

# Graduate Council Minutes

March 24, 2017

**Attendance:** Emilia Alonso-Sameno, Tim Anderson, Ian Armstrong, Terry Cluse-Tolar, Geoffrey Dabelko, Sonsoles DeLaCalle, Jennifer Horner, Janet Hulm, Chulho Jung, David Koonce, Krisanna Machtmes, Bose Maposa, Brian McCarthy, Maria Modayil, Greg Newton, Shawn Ostermann, Erik Ramsey, Joseph Shields, Gaurav Sinha, Spencer Smith, and Katherine Tadlock

**Excused:** Steve Bergmeier, Natalie Daniels, Andrea Frohne, Alex Hibbitt, Pete Harrington, Jody Lamb, Chris Moberg, Ann Paulins, Scott Smith, and Gursel Suer.

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

## **1. Approval of Minutes of the March 3, 2017 meeting**

The minutes of the March 3, 2017 meeting were approved.

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

Joe said that Ohio University is a part of Midwestern Association of Graduate Schools and we participate in their annual Distinguished Thesis Award competition. This year, one of our graduate students, Andra (Raisa) Ray won that award. She will be recognized at their annual meeting in April which will be held in Indianapolis. She will make a brief presentation at the event. Joe added that this is our second win in the last five years.

Joe announced this year's winners of the National Science Foundation graduate fellowship program. These students are currently seniors at Ohio University.

Joe said that now the Graduate College has an Ohio University Foundation account and very soon, it will be possible to make donations through the Graduate College website.

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

David informed members that the total number of applications is still higher than last year (by 2.3%). He added that applications for campus-based programs are down, but there is a 40% increase in online applications.

David said that interviews for the position for Director of Communication and Professional Development are in process.

David said that this morning he attended a meeting of the Chancellor's Council on Graduate Study and a new track Master's of Education in Art Education was approved. He added that the body approved the first online doctoral program in the state. This is a PhD in Curriculum and Instruction being offered by the University of Toledo. David also said that members discussed credentials of faculty teaching graduate classes during the meeting as well. He

added that the state would like to have all exceptions documented. This means that whenever a faculty member who does not have a terminal degree is hired to teach a graduate class, it will need to be documented. Members noted that it is best to keep the current proposal about graduate faculty status moving through EPSA and other bodies.

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

Sonsoles drew members' attention to the handout in today's packet (Appendix A). She added that since there is a fair amount of variability in defining the roles of an academic versus research advisor, it is important for students to have clarity about it. Per discussion, members recommended some edits in the document (Appendix B).

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

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

Jen said that she has written to Kelly to ask about the shared credits for certificate programs. Tim said that today is the last opportunity for Graduate Council to comment on the program review for Philosophy.

#### **6. New Business**

Shawn said that it has been difficult to get data for graduate students about the time it takes for them to graduate, attrition, and retention. He said there is an infinite amount of data available for undergraduate students. David said that the reports from Institutional Research are set up for students who begin in the fall term. Sonsoles said that it is very important for academic programs to have this application. Brian said that it is difficult to compile data for doctoral students. Shawn added that it becomes difficult to keep track when students take time off for Curricular Practical Training or Optional Practical Training, and then come back to complete their degrees. He said that he would like Graduate Council to endorse the request for this kind of data. Joe recommended that Shawn write a list of data points required and run it by other Associate Deans.

Ian announced that the Graduate Student Senate has chosen Devika Chawla as the Outstanding Graduate Faculty award winner this year.

Maria informed members that GradFest will be held on 04/01/2017 starting at noon. A large number of events have been planned and the mayor, Steve Patterson will give the keynote speech. She said that attendees will be able to participate in games, enjoy the music, and partake of food from the various food trucks that will be around.

The meeting was adjourned at 3:49 pm.

## Appendix A

**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 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.

### **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.

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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,..... .. / ...

## **Appendix B**

In some programs, students have advisors to oversee their research, teaching, and/or service. Those advisors may be assigned by the program or determined by agreement between the student and a faculty member. In either case, if the advisor-advisee relationship becomes untenable for either the student or the advisee, either party may initiate a change of the relationship. Either party should refer first to departmental policy. If the department does not have a policy in place, the party is encouraged to consult their graduate chair. In the event the graduate chair is the advisor, the department chair should be consulted. If a satisfactory result is not achieved, either party may petition to the associate Dean of their academic college.