

Graduate Council Minutes

Friday, September 7, 2018

Attendance: Gordon Brooks, Geoff Dabelko, LJ Edmonds, Charlotte Elster, Chris Hayes, Brian McCarthy, Maria Modayil, Greg Newton, Shawn Ostermann, Ann Paulins, Beth Quitslund, Andy Ray, Jennifer Smith, Katie Tadlock

Excused: Terry Cluse-Tolar, Pete Harrington, Alexandra Hibbitt, Janet Hulm, Wojciech Jadwisienczak, David Koonce, John McCarthy, Chris Moberg, Erik Ramsey, Scott Smith

Convened: The meeting convened at 3:09 P.M.

1. Approval of the April 13, 2018 meeting minutes

Council did not achieve quorum, so was tabled until the next meeting.

2. Chair's Report: Gordon Brooks

Introductions were made and Gordon announced that new members have yet to be appointed. New members will be appointed and join the council by the next meeting.

A few upcoming Graduate Council meeting locations are yet to be determined (TBD).

The information will be distributed when known.

3. Remarks by Interim Associate Dean of the Graduate College: Beth Quitslund

- Beth stated that some council work may need revisiting because of state and undergraduate admissions issues.
- Beth introduced a memo entitled "Recommendation re: 'Double-Counting'" (see Appendix A) from the Chancellor's Council on Graduate Studies (CCGS). The purpose of the memo is to offer clarification on state policy. In summary, up to 9 hours can be double counted between undergraduate and graduate programs. All bachelor's + master's degree programs require 141 hours in total, at least 30 of these hours must be at the graduate level.

The questions from Graduate Council included:

To what degree can certificates count toward graduate degree?

If a student is working on a second master's degree, after a Ph.D., how many of those courses can be double-counted?

When does graduate education start?

What are the goals of the master's degree?

What are the competencies needed?

What is the job market expecting?

Do we need a better understanding about the difference between certificates vs. degrees?

Do we need catalog language clarifying that one cannot get a degree until you have been admitted?

Recognizing that the state definition is more lenient and the desire of undergraduate admissions to widen our early assurance pool, how would what we passed previously be hurt by state recommendation?

- Beth also announced that there will be OneDrive box for Graduate Council

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

Katie introduced the “Combined Bach-Mast Degree Policy”

Graduate Council asked the following questions and Katie offered clarification.

- How is this policy different from the policy for honors students?

Some programs are applying senior for graduate credit more broadly than how it is written. This new approach would offer more flexibility and increased retention into the master’s program

- Who stands to benefit from this policy?

The benefit is to undergraduate recruitment.

- What is timeline?

Undergraduate admissions wants policy to take effect immediately.

- Who weighs in on this decision?

It was agreed that this must be reviewed by both Graduate Council and UCC.

The council agreed that in the section entitled Senior for Graduate Credit on page #3 “requires accumulative GPA of 2.5” needs to be changed to “requires accumulative GPA of 3.00”. Katie will revise based on the discussion.

Katie also asked the council’s perspective on conflict of interest. She asked:

- What constitutes a terminal degree?

Based on our current policies, a faculty member in a college cannot get a degree in their own college.

- What constitutes a conflict of interest?

- Do we need a different definitions for conflict of commitment and conflict of interest?

Katie stated that GRADS will offer new functionality and roll out training will be coming soon for new and advanced users. One functionality will include a waiver for those with OU degrees.

5. Committees

- a. Curriculum Bridge Committee
- b. Graduate Student Affairs and Fellowships Committee
- c. Planning and Strategy Committee
- d. Policies and Regulations Committee
- e. Recruitment and Admission Requirements Committee

Gordon reviewed the responsibilities/roles of each committee.

- The Policies and Regulations committee reviews current policies and suggests updates as needed.
- Curriculum committee acts as a bridge committee with the UCC, it reviews new programs and changes to existing programs as well as seven year program reviews.
- The Recruitment and Admissions Requirements committee reviews issues pertaining to graduate admissions and conflict of interest cases for employees seeking graduate education.
- The Graduate Student Affairs and Fellowships committee reviews the nominees for named fellowships, Council of Graduate Schools and Midwestern Association of Graduate Schools dissertation and thesis awards.
- The Planning and Strategy committee covers broader issues pertaining to graduate education.

After some discussion about volume of committee work, Graduate Council split the Curriculum Bridge Committee in two, one committee to focus on Curriculum and the other to focus on Programs. In addition, the council decided to eliminate the Planning and Strategy Committee. The Planning and Strategy committee may be convened in an ad hoc capacity as needed.

6. Old Business

None

7. New Business

Does the “retaking a course” language in the Graduate Catalog need to be clarified? Is the difference between retaking, repeating and replacing clear as written in the catalog?

Council questions were:

Should we examine how this works in practice?

Could we review someone's DARS for more information?

The council agreed to discuss/review this item at the next meeting.

The meeting adjourned at 4:23 P.M.

Appendix A

Recommendation re: 'Double-Counting'

TO: Dr. Bradley Duncan, Chair, Chancellor's Council on Graduate Studies (CCGS),
ODHE FROM: Dr. Cyndee Gruden (Associate Dean, College of Graduate Studies, U. of Toledo),
Dr.
Barry Milligan (Interim Dean, Graduate School, Wright State U.), Dr. Charles
Rozek (Vice Provost and Dean of Graduate Studies, Case Western Reserve U.),
Dr. Sal Sanders (Dean of Graduate Studies, Youngstown State U.), Dr.
Nigamanth Sridhar (Dean, College of Graduate Studies, Cleveland State U.)

DATE: 29 May 2018

SUBJECT: Recommendation re: "Double-Counting"

Because there has been some confusion regarding "double-counting" of credit toward combined bachelor's + master's degree programs, we submit the language below this paragraph with the request that it be put to an electronic vote for ratification by CCGS members as a recommendation to Dr. Stephanie McCann of ODHE. Please note that, by allowing only graduate-level credits to count toward the master's degree, the criteria here proposed would ensure consistently greater rigor of coursework at the master's level than is required by HLC's "Assumed Practices" (which allow up to half the credits counted toward a master's degree to be at the undergraduate level), even though the recommendation allows for slightly fewer "unique" hours than HLC's Assumed Practices indicate. The recommended criteria would thus be consistent with other sanctioned "double-counting" schemes such as College-Credit Plus, which likewise allow only higher-level credits to be counted toward lower-level degrees and not vice-versa.

