

**Graduate Council Minutes
September 20, 2011
12:30 – 2:00 p.m.
Health Science Campus, Health Education Building, Room 103**

- Present:** Brian Ashburner, Michael Bechill (GSA), Barbaranne Benjamin, James Benjamin, Timothy Brakel, Amanda Bryant-Friedrich, Wendy Cochrane, Mark Denham, Michael Dowd, Mary Ellen Edwards, Brian Fink, David Giovannucci, Amira Gohara, Kay Grothaus, Mohamed Hefzy, Ruth Hottell, Junghwan Kim, Jon Kirchhoff, Patricia Komuniecki, Anand Kunnathur, Sara Lundquist, Joseph Margiotta, Holly Monsos, Timothy Mueser, Surya Nauli, Nick Piazza, Frank Pizza, Susan Pocotte, Patricia Relue, Linda Rouillard, Dorothea Sawicki, Constance Schall, Barbara Schneider (for Benjamin Pryor), Snejana Slantcheva-Durst, Dianne Smolen, Mark Templin, Gerard Thompson, James Trempe, Joshua Waldman (GSA)
- Excused:** Timothy Fisher, Hassan Hassab-Elnaby, Wayne Hoss, Sheryl Milz, Douglas Nims, Randall Ruch, William Taylor
- Absent:** None
- Guests:** Heather Huntley, Penny Poplin Gosetti, James Winkler

Call to Order and Roll and Approval of Minutes

The Minutes of the September 6, 2011 meeting were approved.

The agenda was reordered to accommodate the schedule of guest speaker, Dr. Penny Poplin Gosetti, who is attending this meeting to provide the following HLC Update.

Information and Discussion Items

Status Update of Current Draft of HLC Self Study Report

Dr. Penny Poplin Gosetti, Vice Provost for Assessment and Strategic Planning, was invited to Graduate Council to provide a status update on the current draft of the Higher Learning Commission (HLC) Self Study Report. She introduced Mr. Jim Winkler, the HLC Self-Study Writer, and Ms. Heather Huntley, HLC Project Assistant, who accompanied her to today's meeting to take notes of Graduate Council input as we near the end of the feedback stage before release of a the full and final document. Due to time constraints, Dr. Poplin Gosetti provided a brief overview of Criterion 1, 2 and 3. Dr. Poplin Gosetti spoke on the description, summary and challenges of each criterion as displayed on the PowerPoint presentation 'UT Self Study for the Higher Learning Commission: Discussion and Feedback, Graduate Council, September 20, 2011 - The HLC Study: Shaping UT's Tomorrow.' The HLC is a subset of the North Central Association. The current self study is a compilation of data the UT criterion teams have provided over the past two and a half years.

➤ **Criterion 1: Mission and Integrity**

The organization's mission documents are clear and articulate publicly the organization's commitments.

➤ **Criterion 2: Preparing for the Future**

The organization's allocation of resources and its processes for evaluation and planning demonstrate its capacity to fulfill its mission, improve the quality of its education, and respond to future challenges and opportunities.

➤ **Criterion 3: Student Learning and Effective Teaching**

The organization provides evidence of student and teaching effectiveness that demonstrates it is fulfilling its educational mission.

Discussion

Clarification was asked on Criterion 1d Challenge: 'Principle of shared governance continues to evolve and remains a central challenge.' Dr. Poplin Gosetti responded that the language was included by the self-study team because there is a strong history of shared governance at UT. Mr. Winkler added the team was trying to balance competing interests for faculty input in important decisions with the need for the administration to make decisions quickly in response to rapid changes. He emphasized that the report section titled 'Special Emphasis: A Newly Merged Institution Looks to its Future' provides more details. The merging of cultures, teaching synergies and the economic viability are addressed here. He also noted the language of the document reflects where we were two years ago.

