

## **Graduate Council Minutes**

Friday, September 8, 2017

**Attendance:** Emilia Alonso-Sameno, Tim Anderson, Steve Bergmeier, Gordon Brooks, Geoffrey Dabelko, Sonsoles DeLaCalle, Travis Gatling, Pete Harrington, Jennifer Horner, Wojciech Jadwisienczak, Chulho Jung, David Koonce, Brian McCarthy, Maria Modayil, Greg Newton, Ann Paulins, Andrew Ray, Joseph Shields, and Jennifer Smith

**Excused:** Terry Cluse-Tolar, Lorna Jean Edmonds, Charlotte Elster, Alexandra Hibbitt, Janet Hulm, Chris Moberg, Shawn Ostermann, Erik Ramsey, Gaurav Sinha, Scott Smith, and Katherine Tadlock

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

**1. Approval of the minutes of the April 21, 2017 meeting**

The minutes of the April 21, 2017 meeting were approved.

**2. Chair's Report: Steve Bergmeier**

Steve welcomed everyone and said that multiple programs reviews will be discussed later in the meeting.

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

Joe introduced Becky Bushey-Miller and Andrew Ray, new staff members in the Graduate College.

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

David informed members that application numbers look good in a macro sense.

The Headcount Projections for Fall 2017 are on track for a record semester. The numbers are as follows:

- Unique PID in Fall Enrollments as of 2:00 PM on 9/8/17 are: 5,261
- This is up 142 from a year ago this time. Fall 2016 IR Census Report was: 5,119
- Last year Final Fall head count was: 5186 (+67).
- David mentioned that online graduate students passed Athens campus graduate student numbers last year

Chancellor's Council of Graduate Study (CCGS) Update

- The Masters in Law, Justice and Culture Program Development Plan (PDP) was reviewed.
- The Master of Business Analytics PDP was reviewed.
- An E-Vote will occur for the Master of Science in Athletic Training.
- New guidelines are out.

- University of Toledo is planning for workshop on PSM (Professional Science Master's) in March/April. This hybrid degree would blend professional skills with STEM. If you are interested in more information, please let David know.

Applications finished the year (September 1, 2016 – August 31, 2017) at 7021. This is up 70 from last year and is tracking normally. The previous years are as follows:

- 2016 – 6949
- 2015 – 6471
- 2014 – 7199
- 2013 – 7001
- David reviewed when subsets of the overall applicant pool apply. In overview, international applicants apply most often for fall admission, as do domestic applicants. E-learning applications vary. Summer applications are trending lower than in the past.
- In addition, David outlined admitted versus denied applicants by domestic, international and e-learning subsets and shared admission rates over time using the same subsets (international, domestic, and e-learning applicants).

The new application will go live on September 14, 2017. This application includes a question about parents' highest education earned. Please contact Jen Van Nostran at [vannostj@ohio.edu](mailto:vannostj@ohio.edu) with names of new graduate chairs and/or for training regarding the application.

The Online Graduate Appointments (OGA) process will be impacted by the new chart of accounts (COA).

For Oracle Business Intelligence (OBI) assistance, Jen Van Nostran can assist with building reports to help manage the application review process. Contact her for more information or help ([vannostj@ohio.edu](mailto:vannostj@ohio.edu))

One topic for Graduate Council review is the TA/GA Delineation. The questions that the Graduate College needs clarity and guidance on are:

- What is a TA?
- Is our definition aligned with Ohio Revised Code?
- Does the SPEAK test address English proficiency?

Policy and Regulations subcommittee agreed to add this to their agenda.

Becky updated the council on a successful Graduate Student Orientation and upcoming plans to assess graduate student professional development needs, including those of first-generation graduate students.

## **5. Bridge Committee discussion led by Tim Anderson**

### a. Programs Committee

Jennifer Horner said the last Programs Committee meeting was interesting, but there are not minutes. The Programs Committee is revamping how things are being done and have developed draft guidelines. This includes that the Program Committee will review all programs before they are taken to UCC for approval. In addition, Jennifer Horner provided the following webpage where forms for new programs are available:

<https://www.ohio.edu/facultysenate/committees/ucc/programs.cfm>

### b. The Program Review Committee will need to review and respond to the UCC Bridge Committee. There are three programs to review. Steve Bergmeier asked that everyone read and review materials for next meeting and be prepared to provide comment at the end of the next meeting. The three programs are:

- i. Human and Consumer Sciences
- ii. Linguistics
- iii. Film

## **6. Old Business**

Graduate Faculty status—Steve Bergmeier spoke with Joe McLaughlin, but needs to follow-up with him and will do that before the next meeting.

Credit overlap—Jennifer Horner asked if the council wants to tackle the overlapping credits issue. Some questions include: Is there a philosophical issue and/or administrative issue? Some certificate programs overlap significantly with graduate programs. Should we discuss this? How do stackable certificates fit into this? In a related issue, in PeopleSoft, one can waive or add requirements. All graduate certificates are structured, courses can substituted. Are there rules about what can be substituted? Is that left to the colleges? What does earning a certificate mean? Does OU need a specific philosophy about graduate certificates? What does earning a certificate mean? Does an audit/assessment/survey need to be done to see what is happening at OU?

The Curriculum Committee agreed to review the credit overlap issue while keeping two overarching questions in mind:

1. What is the broad philosophical stance?
2. How tightly should a graduate certificate be defined?

## **7. New Business**

No new business

The meeting was adjourned at 4:06 pm.

# Graduate Council Minutes

Friday, October 13, 2017

**Attendance:** Tim Anderson, Steve Bergmeier, Gordon Brooks, Terry Cluse-Tolar, Megan Conkle, Geoffrey Dabelko, Lorna Jean Edmonds, Travis Gatling, Janet Hulm, Wojciech Jadwisienczak, Chulho Jung, David Koonce, Brian McCarthy, Maria Modayil, Greg Newton, Shawn Ostermann, Ann Paulins, Andrew Ray, Joseph Shields, Jennifer Smith, Scott Smith, and Katherine Tadlock

**Excused:** Emilia Alonso-Sameno, Seth Baker, Sonsoles DeLaCalle, Charlotte Elster, Pete Harrington, Alexandra Hibbitt, Jennifer Horner, Chris Moberg, Erik Ramsey, and Gaurav Sinha

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

1. **Approval of the minutes of the September 8, 2017 meeting**

The minutes of the September 8, 2017 meeting were approved.

