

# Graduate Council Minutes

February 10, 2017

**Attendance:** Emilia Alonso-Sameno, Tim Anderson, Ian Armstrong, Steve Bergmeier, Geoff Dabelko, Bose Maposa, Sonsoles De Lacalle, Pete Harrington, Alex Hibbitt, Jennifer Horner, Janet Hulm, Chulho Jung, David Koonce, Jody Lamb, Chris Moberg, Maria Modayil, Greg Newton, Ann Paulins, Erik Ramsey, Joseph Shields, Gaurav Sinha, Scott Smith, Spencer Smith, Gursel Suer and Katherine Tadlock.

**Excused:** Terry Cluse-Tolar, Andrea Frohne, Natalie Kruse Daniels, Krisanna Machtmes, Brian McCarthy and Shawn Ostermann.

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

**1. Approval of Minutes of the January 13, 2017 meeting**

The minutes of the January 13, 2017 meeting were approved.

**2. Chair's report, Steve Bergmeier:**

Steve said that an ad hoc committee which will work with EPSA on graduate faculty status is now in place. Jen, Shawn, and Brian are on it and first meeting is on Monday.

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

Joe encouraged members to attend the 3MT competition which will be held on Wednesday, February 15<sup>th</sup>.

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

David said that we are still staying ahead in total graduate applications from last year. He added that the applications for Athens campus programs have been at or below 10% of last year. All the increase has been in applications for online programs.

David said that at this point, there are 97 applications for summer and fall terms for graduate programs from the seven countries that were included in the travel ban per the executive order. Most of the applications are for programs in the colleges of engineering and art and sciences; however, there are applications for programs in other colleges as well.

David informed members that a new position for the Graduate College has been posted. He added that Mark Rowe, who was the graduate appointment administrator, left the Graduate College in December to take a teaching position in the college of Business. He said that the position is not going to be filled; current staff members will fulfill the responsibilities. He added that a new position that will be responsible for communication and professional development is being created. The person hired in this position will be performing some of the

duties that Sara Helfrich was performing in her role as Faculty Fellow at the Graduate College. He said that the position was posted yesterday and asked members to spread the word.

David said that the Graduate College will help GSS with the logistics of running the travel and original work grants. He added that the deadline to submit proposals for both is tomorrow and so far, 55 travel grants and seven original work grants have been submitted.

David said that international application numbers are lower at this point, but the credential evaluation process can take a long time and could potentially delay decisions. He asked if one of the committees would be willing to look into the idea of accepting external credential evaluation reports for applicants for online programs from one of the members of National Association of Credential Evaluation Services. David added that applicants in online programs are typically on a short review cycle, and a timely decision is crucial. David said that this will also help get official academic documents from this subset of students who may have left their home countries many years ago. The credential evaluation agency will certify that they received official documents. In response to a question from Jen about the reliability check, David said that the Graduate Council committee that reviews this proposal will look into it.

David provided an update regarding the checks for students who are on a fellowship. He said that after having met the Bursar and Financial Aid, it was decided that the first pay check for students will not deduct any of the fees, so students will receive the entire amount and can use it to pay their fees and dues as appropriate.

David announced that Mary Gemmel was the Ohio University nominee for the MAGS teaching award. Sonsoles said that she is a very good student and won three awards last year. Jody said that her video will be helpful to other students when they are filmed.

David told members that the 3MT competition is on Wednesday, February 15<sup>th</sup> at 7 pm. He said that University Communications and Marketing will be filming the event. Steve added that Ian is presenting.

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

Katie drew members' attention to the handout (Appendix A) and said that as part of the initiative to streamline processes and reduce the use of paper forms, the proposal seeks to remove the task of certifying native English speakers who will be offered a teaching assistantship. There are only two other institutions in Ohio that certify all their TAs; all other institutions certify only non-native English speakers. It was noted that the score requirements for non-native speakers have not changed. Discussion focused on the definition of the word, native in the question about native language on the graduate application. Katie said that we will be looking at other institutions for best practices before updating the graduate application. Jen said that she likes the idea of benchmarking. David added that currently we use the data provided by the applicants on the graduate application and per that self-identification, the English proficiency is noted on the applicant's record.