Council suggested the following be addressed in the self study report:

- 1) Current enrollment of fall semester 2011
- 2) Financial data by year
- 3) Number of staff positions lost that provided academic and lab support
- 4) Evidence to support a result of savings from integration of operations before reallocation of resources

Dr. Poplin Gosetti responded that enrollment trends could be included. Financial reports/tables would be available in the resource room along with anything else the site team wants to see. Mr. Winkler noted that layoffs are acknowledged. Comments are welcome on The University of Toledo Self Study 2010-2012 website <http://www.utoledo.edu/accreditation/index.html>.

Dr. Komuniecki urged Council, as graduate faculty, to review the self-study with attention to graduate education so that it is well represented in the report. The self-study may be found on the UT website at <http://www.utoledo.edu/accreditation/>.

Dr. Dowd invited Dr. Poplin Gosetti to the next Graduate Council meeting, October 4th, to finish the overview and get input from Graduate Council.

Executive Reports

Report of the Executive Committee of the Graduate Council

Dr. Michael Dowd reported that the Executive Committee (EC) would like to rotate the EC report from the its members. Today, Mark Templin will present the EC report. Dr. Templin reported that the new electronic curriculum tracking system will soon be fully functional and available, however, in the interim, curricular proposals should completed via paper submission with directions still available on the COGS website, under Graduate Council, Curriculum. Electronic submission instructions will be available soon.

- In order to avoid delays in processing membership applications, the EC has asked the existing membership committee to continue its work in considering applications that have been submitted over the past summer (2011).
- EC discussed concerns over the distribution of college representation on GC that may have arisen as a result of college re-organizations. For example, JHCEHSHS may be underrepresented on GC and in certain GC committees since the merger of the former College of Education and the former College of Health Science and Human Service.

EC has asked that the Constitution and Bylaws Committee to review this situation and bring recommendations back to Council.

- EC is piloting a change, beginning this meeting, in the order of business. Specifically, following the approval of minutes the meeting will begin with reports from: Executive Committee, Graduate Student Association, and the Vice Provost for Graduate Affairs and Dean of the College of Graduate Studies, in that order. EC believes that keeping the reports portion of the meeting together is conceptually cleaner and provides GSA with more visibility within the GC meetings.
- Beginning with the next meeting, EC will ask for a Roll Call at the start of the meeting (rather than the current sign-in system). This change is being piloted to encourage the prompt start of GC meetings.
- Populating of GC committees is continuing. Volunteers should contact one of the EC members.

Dr. Pocotte inquired as to the status of the Bylaws and Constitution Review Committee. Dr. Dowd replied that Dr. Templin, chair, who is seating the committee, is hopeful it will be ready to move forward soon.

Report of the Graduate Student Association

Mr. Michael Bechill, President of the Graduate Student Association, reported that the first 1st monthly General Assembly Meeting is scheduled for September 20, 2011, 6:00 – 8:00 p.m., in the Health Education Building, Room 103. There are only 24 members including officers, so additional members are still needed. The GSA has two members on the HLC self-study team who will provide oral and written reports at this evening's General Assembly Meeting. The GSA staffs its internal committees and its officers serve on several University Committees: Graduate Council, Graduate Council Executive Committee, Academic Standing Committee, Curriculum Committee, Student Advisory Board, Student Activity Council, Student Health Insurance Committee, and the College of Language, Literature and Social Sciences Technology Committee. Lastly, Mr. Bechill expressed condolences from the GSA on the recent death of Mr. Rod Winkle, of the Cooper Tire & Rubber Company, the keynote speaker of the 2010 Midwest Graduate Student Research Symposium.

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

Dean Patricia Komuniecki provided the following updates:

- *Council of Graduate Schools – New Commission on 'Pathways through Graduate School and into Careers'*
CGS and ETS announced the formation of a new joint Commission on 'Pathways through Graduate School and into Careers'. The commission, to be chaired by Pat Osmer, OSU Graduate Dean, will be comprised of university and business leaders that will help guide the development of a new report to be released next April on Capitol Hill. The need to develop a highly skilled workforce was first addressed in a 2010 landmark report "The Path Forward: The Future of Graduate Education in the United States." One major unmet need that the report identified was the understanding of the pathways through graduate school into the world of professional occupations. The current research effort will address issues such as:
 - Graduate student knowledge of career options
 - How students learn about occupational opportunities
 - The role of graduate programs and graduate faculty in informing and guiding students along the path to professional occupations
 - Career pathways that individuals with graduate degrees actually follow

Along with analysis of secondary sources, the report will build on new data that will be gathered through:

- A survey of past and current graduate students

- A survey and focus groups of graduate deans
- Interviews with employers

The report will contain recommendations for policymakers, business leaders, and university leaders, and will be widely disseminated to stimulate a national conversation about why understanding the pathways through graduate school and into careers is important.