2. **Chair's Report: Steve Bergmeier**

Steve welcomed the new GSS members, Seth Baker and Megan Conkle.

Steve mentioned that Eric Ramsey will be absent from Graduate Council for some time.

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

Joe had no comments and turned the floor over to David Koonce for announcements.

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

David informed members that applications are looking good, however, there is a concerning trend with international applications. They are down by 35%.

The Graduate College migration to the new website is scheduled to go live November 2, 2017. There are many questions about this migration and may be a mad race until the end.

During the week of October 16<sup>th</sup> at the Chancellor's retreat, the group will be facing a big issue, the program revision process. The current reviewing process is quite burdensome and since the Chancellor's Council of Graduate Schools (CCGS) put this on themselves, they will be considering a redesign of the process.

David understands that the Chart of Accounts testing is occurring.

David asked the council to consider a Graduate Assistant Parental Leave policy. David provided an example from Ohio State University. In addition, he offered that upon speaking with dean at OSU, OSU had little trouble implementing this policy. David sent a copy of this policy to Human Resources (HR) for their review and HR did not have any concerns about the policy. In addition, David distributed information discussed and passed by Graduate Council in Spring of 2015.

Discussion by Graduate Council members included some concerns about the delineation between an employee and a graduate student. In addition, members expressed concern about the use of "will be relieved" in the previously passed language and suggested a

change to “is eligible to be relieved”. In addition, it was suggested adding the following language to the policy “must be enrolled in and regularly participating in courses”. David proposed policy go to committee for further review and the council agreed

David informed Graduate Council that the Graduate College is collecting admission offers letters in an effort to identify commonalities and standardized language in all offer letter.

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

In an effort to serve our international student population better, there are two upcoming changes that will improve the efficiency, security, and ease of sending form I-20 to admitted applicants.

First, when a person comes in to pick up an I-20, they *must* provide the Graduate College staff with some type of photo identification. If the Graduate College staff recognizes a faculty member or staff from a specific department, they may waive the request for identification.

The second change is the addition of the e-ship Global option for sending out I-20s to students. Students simply sign up on e-Ship Global’s website, select the Graduate College, pay for the shipment, and the Graduate College will send it to them from our office.

Andy Ray mentioned that using this method will allow information to get to Iran as well.

In terms of English Proficiency, in the past, the Graduate application only allowed one answer and we are not sure that this information is reflecting information accurately. So, to remedy this, the Graduate College has expanded the application to include additional options. This offers more choices and an applicant can choose a bi-lingual or multi-lingual option. An applicant can list up to four languages. This will offer more robust information about our applicants. In addition, you can continue to ask them to enter a TOEFL score.

The Graduate College recognizes that you may know additional information about an applicant regarding their English proficiency, so please the Graduate College know that information.

Katie mentioned the need to revisit a discussion about senior for grad credit and a push for revision. She mentioned that there is increasing interest in 4 plus 1 degree. On dynamic impacting this is the college credit plus program where students arrive on-campus with too few hours to complete. Graduate Council may need to address this changing dynamic.

**6. Bridge Committee discussion led by Tim Anderson**

Program Review Committee—Tim Anderson outlined the role Graduate Council plays in the review of programs. Graduate Council can choose to give a response or not. The

response may agree with recommendations of the committee or give unique comments that support graduate education. Graduate Council reviewed the following programs.

i. Human and Consumer Sciences

Tim summarized the program report stating that the program is described as viable, but liable to be in jeopardy. There is concern with retention of faculty, morale issues, and perhaps a hiatus for graduate program may be in order.

Graduate Council comments included the following:

- The Master's program is impacted by the priority mission of this program being an undergraduate program. The master's students could contribute and support the undergraduate program with experience.
- Another review in a short period of time may be the approach. Hiring an external chair – may be a good strategy.
- Do not recommend the hiatus approach as this would be disruptive to the faculty and program.

Based on this feedback, Tim will draft something from the Graduate Council.

ii. Linguistics

Tim summarize this report and the viability of this program. He stated that there are many concerns which include the number of faculty (three fewer faculty – one group 2 faculty member, two group1faculty members). There are concerns about OPIE and whether it should it be separated from Linguistics, although an external reviewer suggested not separating the two. Some options include: Move linguistics to modern languages, conduct another review in 3 years, and replace group one faculty.

Graduate Council comments included the following:

- What is the role of Graduate Council in terms of process?
- The loss of faculty lines is a real loss to the department and this happened right before the seven-year review was scheduled.
- The departure of the faculty put the graduate education portion in jeopardy, we need to consider many options.
- Suggest we support the report in terms of Linguistics and support hiring additional faculty.
- If the intention is keep a graduate program in Linguistics, we support the addition of more faculty.
- Do we as a body need to offer more teeth?
- The Graduate Council We agreed, it is not viable unless Group 1 faculty are hired. The loss of scholarship and creativity of the faculty is having an impact of graduation education.

Based on this feedback, Tim will draft something from the Graduate Council.

iii. Film

Graduate Council supported the summary of the report stating that the program is viable and encouraged the hiring of Group 1 faculty.

Based on this feedback, Tim will draft something from the Graduate Council.

iv. Art and Design

Tim asked that Graduate Council please review this report for next time.

v. Information and Telecommunication System

Tim asked that Graduate Council please review this report for next time.

AQIP process—Tim provided materials about the AQIP process for Graduate Council's information.

**7. Old Business**

None

**8. New Business**

i. ETD proposal from Creative Writing

Brian McCarthy summarized the proposal from Dinty Moore about the concern of publishing the creative writing works of the masters and doctoral students in the TAD process is impacting these students ability to work with publishers to publish their work. Could TAD publish only the preface? Or place a longer embargo on the TAD publication.

After significant discussion Graduate Council suggest that this go to committee for further review and discussion at next meeting.

ii. Profusion degree in collaboration with Cleveland Clinic

Graduate Council tabled this discussion until next meeting.

