

Natural Sciences and Mathematics Council  
Meeting Minutes for January 24, 2017  
Student Union 2579 3:30 – 5:00 PM

Call to Order

- **Presiding:** – Tim Mueser
- **Present:** – William Taylor (acting secretary), Hans Gottgens, Yanfa Yan, Charles Odenthal, Kevin Gibbs, Kathy Shan, David Krantz, Michael Cushing, John Bellizzi, Deborah Vestal, Sibylle Weck-Schwarz, Brenda Leady, Edith Kippenhan,
- **Absent:** Don Stierman, Sandip Janda (student representative - excused), Nadine Sarsour (student representative-excused), Jim Anderson
- **Others Present:** John Plenefisch (ex-officio), Bruce Bamber (Past Chair, ex officio),

**Approval of Minutes**

Tim: Motion to approve minutes from December meeting.

Motion carried.

**Unfinished Business**

Tim: I have now posted our bylaws on the NSM webpage. The bylaws indicate we are missing a committee on constitution and rules – this should be working on the grievance issue.

David: In past years, it was drawn from the executive committee

Tim: We need to generate a College Policy document – currently this document is a holdover from Arts and Sciences. The grievance policy needs to plug into this.

Charles: How much is laid out in University Policy.

Tim: Policies are there, but there are places that do not match the University.

John P: We inherited this from A&S, they may be out of date. The Constitution and Rules committee has to update this and bring back to council for vote.

Tim: Yes and share with students. The document needs to be fixed before the grievance document is generated.

Charles: We dropped the foreign language requirement, where is this reflected if not in the policy.

John P: It was approved by faculty senate, and is in the College catalogue.

**Reports from Faculty Senate (David Krantz):**

David: 15-week semester approved by faculty senate and the board of trustees, small committee working on priorities, and large committee working on specifics which have to be in place by March for registration. Strategic planning – intend to have report by end of Spring semester. Including priorities, actions and metrics. Finance and strategic planning committee

with faculty input have met regularly; budget assumption and options are reasonable. Provost Hsu working on more consistency with faculty tuition waiver.

Edith: If on health science campus with child in medical school gets waiver, but main campus graduate school is excluded from waiver. In June 2020, the policy will become consistent with main campus.

David: At the State level there will be review of duplicate and low enrollment programs. Geology program may be reviewed.

John P: Maybe also the BA programs.

David: State wants the BOT to report on potential actions by December. With the 15-week calendar, recommendation is class time to be 55 min or 80 min with 15 between classes. Keeping fall break, but challenge to have consistent schedule for each day. 50% of our classes are 2 days per week, which complicates implementation. Also need to consider numbers of students enrolled in these courses.

Edith: On the faculty senate page there is a powerpoint posted with proposed start/stop times. Also need to coordinate Engineering, Math and Chemistry.

David: Still for Fall implementation. If you see problems at the Department level be pro-active. We are back in program review cycle required by State and Higher Commission needed for accreditation. There will be an attempt to get more review information back to us.

Sibylle: Provost Hsu indicated that program review information will drive allocation. Also consolidating graduation ceremonies – will be outside for Spring.

### **Graduate Council Report (John Belilizzi).**

John B: We discussed the schedule change. Departments need to look at how the change will affect graduate personnel forms. Dean Bryant-Friedrich talked about the English testing, will be expanding the tests that are suitable for admission to the graduate school to ILS and Pearson proficiency meaning more options for international students. Also discussed a request for proposals for new graduate programs, example 3+2 or 4+1 BS/PhD programs and professional science Masters. Anyone can submit a proposal (faculty, staff, students). The full proposal will be overseen by a graduate faculty member. There is an internal search for an Associate Dean for Academic and Student Affairs at the graduate school. Policy review is taking place at graduate school.

John P: The Graduate Student Association asking for judges for the Midwest symposium in April.

Edith: 60-100 undergraduate students are invited to the Midwest symposium as recruiting tool.

### **Reports from Curriculum Committee (John Bellizzi)**

John B: Two courses Chem 5170 (second year summer lab course) and Chem 5230 (DL course on sustainable energy and materials) for our Masters in Education in Science program. These are second year courses for a program that started last year.

John P: Are there pre-requisites?

John B: Yes, graduate status a passing grade in Chem 5160.

