

Graduate Council Minutes
September 6, 2011
12:30 – 2:00 p.m.
Main Campus, Student Union, Room 2582

Present: Brian Ashburner, Michael Bechill (GSA), Barbaranne Benjamin, James Benjamin, Timothy Brakel, Amanda Bryant-Friedrich, Wendy Cochrane, Michael Dowd, Mary Ellen Edwards, Brian Fink, Timothy Fisher, David Giovannucci, Amira Gohara, Kay Grothaus, Hassan HassabElnaby, Mohamed Hefzy, Junghwan Kim, Jon Kirchhoff, Patricia Komuniecki, Anand Kunnathur, Mark Denham, Sara Lundquist, Joseph Margiotta, Sheryl Milz, Holly Monsos, Timothy Mueser, Surya Nauli, Douglas Nims, Nick Piazza, Frank Pizza, Susan Pocotte, Patricia Relue, Linda Rouillard, Constance Schall, Barbara Schneider (for Benjamin Pryor), Snejana Slantcheva-Durst, William Taylor, Mark Templin, Gerard Thompson, James Trempe, Joshua Waldman (GSA)

Excused: Randall Ruch, Dianne Smolen, Dorothea Sawicki

Absent: Wayne Hoss, Ruth Hottell

Call to Order and Roll and Approval of Minutes

The Minutes of the April 5, 2011, April 19, 2011 and May 3, 2011 meetings were approved.

Executive Reports

Report of the Executive Committee of the Graduate Council

Dr. Michael Dowd, Chair, welcomed continuing and new Council members to the AY2011-12 Graduate Council. Each new Council member was asked to stand and introduce themselves. Dr. Dowd also introduced Dr. James Trempe, Vice President for Research, new ex officio member of both Graduate Council and the Graduate Council Executive Committee. Dr. Trempe said he is looking forward to working with the Graduate Council and that graduate education is the lifeblood of research at our institution and we are stronger because of it. Members of the GCEC were reintroduced. Dr. Dowd reported that the Graduate Council Executive Committee (GCEC) activities over the summer months included:

- Addressing membership issues to populate vacant positions for representatives to Council. Representatives from Nursing and Medicine are still needed.
- Preliminary work has begun on assignments to standing Graduate Council committees. Vice Chair Nick Piazza has been leading that effort.
- Future items for Discussion with the Graduate Council include:
 - Graduate Student Health Insurance
 - Fees paid by Graduate Students

Dr. Dowd remarked that the Graduate Council has very important work ahead and he asked Council members to ask their constituents what issues should be brought to and addressed by Graduate Council. He also asked Council members to report back to their constituents on discussions and decisions of the Graduate Council.

The order of the agenda was changed to accommodate special guest, Provost William McMillen.

Information and Discussion Items

Discussion with Provost William McMillen

Dr. McMillen remarked he had arrived from a luncheon with visitors from Aichi University in our sister-city in Japan. We have had this exchange program with them for five years and this is the first time they had representatives visit the University of Toledo. This is part of our continued effort to grow student exchange programs. The programs have been consolidated under the International Programs office, located on the first floor of Snyder Hall adjacent to the American Language Institute.

Dr. McMillen spoke to the status of the Higher Learning Commission (HLC) self study review currently underway at UT. He remarked that the 3rd draft of the self-study is under review and faculty are urged to review online. Dr. Penny Poplin Gosetti will lead the review of Criterion 2 at this week's Provost's Staff Meeting. Each section is being reviewed at these weekly 1 ½ hour meetings. In addition, Dr. McMillen stated that Dr. Poplin-Gosetti would welcome the opportunity to speak to groups on the self study. The HLC site visit is scheduled for February 27, 28 and 29, 2012.