**Adjourned:** The meeting was adjourned at 4:26 pm.

# Graduate Council Minutes

Friday, November 3, 2017

**Attendance:** Emilia Alonso-Sameno, Tim Anderson, Seth Baker, Steve Bergmeier, Gordon Brooks, Terry Cluse-Tolar, Megan Conkle, Geoffrey Dabelko, Lorna Jean Edmonds, Pete Harrington, Jennifer Horner, Wojciech Jadwisienczak, David Koonce, Chris Moberg, Shawn Ostermann, Andrew Ray, Joseph Shields, Jennifer Smith, and Scott Smith

**Excused:** Sonsoles DeLaCalle, Charlotte Elster, Travis Gatling, Alexandra Hibbitt, Janet Hulm, Chulho Jung, Brian McCarthy, Maria Modayil, Greg Newton, Ann Paulins, Erik Ramsey, Gaurav Sinha, and Katherine Tadlock

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

1. **Approval the minutes**

Minutes from the October 13, 2017 meeting were approved.

2. **Chair's Report: Steve Bergmeier**

No report

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

- Joe described the offer letter review process that the Graduate College is undertaking. The letters offer lots of variation and the Graduate College is analyzing letters with intent to offer the standardized letters or paragraphs that the departments/programs can insert.
- One member suggested the Graduate College write the appointment letter with departments/programs address additional information in an attachment. Joe stated this may be the outcome, but it is too early to say for sure until the analysis is complete. The suggestion will be taken under advisement.

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

David informed Graduate Council of the following:

- University Curriculum Council (UCC) has announced that all courses will need to include course level outcomes in materials send to UCC for review.
- The Graduate College website is currently being migrated to the new website content management tool. This website may be live by November 10, 2017. The Graduate College is early in the migration process and the new tool seems to focus on the fact that users are viewing the pages via cell phone which leaves the webpages looking quite different on a desktop, for example there is a lot of white space than in the previous tool.
- Applications are about three days behind hovering at a 8.5% decline in graduate applications. It is still early, but international and online applications are down currently.
- Chancellor's Council of Graduate Studies (CCGS) met and the following was discussed:
  - The time to degree is proving to be difficult to figure for most graduate schools.
  - Some graduate schools/colleges have started tracking employment data after graduation.



- Many schools are celebrating Graduate Student Celebration Week which is held in the first week of April.
- CCGS discussed a recent report and wondered whether there are unintended consequences by approving so many new degree programs.
- CCGS confirmed that starting next year, the pre-proposal step for the approval of new programs will be eliminated. This process revision will be piloted for one year.
- For degree programs where 50% or more of the program is new/different, these programs should use the change proposal process first. If, after the council reviews all the necessary materials and deems it necessary, the program may be advised to complete the new degree process instead. It is subject to CCGS's findings after the initial review.
- CCGS discussed the number of stipends and fee waivers offered to graduate students. David observed that Ohio University seems to fund more than others graduate schools/colleges.

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

No report

**6. Bridge Committee discussion led by Tim Anderson**

- a. Programs Committee has a two-meeting rule. For the first meeting, the Programs Committee will bring the programs to Graduate Council for review. At the second meeting, the Programs Committee will see comments from Graduate Council. The following two programs were presented for their first reading. Please read them and be prepared to make comments at the next Graduate Council meeting.
  - i. Master of Science in Business Analytics (MSBA)
  - ii. Master's in Law, Justice & Culture
- b. Program Review Committee
  - i. Art + Design
    - 1. Tim Anderson summarize the report by saying the program is great, the facilities are deplorable, and there is concern about absence of eliminated faculty lines.
    - 2. Steve Bergmeier summarized comments provided by Alex Hibbitt's since she was unable to attend the meeting. The comments centered on the negative comments pertaining to the photography program and Steve asked that these we included when the report is sent back to UCC.
  - ii. Information and Telecommunication Systems
    - 1. Tim Anderson summarize the report by saying the program is viable although there are remaining questions about whether there will there be resources for move to Dublin.
    - 2. Graduate Council provided no additional comments.

**7. Policies and Regulations Committee discussion led by Emilia Alonso-Sameno**

- a. Childbirth and adoption leave of absence for graduate students – policy proposal (first reading)
  - i. Emilia Alonso-Sameno summarized the policy.
  - ii. It was noted that a form needs to be developed.

- iii. On the first reading of this policy proposal at Graduate Council, this proposal prompted the following comments/questions for consideration.
  - 1. Is 6-weeks long enough?
  - 2. What is the university policy?—Should graduate students be treated the same faculty/staff?
  - 3. How will this impact international students?
  - 4. Is this paid? If this is paid, should it be included in the title?
  - 5. Members asked for eligibility rational. It was clarified that to be eligible graduate students need to have completed 2 consecutive semesters and 15 credit hours.
  - 6. Graduate Council suggested that the last paragraph of section #5 which states “reasonable progress” needs to be clarified.
  - 7. Graduate Council suggested that the last paragraph of section #5 needs to be clarify who approves this time away.
  - 8. Does Graduate Council need to consider Ohio University deadlines that may be impacted like like thesis/dissertation deadlines?
  - 9. A request was made to be clear that the academic clock, progress to degree, does not stop and is this clear in the policy, as written.
  - 10. Some wondered is this really two policies?
    - a. First, do I get paid?
    - b. Second, what are the academic implications?
  - 11. Graduate Council wonder about the cost implications. Does the way a graduate student is funded have implications on whether this policy applies to you? Could we get estimates? Do the colleges just absorb the cost or figure out a solution?
  - 12. Is this an opportunity to illustrate how family friendly Ohio University is? Does it send the message we want to send? While viewing this through an Equity/Diversity lens—we are committed to doing this? How can graduate students stay full-time students with a new child? The distinction between primary and secondary care-giver, does it suppose outdated roles?
  - 13. Is timing of leave hard and fast?
  - 14. Where does it go if we approve this?
  - 15. Graduate Council wants to be sure this is consistent with other policies
  - 16. Graduate Council is committed to tightened up this policy
  - 17. Graduate Council emphasized the need for communicating clearly.
- iv. Next steps—Graduate Council sent this policy proposal back to committee for revision and form development.