All combined bachelor's + master's degree (4+1) programs must meet all of the following criteria:

- The program has been approved at all appropriate stages (e.g., department, college, and university curriculum committees, for both undergraduate and graduate curricula, + provost)
- Only exceptionally well-prepared students are admitted to the program (e.g., GPA \geq 3.2 for a number of undergraduate credit hours \geq 90).
- The total number of hours counted toward the master's degree \geq 30.
- All hours counted toward the master's degree are at the graduate level.
- The total number of unique hours required for the completed bachelor's + master's degree \geq 141 hours.

Graduate Council Minutes

Friday, October 12, 2018

Attendance: Gordon Brooks, Spencer Cappelli, Terry Cluse-Tolar, Geoff Dabelko, Andrew Fodor, Pete Harrington, Chris Hayes, Janet Hulm, Wojciech Jadwisienczak, Paul Jones, Joseph Lee, Brian McCarthy, John McCarthy, Maria Modayil, Munir Nazzal, Ann Paulins, Beth Quitslund, Erik Ramsey, Jennifer Smith, Scott Smith, Katie Tadlock, Jessica Wingett, Charlotte Yang, Lijing Yang

Excused: LJ Edmonds, Charlotte Elster, Alexandra Hibbitt, David Koonce, Chris Moberg, Greg Newton, Shawn Ostermann, Andy Ray

Convened: The meeting was convened at 3:01 pm.

1. Approval of the meeting minutes

Graduate Council approved the following meeting minutes April 13, 2018 and September 7, 2018.

2. Chair's Report: Gordon Brooks

- Gordon asked that all members introduce themselves.
- The council agreed that printed agendas for future meetings are not necessary.
- A faculty representative from Fine Arts is on sabbatical this year, so Gordon will work with Faculty Senate to find a replacement for the year.
- Gordon clarified the committee structure approved at the last council meeting. What was formerly the Curriculum Bridge Committee will be two committees, the curriculum committee and the programs review committee.
- Although committee items were placed on the agenda for this meeting, committee chairs will be adding things to future agendas.

3. Remarks by Interim Associate Dean of the Graduate College: Beth Quitslund

- Beth reported that graduate enrollment is down. The overall projection is that Ohio University graduate student enrollment will be down by 200 overall compared to last year. International graduate student enrollment has seen a decline since in 2015 and the decreasing number of students from China has impacted overall graduate student enrollment as well.

- Beth stated that the Graduate College GRADS update is now complete. Graduate College staff member, Nikole Morris offered 3 trainings for those who were interested. The trainings were offered for both beginners and advanced users.
- Beth announced that the Graduate Director Handbook will be available online very soon.
- Beth informed the council that the former “Primer” resources will be replaced with a “Quick Start Guide”. It will include quick facts, resources, and contact information. Please let Beth know of other things to include.
- Beth introduced a policy matter for the council to consider. There seems to be a GRS hour conflict with the new stipend amount based on the new pay policy for graduate students introduced in the spring 2018. Beth asked that the policy be forwarded to Policy and Regulations Committee chaired by Greg Newton to consider the options. A couple options include: Evaluating the number of 5 hours/week and/or the stipend amount.

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

- Updating Grade Descriptions in the Graduate Catalog
Katie reviewed with the council to the handout that was distributed via email. When updating the last graduate catalog, the Graduate College worked to more accurately reflect current policy. The University Registrar has requested that EPSA to weigh in. For context, the current undergraduate catalog outlines that a “D” is the minimally acceptable grade. Katie asked the council to consider what is minimally acceptable for graduate students. The next catalog will be published mid-summer 2019, so the review of this language is needed during this academic year.

Actions

- The Policy and Regulations Committee reviewed the Grade Descriptions and recommends that Graduate Council move the information to EPSA.
- Graduate Council approved the recommendation moving to EPSA.
- Senior for Graduate Credit – (appears below in Recruitment Committee as well)

Katie reviewed the handout provided electronically.

Council questions/comments included:

Is there a petition process?

If a student starts out badly, can they still participate if they have demonstrated improvement in coursework in the last number of hours?

Could the evaluation of the GPA be focused on courses within the student's major?

Should committee also consider the number of semesters this can be done?

Why only one semester after 90 hours? Why not 2 semesters? This could have Financial Aid eligibility effects.

Council suggested committee to recommend two or three options, perhaps changing the semesters of eligibility and consider talking with Financial Aid.

Although currently only two programs offer this, others are interested.

Action

-This process will be explored by the Recruitment and Admissions Requirements Committee. The committee will bring their recommendation/s back to the full council.

- Katie announced that graduate application revisions are now live. The newly revised application contains tweaked information about English as a second language. In addition, the application now includes a Certifile option. This option offers a credential evaluation by third party NACES organization. When the assessment is complete, the document assessments are uploaded directly to their application file. The Graduate College will still assess documents, but this is another option for applicants.

Council expressed some concern about this option because any additional fees could impact international applicants.

5. Curriculum Committee – Nothing to report
6. Program Review Committee – Nothing to report
7. Graduate Student Affairs and Fellowships Committee

The MAGS Distinguished Thesis Awards deadline is scheduled for October 15, 2018.

The council asked that the deadline be extended Wednesday, October 17, 2018. An email announcement about the extended deadline will be sent out to all graduate chairs/coordinators/directors and administrative staff.

8. Policies and Regulations Committee is considering the issue of counting credits for the same courses in multiple degrees/certificates. The committee bring recommendations back to council soon.

9. Recruitment and Admission Requirements Committee is considering two policy issues: Minimum Admission GPA for Senior Graduate Credit and Conflict of Interest concerning what constitutes a terminal degree. The committee bring recommendations about both issues back to the council soon.

10. Old Business

Katie reviewed the “Retaking a course” language in the Graduate Catalog. The current policy lacks clarity. Katie asked Graduate Council draft clearer language.

One suggestion for the council included the following: A student can only retake a course if the student earns below a C (2.00) and/or below the program requirements.

NOTE 1: Graduate students can earn a C- (1.67), D+ (1.33), etc. Faculty Senate has determined these earned grades are used to compute GPA. Courses where these grades are earned do not figure into the GPA as an F (0.00), even though grades earned below a C (2.00) are considered failing in graduate school.

NOTE 2: Each program can set higher standards.

Action

-The council sent item to Policies and Regulations Committee for review.

11. New Business

A policy clarification is needed. If a student with a graduate appointment quits, the stipend ends on the date of termination. Is the tuition scholarship pro-rated, correct? If the term has started, the tuition scholarship money has been spent. Does this policy need to be reviewed? – The council suggested this be revisited at the next meeting.

The meeting was adjourned at 4:09 P.M.