In discussing the current budget, Dr. McMillen stated that \$3 million is targeted for a faculty hiring plan. The Deans involved submitted recommendations and faculty hiring is going on at the national level. The University is committed to replenishing tenure and tenure-track faculty members because it is the right thing to do. With yesterday being the Labor Day holiday, the actual 15th day of the fall term, enrollment numbers should be released today from Institutional Research. Dr. Geoffrey Martin has taken over role of Director for Institutional Research along with Mr. Terry Roemer, Manager of Assessment and Data Management. A total decrease of 2% is anticipated, particularly in master's programs in Education, since the Ohio Department of Education no longer requires master's degree for teachers. Direct from high school numbers should be flat. However, a decrease in freshman to sophomore is a concern. To address enrollment, what we are or are not doing, Dr. Jacobs has convened an admissions summit at 2:00 p.m. today that expands across the campus; Deans, Associate Deans, Admissions, etc.

Question and Answer Session

What number of faculty positions can be expected from the \$3 million hiring plan?

As many as possible. Certain areas need start up and there are different levels of salaries. Each Dean has provided priorities, but typically between one and four requests. We desire to make an impact by hiring nationally known figures while being mindful of diversity in the institution.

How are the new schools doing and what is their impact on graduate education?

The schools concept was embraced during reorganization and they are moving along well on their own. The Deans have kept me apprised. You can bring your ideas to me for strengthening the schools. Guidelines have not been issued.

Is there recognition of low-balling candidates considering that the University has already lost faculty candidates due to uncompetitive salaries?

The faculty and college decide on those amounts.

With regard to the HLC, what is the planning process and how will it continue benchmarking?

In reading the Criterion, we see that we had a Strategic Plan that was five years old, which was updated last year as Directions 2011. The Strategic Plan is often cited as an answer to an HLC criterion and we show examples that fulfill our Strategic Plan. We are not talking about another Strategic Plan at this point.

Dr. Komuniecki added that she was asked in May to make a presentation to the Board of Trustees on progress toward the sub goals of Goal 2 of Directions 2011 'Graduate and Professional Academic Programs'. Others co-conveners are being asked to do that as well, so there is interest in progress. We are benchmarking by using Directions 2011 as a guide.

Graduate programs receive a lot of applications in fall and faculty wish to make offers promptly, but there is a delay in the release of budget allocations for assistantships and stipends from the central administration. Can we bump that back?

There has to be. The budget process was difficult in the whole spectrum. Some deadlines were not academically friendly and that needs to be addressed this year. The same is true for faculty hiring; it has to be timely. The finance aspect is part of the summit meeting today.

There has been a lot of discussion regarding decreasing enrollment this fall and there is concern that UT is losing students and faculty because of cost. Graduate students are concerned that UT now has the highest tuition and fees in Ohio and the cost of student health insurance is very high, yet fees continue to increase.

Hopeful that discussion begins today with fees being better vetted. Deans were put under tremendous pressure to make cuts and where cuts were impossible, the result was higher fees. Student health Insurance needs review to seek competitiveness in cost and to insure there are no gaps in coverage.

Does UT have interest in Ohio Board of Regents idea of an enterprise university?

Dr. Jacobs plans to attend the IUC president's meeting next week. He is not in favor of UT becoming a charter enterprise university. There are too many unanswered questions. The reduction of rules and regulations is interesting and could be modified. During the Board of Trustees meeting with the Chancellor and university Presidents a few weeks ago, Mr. Jim Petro outlined the enterprise university and by definition the universities who would be interested and benefit would be Ohio State, Cincinnati and Miami. There is not much discussion of urban universities with a wider breadth interested in going in that direction.

Faculty hiring plan when discussed by the board, was contingent on faculty workloads, is that still the plan?

That has not been brought up.

Considering the \$3 million faculty hiring plan and the Board's Finance Committee announcement that UT has a financial surplus of \$7.9 million, state-share of instruction (one-time money) and other budgeted lines, the re-occurrence of such budgeted lines could augment faculty hiring and the stipend levels of graduate assistants.

We know that state subsidy varies with enrollment and other variations within OBR. However, graduate study at UT is a leader and we would like to see investment in it. Research and graduate education support one another.

Dr. McMillen thanked Graduate Council for the opportunity to join them at today's meeting.

Comment/Discussion

There was discussion that an enterprise university can sell its assets using tax dollars; a non-enterprise university cannot. It was noted that the hospital is not state supported.

Since a significant portion of the budget surplus came from academic affairs, it would make sense that it return to that area.