## **6. Report from the Curriculum Committee**

Tim said that Chris Moberg could answer any questions that members might have about the Master's in Accounting. Chris said that the program is comprised of 10 courses, which amount to 30 credits. He added that they have been aware of the need for providing an option or pathway for their students who choose accounting as their major and are interested in pursuing a CPA. The state requires 150 credit hours as an eligibility criterion for taking the CPA examination. Chris added that they found that they were losing good students who did not want to attend Ohio University for their bachelor's degree, because they did not have the option of completing a Master's degree. Students who came would earn their Bachelor's degree and go on to earn a master's somewhere else, or were taking on extra hours during their undergraduate careers to earn the 150 required hours.

In response to a question regarding attrition from other programs, Chris explained that most students who are interested in taking the CPA examination do not pursue an MBA. He explained that the target audience for both pathways is different. He added that eventually, the college would like to see a 4+1 or a 3.5+1.5 pathway for Bachelor's and Master's in Accounting. Chris said that the college has hired new faculty and that all the courses are moving through the approval process at UCC.

Jen said that the MS in Nursing has a set of core courses and then there are multiple areas of specialization like the family nurse practitioner, nurse educator, or nurse administrator. She added that per accreditation requirements, the name of one of the tracks is being changed. David added that since this change also involves a change in more than half of the course content, it requires state approval. He also said that the Registrar echoed the same sentiment noting that for a track to be transcriptable state approval is required. If it is just a name change, then notification to the state is sufficient.

Jen said that there is long standing policy that allows sharing 10 semester hours between two degree programs. She said that the discussion here has focused on sharing courses among certificate programs. Jen said that the Katie provided a formula that is used by the Rackham Graduate School at the University of Michigan which amounts to an overlap of 16.67 % of courses. And, that we have also been following the same proportion. Members discussed that as of now, this does not seem to be much of an issue. However, once more stackable certificates are in place, we will need to exercise caution. In response to a question from Jen about tracking the overlap, David said that students who are pursuing two degree programs complete the dual degree form. He added that that he is also aware that the courses listed on the form might not always be the ones that are actually taken. Jen said that she does all the graduation clearances, but the review of certificate conferrals has not been handled by her office.

Jen said the policy to exempt policy from approval process of programs was unanimously approved by the Dean's council and is now headed to UCC for a vote.

Tim said that the program review for Modern Languages will be moving forward. He added that the report looks good, and the program is viable. He said the review lists a few weaknesses, but nothing that would warrant an action. Tim noted that the review does not mention faculty scholarship. Emilia said that a new track that offers a specialization in translation is being proposed. She added that the department lacks faculty expertise in that

area so recruitment can be compromised. Emilia said that per the search in progress, one faculty member could be hired in that area. Tim said that Graduate Council could communicate this to David Ingram, so that the information can be then shared with the academic program.

Steve said that per the program review committee, the review for Interdisciplinary Arts would be moving forward to UCC for approval. He said that the Dean and the chair of the program have responded to the concerns raised by Graduate Council. Tim said that the program would not be subject to a shorter review cycle, as it was once proposed.

#### **7. Report from the Polices and Regulations Committee**

Members will review the document (Appendix B) about advisor and advisee relationship before the next meeting.

#### **8. Report from the Recruitment and Admissions Requirements Committee**

Gursel said that at this point the committee does not have any outstanding issues. He added that he would like to re-visit the issue of the role of university rankings as a key factor in student's decision towards choosing an institution. He said that they have Master's students who are not considering staying at Ohio University for their PhDs. Pete said that if the department makes a long-term commitment to a good student who is pursuing a Master's, then they would be able to have the student continue in their program. Alex said that having a website that mirrors the work being done by faculty and students goes a long way in recruiting students. She added that efforts to fit their content within the recommended templates have been difficult. Gaurav echoed the same sentiment about the template and accommodating mobile compatible sites. David said that the university would be migrating from CommonSpot to a different platform known as Drupal. He added that per data from Google analytics, the degree programs page on the Graduate College website has the most views. Continuing the conversation about recruitment, Geoff asked Steve about Craig Cornell attending a Graduate Council meeting. Steve said that Craig said that he would look into his schedule.

