

# Graduate Council Minutes

September 12, 2014

**Attendance:** Tim Anderson, Steve Bergmeier, Sonsoles De Lacalle, Steve Howard, Jennifer Horner, Janet Hulm, David Koonce, Jody Lamb, Shawn Ostermann, Ann Paulins, Krisanna Machtmes, Brian McCarthy, Martin Mohlenkamp, Hashim Pashtun, Erik Ramsey, Anirudh Ruhil, Joseph Shields, Carl Smith, John Strohl, Gursel Suer, and Katherine Tadlock.

**Excused:** Austin Babrow, Ken Cutright, Michelle Ferrier, Andrea Frohne, James Lein, Jundong Liu, Vladimir Marchenkov, and Christine Mattley.

**Convened:** The meeting was convened at 3:09 pm.

## 1. Approval of Minutes of the May 2, 2014 meeting

The minutes of the May 2, 2014 meeting were approved.

## 2. Chair's Report (Brian McCarthy for Christine Mattley)

Brian asked members to introduce themselves.

Brian informed members that Chris has been in touch with David Ingram (chair of Program Review committee) and David Thomas (chair of UCC) regarding the bridge committee and it seems to be working fine. Tim Anderson said that the purpose of the bridge committee is to ensure that the Graduate Council has input in the program review process. The bridge committee allows for the Graduate Council to be involved in the program review process at an early stage. Sonsoles said that so far only one review had come forth last year and there is probably one in the pipeline. She added that the original document prepared by the program and submitted for review was not made available. And, the document she reviewed was the 'program review'. She added that the process needs to be revisited to ensure that all documents are made available in a timely manner.

Discussion focused on the membership of the bridge committee. Jen said that the language that was approved by faculty senate was for the bridge committee that would work with the programs committee and not the program review committee. The programs committee reviews new programs that are being proposed and is currently chaired by Kelly Broughton. She said that, maybe a bridge committee is required for the program review committee as well. It was noted that once a program review is presented at UCC, the council votes on it and sends its recommendations to the Provost. Sonsoles added that the Graduate Council is also an advisory body just like the UCC and that it is always possible to send a report to the Provost with comments about a program review. It was noted that faculty senate had approved the appointment of three faculty and one administrator who were members of the curriculum committee of the Graduate Council to be cross appointed as voting members of the program committee of UCC. Jen said that the language about this membership should be amended to

ensure that Graduate Council has representation on the program review committee of UCC as well. Joe added that in the past there have been delays in moving program reviews forward, so Graduate Council representation on the program review committee of UCC will be a good thing. Jen agreed and said that this will allow the Graduate Council members who will be on the program review bridge committee to bring concerns to the whole Graduate Council.

Ann added that it would be beneficial for the individual course committee to have representation from the Graduate Council as well. She added that questions pertaining to dual listed course, new courses, and revisions to courses that come up in that committee will then be able to have input from members of Graduate Council.

In response to Jen's question about timing, Sonsoles said that since UCC has two readings for their items, it should not be a problem to get items from UCC to Graduate Council. Tim said that as issues come up, they can be brought up to Chris and then it can be decided if they need to be brought to the entire Graduate Council. Jen said that if an item is brought to the entire Graduate Council, it can be reflected in the minutes. Ann said that there is value in being present for initial discussion and not coming in when a committee has made a decision.

Brian said that he will pass this on to Chris to follow up about Graduate Council representation on the program review and individual course committees of the UCC.

Brian said that the Admissions Requirements Committee lost three members due to a resignation (the chair of this committee) from Graduate Council and expiration of two of the members' terms. So, that committee needs three members. He requested members to complete the committee preference forms and send them to Chris.

### **3. Remarks by Joseph Shields (Dean of the Graduate College)**

#### **A. Three new Graduate Student Senate representatives:**

Joe said that Graduate Student Senate has three new members present today.

#### **B. Masters of Physician Assistant Practice and Ph.D. in Translational Biomedical Sciences:**

Joe said that these programs were reviewed at the state level by RACGS during the summer and have now been fully approved.

#### **C. Graduate Student Orientation:**

Joe informed members that this year's graduate student orientation was a successful event. This year marked highest attendance at this event thus far. He also added that we are running out of space to host this event in the Ball Room. He noted that the second annual meeting of graduate chairs/directors was successful as well.

#### **D. Graduate College staff updates:**

Joe informed members about the changes in staffing at the Graduate College. He said that Talinn Phillips has been appointed as the Director of the Graduate Writing Center. This center came about through a Konneker grant, but is now under the purview of the

Graduate College. Currently, the center is housed in the Alden Library on the third floor in the Faculty Commons space. Joe said that Katie's title is now, Assistant Dean of the Graduate College and Usha is the Director of International Graduate Student Services.

E. Innovation Strategy:

Joe said that an open forum was held recently about the university's Innovation Strategy and another one will be held next week. He added that the report from the consultant who was hired is being presented at these forums. He said that innovation is broadly defined and we are looking to ensure that our actions maintain the university as a significant entity. He noted that interdisciplinary activities spanning multiple colleges will be the focus of investments. In response to a question from John about the mechanisms to put this in place, Joe said that a lot of effort went into identifying a broad portfolio with substantive areas of interest and sub-areas. He said that later in the year a call for proposals will go out. However, like with other such initiatives, not every submitted proposal can be funded. He added that the current interim report outlining ideas for the Innovation Strategy are subject to revision in a final report to be released later during the academic year. Joe explained that the funding that will be allocated will be one-time money that will be spent over a few years. He said that decisions for awarding funding will take into account where that funding will be the most useful. He added that it gets trickier when personnel are involved, since hiring someone involves a more long-term commitment of funds, and thus a sustainable revenue stream needs to be identified.

**4. Remarks by David Koonce (Associate Dean of the Graduate College)**

A. Graduate Student Orientation:

David echoed Joe's comment about the annual graduate student orientation being a successful event. He said that being the largest turnout ever, there was standing room only for some sessions. He said that this is a good problem to have as long as we can find a space that will hold 800 students. He said that the number of students admitted to the Athens campus has not changed much over eight years, but the number of students attending orientation has increased, which suggests that departments recognize the value of the event and are communicating this to their students.

B. GRADS:

David informed members that the Graduate Review and Admission Decision System (GRADS) was rolled out over the summer. Currently the system has 244 users with 140 of them having already attended training. David said that the Graduate College is in the process of working with units to help them take advantage of the functionality that this system allows. He added that the Graduate College is also helping departments set up reports through the Ohio Business Intelligence technology process. He said that departments will no longer have to keep shadow databases and spreadsheets. They will be able to access information through these reports.

C. Test upon arrival update:

David informed members that out of the 48 students who took the test upon arrival, only one waiver for policy to approve an assistantship was processed. He added that is much better than the last few years. He said that an ETS representative will be on campus on October 24<sup>th</sup> and can do a presentation about the GRE and the TOEFL. He asked if members and faculty would be interested in attending such a presentation, and received a positive response.

D. Graduate College staff update:

David informed members that Martha Adsitt is the new front desk person at the Graduate College and Maggie DeLong who previously worked at the Graduate College a few years ago was hired in a full time position.

Shawn asked about the implementation of the probation policy. He asked who would be responsible for informing students. It was noted that the data required for that report comes from the Registrar and that Katie will continue to send the below 3.0 reports. Once departments have that information, they can review and act accordingly. It was noted that some online programs have shorter academic terms and it could be a whole year by the time someone reaches the nine credits as noted in the policy. David added that academic departments can have more stringent policies, as long as they are clearly defined and the students are aware of them.

**5. Remarks by Katie Tadlock (Assistant Dean, Graduate College):**

A. Non Degree status:

Katie said that the non-degree admission category has not been evaluated for a long time. She added that it will be helpful to review the policy. Martin noted that the catalog restricts non-degree course work to 12 hours. Per a new ruling, high school teachers require 18 credits for certain licenses. Katie added that the current policy does not accommodate some of the certificates either. David said that the policy needs to look at the various audiences. In response to Sonsoles' question about the rationale for restricting the number of hours, Katie said that it prevents someone from completing all the course work for a degree without actually being accepted in a degree program. Sonsoles said that having a policy that restricts transferring courses to a degree program can accommodate that. Shawn said that having a specific number helps when things fall through the cracks. He said that he likes David's idea of having a category for all the different audiences. Sonsoles added that these are fee paying students, so it would be nice if we can facilitate it.

It was noted that the Recruitment and Admissions Requirements Committee would review this issue.

B. Appeals Process for students:

Katie told members that we don't have a procedure for a student to follow in the case where he/she wants to appeal actions such as a dismissal, or appeal a grade or misconduct.

It was noted that a standardized procedure to be followed across campus should also indicate timelines that an appeal would follow. Katie said that we use best practices followed for decision making, but it would be helpful to have the foundation of policy backing these decisions.

It was noted that the Policies and Regulations Committee would review this issue.