**8. Old Business**

- a. ETD proposal from Creative Writing—Discussion was tabled until further notice.

**9. New Business**

- a. Perfusion Degree, Master degree, partnership with Cleveland Clinic—  
Discussion was tabled until further notice.

The meeting was adjourned at 4:18 pm.

# Graduate Council Minutes

Friday, December 8, 2017

**Attendance:** Emilia Alonso-Sameno, Tim Anderson, Seth Baker, Steve Bergmeier, Gordon Brooks, Terry Cluse-Tolar, Megan Conkle, Geoffrey Dabelko, Sonsoles DeLaCalle, Travis Gatling, Pete Harrington, Janet Hulm, Brian McCarthy, Chris Moberg, Maria Modayil, Greg Newton, Ann Paulins, Jennifer Smith, and Katherine Tadlock

**Excused:** Lorna Jean Edmonds, Charlotte Elster, Alexandra Hibbitt, Jennifer Horner, Wojciech Jadwisienczak, Chulho Jung, David Koonce Shawn Ostermann, Erik Ramsey, Andrew Ray, Joseph Shields, Gaurav Sinha, and Scott Smith

**Convened:** The meeting convened at 3:03 pm.

1. Approval of the minutes of the November 3, 2017 meeting  
Minutes approved
2. Chair's Report: Steve Bergmeier  
Steve announced that Monday night will be the last faculty senate meeting of the term and there will be a Graduate student resolution reading.
3. Remarks by Assistant Dean of the Graduate College: Katie Tadlock
  - a. Katie reviewed the application data and fall graduate student enrollment as of Tuesday, December 5, 2017.  
Applications are at 1,836 applications since Sept 1<sup>st</sup>
    - Down 204 (11%) over last year.
    - Up 38 from 2 years ago.
    - Domestic is down 4.5% and International is down 16%
    - On campus down 7.4% and Elearning down 15.3%Current Fall 2017 graduate headcount (Unique PID): 5,315
  - b. Katie reported on 4+1 programs. The current policy does not give guidance and the Graduate College seeks input. In 4+1 programs, a student must earn 150 total hours, 120 of these hours must be unique hours for an undergraduate degree and 30 unique graduate hours for a master's degree. Students can take these hours concurrently, but they must take no fewer than 150 hours. Financial aid is impacted and the tuition guarantee could be impacted in a 4+1 program. Currently, students can enroll within their last semester (expanded to last year) of undergraduate program and register for some graduate hours, but these students are billed at undergraduate rate. There is a 9-10 hour maximum. Many programs are very interested in trying to get these programs started. The Graduate College seeks input and a recommendation from Graduate Council. This sort of recommendation may require curriculum review with UCC and/or Faculty Senate.
  - c. Katie reviewed the fall commencement numbers - 43 doctoral students are anticipated compared to approximately 100 in the spring. Fall commencement is not really relieving spring commencement, instead more graduates are participating.
4. Curriculum Bridge Committee:

- a. Programs Committee
  - Master of Science in Business Analytics (MSBA) – 2<sup>nd</sup> reading  
Graduate Council asked the following questions:  
How will this program be paid for?  
How will new faculty hire be linked to these classes?  
This program is supported by Graduate Council.
  - Master’s in Law, Justice & Culture – 2<sup>nd</sup> reading  
Comments included: Favorable impression of this program  
Graduate Council asked the following questions:  
How will this program be paid for?  
What faculty implications will this program have?  
This program is supported by Graduate Council.
- b. Program Review Committee  
Nothing to report
5. Graduate Student Affairs and Fellowships Committee  
Nothing to report
6. Planning and Strategy Committee  
Nothing to report
7. Policies and Regulations Committee
  - a. Second reading - Childbirth and adoption leave of absence for graduate students – policy proposal  
The committee’s revisions include the following:
    - The committee did not want to stray too far from what HR reviewed.
    - Language was updated.
    - The committee compared this policy with the Faculty by-laws and model this one after that.
    - The committee talked at length about eligibility and recognized that there may need to be caution with the definitions. In other words, applying the policy may require flexibility.
    - The committee mirrored current HR policy.
      - Both parents are eligible.
      - The form was left up to the Graduate College to develop to ensure that important elements are included.
  - b. Graduate Council Comments/Concerns
    - Rewritten policy looks good.
    - Some concern was expressed about where the funding would come from.
    - Concern was expressed about how this policy will affect those funded by external contracts and how this will be handled.
    - Council questioned the eligibility of those graduate students supported by external funds. The council is concerned about creating two groups, those students who qualify for this benefit and those who do not. As a result of this concern, the suggestion was made that the policy include another clause, e.g. “in the event a funding agency cannot fund a leave, Ohio University is committed to pursue alternative funding”.
    - Others expressed concern that by including this language may create additional problems.

- Another concern with the policy as written, is there enough time to shift responsibilities.
- It was suggested that after a year, re-evaluation of the methods may be in order.
- Overall, the council agreed that the policy is nicely written.

Graduate Council supported the policy and recommended that the policy move forward with the current language.

#### 8. Recruitment and Admission Requirements Committee

The committee reviewed 5 Conflict of Interest cases, and recommended to the council that all cases have outlined reasonable ways to move forward.

Graduate Council accepted the committee's recommendations.

#### 9. Old Business

##### a. Update - ETD proposal from Creative Writing

Janet Hulm chaired an ad hoc committee.

- Janet has asked TAD and OHIO Link for additional information, e.g. statistics, trends, etc.
- Currently, the embargo is limited to 5 years.
- As a reminder to the council, most institutions have some level of embargo.
- Ohio University wants to strike a balance between protecting publishing rights and TAD requirements.

##### b. The Council made the following comments/suggestions:

- The council suggested an additional conversation with Dinty Moore to understand why there is a need for a permanent embargo. Janet Hulm agreed to contact Dinty Moore to gather additional information.
- The council suggested a middle ground, perhaps a 3-5 years embargo, with option for renewal.
- The council expressed some concerns about establishing different policies for different disciplines.
- In addition, the council wondered if recent graduates should be contacted to see about their opinions.
- In addition, the council suggested that students opt in rather than out.