- *Graduate Faculty Information*

COGS now has one Graduate Faculty Database that resulted from hard work by Ms. Terri Hayes and Ms. Michelle Arbogast to merge the two different databases from the MC and HSC that existed prior to the merger. This new database will make it easier for colleges to get lists of their graduate faculty to hold elections for their GC representatives and facilitate quick review of the Graduate Faculty status of thesis and dissertation committee members (to avoid non-grad faculty appointments as chairs or members).

At the last GC meeting, the Membership Committee provided its report, and as a result, COGS has now added 76 new Graduate Faculty to our existing roster of 746, and after adjusting for retirements, etc., the new Graduate Faculty is 774! -- very exciting news for graduate education at UT. Given that we have almost 5,000 graduate students and 774 Graduate Faculty, we are the largest college on campus.

- *COGS Points of Pride:*

- For the first time UT is welcoming four Graduate Fulbright Scholars this year. There are 3 doctoral students in 3 different colleges:
 - Mr. Christopher Adika from Kenya to Electrical Engineering/COE
 - Mr. Nuraksa Makodian from Indonesia to Manufacturing and Technology management/COBI
 - Mr. Roman Madzia from the Czech Republic-Philosophy/LLSS
 - Ms. Gesnita Nugraheni from Indonesia to the Master's program in administrative pharmacy/COPPS
- For the first time COGS has recruited four McNair Scholars to UT, all in healthcare areas; two students to the JHCEHSHS:
 - Ms. Quanisha Burnett-to the DPT program
 - Mr. Ryan Schuh to the PhD program in Exercise Science and
 - Ms. Kelly Jackson to the Clinical Nurse Leader program (CON)
 - Ms. Elizabeth Ball to the MPH program (COM)

- *COGS Website Update*

- As a reminder, the "Graduate" tab on the UT portal that is the one-stop spot for links to all the COGS website information. It is very useful for graduate student advising and as a reminder about policies, procedures and deadlines.
- The Orientation materials, as well as the required supplemental modules, are now ready for new graduate students to review and complete.
- Fellowship Opportunities (extramural) - Please have your current students check the COGS Website regularly as it is updated with new information at least weekly. Two new solicitations include the call for Fulbright Fellowships for Graduate Students-deadline is October 17, 2011. (<http://us.fulbrightonline.org/overview.html>) and one for the NSF-Graduate Research Fellowship Program (GRFP). Deadlines vary by discipline, ranging from November 14-18, 2011 (<http://www.nsfgrfp.org/>).

- *Information Updates*

- Fall 2011 Graduation Deadlines

- Applications for graduation are due to COGS this Friday, September 23, 2011. After that date, advisor's signatures are required. New this fall, is that the application is available online from the COGS website.
 - Degree Audits will be emailed to students within the next few weeks so that the students can take care of any incomplete requirements (such as PR grades). It is important that they check their official UT email for these communications.
 - November 18, 2011 is the deadline to upload theses and dissertations to OhioLINK, so the formatting review deadlines two weeks prior to that date (Friday November 4, 2011).
- Professional Development Programs: The first program of the AY 2011-12 will be held this Thursday, September 22, 2011 from 12:00 -1:30 pm in Student Union 2591. The topic is "Graduate Students: Career Exploration and Self Assessment". Please encourage your students to attend. The rest of the COGS programming is being finalized this week and the complete list should be posted by early next week. As in the past, programming will include ETD and Writing Workshops.