#### **6. New Business (Parental Leave policy):**

Martin noted that it would be helpful to have some rules about when a student can or cannot be paid in a parental leave situation, and that safeguards that should be in place for this. He said that it is important to discuss the source of funding when a student is being assigned that leave. Ann reminded members to ensure that equity be an important consideration, so men and women should have the same opportunity to work and to be paid. And, that an institutional approach is key. Jen reiterated the significance of equity in terms of policy across all departments and equity regarding the nature of an illness or the situation that the leave is being requested. Ani added that we should keep federal regulations in perspective as well. It was noted that if a graduate student who had teaching or other responsibilities gets sick in the middle of the term, they do not lose their tuition scholarship but the stipend is terminated. Shawn said that it would be prudent to see how other institutions handle this. David said that he has provided some data to Suzanne Dietzel about number of students on graduate appointments and the gender breakdown for that.

The meeting was adjourned at 4:50 pm.

# Graduate Council Minutes

October 10, 2014

**Attendance:** Tim Anderson, Steve Bergmeier, Sonsoles De Lacalle, Michelle Ferrier, Andrea Frohne, Jennifer Horner, Janet Hulm, David Koonce, Jody Lamb, James Lein, Kara Lombardi for Ken Cutright, Shawn Ostermann, Krisanna Machtmes, Vladimir Marchenkov, Christine Mattley Brian McCarthy, Martin Mohlenkamp, Erik Ramsey, Anirudh Ruhil, Joseph Shields, Carl Smith, John Strohl, and Katherine Tadlock.

**Excused:** Austin Babrow, Ken Cutright, Steve Howard, Jundong Liu, Hashim Pashtun, Ann Paulins, Anirudh Ruhil, and Gursel Suer.

**Convened:** The meeting was convened at 3:04 pm.

## 1. Approval of Minutes of the September 12, 2014 meeting

The minutes of the September 12, 2014 meeting were approved.

## 2. Chair's Report (Christine Mattley)

- A. Membership: Chris informed members that committees are pretty much constituted. She said she will follow up to ensure all committees have sufficient members and chairs.
- B. Bridge Committees: Chris said that she will work with the chair of Faculty Senate to get the language pertaining to the bridge committees in the faculty handbook updated.

## 3. Remarks by Joseph Shields (Dean of the Graduate College)

Joe informed members that comments are still coming in for the Innovation Strategy Interim Report. He added that the deadline to submit feedback is October 20<sup>th</sup>, 2014 and encouraged members to send comments pertaining to potential revision of the niches for targeted investment.

## 4. Remarks by David Koonce (Associate Dean of the Graduate College)

- A. MAGS Distinguished Masters Thesis Award: David announced that Midwestern Association of Graduate Schools is seeking nominations for their annual Distinguished Masters Thesis Awards. He said that the packet that members received today contains guidelines about the award.

- B. ETS Presentation: David informed members that a representative from ETS will be on campus on October 23<sup>rd</sup>. She will give two presentations, one on the TOEFL (at 10:00 am) and the other on the GRE (at 11:00 am). These presentations will be held in room 242 in Baker Center.
- C. Tuition and fees: David informed members that international students are required to show a certain amount of funds before a certificate of eligibility can be issued to them. The certificate of eligibility then allows them to apply for a visa to come to the US. He said that he was told that graduate tuition will not increase for the next academic year. David said that the Graduate College has calculated the amount for 2014-2015 to be \$30, 802. He said that this is less than what we asked for this year. The change is based on a current review of rental rates and that we are not using similar lodging and boarding amounts as undergraduate admissions.
- D. RACGS: David said that last weekend he attended the once every three year retreat hosted by RACGS. He said that there were three big items that were discussed. The first one is noting the transcriptable specialization or a track or concentration area of a degree, on the transcript. He said that to accomplish this, a short form will need to be submitted to the state to request the specific note. He said that as more information about handling this becomes available, he will let everyone know. He added that UCC will need to be involved in this as well. In response to a question from Jen about the requirement for a minimum number of credits to facilitate this, David said that all of that information will be made available shortly. The second item was about streamlining the definition of online and hybrid courses per the HLC guidelines. The third and final item was about professional science masters (PSMs) degrees. He explained that these differ from traditional masters degrees by having the thesis replaced by an internship and some of the course credits replaced by technical content like project management. David said that there are about 300-400 such programs being offered across the country, and about 10 or so in Ohio. He added that this would be considered a terminal degree and also an extra qualification for mid-career professionals.

**5. Remarks by Katie Tadlock (Assistant Dean, Graduate College):**

- A. Application for Fall 2015: Katie said that the application for Fall 2015 is now open. She added that the application for Spring 2015 is still open. She added that a data feed issue (due to an upgrade to the PeopleSoft system), was identified and is being acted upon. Katie asked members to let the Graduate College know if they find any problems.
- B. Non-degree status: Katie told members that now that committees are in place, the non-degree status issue can begin to be addressed.
- C. Alternate delivery of graduate programs: Katie said that some programs are considering 3+2 or 4+1 formats for delivery of graduate programs. She added that in light of this, certificate programs will also need to be looked at as well.

## **6. New Business**

Chris said that the December Graduate Council meeting is scheduled for the last day of finals, and posed the question as to whether this should be moved to another date. She said that we can revisit that issue at the November meeting since that will give members time to figure out their schedules.

Jen said that she had only one thing to report, that the Food and Nutrition program is adding a voluntary internship to their program. She added that there are much fewer internships than there are students, so it is very competitive to find an internship in that area. Jen said that by adding an internship option, we are making our program more attractive. The internship will be offered through the Ohio Health system on the Dublin campus.

Jen also asked Chris to talk to Dave Thomas about the UCC meeting calendar so as to facilitate smooth flow of information between the two bodies.

The meeting was adjourned at 3:35 pm.



# Graduate Council Minutes

November 14, 2014

**Attendance:** Tim Anderson, Austin Babrow, Steve Bergmeier, Ken Cutright, Sonsoles De Lacalle, Janet Hulm, David Koonce, Jody Lamb, Kara Lombardi for Ken Cutright, Krisanna Machtmes, Vladimir Marchenkov, Christine Mattley Brian McCarthy, Martin Mohlenkamp, Hashim Pashtun, Ann Paulins, Erik Ramsey, Anirudh Ruhil, Joseph Shields, Carl Smith, John Strohl, and Gursel Suer.

**Excused:** Michelle Ferrier, Andrea Frohne, Jennifer Horner, Steve Howard, James Lein, Jundong Liu, Shawn Ostermann, Anirudh Ruhil, and Katherine Tadlock.

**Convened:** The meeting was convened at 3:07 pm.

## 1. Approval of Minutes of the October 10, 2014 meeting

The minutes of the October 10, 2014 meeting were approved.

## 2. Chair's Report (Christine Mattley)

- A. Bridge Committee: Chris informed members that David Ingram will attend a meeting of the Graduate Council and can talk about the process UCC follows.
- B. Graduate Faculty status: Chris said that it has become increasingly clear that we need an institutional policy about graduate faculty status. She added that in 2010 a committee was formed and the recommendations made have not been implemented. Chris said that based on the meetings that Joe and David have had with Deans and Associated Deans of all colleges, the consensus is towards having an institutional policy with each college adding specifics that pertain to that field. She said that she hopes that we can have some recommendations by the end of the year which can then be forwarded to Faculty Senate to be added to the faculty handbook. She said that she will work on putting together a committee and will seek Beth Quitsland's input for membership as well.
- C. December meeting: Members agreed to have the December meeting of the Graduate Council on December 5<sup>th</sup>.

## 3. Remarks by Joseph Shields (Dean of the Graduate College)

Joe informed members that Pamela Gordon is a new hire at the Graduate College, she is one of the Graduate Student Service Administrators. He added that she comes to us from Marietta College where she worked with students and faculty in the School of Music.

#### **4. Remarks by David Koonce (Associate Dean of the Graduate College)**

- A. Program Reviews: David said that a large number of program reviews are currently underway through their processes at UCC.
- B. Enrollment: David informed members per the most current numbers posted on the Institutional Research website, we are growing in number, but enrollment in the on-campus programs has been fairly stagnant. He referred to the handouts in today's packet. David also said that about 10% of our graduate students are enrolled in one of the programs in the College of Business.
- C. Email Migration: David informed members that most of the issues with email migration have now been resolved. He said that about 3700 were still in the exchange system and OIT is working on moving students and faculty together. They are seeking guidance and input for this process. It was recommended that OIT should move departments as wholes—faculty and students all together. He said that he will share more information as it is made available to him.
- D. Dual Degrees: David informed members about the two proposals for the dual degrees that are being proposed. He added that Ohio University has a long standing relationship with the University of Leipzig and these proposals further that relationship. He said that the departments of Chemistry and Journalism are seeking to initiate dual Master's degrees in their fields. He said that to facilitate these degrees we will need to increase the number of transfer credits we can accept towards the completion of a degree. He said that per a recent survey by RACGS, some institutions in Ohio accept up to 50% of credits earned elsewhere towards a degree they would grant.