Graduate Council Minutes

Friday, November 2, 2018

Attendance: Gordon Brooks, Spencer Cappelli, Terry Cluse-Tolar, Geoff Dabelko, LJ Edmonds (proxy – Bose Maposa), Andrew Fodor, Pete Harrington, Janet Hulm, Wojciech Jadwisienczak, Paul Jones, David Koonce, Joseph Lee, Brian McCarthy, John McCarthy, Maria Modayil (proxy), Munir Nazzal, Greg Newton, Shawn Ostermann, Erik Ramsey, Jennifer Smith, Scott Smith, Katie Tadlock, Jessica Wingett, Charlotte Yang, Lijing Yang

Excused: Charlotte Elster, Chris Hayes, Alexandra Hibbitt, Chris Moberg, Ann Paulins, Beth Quitslund, Andy Ray

Convened: The meeting was convened at 3:01 pm.

1. Approval of the minutes of the October 12, 2018 meeting

Action: Minutes were approved.

2. Chair's Report: Gordon Brooks

Gordon updated the council on this year's committee structure. In addition, Gordon outlined some committee membership changes. These changes are as follows. Chris Moberg and Scott Smith will be serving on the Curriculum Committee. Wojciech Jadwisienczak and Lijing Yang will be serving on the Program Review Committee. Erik Ramsey and Charlotte Yang will be serving on the Graduate Student Affairs and Fellowships Committee. Alexandra Hibbitt will be serving on the Recruitment and Admission Requirements Committee.

3. Remarks by Interim Dean of the Graduate College: David Koonce

- a. Data overview –

David shared graduate student enrollment numbers for the current semester (Fall 2018). Although enrollment dropped from last fall (2017), the current census numbers are up slightly to 5242 from the originally published numbers. Ohio University continues to see a decline on the traditional student side, growth continues with on-line and outreach. Doctoral enrollment is down 5%. E-campus enrollment is up 7%. Those enrolled in master's degree programs increased by 5%. Professional program enrollment is up; research program enrollment is down. Non-degree enrollment is down by 14%. Online Graduate Appointments (OGA) have increased by 5%.

- b. David asked for guidance from Graduate Council on two issues –

- i. David seeks guidance on conflict of interests as it relates to university employees. What do we do over the summer since Graduate Council does not meet during the summer months? David mentioned that some colleges review electronically. Is this something Graduate Council would consider doing?
- ii. In addition, he is asking for clarification about the definition of a terminal degree. Is an MBA a terminal degree?

Action –

Graduate Council asked that these two requests go to the Recruitment and Admission Requirements Committee for recommendations. Geoff Dabelko, chair of this committee would like to meet with representative from the Graduate College to get practical guidance.

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

- a. Early admission/accelerated degree programs –

Katie asked for guidance on early admission/accelerated degree programs. Katie outlined the work so far. Katie and Greg Newton have met preliminarily to discuss this. Beth Quitslund has worked with Elizabeth Sayrs and Dr. Sayrs is taking the lead on this conversation with curriculum faculty. Katie and Beth are asking Graduate Council to get the lay of the land and outline guard rails.

Graduate College continues to hear more interest in developing 3 +1 programs. Knowing there are funding implications, Katie asked any recommendations keep Financial Aid involved in the discussion.

Questions posed to Graduate Council include:

- What are your concerns about undergraduate entry and graduate programs blending? Is there a bridge too far?
- Do we need to think in terms of credit hours instead of years?
- How do we ensure that a student does not get too far without having earned an undergraduate degree? How do we ensure that someone does not get too far only to find he/she cannot finish a degree? What is the limit?

- What are the funding implications? When does the graduate admission occur? Should there be milestones to achieve before full admission is granted?
- At what point does a student need to be advised that they can no longer take graduate credit? When have students reached the tipping point?
- What are the implications for grading? Note – If taking a graduate course as an undergraduate, the graduate course is figured in the undergraduate GPA.
- What are the time limits? There are no time limits on the undergraduate degrees, however, graduate programs are time limited. When does the clock start?

Action – The Policy and Regulations Committee will discuss this further.

b. Three-course certificates –

Katie asked for guidance on whether a student can transfer credit into a three-course certificate program. Currently, the graduate catalog contains no language addressing this. How do we deal with this? Can we do this? Are there implications with the stackable certificates?

Action – The Curriculum Committee will discuss this matter. Gordon confirmed that he will talk directly with Chris Hayes, the chair of this committee, about this issue.

5. Curriculum Committee – Nothing to report

6. Program Review Committee – Nothing to report

7. Graduate Student Affairs and Fellowships Committee –

The committee reviewed all 2019 MAGS Distinguished Thesis Award (Social Science category) nominees and has nominated Joseph Ross for the Social Science category. The nomination materials have been submitted to MAGS for consideration.

The 2019-20 Named Fellowship nomination materials are available now on the Graduate College website.

8. Policies and Regulations Committee –

The committee made the following recommendation for the repeat/retake courses:

Graduate students cannot repeat or retake a passed course that meets their program requirements. Katie Tadlock will work on the exact language and bring it back to Graduate Council.

9. Recruitment and Admission Requirements Committee –

The Committee will be reviewing the following question: What constitutes a terminal degree?

10. Old Business –

Policy review – Eliminating tuition waiver when student quits a graduate appointment (initially discussed at the October 12 meeting)

Current practice: When a graduate student remains in the degree program, but quits a graduate appointment, the stipend ends, but the tuition waiver continues. Do we need to examine this? Are some students abusing this practice?

Comments from the council–

The council wondered how University Human Resources (UHR) handles this with employees and if this could serve as a guide.

Maria Modayil asked that Spencer to read a statement where she expressed concerns with changing current practice.

Actions –

- Graduate Council agrees that a graduate student who is leaving their academic program does not need to repay the tuition scholarship. Policy language about the withdrawal from leaving the institution – no need to repay.
- Graduate Council needs more information to consider whether graduate students who remain in their degree program need to repay the tuition scholarship.
- Gordon will gather information from Graduate Student Senate, the Graduate College and UHR for further discussion with Graduate Council.

11. New Business – Nothing to report

The meeting was adjourned at 4:06 pm.

Graduate Council Minutes

Friday, December 7, 2018

Attendance: Gordon Brooks, Spencer Cappelli, Terry Cluse-Tolar, Geoff Dabelko, Andrew Fodor, Pete Harrington, Chris Hayes, Janet Hulm, Wojciech Jadwisienczak, Paul Jones, Joseph Lee, Brian McCarthy, John McCarthy, Maria Modayil, Munir Nazzal, Greg Newton, Shawn Ostermann, Ann Paulins, Beth Quitslund, Erik Ramsey, Jennifer Smith, Scott Smith, Katie Tadlock, Jessica Wingett, and Charlotte Yang (proxy Fazel Bateni)

Excused: LJ Edmonds, Charlotte Elster, Alexandra Hibbitt, David Koonce, Chris Moberg, Andy Ray, and Lijing Yang

Convened: The meeting was convened at 3:01 pm.

