gary Moore, Krishna Shenai

Excused: Frank Calzonetti, Amira Gohara, Ruth Hottell, Joel Lipman, Joseph Margiotta, Azadeh Parvin, Ram Rachamadugu, Dianne Smolen

Guests: James Trempe

Call to Order and Roll and Approval of Minutes

The Minutes of the January 12, 2010, and January 26, 2010, meetings 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

On behalf of the Graduate Council Executive Committee (GCEC) Dr. Pocotte reported that the revised Handbook for the Preparation of Graduate Dissertations and Theses has been edited to incorporate the Graduate Council changes regarding electronic submissions and it has been circulated for evaluation. Members of the HSC Graduate Executive Council were given the revised document to ensure it supports the needs of the HSC programs. COGS administration and the Registrar have also reviewed the document to be sure it aligns with the practices and policies for implementation. The GCEC will review their findings in March.

As discussed at the previous Graduate Council (GC) meeting, there was a request to consider a different approach to handling Curriculum Committee changes. The Bylaws support the possibility of Curriculum Committee to present decisions of minor changes to existing courses with a report to the Graduate Council as a consent agenda. GCEC will work with the Curriculum Committee to complement the option when approved. We want to be sure that all curriculum requests are fully vetted to be sure there are no conflicts between courses and programs.

The ad hoc work group studying an archive repository for ETDs is ongoing and expects to report next month.

Dr. Pocotte reported that she and Dr. Komuniecki co-convene a work group focused on Goal 2 of Directions 2010, as part of the larger strategic planning activity, to recalibrate the Directions 2007 document. Dr. Pocotte suggested that she and Dr. Komuniecki take turns reporting its progress.

Dr. Pocotte issued a last call for items of interest the GC should address since there are four meetings remaining this academic year. There will be some curricular items presented in upcoming meetings, so stay tuned for information on upcoming agendas.

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

Dr. Komuniecki reported on the following:

- *Update on "Directions 2010"*

The 'Recalibrating Strategic Directions' Steering Committee met for four hours on Friday, January 29, 2010, to hear the reports from the fall work groups and to chart the timeline for the next phase of activity. Going forward there are about nine implementation groups that will examine past goals from Strategic Directions 2007 (written immediately post merger) with an aggressive timeline to complete work by the summer with a view to providing the recalibrated directions to the BOT in the fall term. Dr. Barlowe can shed light on the proposed timeline and outcomes anticipated.

Appropriately, Dr. Pocotte and Dr. Komuniecki are co-conveners of the group focused on Goal 2 of Strategic Directions 2007: As a reminder that goal states:

The graduate and professional academic programs at UT will be widely distinguished and highly ranked nationally. These programs will gain prominence for being exceptionally student-centered, consumer-driven, and career-focused with particular recognition for science, technology and professional studies.

The work group will review each of the 10 sub-goals for relevancy and suggest metrics that would be appropriate to measure progress for each one.

We have assembled the team members and have already met once, but if you have a particular interest in joining this workgroup, please let us know. Yesterday, February 22nd, we made a status report on the progress of our group to date, and that PowerPoint is available on the UT Strategic Plan website. Basically, we have revised the goal statement and are aligning the sub-goals with the accountability measures from the State of Ohio as part of the USO Strategic Plan 2008-2017. The timeline is short, and we will be presenting not only the revised goal and sub-goals, but also the metrics that will be used to measure progress toward benchmarks.

- *COGS Budget*

COGS and the other colleges are asked to provide 5% increase and 5% decrease scenarios to the Provosts. We had a pre-hearing just over a week ago and our final hearing is on March 5th. The dollar figure that we are talking about is \$1.5M, not an easy reduction number to reach without talking about tuition scholarships and/or stipends. We are proposing to offset almost 50% of that reduction with a 3% increase in graduate tuition. Note that graduate tuition had been increased by 6% for the last 6 years, and Dr. Komuniecki wished to reduce the impact to students this year. But, we would have to take the balance (~\$600K) in cuts to the existing tuition scholarship budget.

On the 5% increase scenario, we are requesting to recapture some of the lost 7% in stipend dollars from FY09 to FY10 and to deploy them in strategic areas. We are also requesting funds to support a 0.5 FTE Associate Dean for Academic Affairs to work on the important graduate assessment and program review initiatives.

Also being proposed is the development of a one credit hour orientation course for all new graduate students to be rolled out either this fall or next fall that could potentially generate \$700K in revenue as an offset to possible budget reductions.

- *Professional Development*

Registration is now open for the remaining programs. Please remind your students as appropriate:

- The last "Foundation" program for first year graduate students for the spring term, will be today from 4:00 - 5:30 pm in SU 2582 entitled "Grad School is my Life!! Really? How to find balance, meaning and enjoyment in Graduate School" and is cosponsored with the GSA.