Steve added that the department of Chemistry has had students from the University of Leipzig for over a decade and they have all done very well. He said that the University of Leipzig prepares its students well for this program. He said that if this program goes through, it will be a wonderful opportunity for Ohio University undergraduate students who are Chemistry majors. He added that there are limited study abroad opportunities for someone who is pursuing a major in Chemistry. This program will allow an Ohio University student to study in Germany for a year and get credit for those courses to apply towards the Master's degree that they can earn at Ohio University.

Members voted to approve addition of a statement to the Memorandum of Understanding between Ohio University and the University of Leipzig for the department of Chemistry and BioChemistry to allow for up to 50% of the credits in the Master's program to be earned at the University of Leipzig.

Members voted to approve addition of a statement to the Memorandum of Understanding between Ohio University and the University of Leipzig for the School of Journalism to allow for up to 50% of the credits in the Master's program to be earned at the University of Leipzig.

## **5. Committee Reports:**

- A. Admissions and Recruitment: Ann said that the committee is working on conflict of interest cases and that they will present their updates at the next meeting.
- B. Curriculum: Tim said that many programs had already been reviewed by the time he and Sonsoles got involved in the process. He said that the committee just finished reviewing a proposal for the new proposed program, Master's in Global Health. He said that the feedback that the committee provided seems to have been well received. He added that this is an interdisciplinary program which is mostly online. He said that students will work in teams during their coursework. This simulates the atmosphere in the global health field. He asked that the bridge committee can bring items of concerns to the Graduate Council. He mentioned that proposal did not include specifics about the courses that students will take. David said that the first stage of proposing a program is the PDP (Program Development Plan) and is supposed to be a very general document. He said that this document is circulated amongst all RACGS members and it serves the purpose to get sense of the demand for the program and to identify any competition. David said that the full proposal lists all details and specifics including all courses that will be taken, the vitae for all faculty members. He added that the full proposal also includes financial statements and commitments made by Deans.
- C. Graduate Student Affairs and Fellowships: Jody said that two nominations were received by the committee for the MAGS Distinguished Thesis Award. Mayur Sundararajan was selected as the Ohio University nominee for that award.

Jody also informed members that information about the MAGS Excellence in Teaching Award was forwarded to all members of Graduate Council and graduate programs.

- D. Policies and Regulations: Martin will chair this committee and he said that he has been in communication with Susanne Dietzel and Dianne Bouvier about the parental leave policy for graduate students.

## **6. New Business**

Eddie said that Graduate Student Senate is working on a survey about stipend amounts across academic programs. He added that they anticipate it to be something like the Compensation 2014 project that just concluded. He said that they are looking for stipend amounts at other institutions in the state and hope to have a report that can be shared with everyone. Discussion focused on ensuring that stipend amounts for Master's and Doctoral are reviewed independently of each other. Members also noted that the source of funding needs to be taken into account as well. Eddie added that some institutions in Ohio provide full health coverage to their students, just like they do for faculty. He added that GSS hopes that this project will allow programs that are considered below par in the stipend amounts to be brought to par and that eventually, this will help in attracting meritorious students.

The meeting was adjourned at 4:07 pm.

# Graduate Council Minutes

December 5, 2014

**Attendance:** Tim Anderson, Austin Babrow, Sonsoles De Lacalle, Michelle Ferrier, Andrea Frohne, Jennifer Horner, Krisanna Machtmes, Christine Mattley, Martin Mohlenkamp, Erik Ramsey, Carl Smith, John Strohl, Gursel Suer, and Katherine Tadlock.

**Excused:** Steve Bergmeier, Ken Cutright, Steve Howard, Janet Hulm, David Koonce, Jody Lamb, James Lein, Jundong Liu, Vladimir Marchenkov, Brian McCarthy, Shawn Ostermann, Hashim Pashtun, Ann Paulins, Anirudh Ruhil, and Joseph Shields.

**Guest:** David Ingram

**Convened:** The meeting was convened at 3:06 pm.

## 1. Approval of Minutes of the November 14, 2014 meeting

The minutes of the November 14, 2014 meeting were approved.

## 2. Chair's Report (Christine Mattley)

A. Bridge Committee: David Ingram: Chris introduced David to the Graduate Council. He is the chair of the program review committee of the UCC. He said that the program review committee follows a process to review graduate programs and sends its recommendations to UCC. The programs are either considered viable, in jeopardy, or recommended for deletion. He said that the program review committee does not have much power to execute any action; it is up to the academic college can then make a recommendation to the programs committee of UCC and then that committee can make a recommendation to the Provost. He said that it is really up to the deans and the provost. He said that two years ago faculty senate passed a resolution for the creation of the bridge committee to link the programs committee of UCC and the Graduate Council. He said that Patrcik Barr is working as a faculty fellow for half of his time. As a faculty fellow he is training other faculty members to review programs. He explained that a 'program' can mean an associate's degree, or the entire college of medicine. David noted that the program review committee can either change or endorse the recommendations made by the Graduate Council. Then these are sent to UCC and then to the provost and then to the Board of Trustees.

In response to a question from Andrea, David said that recommendations about relocating one program from one college to another falls under the purview of the programs committee. Jen asked about the materials that are made available to the Graduate Council. David said that the document grows as each review and report gets added to it. He also noted that programs will be required to use the new self-study guidelines starting in 2017. He said that these were approved by UCC two years ago. He added that the current self-study guidelines were modified because of the outcomes based assessment approach recommended by our

accrediting agency. He added that questions have been rephrased and focus is on what and how students learn and how do we know that. He said that the expectation is that there will be a larger number of projects as well. He said that some programs are not using outcomes based assessment, so they need time to build that into the process. He said that this also parallels the changes in AQIP as well. He said that the provost would like the reviews completed in a timely manner. We have a shortage of reviewers and that was noticed by our accrediting body. In response to Jen's question about adding substance to the review since Graduate Council is coming in at the end of the process, David said that Graduate Council receives the initial report, but the self-studies are accessible through Blackboard. He said that anything that gets reported becomes a part of the document and is available to the program. He also noted that it would be helpful to mention issues that were raised in the previous review if they have not been addressed. Sonsoles commented on the lack of standardization of reports and that they do not contain enough data. David said that since different people write these reports, it is difficult to standardize them. Jen said that this can be addressed since new people are being trained to conduct such reviews. John agreed and noted that the group training might facilitate a common standard. Tim asked about outcome data and David said that the self-study has a lot of information; it is typically several hundred pages. Sonsoles asked if Graduate Council could recommend some criteria that could be addressed in these reviews. David recommended that members look at the self-study guidelines to see if the issues they are concerned about have been addressed. He said that reviews consist of summaries, commendation, recommendations, and concerns and they are also divided into undergraduate and graduate sections.

Jen noted that she would like to see the Graduate Council contribution to be meaningful to the program. Sonsoles added that it might be helpful to see how each program is meeting the interdisciplinary needs. She said that a few years ago, it might have been helpful to know how each program was addressing diversity, but now that it is a part of everyone's consciousness, it is probably time to include other metrics into this process. David said that members can send these recommendations through Jen. In response to a question from Tim about the level of detail required, David said that everything about a program is a matter of concern. He added that when reviewers do the site visits and recommend that a program is in jeopardy or needs to be deleted, that is an item of concern. He said that programs have been deleted only on the regional campus due to the failure to hire faculty or maintain facilities. And, then too, the program is reviewed again in two years and the programs review committee does not have the power to make that decision, which can be made by the programs committee. In response to a question from Tim about data not issues not being picked up, David said that the report can be corrected to address factual inaccuracies.

David said that faculty who participate in this process will do no more than three reviews a year and will be compensated for it. With multiple people doing this, the pool can be constantly refreshed. Gursel asked about external reviewers. David said that department chairs can nominate folks and the recommendation is to stay within the state. He said that they do not recommend asking alums to serve as external reviewers. He added that typically these are department chairs, or senior faculty, or associate deans. Eddie asked about the guidelines being too general about admission requirements.