1. Approval of the minutes from the November 2, 2018 meeting

Action – Approved

2. Chair's Report: Gordon Brooks

Policy review update – With regards to eliminating tuition waiver when a graduate student quits a graduate appointment, Gordon announced that he will be meeting to discuss the process with the administrator who oversees the process, Lisa Poston.

University Human Resources has no oversight of graduate appointments process.

3. Remarks by Interim Associate Dean of the Graduate College: Beth Quitslund

- a. Informational item – As the Graduate Student Senate (GSS) advisor, Beth shared with Graduate Council that GSS is seeking more independence from Student Senate. GSS has voted to change their constitution to reflect this change. Beth asked Spencer Cappelli to offer additional information and he stated that GSS is functionally independent and represented the needs of graduate students'. These needs are independent of Student Senate. As a result, GSS would like to be the sole organization to represent graduate students. Maria Modayil offered historical context to this relationship. As a matter of process, Beth stated that the Board of Trustees will have to approve this change.

- b. Update on 4 + 1 programs – Although the Graduate College is not ready to discuss the findings, the College is in consultation with partners and intend to bring it back to Graduate Council in January. The Graduate College prefers not having numbers in the title of this policy because too many variables exist with students coming into such programs. There will be more to come at the next meeting.

- c. Review of the current policy as it relates to double-dipping between programs and certificates – The question is under review with the Policies and Regulations Committee. Questions/comments to be addressed by the committee include the following:

- How many credits do can be shared between programs?
- How many transfer credits are allowed into programs?
- Time to degree is another issue to consider.

- d. English proficiency waiver – Beth reviewed current process and origin of the current practice. Beth asked Graduate Council if they would support making the waiver for effective for two consecutive terms, instead of just one.

Action – After discussion, Graduate Council voted to keep the English proficiency waiver process as it is.

4. Remarks by Assistant Dean of the Graduate College: Katie Tadlock
 - a. Fall Commencement – Katie announced that 55 doctoral students will be hooded for Fall Commencement. For comparison, there were only 21 doctoral students hooded during the first Fall Commencement in 2014. This year, there are doctoral students from every doctoral-degree-granting college and this includes the first class of Doctor of Nursing Practice.
 - b. Online permission list process – Communications will go live summer of 2019.
 - c. Katie met with Registrar Office about the New Conditional Admission/Academic Probation Service Indicators and Katie distributed the new language to Graduate Council. This gives additional information to students. If colleges/programs have specific admission thresholds, Katie and the Registrar’s Office can help with this.
 - d. Katie will review grades and create the 3.00 list. She will be in touch with Colleges about students that fall below the 3.00 required GPA.
 - e. Katie is requesting a way to delineate the difference between non-degree admission and certificate admission. With more certificates and endorsements, applications are getting lost. Potential confusion could be eliminated if the process is streamlined. Katie emphasized that once an applicant is admitted, the student can register for anything in their program area and this has caused some confusion. The Registrar is creating a certificate plan stack. When a student finishes their certificate program, the Registrar will close out the plan stack. If the student wants another certificate or seeks admission into a degree program, the student will need to apply. This will address the following concern. With the current process, a student can end up taking far more courses than allowed. Programs can easily forget about them. What happens if a student takes 2/3 of a program and wants to continue in the program for degree? The Graduate College asks that Graduate Council review the current process and recommend a revised approach.

Action –

The Policies and Regulations Committee will review this process.

- f. Standards of work for the Repeating/Retaking Courses – The committee presented the following language for council consideration:

Students may not retake a regular graduate-level course with fixed content if the prior attempt has met the degree requirements. Retaking a graduate-level course will not remove or replace a grade from a previous attempt.

Comments -

The new revisions address previous concerns.

Special topics courses can be retaken as long as they are different special topics.

Graduate directors will need assist with this process.

Action -

Graduate Council approved this language and asked that it be sent to EPSA for consideration.

5. Curriculum Committee
The Curriculum Committee is reviewing stackable certificates to degree and time to degree. The committee will report on both issues at the next meeting
6. Program Review Committee – Nothing to report
7. Graduate Student Affairs and Fellowships Committee

- a. Named fellowships nominations are being collected. Please encourage nominations.
 - b. Charlotte Yang will serve on this committee.
8. Policies and Regulations Committee
- a. GRS hours – cutting to 5 hours is not a problem. If raising the amount may be more problematic.
 - Comments -**
 - Some students balance a GRS and non-GRS position and earn different rate of pay. This is problematic.
 - Registration of a minimum of 15 credit hours for students holding a GRS is a burden. Should this be reviewed?
 - Historically, the 15 hour rule has been in place for many years and the origins are unclear.
 - Action –**
 - After hearing additional comments for council members, the committee will review again and bring information back
9. Recruitment and Admission Requirements Committee
- a. Conflict of interest – The committee reviewed three (3) conflict of interest plans. Committee recommends approving the conflict of interest plan for Elana Bartel.
 - Action –**
 - Graduate Council approved the recommendation.
 - Two others are more complicated and the committee needs more information about mitigation. Geoff Dabelko will consult with Katie Tadlock on these cases.
 - b. The committee considered a three year baccalaureate degrees from India. The committee is grateful for the valuable information offered by Beth Quitslund and Katie Tadlock about this dynamic.
 - Recommendation –**
 - The committee recommends that this be taken on a case by case basis. Applicants must articulate with more clarity about the fourth year and professional experience should be considered.
 - The committee will work with the Graduate College, revise the content, and circulated the recommendation to Graduate Council for review.
 - c. The committee considered what constitutes a professional degree?
 - Graduate College offered much information. The committee will review this information and bring a recommendation to Graduate Council for review.
10. Old Business – None
11. New Business – None

The meeting was adjourned at 4:05 pm.