It was also noted that this committee would review the proposal of accepting external credential evaluation reports for applicants with foreign credentials who apply to online programs.

#### **9. New Business**

Ian asked about the status of the proposal on parental leave. David said that it has been sent to Human Resources, but he has not heard back. Steve said that it would be good to have an update from Human Resources at the next meeting.

The meeting was adjourned at 4:32 pm.

**Appendix A**  
**Certification of Spoken English Proficiency**  
**For Graduate Teaching Assistants**

ORC 3345.281

As used in this section, "teaching assistant" means a student enrolled full-time or part-time in a graduate degree program at an educational institution for which the student has received an appointment to provide classroom-related services.

The board of trustees of each state university, medical university, technical college, state community college, community college, and the board of trustees or managing authority of each university branch shall establish a program to assess the oral English language proficiency of all teaching assistants providing classroom instruction to students and shall ensure that teaching assistants who are not orally proficient in the English language attain such proficiency prior to providing classroom instruction to students.

Amended by 129th General Assembly File No.18, HB 139, §1, eff. 4/29/2011.  
Effective Date: 07-24-1986.

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Spoken English proficiency for international non-native English speakers is certified through one of the following:

- iBT speaking score  $\geq 24$
  
- SPEAK test score  $\geq 230$
  
- IELTS speaking score  $\geq 7.0$
  
- Probationary teaching<sup>1</sup>
  - SPEAK test score of 189-229
  - iBT speaking score 21-23
  - IELTS speaking score of 6.5

Please direct questions about the SPEAK test and ELIP registration to Dawn Bikowski, English Language Improvement Program ([bikowski@ohio.edu](mailto:bikowski@ohio.edu))

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<sup>1</sup> Requires concurrent enrollment in assigned ELIP class and retesting at end of probationary teaching term.

## Appendix B

**To: Graduate Council**

**From: Policies Subcommittee**

**Re: Changes to Graduate Catalog Text**

In response to questions that were raised regarding advisor/advisee relationships, the Policies Subcommittee of the Graduate Council proposes several changes to Graduate Catalog. Current wording is in black, new proposed wording is underlined.

### **Degree Requirements**

#### **Master's Degree**

For any master's degree, a minimum of 30 graduate (semester) hours is required for conferral.

#### **Program of Study**

Students should develop a program of study approved by their advisor and the departmental graduate committee early in their program to ensure that they satisfy all degree requirements in the most efficient manner possible. Cohort-based degrees may have a fixed program of study.

Students may not have more than 8 credits with a CR grade exclusive of practicum, internship, research, and thesis hours applied to their minimal credit requirements. Additional credits may be required by individual departments.

Undergraduate courses, courses taken for Audit, or any course designated as “dissertation” or “doctoral” may not be counted toward Master's degree requirements.

#### **Advisor/Advisory Committee**

A member of the graduate faculty will serve as the student's primary advisor or on an advisory committee. In some programs, graduate students are assigned to an advisor, and in others graduate students are expected to participate in the selection of their advisors. The advisor / committee must be approved by the program and also must be consistent with college policy (e.g., “graduate faculty status”). The primary advisor and advisory committee must approve the proposed program of study for the degree, track students' progress at regular intervals, and recommend degree conferral.

It is recommended that the advisor clearly outline the expectations of the advisee and the responsibilities that the advisor accepts, and it is further recommended that those expectations and responsibilities be in written form and that they be periodically reviewed during a meeting of both parties.