### 3. Committee Reports:

- A. Recruitment and Admissions Requirements (James Lein, Chair): Chris drew members' attention to the handout in today's packet. Members voted in favor of accepting the committee's recommendations.
- B. Curriculum (Tim Anderson, chair): Tim and Sonsoles said that the quality of the reports (from the program review committee) that were forwarded to all members seemed to be lacking. Discussion centered on the issue that there were many items of concern in the report. And, that the bridge committee has not discussed a method to address them. It was noted that Graduate Council feedback should be helpful to the program so that they can address the issues that were raised. Austin noted that even though we have a process for academic review, we do not have a clear-cut procedure outlined to accomplish this. And, it seems that there is hesitation in asking for specific things that the Graduate Council would like to see. Members noted that having a template to help answer pertinent questions will be helpful. Questions that are not relevant can be skipped. It was noted that having a point of reference for a program will be helpful.
- C. Policies and Regulations (Martin Mohlenkamp): Martin brought members attention to the handout about parental leave in today's packet. In response to discussion about accommodations to classes, Katie said that the university has a policy to deal with the same for military personnel when they get called in for duty. In response to a question from Michelle about students being able to take medical withdrawal for child-birth or adoption, Katie said that funding becomes an issue in such situations. Gursel cautioned that for international students, withdrawing from classes can have an impact on their immigration status. Sonsoles asked if taking parental leave would extend the clock for a student. Eddie said that it would be in the interest of the student to do so. John said, particularly if it is a two year program. Katie said that the catalog already provides the option of one semester extension, so by adding another semester to it, it would extend the term by a year. As members discussed the issue, Chris said that it is important to remember that we are protecting the student and his/her status in the program. Tim said that sometimes it is difficult to accommodate course work- since a course could be offered only once a year or once every two years. Jen recommended the policy to include an appeals process as well. She said that there should be an impartial appeals process. She added that we have an appeals process for grades, so we could create a process for this as well. Michelle said that it becomes a matter of choice for everyone—the student, the advisor, the department and then for the associate dean as well, when the issued comes up to him/her. In response to Eddie's question about the Graduate Contract Grievance Board, Katie said that it is for only GA, RA, TA appointment issues and that it has not met for over a decade, i.e., no situation has escalated to that level. Discussion also focused on having funds available to departments to help students keep their graduate appointments in the case of childbirth or other medical issue. Members discussed whether students should be paid while they are on leave and not performing their duties.

It was decided that this will be revisited at a future meeting.

The meeting was adjourned at 5:05 pm.

# Graduate Council Minutes

January 16, 2015

**Attendance:** Tim Anderson, Austin Babrow, Steve Bergmeier, Sonsoles De Lacalle, Michelle Ferrier, Jennifer Horner, Janet Hulm, David Koonce, Jody Lamb, James Lein, Krisanna Machtmes, Vladimir Marchenkov, Christine Mattley, Brian McCarthy, Chris Moberg, Martin Mohlenkamp, Shawn Ostermann, Ann Paulins, Carl Smith, John Strohl, Gursel Suer, and Katherine Tadlock.

**Excused:** Andrea Frohne, Steve Howard, Jundong Liu, Hashim Pashtun, Erik Ramsey, Anirudh Ruhil, and Joseph Shields.

**Convened:** The meeting was convened at 3:07 pm.

## 1. Approval of Minutes of the December 5, 2014 meeting

The minutes of the December 5, 2014 meeting were approved.

## 2. Chair's Report (Christine Mattley)

Chris mentioned that the issue about partners and/or couples serving on student committees has come up in a few venues and that it will be coming to the policies and regulations committee for discussion. Shawn said that it can be a father-daughter or any other combination of family members as well.

She mentioned that Joe is not going to be at the meeting today. He is at NASA.

## 3. Remarks by David Koonce, Associate Dean of the Graduate College

A. Masters students survey: David referred to the handout in today's packet, the report of the survey conducted in mid-December 2014. This survey was distributed to all masters' students who applied for graduation for fall 2015. He went over the results noting that many students are not aware of their home academic college, one-third of the students had a face-to-face class on the Athens campus, most students listed increasing opportunities for promotion and advancement as the reason for enrolling in the program, most of the do not plan on going on to a doctorate degree and so on.

David said that this survey was based on the Council of Graduate Schools' STEM Master's Survey. He said that he and Katie reviewed the questions and he then sent it to all the masters students who had applied for graduation for Fall 2015. Members asked questions about the number of students only in online programs versus the ones in the Athens campus programs and that it would skew the data. Chris Moberg said that the MBA students are required to attend conferences. So, having the data split will be helpful. Eddie asked about students having assistantships, Shawn said that it is very difficult to get the number of students who are receiving an assistantship. David said this first attempt was more about getting a global graduate college perspective.

Chris Mattley said that David could work with the Planning and Strategy Committee on this survey before administering it to the next set of students.

- B. Graduate Applications: David said that at this point in time, the number of applicants is down by 10% from this time, last year. He said that he is not sure if it is because the economy is better. He said that the applications for spring 2015 were higher. He said it was still early to say which way it will eventually swing.
- C. Faculty Fellow: David said that he is in the final stages for drafting a position for a faculty fellow for graduate engagement. This position will focus on leveraging services that exist at the university for graduate students.
- D. Approval of graduate programs: David referred to the handout in the packet about approval of programs. He said that the first stage is the submission of a PDP (program development plan), which generates a lot of feedback that is taken into advisement for the preparation of the full proposal. In response to questions from members David said that the full proposal includes many appendices that include vita for faculty, course descriptions etc. Jen said that she would like to get feedback, but in a timely manner and that she is concerned that given the meeting schedules of the Graduate Council and the University Curriculum Council, this can take a lot of time. David agreed and said that including approval from the trustees this process can take up to a year and a half. And, that he has seen this process go much faster at other institutions. Ann said that UCC has two readings of each of these proposals. Jen asked about the possibility of using emails whenever possible for some of the processes.

It was noted that new certificates and new programs that require less than 21 credit hours do not have to go through this approval process. And, if an existing program that are requesting changes that amount to less than 50% of the program do not have to go through this process.

Discussion focused on when the Provost should review the proposal, Jen said that it needs to be clear about who should approve the proposal before it is sent outside of the university. It was noted that having a turnaround time to provide feedback will be beneficial. Jen said that the programs committee met last week and that since we are meeting this week, we could have a one week of feedback time in place, that way it would be ready for UCC when they meet.

- E. Graduate Catalog: David said that he will send a call for updates to the catalog. He added that in the previous version there was a rush to get all the Q2S information. He said that he would like to have more detailed information about programs and tracks, their different expectations, methods of delivery and so on. He said that all programs will also need a mission statement; he said that since that requirement is going to be coming from our accreditation body soon, it will be helpful to have that information.

#### **4. Remarks by Katie Tadlock, Assistant Dean of the Graduate College**

Katie referred to the document in today's packet titled, 'modification of catalog policy regarding transcript requirements for application' and said that she requests the Admissions Requirement Committee to look at it. She said that with the Graduate College now using GRADS (Graduate



Review and Admissions Decision System) it has come to our attention that the larger the number of transcripts that an applicant submits, the harder it is to find the degree granting transcript from the list of all of them. She said that per the current policy all applicants are required to submit all transcripts for all post-secondary course work—even if it was one class at an institution. She added the proposal is to require transcripts for all degrees earned and for all course work completed for more than one year or more than 12 semester/18 quarter hours. She said that the proposal also seeks exemption for transcripts for study abroad course work. She added that academic programs can always ask for more documents, but not having everyone submit everything will cut down on the number of documents submitted and processed.

In response to James' question about the timeline, Katie said that if this can be done by the May meeting of the Graduate Council, it can then be added to the catalog.

## **5. Committee Reports:**

A. Curriculum (Tim Anderson, chair): Tim said that thanks to Jen's leadership and the committee, recommendations will be presented to UCC on Tuesday. He said that since David Ingram had mentioned that training for reviewers will take place in January, they would like to voice their opinion and recommendations that can be included. He added that they are recommending that the reviews have a little more structure and that all of the topics (program outcomes, resources: personnel, resources: space and financial, outlook, and diversity are addressed). It was noted that the recommendations that are being made are not new, and that the information that is asked for is already supposed to be included; but is neglected sometimes. Tim added that the idea is to make these reports meaningful. Jen added that we are in a position to take a positive stance. Tim also noted that it is not about chastising a program, but providing feedback. Shawn said that if the issue was about not having enough resources and if that was not addressed at the college level, it is not going to be addressed by the President or the Provost. Michelle said for example, if it is an issue about enrollment, then maybe the Graduate College and the University Communications and Marketing could help create some materials to help recruit students. David added that information from these documents can be used while completing the accreditation process.

### **B. Policies and Regulations (Martin Mohlenkamp):**

Gursel said that he would prefer to have the parental leave policy discussed when Martin is present (he had to leave for class).

Discussion of sharing a thesis between programs: Gursel said that this issue came up because a student who is in two programs would like to submit the same thesis to both programs. Katie said that the catalog does not address this specifically. Jen said that her initial reaction is that she is not comfortable with this, but she said that the Thesis and Dissertation office allowed one of their students to use a published article and an unpublished article within a thesis. Ann said that she would be concerned whether one document can satisfy the requirements for two different programs. It was noted that the Graduate Council upholds the Graduate Catalog, so the council has the authority to refuse such a request. Members noted that a thesis is supposed to be original work, so it cannot be considered original work if it has already been submitted towards completion of one program. Katie said that she has never seen a student sharing thesis hours between two programs. Members said that they do not feel comfortable supporting the request to submit one thesis for two programs.

Jen said that it will be helpful to have a discussion about the number of credit hours required for a doctoral degree. She said that there is a difference between academic and professional degrees, and thus the minimum number of hours required for the degree should reflect that difference. Chris said that the policies and regulations committee could discuss this and bring it to rest of the council.

The meeting was adjourned at 4:59 pm.