Appendix A

New Conditional Admission/Academic Probation Service Indicators

Academic Conditional Admit	You have been admitted with academic conditions. Your first term academic progress will be assessed before you can register for the next term, so this hold will be in place until after all grades have posted and been reviewed. If you have questions about the terms of your admission, please contact your academic program for details.
Prerequisite Requirements	You have been admitted with prerequisite requirements that must be completed before registration in the MHA program.
Academic Probation	You are on Academic Probation because your cumulative grade point average (GPA) as of the beginning of the current term is below 3.0. Review the Standards of Work policy in the Graduate Catalog, Academic Policies and Procedures section. The registration hold is in place until all grades for the current term have posted and been reviewed. Failure to raise your cumulative GPA to 3.0 by the end of this term may result in suspension or dismissal from the program.
Academic Probation Continued	Your Academic Probation has been extended, but your cumulative grade point average (GPA) is still below 3.0. Failure to raise your cumulative GPA to 3.0 by the end of this term may result in suspension or dismissal from the program. Review the Standards of Work policy in the Graduate Catalog, Academic Policies and Procedures section. The registration hold is in place until all grades for the current term have posted and been reviewed. Because your GPA remains below 3.0, you are not eligible for a graduate appointment.
Academic Probation Grad College Extension	Your Academic Probation has been extended under agreement with the Graduate College, but your cumulative grade point average (GPA) is still below 3.0. Failure to raise your cumulative GPA to 3.0 by the end of this term may result in suspension or dismissal from the program. Review the Standards of Work policy in the Graduate Catalog, Academic Policies and Procedures section. The registration hold is in place until all grades for the current term have posted and been reviewed. Because your GPA remains below 3.0, you are not eligible for a graduate appointment.
Academic Probation Extension	Your Academic Probation has been extended under agreement with the Graduate College, conditional upon meeting specific enrollment and grade goals. Failure to meet the terms of your continued enrollment will result in dismissal from the program. The registration hold is in place until all grades for the current term have posted and been reviewed. Because your GPA remains below 3.0, you are not eligible for a graduate appointment.

Graduate
Academic
Standards

A minimum cumulative grade point average (GPA) of 3.0 is required to maintain good academic standing. Please review the Standards of Work policy in the Graduate Catalog, Academic Policies and Procedures section. Failure to achieve a 3.0 once you have completed nine graded credit hours will result in sanctions ranging from Academic Probation to possible dismissal from the program.

Graduate Council Minutes

Friday, January 18, 2019

Attendance: Gordon Brooks, Spencer Cappelli, Terry Cluse-Tolar, Charlotte Elster, Pete Harrington, Chris Hayes, Janet Hulm, Wojciech Jadwisienczak, Paul Jones, Joseph Lee, Brian McCarthy, John McCarthy, Maria Modayil, Munir Nazzal, Shawn Ostermann, Ann Paulins, Beth Quitslund, Jennifer Smith, Scott Smith, Jessica Wingett, Charlotte Yang, and Lijing Yang

Excused: Geoff Dabelko, LJ Edmonds, Andrew Fodor, Alexandra Hibbitt, David Koonce, Chris Moberg, Greg Newton, Erik Ramsey, Andy Ray, and Katie Tadlock

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

1. Approval of the minutes from the December 7, 2018 meeting

Action: Approved

2. Chair's Report: Gordon Brooks

Gordon announced that Graduate Student Senate (GSS) will be making announcements during the monthly Graduate Council meetings.

Maria updated the council on the following activities

- a. *Graduate Professional Appreciation Week* is scheduled for April 17-23. There will be a keynote kick-off event and Final Gala/Award Ceremony. Others are encouraged to host events. Please let her know if your college or program does want to hold an event.
- b. *GradConnect* – GSS coordinated a monthly social event for graduate students at Jackie O's. Different units have hosted these events, for example, Diversity and Inclusion, Student Affairs, Center for International Studies. If interested, let Maria know
- c. Student Affairs seeks applications/nominations *Graduate Student Awards*. Please encourage graduate students to apply.
- d. *Presidential Graduate Student Medals* applications/nominations are being collected now.
- e. *OHIO Emergency Micro-grants* are available now.
- f. The *Women in Grad School Day Conference* is scheduled for February 9, 2019. There will be several different tracks for participants to attend.

Student Senate has presented a constitutional amendment which seeks to change their reporting structure; Student Senate will no longer want to report to the Board of Trustees. This impacts GSS. GSS voiced their concerns. GSS will update the council in March.

3. Remarks by Interim Associate Dean of the Graduate College: Beth Quitslund

- a. Beth added the following information about the change with Student Senate. The Vice-President for Student Affairs (VPSA) will continue to serve a Student Senate advisor
- b. Beth outlined the plan for the new Graduate Catalog. Updates will be due soon. The Graduate College will be sending templates out in early February. Beth announced that the Graduate College is still accepting Three Minute Thesis registrations.
- c. Beth shared that the Graduate College is cleaning up legacy appointments in OGA. A number of special cases have been accepted in the past and currently the staff are looking to standardize appointments and maintain consistency.
- d. **Accelerated Master's Pathways** will be discussed in the next EPSA meeting, Beth seeks input (See Appendix A).

- i. Since the last council meeting, Katie Tadlock and Beth Quitslund met with key groups, both service units (e.g., financial aid, admissions, registrar, etc.) and faculty members (Sara Helfrich, Connie Patterson, Gordon Brooks) about this project. Beth would like the council to consider the following principles for discussion. In any accelerated Master's Pathways Program, the program needs to stay true to the following five principles.
 - Principle 1 – Students should be adequately prepared for graduate coursework.
 - Principle 2 – The graduate program should not interfere with timely completion of the bachelor's degree.
 - Principle 3 – Accelerated master's degree programs should allow equal access.
 - Principle 4 – Accelerated programs are an opportunity to reduce redundancy in coursework and credit hours.
 - Principle 5 – All accelerated pathways should meet the previous principles, but will need flexibility in design.
- ii. Council discussion included:
 - For the Principle 4, Graduate Council suggested replacing “reduce redundancy” with “enhance efficiency”.
 - The council wants to be mindful that the rigor of graduate school may discourage students.
 - Graduate Council has an interest to be sure that students have the ability to back out of the accelerated program, if necessary.
 - Council members suggested that Ohio University may need an adaptive management strategy.
 - The council supports limiting the number of graduate credits before finishing the baccalaureate degree.
 - Graduate Council wants to eliminate the risk of losing students and prevent any risk to university.
- iii. **Action:** Graduate Council is supportive of the five (5) principles. In addition, Graduate Council created an ad hoc committee to work with EPSA. Those interested in being on the ad hoc committee are: Gordon Brook, Pete Harrington, Brian McCarthy, John McCarthy, and Shawn Ostermann. If there are others, please let Gordon know of your interest.
- e. Beth presented a conflict of interest dilemma. The question is – What is a terminal degree?
 - i. The Graduate College views a terminal degree as a degree you would need to hold a tenured position.
 - ii. The problem: A letter of employment was written to include getting a terminal degree as a condition of employment. The problem is that the employee is pursuing a degree in the college where employed.
 - iii. Graduate Council agrees that as long as the employee does not pursue a degree from Ohio University, the condition of employment is acceptable. Graduate Council is not comfortable with a college writing a condition of employment which states the degree must be from Ohio University.
 - iv. Graduate Council expressed concerns about the current Conflict of Interest (COI) form not capturing the complete picture and recommends that a review of policy occur. This review may result in the need to refine current policy to explicated state what is and is not allowable to prevent this in the future. In addition, Graduate Council noted that PRC of Faculty Senate should be made aware of this situation.