#### 10. New Business

- *Meal Plans* - The idea of meal plans for graduate students with graduate appointments is being explored. There will be a spring semester survey of graduate students about their interest in meal plans.
- *Tax Bill* - Some guidance about the impending tax bill was discussed and students are encouraged to call their representatives.
- *Tool* - GSS announced that their Facebook page has a link to the UC-Berkley published tool about potential tax implications.
- *White Paper* - The council agreed that Graduate Council needs to write a short white-paper about the importance of graduate education. Steve volunteered to draft something for next meeting.

The meeting adjourned at 4:05 pm.

## Graduate Council Minutes

Friday, January 19, 2018

**Attendance:** Emilia Alonso-Sameno, Tim Anderson, Seth Baker, Steve Bergmeier, Gordon Brooks, Terry Cluse-Tolar, Geoffrey Dabelko, Sonsoles DeLaCalle, L. J. Edmonds, Charlotte Elster, Pete Harrington, Jennifer Horner, Janet Hulm, Wojciech Jadwisienczak, David Koonce, Maria Modayil, Greg Newton, Shawn Ostermann, Ann Paulins, Joseph Shields, Jennifer Smith, Scott Smith, and Katherine Tadlock

**Excused:** Megan Conkle, Travis Gatling, Alexandra Hibbitt, Chulho Jung, Brian McCarthy, Chris Moberg, Erik Ramsey, Andy Ray, and Gaurav Sinha

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

1. Approval of the minutes of the December 8, 2017 meeting  
Minutes approved.
2. Chair's Report: Steve Bergmeier  
Steve announced the March Graduate Council meeting is scheduled for the Friday of Spring Break. The Council agreed to move the meeting to Friday, March 9, 2018. The Council asked Becky to schedule a room in Baker University Center for this meeting.
3. Remarks by Dean of the Graduate College: Joe Shields
  - a) Joe congratulated Chemistry for the Council of Graduate Schools approval of the M.S. Chemistry – online. This program met with some hesitation initially, but upon further discussion, and as others consider this delivery model, the program was approved.
  - b) Joe announced the approval of the Graduate Student Parental Leave Policy and stated the communication about this policy was scheduled to go out later that day.
  - c) Joe updated the council on the Graduate College offer letter project. The Graduate College has created template offer letters for graduate chairs to use. These templates will be made available on a webpage. In addition, the Graduate College has prepared a webpage for admitted graduate students that offers definitions and more resources to better understand the offer letter. Becky Bushey-Miller has led this project and is willing to meet with graduate chairs and others to familiarize them with these important resources.
4. Remarks by Assistant Dean of the Graduate College: Katie Tadlock

- a. Katie reviewed the application data and announced graduate student enrollment as of Wednesday, January 17, 2018.
    - Applications are down 10% since Sept 1st. This number has held steady for some time.
    - Domestic is down 8%.
    - International is down 16%.
    - Charlotte Elster requested application data overtime in a table.
  - b. Katie announced the Named Fellowship Information. The nomination deadline is Friday, February 2, 2018 and there is more information available on the Graduate College website.
  - c. Katie announced the upcoming 3 Minute Thesis Competition dates.
    - i. The deadline to register is January 26.
    - ii. The deadline for slide submission is February 9.
    - iii. The semi-finals rounds are scheduled for Tuesday, February 13 and Thursday, February 15 from 7 P.M. in 103 Stocker Center.
    - iv. The final round is scheduled for Wednesday, February 21 from 7 P.M. in 103 Stocker Center.
5. Curriculum Bridge Committee:
- a. Program Committee – Jen Horner drew the council’s attention to the three Communication Studies programs that will need comments during the next Graduate Council meeting and asked the members to review the documents. The programs are:
    - i. Rhetoric & Culture (PH5360)
    - ii. Health Communication (PH5361)
    - iii. Interpersonal and Organizational Communication (PH5362)
  - b. Program Review Committee – Nothing to report
6. Graduate Student Affairs and Fellowships Committee
- Pete Harrington chairs this committee and Becky Bushey-Miller will work with Pete to get MAGs and Named Fellowship materials to the committee members.
7. Planning and Strategy Committee
- Nothing to report

8. Policies and Regulations Committee

Nothing to report

9. Recruitment and Admission Requirements Committee

Nothing to report

10. Old Business

a. ETD proposal from Creative Writing

Janet Hulm Hard updated the council on the proposal. She stated that it is hard to say that the trend is up. The committee needs to discuss whether there should be an automatic embargo. The discussion of this proposal really centers on intellectual property and publication delay. The committee hopes to find an overall fit and keep administrative tasks to a minimum.

b. White paper – Importance of Graduate Education – Nothing to report

11. New Business

a. Re-evaluate admission standards for some applicants with 3-year degrees who apply for admission to Ohio University

i. L. J. Edmonds brought up a concern to the council about applicants with 3-year degree programs and their admission to graduate school. She stated Ohio University does accept some, and wondered if Ohio University should accept others. L.J.'s question is: As an access institution, should we re-evaluate our standards when a highly rigorous review process by an outside reviewer recommends admission?

ii. Katie spoke of the current O University standard for admission. An applicant must have completed a four-year degree or its equivalent. Sixteen years of education is the current best practice and aligned with the bulk of international credential experts.

iii. Council members had many questions.

iv. L.J. volunteered to gather information from other institutions about how they handle this dynamic and bring it back to the council for the Recruitment and Admissions Requirements Committee to review.



- b. David announced that discussions are occurring at the state level related to whether faculty have the appropriate terminal degree qualifying them to teach the courses in their discipline. He suggested the Bridge Committee examine this issue.
- c. David also announced that the forms for a “Program Change” are being rewritten at the state level. More news to come on this.
- d. Seth Baker expressed an interest in childcare for graduate students and is interested in bringing this up to the Ohio University Leadership via Graduate Student Senate.
- e. Maria Modayil announced that the student meal plan option is now available to those with a Graduate Appointment.
- f. Maria Modayil also announced that Leadership Award applications are now open and encouraged members to recommend graduate students for these awards.
- g. Maria Modayil reminded the council of the upcoming Women in Graduate School Day Conference on February 10.