# Graduate Council Minutes

February 13, 2015

**Attendance:** Tim Anderson, Steve Bergmeier, Sonsoles De Lacalle, Michelle Ferrier, Andrea Frohne, Jennifer Horner, Janet Hulm, David Koonce, Jody Lamb, Krisanna Machtmes, Vladimir Marchenkov, Brian McCarthy, Chris Moberg, Martin Mohlenkamp, Ann Paulins, Erik Ramsey, Joseph Shields, Carl Smith, Gursel Suer, and Katherine Tadlock.

**Excused:** Austin Babrow, Steve Howard, James Lein, Jundong Liu, Christine Mattley, Shawn Ostermann, Hashim Pashtun, Anirudh Ruhil, and John Strohl.

**Convened:** The meeting was convened at 3:05 pm, Steve Bergmeier as chair for Christine Mattley.

## **1. Approval of Minutes of the January 16, 2015 meeting**

The minutes of the January 16, 2015 meeting were approved.

## **2. Remarks by Joseph Shields, Dean of the Graduate College**

A. Research Expo: Joe informed members that registration for the 2015 Student Research and Creative Expo is open until 02/27/2015.

B. Konneker award: Joe said that for the current cycle there are only two proposals for this award. He said that this award can fund large projects that have a broad impact on graduate education that spans across campus. He added that the Graduate Research and Writing Center got its start this way. He said that interested members can speak with Elizabeth Sayrs about the process. He said that this great opportunity seems to be a little undersubscribed at this point in time.

## **3. Remarks by David Koonce, Associate Dean of the Graduate College**

A. Application Numbers: David said that the application numbers for summer were up by 10%, fall applications are down by 15.8%. He added the decrease seems pretty uniform across colleges and for domestic and international applications. He said that at this time, it is still early to say how this will impact the admission numbers.

B. Accreditation requirements: David said that earlier this week, Doug Eder presented on the accreditation process for the graduate levels of programs. He talked about identifying outcomes for all programs as well. Jen said that she liked the presentation and particularly the discussion about sampling. Discussion focused on testing every skill for every single student and Jen said that it is important to take into account the skill that is being measured. She used the example of flying and said that in that case it is prudent to test every student's ability to land successfully; however, if it is writing that is being tested, then testing a random sample should suffice.

He also added that last week the RACGS website also had information about incorporating learning outcomes for programs. He said that the push for including this information is not

coming just from the accreditation bodies, but also from the state. He added that each program will also need to draft a mission statement which will be included in the catalog. He said that he will be working with the associate deans for this endeavor. He said that departments can work with him or with Mike Williford if they need help. In response to a question from Brian, David said that the information will be sent to Associate Deans to forward to departments.

#### **4. Remarks by Katie Tadlock, Assistant Dean of the Graduate College**

##### Graduate Certificate Admission, English proficiency and timeline:

Katie referred to the handout about graduate certificates. She said that this proposal for modifying the language can be reviewed by the admissions requirements committee. She explained that this would not limit students to 12 hours only on the non-degree status. She said she has put forth some language regarding admission and time limits for the committee's consideration.

She said that the catalog does not address academic standards, so she has indicated that if the requirements for English conditional admission status are met, then they would be admissible to the certificate program, and that if they apply to the graduate program, then the higher requirements would be in place. Jody said that many students, who want to earn the certificate, do not stay for the graduate degree. Katie said that she is concerned about not having any kind of a floor or minimum English proficiency score required for admission. She said that she understands that the students in the program will spend a lot of time practicing music, but they will be in Athens, and will be surrounded by English speaking people. She said, it would be very easy for someone to self-isolate in such a situation, she said that to prevent something like that, it is important that students have some proficiency in English. Members discussed the requirement of number of hours and ensuring that students do not register for courses that are not a part of the certificate program. It was noted that a stipulation could note that course work can only be towards the certificate program and either OPIE or ELIP classes. It was also noted that students should be able to take classes outside of their program. Sonsoles said that it can be clarified that those hours cannot be counted towards a degree. Katie said that the language needs to be clear that non-degree course work cannot be a workaround for admission to a degree program. And, she added, programs have the option of transferring courses taken prior to admission to the degree program. Katie said that there will be a certain level of self-censoring here as well, since financial aid is not available for non-degree course work.

#### **5. Committee Reports**

- A. Policies and Regulations (Martin Mohlenkamp): Martin brought members attention to the handout in the packet today. Members discussed the options presented. Martin said that Suzanne had recommended having a provision for leave for eight weeks for parental leave. David cautioned about ensuring equitability in mind while each department addresses it for their students. Jen echoed the sentiment noting that if each department handles it differently, then we run the risk of discrepancies across campus. It was also noted that if this is funded through a central source like the Provost's office, then we should first have the funding in place before we approve any policies. Gursel said that if a student is not getting paid, then he/she will need to withdraw from classes. He cautioned that this might jeopardize an international student's visa status. Members also discussed payment for students who are

getting paid from grant money, noting that external grant stipulations would not allow payment to be made if work was not getting accomplished. It was noted that we want to provide as many resources as we can to support our students.

Steve said that it would be best to table the issue for now and wait for a concise proposal from the committee and that any recommendation that is made by this body, will need the financial backing from a central source.

Gursel asked about members' opinion about sharing a thesis between two programs. Not much discussion took place about the matter since members were in agreement that sharing a thesis would be considered academic dishonesty and there should be repercussions if it happens.

- B. Curriculum Committee (Tim Anderson): Tim brought members' attention to the document in the packet about guidelines for approval of a new program. He thanked Jen for her help and David for providing the flow chart. This document will be available on the UCC website and in the graduate director's handbook. There were not major concerns, so members are in favor of moving this forward.

Tim said that the recommendations for program reviews were well received. He added that for the current backlog of reviews, it would be best to not comment on the new criteria that have been proposed. David said that the program review for the ISE program had significant error and that he sent to the department chair for clarification. He said that based on his conversation with the department chair, it seems that the updated document from the department did not make it to all members of UCC and thus the document that Tim forwarded lacked that information. He added that in this case, it is not clear if the others also have errors, or are missing information.

Tim said that the review of the History program seems to follow an inclusive structure and that if there are any flagrant issues, we will bring them to UCC's attention.

- C. Graduate Student Affairs and Fellowships (Jody Lamb): Jody said that 19 nominations for the Named Fellowships were received. He said that even though four of these fellowships bear names, they are not endowed fellowships. All recipients receive a full tuition waiver and a stipend of \$15,000 a year. In response to a question from Erik about the source of funding, Joe said that they are part of the base budget of the Graduate College. He added that there is potential for private fundraising for fellowships and other forms of graduate support, and he has been involved in discussion with the Advancement Division about possible strategies.

## **6. New Business**

Jen said that she would like to share the appeals policy and procedure followed at the college of Health Sciences and Professions with all members. She said that she would have it forwarded to all members.

The meeting was adjourned at 4:35 pm.

# Graduate Council Minutes

March 13, 2015

**Attendance:** Tim Anderson, Austin Babrow, Sonsoles De Lacalle, Michelle Ferrier, Andrea Frohne, Jennifer Horner, Janet Hulm, David Koonce, Jody Lamb, James Lein, Krisanna Machtmes, Vladimir Marchenkov, Christine Mattley, Brian McCarthy, Martin Mohlenkamp, Shawn Ostermann, Ann Paulins, Erik Ramsey, Anirudh Ruhil, Joseph Shields, Carl Smith, Gursel Suer, and Katherine Tadlock.

**Excused:** Steve Bergmeier, Steve Howard, Jundong Liu, Chris Moberg, Hashim Pashtun, and John Strohl.

**Convened:** The meeting was convened at 3:05 pm.

**Guest:** Dr. Krista McCallum-Beatty (Director of International Student and Faculty Services)

## **1. Approval of Minutes of the February 13, 2015 meeting**

The minutes of the February 13, 2015 meeting were approved.

## **2. Chair's report (Chris Mattley)**

Chris said that the committee that is working on graduate faculty status will have some text to share before the end of this academic year. She added that per Jen's recommendation, we can have the Provost sign-off on it. Jen clarified that since both, UCC and the Graduate Council are advisory bodies, so any recommendation that comes from these bodies, should be endorsed by the Provost to ensure recognition. Joe added that the Graduate Council has the opportunity to review policies pertaining to graduate education and composition of thesis and dissertation committees falls under the gamut. He added that it would be best to circulate the information widely to allow people to comment on it.

## **3. Remarks by Joseph Shields, Dean of the Graduate College**

Subsidy for health insurance for graduate students: Joe said that earlier this week, Eddie presented a proposal at the Associate Deans meeting. He added that we would need to work on a definitive number and its impact on the budget. Members agreed that to advance the institution and to keep and attract the best graduate students, we have to be able to support them. In response to a question from Martin about the university's tax liability on the subsidy, Eddie said that he was under the impression (from John Day), that the subsidy is not taxable.