- v. In this instance, Graduate Council recommends allowing this employee to proceed as planned but with a COI plan to deal with potential ramifications.
4. Curriculum Committee: Chris Hayes
 - a. Time to completion for stackable certificates
 - i. Chris Hayes reviewed the committee's recommendation (See Appendix B).
Maximum time to completion for individual certificate
 Under 15 credits – 4 years
 15 or more credits – 5 years
Stackable master's degree
 *A master's degree made up of stacked certificates has the same time limit for completion as any other master's degree, i.e. 6 years from the date that graduate study is initiated (7 years for a degree requiring more than 40 hours). If the student begins one or more stackable certificates before being accepted into the master's degree program toward which the certificates build, the total time from the start of applicable certificates to the completion of the master's degree cannot exceed 10 years.
 - ii. For transfer time limit, the program sets the limits.
 - iii. Same extension policy as current master's policy.
 - iv. This is a preliminary update. The committee will go back a revise with the council's suggested revisions.
 - v. Graduate Council suggested 3 and 4 years for certificates, and eight years for Master's. These are intended to be outer limits, programs can have inner limits.
 5. Program Review Committee: Charlotte Elster
Charlotte will work with Gordon to talk with John Cotton. Committee asked for some clarification about role as it relates to UCC.
 6. Graduate Student Affairs and Fellowships Committee: Pete Harrington
MAGS Excellence in Teaching Award – There are five nominees to consider. The nomination is due to MAGS on 1/25/19
 7. Policies and Regulations Committee: Shawn Ostermann
Shawn offered Graduate Recruitment Scholarship (GRS) historical review.
Committee recommends changing to a \$975 stipend for 5 hours of work (from 6 hours)
Change the registration to 12 hours (from 15 hours). Some council members have concern about lost subsidy. Graduate Council wants to understand how the change in registration hours will impact subsidy and asked that this be explored.
ACTION: Funding change passes.
 8. Recruitment and Admission Requirements Committee
Committee reviewed three COI and recommends that Graduate Council approve the Conflict of Interest plan.
ACTION: The council approves the recommendations.
 9. Old Business – None
 10. New Business – None

Adjourned: The meeting was adjourned at 4:57 pm.

Appendix A

Accelerated Master's Pathways: Principles for a Framework

Definitions

- **Accelerated Master's Pathways**—intentional blending of undergraduate and graduate degree progress (currently exists for Biochemical Engineering)
- **Early Graduate Assurance/ Early Assurance Program**—provisional admission to a graduate program for a future term (currently exists for HCOM)
- **Early Admission**—student has completed all baccalaureate requirements except minimum hours AND switches to graduate status/graduate appointment eligibility when beginning graduate work (existing policy for any major/graduate degree).
- **Senior for Graduate Credit**—student has a maximum of 6 credits left before completion of bachelor's degree (existing policy, no implied admission to a graduate program)

N.B.: These are not to be confused with taking graduate courses for undergraduate credit (existing policy for all varieties of honors students).

Principles and Policy Implications

Principle 1: Students should be adequately prepared for graduate coursework.

Policy implications

- Students should do preparatory work in the discipline before undertaking more advanced graduate work.
- Students should have demonstrated sustained success in college-level work (including a minimum number of credits completed) before starting graduate work.

Principle 2: The graduate program should not interfere with timely completion of the bachelor's degree.

Policy implications

- A limit on graduate credits before the baccalaureate is complete is advisable.
- Graduate status and appointments should wait until the baccalaureate is complete.

Principle 3: Accelerated master's degree programs should allow equal access.

Policy implication

- The program curriculum should not depend on a plan of study that makes the student ineligible for federal financial aid. In practice, this means allowing 12 hours of undergraduate credit each semester.

Principle 4: Accelerated programs are an opportunity to reduce redundancy in coursework and credit hours.

Policy implication

- "Double dipping" of a limited number credit hours between undergraduate and graduate programs should be allowed.

Principle 5: All accelerated pathways should meet the previous principles, but will need flexibility in design.

Policy implication

- Accelerated master's pathways should go through the regular curricular approval process.

Appendix B

Certificate completion and stackable certificate policy recommendations

The Graduate Council curriculum committee makes the following recommendations;

Maximum time to completion for individual certificate

Under 15 credits – 4 years

15 or more credits – 5 years

Stackable master's degree

*A master's degree made up of stacked certificates has the same time limit for completion as any other master's degree, i.e. 6 years from the date that graduate study is initiated (7 years for a degree requiring more than 40 hours). If the student begins one or more stackable certificates before being accepted into the master's degree program toward which the certificates build, the total time from the start of applicable certificates to the completion of the master's degree cannot exceed 10 years.

Transfer of coursework (time limits)

The transfer of coursework from another university should follow existing guidelines for degree programs, but there is currently no time limit on transferring internal coursework. Programs may establish their own criteria for how long Ohio University credit taken while enrolled in one degree or certificate program will be accepted toward another degree or certificate based on appropriate disciplinary standards.

*Programs may establish shorter completion timelines, but cannot exceed these established deadlines.

Graduate Council Minutes

Friday, February 8, 2019

Attendance: Gordon Brooks, Spencer Cappelli, Terry Cluse-Tolar, Geoff Dabelko, Charlotte Elster, Andrew Fodor, Pete Harrington, Chris Hayes, Janet Hulm, Wojciech Jadwisienczak, Paul Jones, Brian McCarthy, John McCarthy, Chris Moberg, Maria Modayil, Munir Nazzal, Greg Newton, Shawn Ostermann, Ann Paulins, Beth Quitslund, Jennifer Smith, Scott Smith, Katie Tadlock, Charlotte Yang, and Lijing Yang

Excused: LJ Edmonds, Alexandra Hibbitt, David Koonce, Joseph Lee, Erik Ramsey, Andy Ray, and Jessica Wingett

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

1. Approval of the minutes of the January 18, 2019 meeting

Action: Approved

2. Chair's Report: Gordon Brooks

Ad hoc meetings scheduled in the next few weeks

Clarified two (2) meeting rule - If we have concerns, we need to provide any feedback according to the two (2) meeting rule before UCC votes