- The next “Career Development” program will be a career roundtable for international students to be held Thursday, February 25, from 11:00 a.m. – 12:00 noon in SU 2582-84 and is also co-sponsored with Career Services and the UTLC.
- *Publicity*
 - As you are all aware, UT has a new aggressive marketing campaign, the MORE campaign that has had a strong focus on recruiting new direct from high school undergraduates. Dr. Komuniecki has asked to have the campaign expanded to address adult learners interested in learning more about our graduate and professional programs. In response, Kevin Kucera has asked her to identify a few individuals interesting in working with him and MARCOM on this project. Two College Associate Deans have volunteered their services. Anyone interested in working on this project should contact Dr. Komuniecki as soon as possible.
- *Announcements/Reminders*
 - Congratulations to COBA on their recent successful AACSB accreditation team visit and well as the JHCOE on their recent successful NCATE accreditation visit. We have several more accreditation teams visiting campus this spring, including the NASPAA review of the MPA program (Political Science) and the APA visit (Psychology) in Arts & Sciences.
 - GRAD Forms
Please remind your students to complete their assurances form as early in their career as possible. This is critical in the biomedical areas where human subjects, animal subjects, radiation or biohazardous materials may be used in the student’s research. The GRAD form is available on the COGS website current students’ forms section.
 - Outside Employment Form
This has been revised to clarify several areas and will be posted to the website later this week. Please remember that graduate assistants cannot start work outside the scope of their appointments without completing this form and getting appropriate approvals prior to commencing work. For questions, contact Mary Main in the COGS office.
 - ETD Forms
With the recent GC approval of the electronic theses and dissertations, new forms needed to be created and they are now available for our students on the COGS website under current students’ section. The current deadlines are clearly indicated as well.

Information and Discussion Items

Responsible Conduct in Research Training: Federal Regulations and the UT Response

Dr. James Trempe gave a PowerPoint presentation outlining new federal regulations requiring institutions to: 1) designate one or more persons to oversee compliance with RCR training requirement and, 2) be responsible for verifying that undergraduate students, graduate students, and postdoctoral researchers supported by NSF to conduct research have received training in the responsible and ethical conduct of research. In order to comply with the NSF requirements, UT has contracted with the Collaborative Institutional Training Initiative (CITI) to provide online training modules in the RCR. The CITI program offers RCR core modules that are customized to various discipline categories. To address the new NIH requirement, UT offers two courses that address the topics required by the NIH. “On Being a Scientist” (OBAS; INDI602/802) is a graduate level course offered on the Health Science Campus during the Fall and Spring semesters. “Issues in Research and Scholarship” (ARS2980) is an undergraduate course that covers similar topics and is offered during the Summer session on the Main Campus.

Discussion ensued regarding the rationale for the requirements of the program and various methods of implementation. Dr. Trempe answered questions from the assembled Council regarding the necessity and implementation.

The complete presentation is available on the COGS website at http://www.utoledo.edu/graduate/files/RCR-NSF-NIH_presentation.pdf.

Standing Committee Reports

None.

Organizational Reports

Report of the Graduate Student Association

Mr. Tihai Ponnaiyan, President of the Graduate Student Association, reported planning is well underway for the upcoming UT Midwest Graduate Research Symposium to be held in the Memorial Field House on Saturday, March 20, 2010. The symposium is open not only to graduate students from UT's Main Campus and the Health Science Campus, but also to 24 other universities in the Midwest region including Ohio State, University of Michigan, Cleveland State, Eastern Michigan, Dayton, Akron, Cincinnati, etc. Mr. Ponnaiyan thanked Dr. Komuniecki and Dr. Templin for their support in organizing the event. The deadline for online registration and submission of abstract is March 5, 2010. The flyer has been posted on the COGS and GSA websites. Mr. Ponnaiyan encouraged graduate faculty and graduate students alike to show their support by attending the symposium. In addition, he asked the Council to strongly encourage their students to participate.

Mr. Ponnaiyan informed Council that the GSA had conducted three "Hot Topics" Sessions last week; two sessions on February 16th (one on each campus), and one session on February 17th. The purpose of the sessions was to facilitate a relaxed environment for all graduate students to discuss any student related concerns with the GSA Officers over lunch. Two major topics were discussed:

- *Parking*
A recent news article in UT News featured Mr. Charles Lehnert stating "...there's plenty of parking spaces." Tihai requested the assessment report that this statement was based on and parking statistic be made available to the student body
- *Health Insurance*
Many students felt the need to have better dental insurance included in their insurance plan. Currently, dental insurance at UT costs \$25/annum but plays the role of a discount plan that offers 5-15% discount in few participating dental firms. Can comprehensive dental coverage be incorporated into the current plans?

Old Business

None.

New Business

None.

Adjournment

There being no further business the Council adjourned at 2:00 p.m.