## **4. Remarks by David Koonce, Associate Dean of the Graduate College**

A. Application Numbers: David said that the application numbers are down from this time last year. David said that even admits are down at this time as well. Jen said that since according to the CGS guidelines, we are required to wait until April 15<sup>th</sup> for students to accept an offer; we

could see an increase in numbers then. David said that some departments have not made any admission recommendations in GRADS yet. He said that he is not sure if programs are waiting for more applications to come in, and thus have a better applicant pool; or since we do not send any paper documents to departments, the triggers to start the admissions process are not in place any more. He said that he does not know if the better economy is playing a role as well. Gursel said that if the economy in the US is doing well, then typically, more international students apply to graduate programs. David added, that the dollar has strengthened against many other currencies, so we might be pricing ourselves out. Sonsoles said that the stipends are competitive too and some of our stipends might not be as high as other schools provide. Eddie said that we are below the average among our peers. Gursel said that international students also look at ranking and that cannot be addressed by increasing stipends.

- B. PDP for Doctor of Nurse Practice: David said that the PDP for this program was circulated among RACGS members six weeks ago. He said that lots of good comments have been received. He added that we still need to work on a resolution about reducing the credit hour requirement for professional doctoral degrees.
- C. PDP for MFA in Communication Media: David said that the PDP for this program was sent to all RACGS members today.

## **5. Remarks by Katie Tadlock, Assistant Dean of the Graduate College**

Documentation of English Proficiency prior to offer of university funding: Katie said that last year the admissions requirements committee had worked on a proposal to require documentation of English proficiency before a funding offer could be made to an admitted international student. She added that members were in favor of the proposal. But, unfortunately, that language did not make it in the item about conditional admission that was approved by Graduate Council. She said that the handout in today's packet is the same document that was initially brought forth in January 2014. Martin asked about the iBT speaking score and its acceptance instead of the on-campus speak test for Teaching Assistants. Katie said that she will address that and bring the proposal to the next meeting. Text pertaining to it in Appendix A is shown with strikethrough formatting.

**Members voted in favor of the proposal with the suggested changes (see Appendix A).**

## **6. Committee Reports**

### **A. Policies and Regulations (Martin Mohlenkamp):**

Accommodations for Graduate Students for Parental and Other Leaves:

Martin said that 'Proposal 2' allows units to set parameters for the accommodation. Members discussed the issue of having a source of funding. It was noted that if the student is not able to perform work duties and someone else is filling in for the student, then payment for that person needs to be allocated. Ann said that usually units have some funds put away for purposes like this. She added that it is not only students, but sometimes faculty loads need to be covered too. She also noted that by not approving this without the source of funding, we are not doing right by our students. Jen said that there are federal regulations about such issues that need to be taken into account as well. Discussion focused on whether FMLA rules can help figure this out

for graduate students, even though they are not considered employees, so the FMLA rules do not apply to them. Andrea recommended using the model that the task force on parental leave followed. Eddie said that this proposal has been vetted by Dianne Bouvier and Suzanne Dietzel and that he is worried that we are running out of time. He recommended approving the proposal in spirit.

Regarding international students, Krista said that International Student and Faculty Services Office works with them on a case-by-case basis, since every student's situation is unique. She said that they try to work with the academic advisor to help students be enrolled full time.

She said that for example, for immigration purposes, being registered for one hour of dissertation credits is considered full time enrollment. She added that immigration rules do allow for medical leave with no registration requirements. But, pregnancy and child birth do not fall under that category. She also noted that it is harder to make accommodations for fathers. Krista said that however, when the baby has been hospitalized in Columbus, then they have been able to find ways to help the father. She said that in such cases, the academic department can help by having them register for one dissertation hour.

In response to concerns from members about funding, Krista said that departments can set academic and work expectations. This will help students balance the load. It was also noted that absence from class would be covered like other absences. In response to a question from Martin about withdrawing from a class half-way through the semester and its consequences, Krista said that currently, the Department of Homeland Security is raising the bar and that schools may not be able to rely on the 15<sup>th</sup> day reporting that they have done so in the past.

Gursel said that Krista had also recommended using the word, 'immigration' instead of 'visa' in the document, and adding a sentence at the end of the proposal noting, 'International students should consult with ISFS about their status/situation'.

**Proposal 1 was approved without discussion. (See Appendix B)**

**Members voted to approve Proposal 2 in spirit and furthermore we move to appoint an implementation task force that will consult appropriate entities including, but not limited to HR, Finance and Administration, Financial Aid, Deans of all colleges, and the Provost. (See Appendix B)**

**Members voted in favor of approving Proposal 3 with the recommended corrections. (See Appendix B)**

Program Appeals:

Jen said that the policy that the College of Health Sciences and Professions uses is pretty comprehensive. This item was tabled until the next meeting to allow for Martin to be present for the discussion.



B. Curriculum Committee (Tim Anderson):

The committee will review the handout in today's packet that discusses the types of doctoral programs and bring forth their recommendations to the next meeting. This charge was transferred from the Policies and Regulations committee to this committee.

Tim said that members can vote on the program reviews that were circulated before the last meeting. He added that per the discussion, the new format for comments does not apply to the older ones. Currently, the only one that follows the new format is from History. He said that this is the last opportunity for this body to comment on them, since this is the second meeting. And, if this body does not provide input, they will move forward as is. It was noted that after being approved by UCC, the reviews are forwarded to the Provost. The Dean's letter accompanies the review that is sent to the Provost.

C. Graduate Student Affairs and Fellowships (Jody Lamb):

Jody informed members about the committee's decisions about the Named Fellowships:

John Cady Fellowship: Maggie Messitt (English)

Donald Clippinger Fellowship: Sam Drerup (Environmental and Plant Biology)

Claude Kantner Fellowship: Justin Rudnick (Communication Studies)

Anthony Trisolini Fellowship: Tyler Whidden (Theater)

Graduate College Fellowship: Melissa Riggs (Visual Communication)

ALTERNATES:

1st Alternate: Ashley Howell (Psychology)

2nd Alternate: Susil Baral (Chemistry and Biochemistry)

**Members voted in to approve the decision of the committee.**

7. New Business

Jody said that the university wide committee/taskforce that will review the requirements for certificate programs will host its first meeting on Monday.

The meeting was adjourned at 4:32 pm.

## Appendix A

### Resubmitting for Action

*Originally presented on January 17, 2014 by the Admissions Requirements Committee*

Requiring documentation of English Proficiency prior to offer of university funding through a graduate appointment/GRS.

In Fall 2013, 50% of non-native speakers of English who tested for proficiency upon arrival and failed to achieve scores sufficient for unconditional admission had funding offers. “The committee agrees that this is not only unfair to the student who expects to have an income when coming to Ohio University, but unfair to the program and faculty who are depending on students to teach classes and or perform research related responsibilities.”

Current catalog policy and suggested revisions (in italics):

#### *English Proficiency Testing for non-native English speakers*

The language of instruction at Ohio University is English. Therefore, proficiency in reading, writing, speaking, and understanding English is essential to academic success. All applicants (~~except those identified below~~) for whom English is not a native language are required to ~~submit evidence of proficiency by submitting~~ *provide an official results score report* of one of two standardized tests: the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS academic).

*Official scores must be reported from the testing agency directly to Ohio University. TOEFL scores are sent electronically to Ohio University (institution code: 1593). IELTS test scores are sent as an official document from the IELTS testing center to the Graduate College. Please register for the test using your legal name as stated on your passport. Also, your birthdate should be in month/day/year format (e.g., 02/26/1985). Test scores are valid for two years.*

*Applicants who wish to be considered for University funding (e.g. graduate assistantships/scholarships) must submit official test scores and qualify for unconditional admission before a funding offer can be made. Applicants who wish to be considered for teaching appointments are advised to submit iBT TOEFL scores with the speaking test component.*

#### *Scores required for Unconditional Admission*

The minimum TOEFL for unconditional admission *as a graduate student* is 80 (iBT) (550 paper-based). The minimum IELTS (*academic*) for unconditional admission is 6.5 ~~minimum~~ **across all in every** -bands. Some departments require a higher score.