3. Graduate Student Senate (GSS) Announcements: Maria Modayil

- GSS offers monthly GradConnect events. There was on yesterday (February 7, 2019) and 95 people attended.
- GSS is working with OII on including graduate students in the textbook initiative.
- Applications/Nominations are still being taken for the Presidential Graduate Student Medals – please encourage participation

4. Remarks by Interim Associate Dean of the Graduate College: Beth Quitslund

Updates

- a. The Graduate College is working on a draft agreement between Ohio University and the Higher Education Commission (HEC) of Pakistan. This agreement would bring in Ph.D. students nominated by HEC across a variety of disciplines, with stipend support from the Pakistani government and tuition waivers provided by the academic units.
- b. Beth announced that the catalog templates for programs will go out on Monday, Feb. 11, 2019. The templates will offer more consistency in what the Graduate College receives.
- c. Beth updated Graduate Council on the proposal clarifying retake language in the Graduate Catalog submitted to the Educational Policy & Student Affairs (EPSA) committee. EPSA members had some concerns about why graduate students cannot retake classes. Beth provided proposed changes (see **Appendix A**) to Graduate Council.

Action: Graduate Council approved redrafted proposal and it will go back to EPSA committee for review.

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

- a. Katie announced that Legal Affairs wants to require Graduate Student Orientation. Up to this point, there is no policy requiring participation in orientation by graduate students. Katie mentioned that the Office of Instructional Innovation (OII) offers orientation to online students. To better understand the content of this orientation, the Graduate College will be meeting with OII. Katie mentioned that the Graduate College is considering some online components to the annual GSO hosted by the Graduate College. This shift may allow assessment of attendance. In addition, offering online elements could be viewed anytime, anywhere. Graduate students could return to content, if inclined, and those students starting mid-year could more easily access the material.
- b. Katie introduced a change in the policy regarding doctoral escorts at commencement (see **Appendix B**). The current policy limits doctoral candidates to one escort during commencement. The proposal changes the current policy to doctoral student having two (2) escorts, if two (2) faculty members are listed as co-chairs on the dissertation title page. Doctoral students would need to contact the Graduate College to make this request. Council members asked to change “may” to “can” in the last sentence of the proposed revision. The council suggested requests be in writing.
Action: Graduate Council supports this change.

6. Curriculum Committee

- a. Program Proposal Reviews
 - i. Document up for UCC – Second Reading
 - 1. CTX49G – Graduate Certificate in Project Management
Note – This is the first graduate coursework offered in this program. The PhDs in this program are 50% engineering and 50 % Higher Education, so this may be a challenge if they intend to offer additional coursework.
Action: Inform UCC of this concern.
 - ii. Documents up for UCC – First Reading –
Action: Please review for these for next time.
 - 1. CTFING – Finance Certificate,
 - 2. CTGISA – Geospatial Information Science: Geospatial Analysis and Programming Certificate,
 - 3. CTGISC – Geospatial Information Science: GIS & Cartography Certificate,
 - 4. CTX81G, Music Leadership Graduate Stackable Certificate
 - 5. CTX87G –Arts Administration Graduate Stackable Certificate, and
 - 6. MIXX01 – Master of Integrated Health Studies
 - 7. Please review these for next time.
- b. Chris Hayes introduced the certificate completion and stackable certificate policy recommendations. This version includes changes to time limits changed and catalog language.
Council amended the motion to include potential for readmission.
Action: Amended motion was approved (see **Appendix C**).

7. Program Review Committee: Charlotte Elster
Charlotte Elster will get information from UCC. The committee review these documents then bring to Graduate Council.
8. Graduate Student Affairs and Fellowships Committee: Pete Harrington
Named Fellowship nominations due today.
9. Policies and Regulations Committee: Greg Newton
Greg turned the discussion over to Shawn Ostermann who outlined his findings about GRS and state subsidy. The state subsidy is much smaller for enrollment than the completion of a degree. It does depend on coursework only vs. coursework & research. For those colleges that have requirements of 15 hours or more per term, there is no difference in the subsidy received. For colleges with fewer than 15 hours required, there could be some subsidy implications. Over time, however, programs will get the same amount.
Motion: Ann Paulins moved that the GRS credit hour requirements be reduced from 15 to 12 with the understanding that colleges can set a higher credit hour requirement threshold. Maria Modayil seconded.
Action: The motion passed.
Gordon will send David Koonce an email about this change.
Note:
Graduate Council requested that the Graduate College notify the campus community about this change.
10. Recruitment and Admission Requirements Committee: Geoff Dabelko
Nothing to report
11. Old Business - none
12. New Business - none

Adjourned: The meeting was adjourned at 4:11 pm.

Appendix A

Resolution to Clarify Course Retake Language in the Graduate Catalog Educational Policy & Student Affairs Committee

February 4, 2019

First Reading [with proposed revisions for second reading]

Whereas all graded OHIO graduate courses contribute to the student's cumulative OHIO graduate GPA; and

Whereas the current catalog policy is meant to prevent graduate students from retaking classes primarily for the purpose of raising their cumulative GPAs; and

Whereas the current catalog language, adapted from the undergraduate policy (see Appendix A), communicates that policy imprecisely and incorrectly implies that retaken classes do not raise the cumulative GPA; and

Whereas current policy does not provide adequate guidance for when faculty should authorize retaking a graduate course; and

Whereas the grade required to meet program requirements is always above a C- but may be higher in some programs;

Be it resolved that the Academic Policies and Procedures section of the Graduate Catalog be amended as shown below:

Standards of Work

Graduate accumulative grade point average (GPA) includes all graduate courses taken at Ohio University. Conferral of a graduate degree or certificate requires an accumulative graduate GPA of at least a 3.0 – GPA cannot be “rounded up” to achieve a 3.0. No course with a grade below C (2.0) may be used to satisfy any graduate degree or certificate requirement. Repeating or retaking a graduate-level course does not remove or replace a grade from a previous attempt.

Students taking courses in post-baccalaureate or non-degree status must adhere to the same standards of work as degree and certificate students. **Note: graduate courses taken by** undergraduate students through OHIO Honors, departmental honors, or Honors Tutorial College will have graduate course grades applied to their undergraduate GPA unless they have applied for and received permission to take graduate courses for graduate credit. Grades for courses taken in undergraduate for graduate credit status will become part of the student's official graduate record and graduate grade point average.

Individual graduate programs, schools, departments, or academic colleges may establish standards more rigorous than those in this section. For example, programs may set minimum grade expectations for courses, or programs may consider academic progress based on work done as part of the active program exclusive of previous graduate work.