John P: Do other students take these courses, not in the MES program?

John B: Discussion in the Department was not to exclude other students, but not clear that there is another audience.

David: Is there a similar undergraduate course?

John B: Not that integrates in the same way.

Mike: How did we pass a program but not some courses in the program?

John P: It may have gone through education.

John B: Call for a vote to approve the new courses.

Motion approved.

### **Reports from NSM Chairs' meeting: Tim Mueser**

Tim: New director of Accessibility and Student Disability Services, Enjie Hall. She mentioned that we need to accommodate flexible attendance for students that may have episodic disability. She mentioned that there are issues finding note-takers.

David: Problem is finding responsible and good note-takers. In the past I have requested copies of the notes from SDS to see if they are doing a good job.

Edith: It is the responsibility of the instructor to find note-takers.

Tim: Another new hire, Stephanie Sanders Interim Vice President Division of Enrollment Management. Enrollment is up 219 students (4.4% increase) for NSM. There is strategic planning for enrollment, which will include marketing approach. We discussed our emphasis on scholarship – we recruit by decreasing tuition.

John P: On our web, we sell two things: scholarships and football. Stephanie wants to revisit this. We have almost highest discount rate in Ohio, which affects our budget. Also, scholarship day will be re-branded, details not set. The Dean reported on a meeting with the Provost and Deans – UT events calendar will have master internal and external calendar.

John P: There will be a new catalogue coming online this year – gone to Departments for proofing.

Tim: Curriculum tracking will be integrated as well. Dossiers for promotion and 5 years assessment will go electronic next fall. Will start with new hires this year coming up. Also, want to relay that there is an active learning classroom WO2238 capacity of 39 students.

John P: It will have 6 desks (6-7 students) each desk with a screen and ports to plug in BYO device to project on the screen. Instructor can project on all screens. There is a similar room in UHall. Rob Stevens in Biology can help if you have questions.

Deborah: Planning another in the Field House.

Tim: Adam in student services mentioned that Jillian Taylor is moving to a new post in the University. Our new advisor is Jackie Kosier.

Bruce: Incomplete grades can now be rolled to something other than an F.

Tim: Adam sent a description to advisors. There is a document instructors need to fill out with the student that indicates what they need to do to fulfill the incomplete. This helps in tracking.

## **Committee Reports**

### Textbook affordability (Brenda Leady)

Tim: There is a format for a formal report – it needs to go to council for vote and then to the Provost.

Brenda: The report will include the efforts that each department is making to reduce textbook costs. Also, what books are being used. We also have a representative from the library to help find other resources we can look at.

Tim: On the subject of reports, there are progress reports and formal reports. I want you to be aware that there is also a minority report: If somebody has a disagreement with any report from this committee they have privilege to write a rebuttal – i.e. a minority report.

### Policy on academic grievance (Tim Mueser)

Tim: We are first working on the policy document then plugging in the grievance document. Some of this information (the grievance document) is already on the web in the undergraduate handbook. Right now what is missing is the structure in the College. Note, the student drives the steps. If the students are not satisfied at any level, they need to raise the issue at the next level. The grievance committee needs to be populated before the semester starts, i.e. a standing committee, it cannot be populated ad-hoc. We can satisfy this requirement this year by using the previously formed academic grievance policy committee to act as the grievance committee. The policy committee was previously formed at the beginning of the year (i.e. not ad-hoc). I ask for endorsement of this committee – motion accepted. Whether going forward this is College committee or Council committee may require change to College constitution.

John P: When you update the College policy document you can change the wording there to indicate that it is a Council committee

Tim: This is a working document that does not have to go through faculty vote – the Dean has final say. The grievance policy should be submitted to legal to make sure it is OK, the bylaws will state what we are tasked with.

David: The workload on this committee could be high. If it is set up as a College committee (like CCAP) drawn from general faculty there will be turnover.

Edith: A council committee will be faster, should include two student members.

Tim: I asked Adam Hintz to be ex-officio member.

Hans: Students should be nominated by student government,

Kathy: For now we can invite the two students elected as NSM representatives.

David: They should be our majors and should be voting members.

Edith: And 3<sup>rd</sup> or 4<sup>th</sup> year at UT.

Meeting Adjourned 5:15