#### *Scores for English Conditional Admission*

~~Applicants with a~~ A TOEFL score between 61 and 80 (iBT) (500-550 paper-based) or an IELTS composite score of 6.0 may ~~be conditionally admitted~~ *qualify an applicant for English conditional admission* on a case-by-case basis. Applicants admitted *in English conditional status* will be retested

upon arrival for possible placement in additional language training. Conditionally admitted students are not eligible for University ~~financial aid funding~~ until they have been cleared for full-time academic study. ~~Therefore, university funds cannot be used for any part of the financial guarantee required to issue a Certificate of Eligibility (I-20 or DS-2019).~~

### *Scores for English Provisional Admission*

~~Applicants with A TOEFL score below 61 (iBT) (500 paper-based) or an IELTS composite score below 6.0, or a non-native speaker of English who does not submit official English proficiency scores does not qualify for are not eligible for graduate admission until English proficiency is established at the English conditional or Unconditional admission level. (no exceptions under any circumstances). Persons with a TOEFL below 61 or and IELTS composite below 6.0 who need to study English prior to enrolling in a graduate degree program may apply separately to the Ohio Program of Intensive English for additional English language study.~~

### *English Proficiency Testing Exceptions*

The following non-native English speakers *have the option to not submit official test scores and take the TOEFL test upon arrival on campus.* ~~are not required to submit official test scores as part of an application packet but will be tested for proficiency upon arrival (through the TOEFL), and are subject to additional English Language instruction based on campus test scores:~~

- Applicants who, within the past two years, have received a bachelor's or advanced degree from an accredited institution of higher education in the United States or a foreign college or university accredited by a Regional U.S. accrediting organization (where English is the *exclusive* language of instruction);
- Applicants who, within the past two years, have completed at least three years of full-time study at a governmentally-accredited institution of higher education where English is the *primary exclusive* language of instruction; or
- Participants in Ohio University exchange programs who have met university requirements through alternate means as approved by Graduate Council.

The results of this on-campus test will determine if additional English language training is required through the Ohio Program of Intensive English (OPIE). Students who are required to enroll in OPIE English courses are financially responsible for all associated tuition and fees. *Students who opt to take the TOEFL test upon arrival cannot be considered for University financial aid until official test scores are reported and are sufficient to qualify for unconditional admission.* ~~University financial aid (e.g. graduate assistantships/ scholarships) cannot be used to cover OPIE expenses.~~

At the discretion of individual academic programs, the following non-native English speakers may be exempt from the English Proficiency Testing Policy:

- Applicants who are US citizens/permanent residents and who meet one or both of the following criteria:
  - Within the past two years have received a bachelor's or advanced degree from an accredited institution of higher education in the United States or a foreign college or university

accredited by a Regional U.S. accrediting organization (where English is the language of instruction), and/or

- Who have significant and recent work experience in an English-language environment.

All students may be tested for academic writing proficiency upon arrival. Individual academic programs may require on-campus English proficiency testing for any student for whom English is not a native language. Failure to achieve a passing score may result in dismissal from the program.

### **Graduate Teaching Assistants**

~~All students with a Graduate Teaching Assistantship (TA) are required by Ohio law to demonstrate English proficiency prior to assuming instructional duties. If you are awarded a TA appointment, Ohio University will assess your oral proficiency before you assume your instructional duties.~~

# Appendix B

## Accommodations for Graduate Students for Parental and Other Leaves.

This file sits at <http://www.ohio.edu/people/mohlenka/pickup/leaves/>. Further supporting information may be found in the archived versions from [December 2014](#) and [February 2015](#).

Approval of these proposals by Graduate Council should be considered as "pending review by Human Resources".

### Proposal 1

- Recommend to [EPSA](#) that they:
  - add something like "birth or adoption" to the list of legitimate excused absences in the [catalogs](#) and
  - consider a policy for withdraws due to giving birth similar to <http://www.ohio.edu/policy/12-060.html>.
- In the Graduate Catalog Academic Policies and Procedures section [4.F. Leave of Absence Policy](#) replace

To be eligible for a leave of absence, a graduate student must not have received an extension of the time limit for the degree. A leave of absence will not extend the time limit for completion of a degree (six calendar years for master's degrees of less than 40 hours; seven calendar years for master's degrees of 40 or more hours and doctoral degrees).

by

A leave of absence does not automatically extend the time limit for completion of a degree. For limits and extension procedures, see [Section 1.A.i. for Masters degrees](#) and [Section 1.B.i. for Doctoral degrees](#).

- In the Graduate Catalog Academic Policies and Procedures sections [1.A.i. Time Limit](#) (for Masters degrees) and [1.B.i. Time Limit](#) (for Doctoral degrees) insert

A graduate student who gives birth, whose partner gives birth, or who adopts, is, for each occurrence, entitled to an automatic one-semester extension to the time limit. To claim this extension the student must notify their program, their academic college, and the Graduate College, and provide the Graduate College with documentation such as a birth certificate. They are also entitled to appropriate extensions to intermediate program deadlines. A student may not be dismissed from a program because they gave birth, had a partner who gave birth, or adopted.

### Proposal 2

In the Graduate Catalog Section on [Financial Aid](#), create a new item 11. with:

#### Work Disruptions and Accommodations:

A "work disruption" is when a graduate student is temporarily unable to perform the duties of an Assistantship (Graduate, Teaching, or Research) or stipend due, for example, to injury, illness, or other circumstances described in the Family and Medical Leave Act . An "accommodation" is a change, reduction, or removal of assigned work initiated by the department/school or other unit who issued the appointment.

An accommodation lasting 3 weeks or less is at the discretion of the issuing unit. An accommodation lasting 3 to 8 weeks and not extending past the end of one appointment requires notification to the academic college and Graduate College. An accommodation lasting more than 8 weeks or extending past the end of one appointment into a subsequent appointment requires prior approval from the academic college and Graduate College.

Visa Immigration rules for international students and rules imposed by external funding sources may impose additional restrictions. International students should consult with International Student and Faculty Services about their status/situation. This policy does not address long-term accommodations due to disabilities.

### **Proposal 3**

In the Graduate Catalog Section on [Financial Aid](#), within the newly created item 11. "Work Disruptions and Accommodations", create a subitem a. with:

#### **Parental Accommodations:**

A graduate student who gives birth, whose partner gives birth, or who adopts, will be relieved of duties from any Assistantship (Graduate, Teaching, or Research) or stipend for 8 weeks, receive their full pay and benefits, and not be required to make up the employment hours later. These accommodations start at labor, medical incapacitation, or adoption and end at the specified number of weeks or the end of the appointment, whichever comes first. To claim this accommodation the student must notify their program, their academic college, and the Graduate College, and provide the Graduate College with documentation such as a birth certificate. Immigration rules for international students and rules imposed by external funding sources may impose additional restrictions. International students should consult with International Student and Faculty Services about their status/situation.

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# Graduate Council Minutes

April 10, 2015

**Attendance:** Tim Anderson, Austin Babrow, Steve Bergmeier, Sonsoles De Lacalle, Janet Hulm, David Koonce, Jody Lamb, James Lein, Krisanna Machtmes, Vladimir Marchenkov, Brian McCarthy, Martin Mohlenkamp, Ann Paulins, Joseph Shields, John Strohl and Gursel Suer.

**Excused:** Maggie Clark, Michelle Ferrier, Andrea Frohne, Jennifer Horner, Steve Howard, Jundong Liu, Christine Mattley, Chris Moberg, Shawn Ostermann, Hashim Pashtun, Erik Ramsey, Anirudh Ruhil, Carl Smith, and Katherine Tadlock.

**Convened:** The meeting was convened at 3:15 pm.

## **1. Approval of Minutes of the March 13, 2015 meeting**

The minutes of the March 13, 2015 meeting were approved.

## **2. Remarks by Joseph Shields, Dean of the Graduate College**

- A. Faculty Fellow: Joe said that Sara Helfrich has been appointed as the Faculty Fellow for the 2015-2016 academic year. She will begin her appointment on August 1, 2015. In her role as a faculty fellow she will support graduate students in their academic endeavors and professional development.
- B. Individual Interdisciplinary Program (IIP): Joe informed members that the IIP in its revised state has been housed at the Graduate College since the last three years. He added that Claudia Hale, who has been the directing this program is retiring at the end of next month. Kamile Geist will take over as director on July 1, 2015. He said that there will be a slight gap between Claudia's retirement and Kamile's start date.

## **3. Remarks by David Koonce, Associate Dean of the Graduate College**

- A. Application Numbers: David said that the application numbers for Fall 2015 are still lower than numbers last year at this time for Fall 2014. The decline is about 12.5% in domestic and about 15% in international application numbers. Brian said that many programs still had more quality applicants than they hoped to admit, so class sizes for these programs should be okay. He added that the colleges of engineering and health sciences and professions have not seen a decline in application numbers. He said that the number of summer applications however, is 10% higher than last year's numbers. David said that usually there is a spike in number of applications closer to the beginning of the term, and that might help us come out closer to last year.
- B. Masters Exit Survey: David said that he has sent the exit survey to all master's students who have applied for graduation for this term. He noted that he added a question about interest in having a subsidy for health insurance.

#### **4. Committee Reports**

- A. Curriculum Committee (Tim Anderson): Tim drew members attention to the handout. He said that there are many professional doctoral programs all over the country that require a less number of credits than academic doctoral degrees. He said that by approving the current resolution, the DNP program will be able to move forward with its proposal. Members raised concern about lowering the credit hours required for doctoral programs. David helped alleviate these concerns, he said that all professional doctoral programs have to maintain accreditation requirements prescribed by their respective professional organizations, so the quality of the program is not being compromised by lowering the number of credit hours. In response to a question from Austin, David said that any student, who comes to Ohio University with an earned Master's degree, gets 34 credit hours added to their record. And, this program requires earning 36 hours beyond that.