**Adjourned:** The meeting was adjourned at 4:27 pm.

# Graduate Council Minutes

Friday, February 9, 2018

**Attendance:** Emilia Alonso-Sameno, Tim Anderson, Seth Baker (proxy Becky Salami), Steve Bergmeier, Gordon Brooks, Terry Cluse-Tolar, Geoffrey Dabelko, Sonsoles DeLaCalle, L. J. Edmonds, Travis Gatling, Pete Harrington, Jennifer Horner, Wojciech Jadwisieniczak, David Koonce, Brian McCarthy, Maria Modayil, Greg Newton, Shawn Ostermann, Ann Paulins, Joseph Shields, Jennifer Smith, Scott Smith, and Katherine Tadlock

**Excused:** Megan Conkle, Charlotte Elster, Alexandra Hibbitt, Janet Hulm, Chulho Jung, Chris Moberg, Erik Ramsey, Andy Ray, and Gaurav Sinha

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

1. Approval of the minutes of the January 19, 2018 meeting  
Minutes approved
2. Chair's Report: Steve Bergmeier  
Nothing to report
3. Remarks by Dean of the Graduate College: Joe Shields
  - a. Joe announced that at past Faculty Senate meeting the Graduate Faculty Resolution in its 2nd reading failed. The vote was as follows, 18-18-9, and in a tie vote, the motion fails. The failure of this resolution may indicate emerging accreditation issues which may inform how we proceed now or in the future.
  - b. In addition, David who offered information from a Higher Learning Commission document. This document states that faculty who primarily teach must have a terminal degree in their discipline or equivalent credentials. The question of credentialing faculty remains unclear regarding relevant experience.
  - c. It was recommended that a structured review process be implemented. One suggestion included Graduate Council offer the definition of "graduate faculty" and the recommended practice that was developed several years ago to Faculty Senate for their review. Members of Graduate Council asked for clarification about whether this is a recommendation or requirement from the state. Upon hearing this is a requirement, members suggested that the definition include language from the Higher Learning Commission's document. In addition, the

council recommended including this language in the program review process as well. Joe stated that he would convey this information back to Faculty Senate.

4. Remarks by Associate Dean of the Graduate College: David Koonce
  - a. Applications were running behind last year's count in all categories.
  - b. David announced the upcoming 3 Minute Thesis competition schedule for both the semi-final rounds and the final round.
  - c. David announced the departure of staff from TAD services and informed the council of the temporary position announcement and its timeline for interviews.
5. Remarks by Assistant Dean of the Graduate College: Katie Tadlock
  - a. Katie requested policy development for accelerated masters programs from the Curriculum Committee. Katie described the accelerated masters programs as a competitive environment which attracts many fee paying students. Katie provided the Curriculum Committee with the key questions to guide the policy development.
6. Curriculum Bridge Committee:
  - a. Program Committee
    - i. Rhetoric & Culture (PH5360) – 2<sup>nd</sup> notice  
Decision: Support from Graduate Council
    - ii. Health Communication (PH5361) – 2<sup>nd</sup> notice  
Decision: Support from Graduate Council
    - iii. Interpersonal and Organizational Communication (PH5362) – 2<sup>nd</sup> notice  
Decision: Support from Graduate Council
    - iv. Certificate Proposal – 1<sup>st</sup> notice
      1. The council asked the following questions:
        - a. Does a minimum GPA is required for a graduate level certificate?
        - b. In addition, does Graduate Council need to recommend that language be inserted in the Graduate Catalog? Or can colleges decide?
      2. In addition, the council suggested that the concept of “stackable” needs to be defined and a standard developed.

3. After the council discussion, Jen and Tim agreed to review previous information about GPA and bring information to the next meeting.
- b. Program Review Committee
  - i. Economics – Graduate Council agreed with reviewers’ recommendations.
  - ii. Geological Sciences – Graduate Council agreed with reviewers’ recommendations.
  - iii. Sociology and Anthropology – Graduate Council agreed with reviewers’ recommendations.
  - iv. Women’s, Gender, and Sexuality Studies – Graduate Council agreed with reviewers’ recommendations.
7. Student Affairs and Fellowships Committee
  - a. Named Fellowship Update – 17 applications were submitted to date. More are expected. The committee will review the submissions before the next Graduate Council meeting.
8. Planning and Strategy Committee  
Nothing to report
9. Policies and Regulations Committee  
Nothing to report
10. Recruitment and Admission Requirements Committee  
Nothing to report
11. Old Business
  - a. ETD proposal from Creative Writing – Janet Hulm has a proposal for the committee to review and will be bring it to the next meeting.
  - b. White paper – Importance of Graduate Education – Steve is still working on this.
12. New Business  
Nothing to report

**Adjourned:** The meeting was adjourned at 4:19 pm.

## Graduate Council Minutes

Friday, March 9, 2018

**Attendance:** Tim Anderson, Seth Baker (proxy Becky Salami), Steve Bergmeier, Terry Cluse-Tolar, Geoffrey Dabelko, Sonsoles DeLaCalle, L. J. Edmonds, Charlotte Elster, Travis Gatling, Pete Harrington, Jennifer Horner, Janet Hulm, Wojciech Jadwisieniczak, , Brian McCarthy, Maria Modayil, Shawn Ostermann, Ann Paulins, Joseph Shields, Katherine Tadlock, and Charlotte Yang

**Excused:** Emilia Alonso-Sameno, Gordon Brooks, Alexandra Hibbitt, Chulho Jung, David Koonce, Chris Moberg, Greg Newton, Erik Ramsey, Andy Ray, Becky Salami, Gaurav Sinha, Jennifer Smith, and Scott Smith,

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

1. Approval of the minutes of the February 9, 2018 meeting

**Minutes Approved**

2. Chair's Report: Steve Bergmeier

**Nothing to report**

3. Remarks by Dean of the Graduate College: Joe Shields

**Nothing to report and deferred to Maria Modayil for an announcement**

Maria announced that GSS representatives are attending the National Organization Advocacy Summit in D.C.