With regard to release of assistantship budgets, Dr. Komuniecki recommended that in order for UT to be competitive and timely in recruiting and enrollment for graduate students, assistantship offers need to be made in January. Otherwise, students choose to go elsewhere. It is a buyer's market. In addition, given that stipends have been flat for ten years and given the steady increases in health insurance and fees, students must make their decision on what makes financial sense for them. We will see improvements in enrollment by addressing these issues.

Standing Committee Reports

Report of the Membership Committee

Dr. Mohamed Hefzy, Membership Committee chair, reported that during the summer, the committee reviewed two groups of applicants; 25 applicants at end of spring and 24 applicants in early June. Toward the end of June, approximately 20 additional applications were received. The Membership Committee is comprised of 8 members, with a graduate faculty representative from each college, with one member not participating. The Membership Committee reviewed 49 applications and will resume review of the remaining applications after it receives guidance/authorization from the GCEC to continue. The Membership Committee is seeking a member from the College of Business and Innovation as well as appropriate representation based on the restructured colleges. Dr. Hefzy presented the following report. Motion to accept report. Report accepted.

Spring 2011: List 2 – April 2011							
College	Full	Associate I	Associate II	Adjunct	Special	Returned	Total
Business							
Education*	2		1	1			4
Engineering	5						5
HSHS*			1		1		2
Law		1					1
LLSS	7			1			8
Medicine							0
NSM				1	1		2
Nursing			1				1
Pharmacy	1						1
VPA	1						1
Total	16	1	3	3	2	0	25

Summer 2011: List 1 – June 2011							
College	Full	Associate I	Associate II	Adjunct	Special	Returned	Total
Business	1						1
Education*	1	1			2		4
Engineering				1			1
HSHS*							0
Law	1						1
LLSS	3				1		4
Medicine	1	2	1				4
NSM	2			2	1		5
Nursing							0
Pharmacy							0
VPA	2	1	1				4
Total	11	4	2	3	4	0	24

Dr. Dowd thanked the Membership Committee for its work during the summer.

Dr. Dowd stated that the GCEC is in the process of staffing the standing committees. Council members were urged to volunteer for their preference of committees to serve and should notify Ms. Terri Hayes. Where there are vacancies, Council members will be contacted.

Dr. Dowd asked Council to bring issues from their colleagues so that the GC can lead in this area. The GCEC will bring forth issues of concern to the Council, including graduate student health insurance and fees and invite university personnel to Graduate Council who work with our student health insurance. Other issues for discussion will be financial and program review.

Dr. Komuniecki noted that an ad hoc committee chaired Mark Templin will be organizing to review and revise the Bylaws as necessitated by restructuring, and so that it is compliance with its operating procedures.

Dr. Sheryl Milz inquired as to the cycling of new representatives from the College of Medicine since all reps. currently have the same expiration term since all were elected to Council for the first time in fall 2009. Dr. Dowd replied that the next round of college elections would include staggered terms.

Report of the Curriculum Committee

Dr. Patricia Relue, Graduate Curriculum Committee Chair, presented the recommendations of the committee that were reviewed during the summer. Council approved unanimously.

NEW COURSES

NSM	Physics and Astronomy	PHYS:6280	Photovoltaic Materials and Device Physics	Fabrication and characterization of solar cell materials & devices, addressing materials science and physics of substrate
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				preparation, absorber and window deposition processes, metal contact formation, and measurement of physical properties. 4 hr lab + 1 hr lec per week. Cross list with PHYS 7280
NSM	Physics and Astronomy	PHYS 7280	Photovoltaic Materials and Device Physics	New laboratory course cross-listed with PHYS 6280
MED	Bioinformatics & Proteomics/Genomics	BRIM:620	Biomarker Discovery, Validation and Implementation	New course in the BRIM certificate program addressing clinical needs and approaches to biomarker development and biomarker use in individualized medicine
MED	Bioinformatics & Proteomics/Genomics	BRIM:820	Biomarker Discovery, Validation and Implementation	cross-list with BRIM 620
JHCOEHSHS	Educational Foundations and Leadership	HED:6120	International Education	New course cross-listed with TSOC 6/8120 and HED 6120
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LLSS	English Language and Literature	ENGL:5210	Issues in ESL Writing	New course cross-listed with ENGL 4210 and LING 4/5210
LLSS	English Language and Literature	LING:5160	Phonology and Morphology	New course cross-listed with LING 4160. Introduction to the patterns and rules which govern the production of human speech, including a review of phonetics and a study of various explanatory theories.