Information and Discussion Item

Impact of the Federal Budget Control Act of 2011 on Graduate Students

Dean Komuniecki along Associate Dean Sawicki recently attended a Council of Graduate Schools (CGS) webinar that put into context the effects of this budget control on graduate students. Dr. Komuniecki referred to the PowerPoint presentation 'The Budget Control Act of 2011, Impact on Graduate Education, September 12, 2011' by CGS Vice President for Governmental Relations Patty McAllister. Essentially, \$18 billion will be taken from the Stafford program that previously subsidized graduate students (graduate students did not pay loan interest while in their programs). As of July 2011, that will change and over the next 10 years that funding will be used for Pell grants to undergraduate students. Nationally, about 40% of graduate students have gotten subsidized Stafford loan support. Loan discounts incentives are being removed. Ms. Carol Baumgartner, Director of Financial Aid, is working on creating a summary sheet as to how this will affect our students. Obviously, there is national concern over graduate students being able to continue their education without this financial support. CGS asks us to contact our congressmen to express concern and ask them to support graduate education and remind them of the link between graduate education and competitiveness/innovation. Suggestion: contact local senators/representatives on the bipartisan Joint Selection Committee on Deficit Reduction. Senator Rob Portman (OH-R) and/or Congressmen Dave Camp (MI-R) and Fred Upton (MI-R).

There was a suggestion that a template letter and links to congressional representatives be provided to the graduate faculty so that a collective response could be submitted.

Enrollment

Dean Komuniecki reported that based on the fall semester 15th day report, that this fall we had 4,766 graduate students-down from 4,955 last fall, (-189 headcount) which represents a 3.8% decrease. At the FTE level, last fall we were had 3,389 and this year we had 3,228 (-161 FTE)- a 4.75% decrease. The good news is most colleges had flat or increased enrollment figures. However, two colleges took a big hit: the Education side of JHCEHSHS and the College of Business and innovation. JHCEHSHS had a predicted decrease in master's level students due to a change in policy in State of Ohio. The mandatory financial incentive and additional pay for obtaining a master's degree has been removed. So, at UT there was a decrease of 132 in headcount which translated to an 18.2% FTE decrease in Education programs. In addition, COBI was down 31 students in headcount resulting in a 13.2% FTE decrease. Another factor, observed in the decreased enrollment, could be the result from our tuition and fee structure. We are now at the top of the USO universities. We are likely pricing ourselves out of the market. Of note is the fact that Lourdes and BGSU have similar programs in Education and Business.

We need to be sized and priced right. Further, our stipend budget has been flat for 10 years compounding this financial issue. Deans will be meeting with the Chancellor and Provost this week to discuss strategies to improve enrollment going forward. Dr. Komuniecki stressed she is working to address these issues.

Dr. Dowd remarked that the enrollment decrease was not as steep as originally projected at 12%, thanks in large part to Dr. Komuniecki's hard work toward obtaining additional resources to address the issue, in the form of an additional \$1.2 million in graduate tuition scholarship support. Dr. Komuniecki worked closely with the Council of Graduate Associate Deans to develop the plan to target those funds to increase enrollment. In addition, the ProMedica initiative, which provided ProMedica employees the same tuition benefit as UT employees, resulted in 85 employees signing in at our graduate information tables and 72 of those turned into matriculations. Ms. Debbie Andrews, Manager of Graduate Admissions, worked exceptionally hard to recruit new graduate students at eight ProMedica sites. The primary areas of interest were business and nursing. It is anticipated that many of these students will be converting from non-degree seeking status to full degree program matriculations by spring term. Given the short time frame before term for the ProMedica initiative, many were not able to complete full applications prior to the start of fall term. Many of these adult working professionals may be interested in obtaining a graduate certificate and Dr. Komuniecki encouraged the graduate faculty to discuss the creation of new certificate programs that can be established relatively quickly without increasing faculty workload. Certificates involve packaging 12–18 hours of courses, typically bundling courses already being taught around a specific theme, then seeking approval through the standard new program process.

Standing Committee Reports

Report of the Membership Committee

None.

Report of the Curriculum Committee

None.

Old Business

None.

New Business

None.

Adjournment

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