4. Remarks by Assistant Dean of the Graduate College: Katie Tadlock

**Nothing to report**

5. English Proficiency exceptions: Katie Tadlock

Graduate College requests that Graduate Council consider changing internal options within departments for non-native English speakers. The Graduate College recommendation is: A department can waive any non-citizen who will have an OU degree within 2 years of the expected semester of enrollment. Current English proficiency language requirement for TAs would still be in effect. In addition, Katie shared the current language from the Graduate catalog for comparison.

**Graduate College approved this recommendation.**

6. Curriculum Bridge Committee:
  - a. GPA requirements for Graduate Certificates Proposal: Jen Horner

Jen Horner introduced the proposal to Graduate Council for consideration. The proposal would establish a minimum grade point average (GPA) for graduate certificates. Committee would like to mirror the degree requirements. The student must earn a cumulative GPA 3.00 in certificate courses and have nothing less than “C” in a course.

**Graduate Council approved/supported this proposal**

- b. Combined Bachelor’s-Master’s Degree Programs – Early Assurance and Accelerated Admission Proposal: Katie Tadlock

Katie Tadlock introduced modified language for the Combined Bachelor’s-Master’s Degree Program Proposal. Language from Center for Law, Justice, and Culture program and other programs from other institutions informed this document under review by the council. In addition, the language used in the undergraduate catalog as it related to students in the Honor’s program offered guidance as well. The proposal include guidance on how to address graduate appointments and graduate level financial aid. The proposal outlines that successful participants will earn two degrees. This proposal would change current internal policy and guidelines.

Graduate Council Questions/Comments included the following

- Some council members asked if the proposal should be more rigorous.
- The council members suggested that the proposal clearly state when the bachelor’s degree would be complete.
- Others wondered how the Ohio University financial guarantee would be effected when the shift from undergraduate status to graduate status occurred.
- The Council wondered how to be sure the bachelor’s degree is completed before going too far into graduate coursework. Could a “hold” be put on a student’s record until the bachelor’s hours/degree is conferred? Should the policy include a maximum number of allowable graduate hours until the bachelor’s degree is complete?

- In addition, the council recommended that a clause be included like the following: “Under no circumstances will a master’s degree will be conferred before a bachelor’s degree is conferred”?
- The council membership asked that the proposal include a clearly stated time when the student is no longer a provisional graduate student.

**Graduate Council asked for clearly stated guidelines in this policy to lessen ambiguity. A revised proposal will be reviewed in April.**

- c. Program Committee: Jen Horner

**Nothing to Report**

- d. Program Review Committee: Tim Anderson

**Nothing to report**

7. Graduate Student Affairs and Fellowships Committee

Pete Harrington presented the Named Fellowship recommendations to Graduate Council for their approval

**Graduate Council approved the following recipients for the 2018-19 Graduate College Named Fellowships**

<b>Award</b>	<b>Awardee</b>		<b>Dept.</b>
<b>Cady</b>	Alexander	Lovelace	HIST
<b>Clippinger</b>	Anthony	Gilbert	BIOS
<b>Kantner</b>	Nicole	Hudak	COM
<b>Trisolini</b>	Inna	Tsyrlin	THEA
<b>Graduate</b>	Xueying	Ko	CHE
<b>Runner-up</b>	Andrew	Manigault	PSYC

8. Planning and Strategy Committee

**Nothing to report**

9. Policies and Regulations Committee

Ohio University Assistantship definitions – Sonsoles DeLaCalle presented a document defining the Teaching Assistants (TAs), Graduate Assistants (GAs), Research Assistants (RAs) nomenclature

The comments offered by the council included the following:

- The document needs clarity about English proficiency.
- Perhaps it is worth noting the definitions are varied between programs and insert “primarily” instead of “50%” or “all”.
- The council recommended eliminating “not in any way” and change to “not primarily”... in the GA section.

**The revised document will be reviewed in the April meeting.**

10. Recruitment and Admission Requirements Committee

**Nothing to report**

11. Old Business

- a. ETD proposal from Creative Writing

Janet Hulm reviewed the proposal before the council. The council recommended that a student can request an embargo on the publication of their thesis or dissertation for anywhere from one to five years, with the option to renew this embargo.

**Based on this revision, Graduate Council approved the proposal.**

- b. White paper – Importance of Graduate Education

Steve Bergmeier has a draft and requested reviewers. Brian McCarthy and Maria Modayil volunteered to review the draft.

**A draft will be presented at the next meeting in April.**

12. New Business

April 2-7 is international week, same as mom’s weekend

April 8-14 – Graduate Professional Student Appreciation Week (GPSAW)

The meeting was adjourned at 4:50 p.m.



# Graduate Council Minutes

Friday, April 13, 2018

**Attendance:** Emilia Alonso-Sameno, Tim Anderson, Steve Bergmeier, Gordon Brooks, Geoffrey Dabelko, Sonsoles DeLaCalle, Charlotte Elster, Travis Gatling, Jennifer Horner, Wojciech Jadwisieniczak, David Koonce, Brian McCarthy, Chris Moberg, Maria Modayil (proxy Becky Salami), Greg Newton, Shawn Ostermann, Ann Paulins (proxy Sara Helfrich), Andy Ray, Joseph Shields, Jennifer Smith, Katherine Tadlock, and Charlotte Yang

**Excused:** Seth Baker, Terry CluseTolar, L. J. Edmonds, Pete Harrington, Alexandra Hibbitt, Janet Hulm, Chulho Jung, Erik Ramsey, Gaurav Sinha, and Scott Smith

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

1. Approval of the minutes of the March 9, 2018 meeting

Top of page 2, should read “Cumulative GPA – 3.0, nothing less than a “C” in a course”.

The council approved the minutes as amended.