COURSE MODIFICATIONS

LLSS	Economics	ECON:5150	Advanced Macroeconomics	change in hours from 3 to 4
LLSS	Economics	ECON:5200	Advanced Microeconomics	change in hours from 3 to 4
LLSS	Economics	ECON:5810	Econometrics I	change in hours from 3 to 4
LLSS	Economics	ECON:5820	Econometrics II	change in hours from 3 to 4
NSM	Physics and Astronomy	PHYS:6180	Graduate Atomic and Nuclear Physics Laboratory	change of name and catalog description
NSM	Physics and Astronomy	PHYS:7180	Graduate Atomic and Nuclear Physics Laboratory	change of name and catalog description
JHCOEHSHS	Counselor Education and School Psychology	COUN:7930	Doctoral Research Seminar	change cr hrs from 3 to 4

JHCOEHSHS	Educational Foundations and Leadership	TSOC:6120	International Education (<i>Comparative Education</i>)	Course modification to cross-list with HED 6/8120; eliminate pre-req; change course description
JHCOEHSHS	Educational Foundations and Leadership	TSOC:8120	International Education (<i>Comparative Education</i>)	Course modification to cross-list with HED 6/8120; eliminate pre-req; change course description

PROGRAM MODIFICATIONS

NSM	Physics and Astronomy	Master of Science in Physics, Professional Degree in Photovoltaics	replacement of PHYS 6180 with PHYS 6280 (no change in hours)
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Executive Report

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

Dean Patricia Komuniecki provided the following updates:

- *Graduation Statistics for AY 2010-11*
COGS is still clearing students for summer graduation, but through fall and spring has already graduated 745 students: 482 master's, 190 doctoral (including PharmD) with about another 300 students being cleared for summer 2011 graduation.
- *Admissions/Enrollment*
COGS handled 3,612 applications (about 270 more than for fall 2010) and accepted 1,313 students (including ~200 as non-degree seeking) on our two campuses. Even though applications and admits were up this fall compared to last fall, our overall enrollment is still down ~2%. This afternoon there is an admissions summit meeting of senior leadership with college deans to discuss admissions issues at both the undergraduate and graduate levels.
- *Orientations*
COGS welcomed almost 800 students at the MC and HSC Orientations, and more than 200 students also attended the TA training session on the MC. As you may recall, orientation is now mandatory and for students that could not attend the face-to-face sessions on campus, we lecture captured the sessions - they should be available online today. In addition, there are three new supplemental modules that all new graduate students must complete; these cover Academic Integrity, Diversity, and Harassment and all new students have been sent the live links to these modules. As a reminder, the \$100 orientation fee is one-time – the same as Rocket Launch.
- *Graduate Program Review (snapshot)*
Dr. Komuniecki explained that the COGS Program Review 'snapshot' is halfway toward completion. This process will phase into the University's cyclical program. Associate Dean Susan Pocotte who is coordinating the COGS process is on the ad hoc committee lead by Dr. Penny Poplin Gosetti to define University process. The committee has been meeting weekly for a month and at their meeting on Monday, was joined by consultant, Barry Cohen. Since the Graduate Program Review Committee (GCPRC), the Graduate Faculty, and the Graduate Council are engaged in setting standards, they should have input on data collections and rubrics.