**Members voted in favor of accepting the resolution.**

#### **5. New Business**

Graduate Faculty Status: Brian said that about five years ago, this was discussed at Graduate Council. The issue was raised to provide normative guidelines to codify faculty status to promote a common understanding of the meaning of graduate faculty status. He said that the current document has been put together by an ad hoc committee. He added that this still needs more work; he would like to get recommendations from this body, so that a proposal can be presented at a future meeting.

Joe said that this will require varying levels of scrutiny by different people and that the idea is to keep the conversation moving and not to rush the process. Brian said that we have to be able to provide a frame work to departments to create the category with the added specifications relevant to their discipline. In response to a question from James about the possibility of losing graduate faculty status, Ann said that is possible. She added that is an important conversation as well. Brian said that the appeals process for that also needs to be included in this document. Sonsoles raised the question about faculty who hold appointments in the medical school. It was noted that a faculty member holds graduate faculty status through his/her academic program and college. John said that for his committee, one member will be from the Voinovich Center, one from Geography, and one from Food Sciences. He asked if one of these departments does not have graduate faculty status, then that would impact him adversely. Joe said that in situations like that a faculty member could be given an adjunct appointment. Members noted the value of having external members and their contributions on defense committees. Discussion focused on research quality and other criteria used to determine graduate faculty status.

David added that most thesis and dissertation defense committees are comprised of graduate faculty. This proposal will help standardize the current practice.



Joe recommended housing the database of graduate faculty status centrally. He said that will be most helpful when programs look for external members. Ann said that the information can be housed at the college level with the graduate college providing a link to the documents that each academic college maintains.

Brian said that he would recommend that members can send comments in the next 10 days. David said that he would ask Chris to send it to all graduate chairs. Ann said that it would be helpful to have a date on the document and to use a watermark to note it as draft.

The meeting was adjourned at 4:13 pm.

# Graduate Council Minutes

May 1, 2015

**Attendance:** Tim Anderson, Austin Babrow, Steve Bergmeier, Maggie Clark, Andrea Frohne, David Koonce, James Lein, Krisanna Machtmes, Vladimir Marchenkov, Christine Mattley, Brian McCarthy, Martin Mohlenkamp, Shawn Ostermann, Ann Paulins, Anirudh Ruhil, Joseph Shields, Carl Smith, Gursel Suer, and Katherine Tadlock.

**Excused:** Sonsoles De Lacalle, Michelle Ferrier, Jennifer Horner, Steve Howard, Janet Hulm, Jody Lamb, Jundong Liu, Chris Moberg, Hashim Pashtun, Erik Ramsey, and John Strohl.

**Convened:** The meeting was convened at 3:08 pm.

## 1. Approval of Minutes of the April 10 2015 meeting

The minutes of the April 10, 2015 meeting were approved.

## 2. Chair's Report

Chris informed members that the work on graduate faculty status is progressing well. She said that she met with Dave Thomas, Joe Shields and Beth Quitsland yesterday. Chris added that some reservations have been expressed about this status. She said that she received some helpful responses when she sent the email about it to about 100 graduate chairs. She said that this will also need to be brought to faculty senate. Joe said that the feedback about this status can be divided into three categories: first, those who have not read the text and their responses are based on past information and graduate faculty status at other institutions; second are the responses about process and jurisdiction, as in the extent of authority of this body to make policy recommendations and then those being implemented by the Graduate College; third, these responses focus on aspects of implementation, locus of control being at the college versus department level. He said that all voices need to be heard. Joe addressed a concern raised by some that the committee reviewing this status is populated with associate deans. He added that having associate deans on the committee is intentional so that the associate deans can bring forth the special and unique situations that pertain to their colleges to this forum.

## 3. Remarks by Joseph Shields, Dean of the Graduate College

Graduate Commencement: Joe said that this morning a record number of doctoral students participated in the ceremony. He added that 141 doctoral candidates were hooded and this was accomplished in less time than previous years. He said that the reconfiguration of the stage, a better ramp, and the reader being close to the students help move things along. He thanked the Graduate College staff for their work at the event. Katie said that Caitlin Barnhardt (from Event Services) said that 960 master's students participated in the ceremony this morning. Joe added that he got to hood the first IIP doctoral recipient since the program has been housed in the Graduate College. He said that Vladimir was the student's advisor and he hopes that we can keep the tradition going.

#### **4. Remarks by David Koonce, Associate Dean of the Graduate College**

Masters Exit Survey: David said that per the feedback from the survey that was sent to graduating students in December, he updated a couple of questions. He said that in the previous round one out of five students mentioned Graduate College being their home college. He removed that option this time. He added a question about the health care subsidy. David told members that if they would like a specific question added to the survey, they can send that information to him.

#### **5. Remarks by Katie Tadlock, Assistant Dean of the Graduate College**

- A. Doctoral Commencement: Katie said that the Graduate College staff did a great job at the event today. She added that the speaker gave an excellent speech.
- B. Non-degree credit limits: Katie said that Graduate Council had not come to a decision about changing the 12 hour limit on non-degree course work. She added that the committee formed by the Provost and chaired by Elizabeth Sayrs is looking at all certificates and micro-credentialing. It is a pretty broad charge and it will take some time to get everything addressed. She added that since the Graduate Catalog will be updated over the summer, and if something needs to be reviewed by members of Graduate Council, then that can be addressed via emails.

#### **6. Committee Reports**

- A. Policies and Regulations Committee (Martin Mohlenkamp)  
Program Appeals: Martin drew members' attention to the handout in today's packet. Discussion focused on who would be the final authority. Martin mentioned that this process could parallel the grade appeals process. Eddie suggested that the Graduate College be the final authority in this process. Steve said that having this be addressed at the home college will ensure consistency. Shawn said that it would also be faster to make decisions that way.

Members voted in favor of having a process of appealing a dismissal from an academic program where the Associate Dean of the academic college would be the final authority.

- B. Recruitment and Admission Requirements Committee (James Lein): There was nothing new to report on the conflict of interest reviews, they have all been addressed.

#### **7. New Business**

Graduate Faculty Roles: Members discussed the variations in the composition of masters and doctoral committees. Shawn said that the workload issue should also be taken into consideration. Brian added that departmental cultures vary and need to be taken into account. He said that this document addresses both, committee structures and graduate faculty status. Members discussed whether the composition of committees should be defined by the academic college or by the graduate college. It was also noted that the five year limit for having graduate faculty status should also be reviewed. And, that some programs have affiliate faculty or administrators who teach

graduate classes. In response to a question about the nomination process, David said that faculty should be able to self-nominate and should submit their credentials along with that.

Tim said that this is seldom discussed at the department level and that it would be nice to involve the departments in this process as well. Vladimir asked about the reason for the discussion of this process, whether it was to streamline the existing situation, or a response to a festering problem. Chris said that students do not always know who can sit on their thesis or dissertation committees. Andrea said that with the increased hiring of group two and four faculty and less number of group one faculty being hired, it seems that graduate education will not be receiving the support it deserves. Discussion also focused on eligibility of group two and group four members serving on committees, it was noted that would have to be determine by each department. David added that research and publications could be used as measures for this purpose. Joe said that sometimes research faculty or group two faculty need to be brought in on a committee. Ann echoed the same sentiment and added that sometimes industry representatives can be very helpful on a committee. She added that this idea is supposed to motivate departments to think about this and identify the best scenarios for their programs and students. Brian added that this should all be appealable at the college level. Tim said that it is good to have the flexibility, but we should also have some core minimal standards in place. Members expressed concern that by having policies that would include group two and group four faculty members on graduate committees will just result in hiring less group one faculty. It was noted that level of scholarship should be defined by field, and having the appropriate terminal degree in the field along with research and scholarship should all be taken into account. Chris asked members to send comments to her.

General Fee: Eddie noted that graduate students pay \$600 in general fee, even if they are registered for one credit hour. He said that unfortunately, GSS was told that this fee would not be lowered. Maggie said that paying the general fee allows students to attend sporting events for free. But, she added, most graduate students do not attend those events. Chris said that she received an email from someone asking if the general fee funds scholarships. Eddie said that there are 50 Graduate Assistants in the Student Affairs office and 50 in the Inter-collegiate Athletics unit.

Katie said that some institutions offer a maintenance credit for enabling continuous enrolment for students who have reached certain milestones like defending their dissertation proposal. The fees for this credit are lower than the regularly charged fees. This works well for students who are not physically on that campus. Discussion focused on the total cost for one credit hour of graduate study and the value of it in light of someone coming to campus for just one day. Katie said that the current non-resident cost is \$1079. Graduate assistants receive a credit towards the general fee. Eddie said that he has tried all year, but has not received any hope of the fee being reduced at all. Ann said that if it is a matter of affordability, then the amount should be significant. She said to look at peer institutions and review the models they offer. Katie said that it would also help to dig deeper into the response you received. She also added that going in with a concrete proposal would be helpful.

Chris said that this should be reviewed by a committee.

The meeting was adjourned at 4:42 pm.