2. Chair’s Report: Steve Bergmeier

- Thanks to those going off the council. Special thanks to Tim Anderson and Jen Horner for their bridge committee work. Thanks to Joe Shields for all his work graduate Council and being a champion for graduate education.
- Over the past year, the council has done a fair amount of work, the Paid Parental Leave, Named Fellow selection, and many other things. Thanks to everyone for work well done.
- CGS/ProQuest Distinguished Dissertation Award nomination deadline is June 30, 2018. Each institution is allowed to submit one nomination per category. The 2018 fields of competition are 1. Mathematics, Physical Sciences, and Engineering and 2. Social Sciences.

3. Remarks by Dean of the Graduate College: Joe Shields

- Joe thanked Graduate Council for the phenomenal amount of work done. He stated that this body is important and a real partner to the Graduate College.
- Information transfer is happening in preparation for the May 12 transition when David Koonce and Joe move into their new roles.
- Joe reminded the council of the Graduate – Professional Student Appreciation Week (GPSAW) celebration event following the council meeting scheduled from 5-7 p.m.in Walter Rotunda.

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

- David announced that applications are down 5% overall. This is mostly the result of international and e-learning applications being down, however, over time the trend reflects a growth pattern.
- The Interim Associate Dean search is underway. Three candidates have been interviewed. A decision will be announced soon.
- Next year's challenges for the council are likely to be accelerated master's programs and certificate programs in graduate programs.

5. Remarks by Assistant Dean of the Graduate College: Katie Tadlock

Graduate commencement is Friday, May 4, 2018. Doctoral candidates need to confirm their participation in the commencement exercises with the Graduate College.

6. Curriculum Bridge Committee:

- a. Combined Bachelor's-Master's Degree Programs – Early Assurance and Accelerated Admission Proposal: Katie Tadlock

Katie introduced the proposal and explained that this proposal sets new policy guidelines. The conferral date for undergraduate and graduate degrees would not pose a problem even though undergraduate commencement occurs after graduate commencement during spring term. In addition, Katie clarified the difference between of the Combined Bachelor's-Master's Degree Programs from the Senior for Graduate Credit Program. The Senior for Graduate Credit Program only allows students to take two courses during their senior year and the hours are not shareable hours. Additionally, Katie added that there is a financial aid component to consider with this proposal. Undergraduate financial aid runs out after a finite amount of time and we need to make sure this does not disadvantage the participating students.

The council reviewed the proposal and agreed on the following:

- In the first paragraph of document, replace “not to exceed 12 semester hours or three (3) courses, whichever is greater.” with “a maximum of three graduate-level courses not to exceed 12 hours.”

- Strike the ad hoc information to the third paragraph of the document and add the following “any curricular changes need to be approved by the appropriate review bodies”.
- In the fourth paragraph of the proposal, add “150 hours”.
- The council asked for clarification to be added to the second bullet in the section entitled “program structure”, regarding 6000 level courses and when students can take these courses.
- In the same section (the second bullet in the section entitled “program structure”), add the following “or courses at the 6000 level or above” immediately following “at the 5000 level”. In addition, the use of “cross listed” cannot be used with 6000 level courses.
- On page two, first bullet (AKA: third bullet in the section entitled “program structure”), add a clause that states the time to degree starts and students shift to graduate status at enrollment of 4<sup>th</sup> graduate course. Additionally, add this language in a prominent position toward the beginning of document.
- On page two, second bullet (AKA: fourth bullet in the section entitled “program structure”), insert “are allowed” before “while concurrently...”
- On page two, second bullet (AKA: fourth bullet in the section entitled “program structure”), replace “A maximum of three graduate-level courses (or 12 graduate credit hours, whichever is greater)” with “A maximum of three graduate-level courses not to exceed 12 hours” in both locations of this bullet.
- On page two, eliminate the fifth and sixth bullets (AKA: seventh and eighth bullets in the section entitled “program structure”).
- On page two, eliminate second to last bullet (AKA: eleventh bullet in the section entitled “program structure”) in the “program structure” section.
- “Under assumptions” section, break the paragraph immediately following the assumptions bullets into two additional assumptions.
- Insert “and above” following 5000 in the last bullet on the bottom of page one. It should read (at the 5000 and above level).

**After discussion, the council approved the proposal with amendments. Katie will finalize the document.**

b. Program Committee: Jen Horner

Jen reviewed the second readings of the following new programs:

- Business Venturing,
- Certificate in Operations & Supply Chain Management,
- Certificate in Global Management
- Certificate in Human Resources Management,
- Certificate in Management & Leadership,
- Business Analytics Certificate,
- Finance Certificate, and
- Certificate in Strategic Selling and Sales Leadership.

Jen also shared the first reading for program changes of the following:

- Nurse Leader,
- Speech Language Science,
- Hearing Science,
- Physical Therapy (Doctor of Physical Therapy, DPT degree), and
- Public Health.

Jen reviewed the first reading for the following new programs/certificates:

- Psychiatric Mental Health Nurse Practitioner,
- Management,
- Graduate Conducting Certificate,
- Data Analysis Certificate,
- Certified Lean-Six Sigma,
- Engineering Management Certificate, and
- Engineering Leadership Certificate.

Jen shared the following expedited reviews:

- Graduate Museum Studies Certificate and
- Interior Architecture.

The council asked for clarification about the business certificates genesis.

The council expressed interest in making graduates more marketable, based on what skills industry finds most desirable.

**Graduate Council supports these programs**

- c. Program Review Committee: Tim Anderson
  - Changes are happening with the program reviews, more to come. These changes are in the planning stages for next year.
- 7. Planning and Strategy Committee
  - Nothing to report**
- 8. Policies and Regulations Committee
  - Assistantship definitions reviewed
  - Overall comments – The English proficiency requirement is different for Teaching Assistants (TAs) and compared to Graduate Assistants (GAs) and Research Assistants (RAs). There are no ramifications for mislabeling GAs, RAs, and TAs. The University may need to be flexible with the language, particularly the use of RA and GA. These definitions help clarify the roles of the graduate students.
  - Graduate Council approved the revised descriptions of GAs, RAs, and TAs.**
- 9. Recruitment and Admission Requirements Committee
  - Nothing to report**
- 10. Old Business
  - Nothing to report**
- 11. New Business
  - Thanks to Steve Bergmeier for serving as chair of Graduate Council. Steve’s term ends this year.

The meeting was adjourned at 4:40 pm.