- **Doctoral Program Review**
Over the summer the GCPRC completed its review of the 38 doctoral programs (27 degrees), and the committee chair, Dr. Max Funk, presented the report to COGS last week. Dean Komuniecki thanked the GCPRC for its hard work over the past six months— their efforts are much appreciated. The Dean is currently preparing her recommendations that will be discussed with the College Deans prior to submission to the Provost and Chancellor next month.
- **Master's and Certificate Program Review**
Several weeks ago, the templates for the 103 master's and certificate program review were distributed to colleges so that they can verify the IR data tables and complete tables with additional information, such as placement, papers and funding-that is not currently tracked by IR. The deadline for the return back to COGS is November 1st, and then the GCPRC will commence their review, which will take several months. The target is to have the COGS recommendations to the Provost and Chancellor as early in spring term as possible.
- **HLC Self Study**
Dr. Komuniecki reminded the Council and all Graduate Faculty to please take the time to review the current HLC Self-Study draft <http://www.utoledo.edu/accreditation/>, especially as it relates to the inclusion of information about graduate education at UT.
- **COGS Staffing**
Some staffing changes have recently occurred in the Student Services area on the COGS Main Campus office: Ms. Karen Mockensturm is now working with the College of Pharmacy and Ms. Kim Dusseau is now a Business Services Officer in NSM-Physics & Astronomy. COGS has made arrangements to cover the academic services area by bringing in temporary workers (former COGS GA's) to cover professional development: Ms. Teri Green is working with thesis/dissertation services and Mrs. Elissa Falcone is working with graduation clearance, so we hope that you will not see any delays in student paperwork processing. Please let Dr. Komuniecki know if any issues arise.

Election of Graduate Council Representatives to Research Council

Dr. Dowd reported that the GCEC has identified four nominees by research area to the Research Council (listed below). The Graduate Council and Faculty Senate identify their appointments, and other areas are identified by Dr. James Trempe as presidential appointments. The candidates have agreed to serve if elected:

- Dr. Jerzy Kamburowski, College of Business and Innovation - Information Operations and Technology Management
- Dr. Gregory Stone, JHCOEHS - Foundations of Education
- Dr. Zeljko Cuckovic, College of Natural Sciences and Mathematics - Mathematics and Statistics
- Dr. Sasidhar Varanasi, College of Engineering - Chemical and Environmental Engineering

Continuing Representatives are:

- Hans Gottgens, College of Natural Sciences and Mathematics - Environmental Sciences
- Joel Lipman, College of Languages, Literature and Social Sciences - English

Nominations from the floor were requested:

There were no nominations and no additional discussion. Council unanimously approved the identified slate of nominees. Their terms will be staggered as 1-, 2-, and 3-year appointments.

Organizational Reports

Report of the Graduate Student Association (GSA)

Mr. Michael Bechill, President of the GSA, introduced himself and Mr. Joshua Waldman, Vice President of the GSA. He reminded Council of the new domain name of the GSA' website www.utoledogsa.com, which is updated several times per week. Our general assembly, representative body of GSA used to meet the third Wednesday of the month, may change to the third Tuesday of the month. The Travel reimbursement program, which reimburses students who go to conferences and symposia, has been revamped to allow reimbursements per academic year at up to \$300 for an active member and up to \$150 for a non-active member. Other differences include a pre-trip online form and post-trip university form. The difference in the reimbursement of active vs. non-active status encourages graduate student representation from each college. Each college must be represented for students to be eligible. Fall 2011 is a buffer semester to ease into the "play to pay" policy.

Mr. Joshua Waldman reported that the 3rd annual Midwest Graduate Research Symposium has been slated for Saturday, March 24, 2012. Last year UT hosted 170 students from 10 other universities in Ohio, Indiana, and Michigan. This is a great opportunity to showcase our research. Since the symposium represents all areas, the GSA seeks judges in business and the humanities in addition to the judges in the STEM areas. They may be faculty or post-docs. In addition, the GSA requested Council assistance in recruiting student participants as well.

In response to questions from the Council on college representation to the GSA, Mr. Bechill responded that only one person from each college is needed, although more are welcome. He noted that for convenience of students, the meetings alternate on each campus.

Dr. Dowd urged faculty support for the GSA as it was near non-existent several years ago. But through the tremendous leadership and dedication of Mr. Bechill, Mr. Waldman and others, the GSA is once again a thriving graduate organization. Dr. Komuniecki added the new graduate student fees support graduate student travel, the spring symposium and professional development programs.

Old Business

None.

New Business

None.

Adjournment

There being no further business, the Council adjourned at 2:07 p.m.