The adviser-advisee relationship, as discussed here may include, but is not limited to, graduate students assisting their advisers with research, teaching, or service responsibilities. In this relationship, advisees can terminate a relationship with an advisor if the advisor's demands exceed those agreed upon or if the relationship makes it unnecessarily difficult for the student to complete their work in some other way. Students wishing to change advisors should follow the policy in their departments, which should normally consist of a meeting with the department's chair or graduate chair. Appeals by the advisee on the denial of advisor/committee changes should be made to the head of the department and then to the dean of the college.

In those departments in which a student is assigned a mentor who is different than a student's advisor, a similar process can be followed for changes.

Advisors can also terminate a relationship with an advisee if the advisee is significantly failing to meet the advisor's expectations in the agreement between the advisor and advisee. Advisors requesting such a change should follow department policy, which should normally consist of a meeting with the department's chair or graduate chair. Appeals of that decision by either the advisor or advisee should be made to the head of the department and then to the dean of the college.

## **Academic Residency Requirement**

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## **Professional Doctoral Degrees**

### **Advisor / Advisory Committee**

A member of the graduate faculty will serve as the student's primary advisor or on an advisory committee. In some programs, graduate students are assigned to an advisor, and in others graduate students are expected to participate in the selection of their advisors. The advisor / committee must be approved by the program and also must be consistent with college policy (e.g., "graduate faculty status"). The primary advisor and advisory committee must approve the proposed program of study for the degree, track students' progress at regular intervals, and recommend degree conferral.

It is recommended that the advisor clearly outline the expectations of the advisee and the responsibilities that the advisor accepts, and it is further recommended that those expectations and responsibilities be in written form and that they be periodically reviewed during a meeting of both parties.

The adviser-advisee relationship, as discussed here may include, but is not limited to, graduate students assisting their advisers with research, teaching, or service responsibilities. In this relationship, advisees can terminate a relationship with an advisor if the advisor's demands exceed those agreed upon or if the relationship makes it unnecessarily difficult for the student to complete their work in some other way.

Students wishing to change advisors should follow the policy in their departments, which should normally consist of a meeting with the departments chair or graduate chair. Appeals by the advisee on the denial of advisor/committee changes should be made to the head of the department and then to the dean of the college.

In those departments in which a student is assigned a mentor who is different than the student's advisor, a similar process can be followed for changes.

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## **Research Doctoral Degrees**

### **Program of Study and Advisory Committee**

A member of the graduate faculty will serve as the student's primary advisor or on an advisory committee. In some programs, graduate students are assigned to an advisor, and in others graduate students are expected to participate in the selection of their advisors. The advisor / committee must be approved by the program and also must be consistent with college policy (e.g., "graduate faculty status"). The primary advisor and advisory committee must approve the proposed program of study for the degree, track students' progress at regular intervals, and recommend degree conferral. Graduate work completed at another university will be considered by the respective graduate committee and the student's advisory committee in the development of the student's program of study.

It is recommended that the advisor clearly outline the expectations of the advisee and the responsibilities that the advisor accepts, and it is further recommended that those expectations and responsibilities be in written form and that they be periodically reviewed during a meeting of both parties.

The adviser-advisee relationship, as discussed here may include, but is not limited to, graduate students assisting their advisers with research, teaching, or service responsibilities. In this relationship, advisees can terminate a relationship with an advisor if the advisor's demands exceed those agreed upon or if the relationship makes it unnecessarily difficult for the student to complete their work in some other way. Students who want such a change should follow the policy in their departments, which should normally consist of a meeting with the departments chair or graduate chair. Appeals by the advisee on the denial of advisor/committee changes should be made to the head of the department and then to the dean of the college.

In those departments in which a student is assigned a mentor who is different than the student's advisor, a similar process can be followed for changes.



Advisors can terminate a relationship with an advisee if the advisee is significantly failing to meet the advisor's expectations in the mutual agreement between the advisor and advisee. Advisors requesting such a change should follow department policy, which should normally consist of a meeting with the departments chair or graduate chair. Appeals of that decision by either the advisor or advisee should be made to the head of the department and then to the dean of the college.

Typically, when the dissertation proposal is nearing approval,.....

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