Repeating a Course

Repeating a course is to complete a course more than once for credit. This can be done only with repeatable courses, which are designed to be taken multiple times (e.g., thesis credits 6950, dissertation credits 8950). Some departments place a limit on the total number of credits that may be earned or counted toward degree requirements in a given repeatable course.

Retaking a Course

Students may not retake a graduate-level course if the prior attempt has met degree requirements. In the event that a graduate student must take a class again to achieve a sufficient grade for a graduate program, the previous grade stays on the transcript and in the GPA calculation. All course attempts and grades appear on the permanent academic record (transcript) and are calculated in the graduate GPA.

Appendix A

The current language in the Graduate Catalog was approved by Graduate Council during the Q2S catalog revision. It derives from the undergraduate catalog, as reflected in University Policy 12.040 (Grading):

E. Repeating a Course

Repeating a course is to complete a course more than once for credit. This can be done only with repeatable courses, which are designed to be taken multiple times (e.g., MUS 3400, PSY 4900). Some departments place a limit on the total number of credits that may be earned in a given repeatable course.

F. Retaking a Course

A regular undergraduate course with fixed content can be retaken to affect the student's GPA. Retaking the course removes the hours and the effect of the earlier grades from the calculation of the GPA. However, all grades appear on the permanent academic record (transcript). The last grade earned is the one used to calculate the GPA, even if it is lower than the earlier grade(s), and only the last instance's credit hours are accepted toward any requirements for graduation. Some graduate and professional schools will include all grades in their own calculation of the GPA when determining a

student's eligibility for admission, even though Ohio university calculates the GPA using only the last grade in a retaken course.

Courses taken at Ohio university and retaken at another university are not eligible for grade point adjustment under this policy. Effective Summer Quarter 2010-11, the university limits the number of times an undergraduate course may be retaken to a maximum of two in addition to the first attempt.

Retaking a course after graduation will not change graduation GPA or honors status.

Ohio University's official grading policy is silent about how retaken graduate courses are transcribed.

Appendix B

Circumstances for Allowing Dual Doctoral Escorts

Current commencement policy limits doctoral students to one escort. The policy resulted from revisions to the commencement ceremonies at the request of then-President McDavis, with the intent to streamline the ceremony. At the time, requests for multiple escorts generally came from graduates wanting to include a family member as an escort.

With the increase in interdisciplinary Ph.D. programs, we have encountered students who submit their dissertation with co-advisors. Rather than asking graduates to choose one advisor over another, I propose we modify the current policy to allow for dual escorts in the case of dissertation co-advisors. This will be a self-limiting expansion that retains the academic nature of the escort.

Current Catalog Policy

<https://catalogs.ohio.edu/content.php?catoid=55&navoid=4214#commencement>

Doctoral students are accompanied by a faculty escort of appropriate academic rank, traditionally, the student's academic mentor, dissertation or program chair. Each student is limited to one escort.

Proposed Revision

Doctoral students are accompanied by a faculty escort of appropriate academic rank, traditionally, the student's academic mentor, dissertation or program chair. Each student is limited to one escort. If the dissertation is submitted with co-chairs, both dissertation advisors may accompany the student.

Steps for Approval

- Graduate Council (Approved 02/08/19)
- Provost/President

Appendix C

Certificate completion and stackable certificate policy recommendations

The Graduate Council curriculum committee makes the following recommendations;

Maximum time to completion for individual certificate (non-degree status)

Under 15 credits – 3 years

15 or more credits – 4 years

Time to completion begins with the term the certificate is added. At the end of the time to completion, a student has not completed their certificate, the certificate plan will be removed. If the student is not enrolled in a degree or other certificate/non-degree program, their status as a student will be terminated. A student or former student whose time to certificate has elapsed may reapply to certificate. Readmission is not guaranteed and applicability of prior coursework to certificate is at the discretion of the admitting certificate program.

Stackable master's degree

*A master's degree made up of stacked certificates has the same time limit for completion as any other master's degree, i.e. 6 years from the date that graduate study is initiated (7 years for a degree requiring more than 40 hours). If the student begins one or more stackable certificates before being accepted into the master's degree program toward which the certificates build, the total time from the start of applicable certificates to the completion of the master's degree cannot exceed 8 years.

The dean of your college may grant a one-time, one-semester extension for the semester immediately following the final semester in which your degree requirements were to have been complete, based on the Time Limit policy as described above.

Transfer of coursework

Programs may establish their own criteria, based on appropriate disciplinary standards, for the length of time that Ohio University credit taken while enrolled in one degree or certificate program will be accepted toward another degree or certificate.

A maximum of one course (up to 4 credit hours) may be transferred from an accredited university to a certificate program of 12 hours or fewer at Ohio University. For certificate programs longer than 12 hours, no more than 25 percent of the total graded coursework requirements may be transferred to the certificate.

*Programs may establish shorter completion timelines, but cannot exceed these established deadlines.

Approved by Graduate Council (02/08/19)

Graduate Council Minutes

Friday, March 8, 2019

Attendance: Gordon Brooks, Spencer Cappelli, Terry Cluse-Tolar, Geoff Dabelko, Charlotte Elster, Pete Harrington, Chris Hayes, Wojciech Jadwisienczak, Paul Jones, Joseph Lee, Brian McCarthy, John McCarthy, Maria Modayil, Greg Newton, Shawn Ostermann, Beth Quitslund, Andy Ray, Scott Smith, Katie Tadlock, Jessica Wingett, Charlotte Yang, and Lijing Yang

Excused: LJ Edmonds, Andrew Fodor, Alexandra Hibbitt, Janet Hulm, David Koonce, Chris Moberg, Munir Nazzal, Ann Paulins, Erik Ramsey, and Jennifer Smith

Convened: The meeting was convened at 3:01 pm.

1. Approval of the minutes of the February 8, 2019 meeting
Action: Approved
2. Chair's Report: Gordon Brooks
Gordon outlined the two-meeting rule that applies to the Curriculum and Program Review Committees. There may be many documents to review and instead of sending them via email, they will be placed in OneDrive folders for council members to review. Each committee will review the documents and offer comments after the first reading and all members of Graduate Council are asked to review documents and offer comments before the second reading. As an update to a previous action by Graduate Council, David Koonce is speaking with the Provost about the Graduate Council approved hour change for Graduate Recruitment Scholarships (GRS).
3. Graduate Student Senate (GSS) Announcements
 - A. GSS updated the council on a Graduate Student Senate resolution requesting a buy down of the general fee. Through another resolution, GSS requested that more hiring information be included on the Graduate College website.
 - B. GSS announced that the Graduate and Professional Appreciation Week is scheduled for April 17 – 23, 2019. There will be a keynote on first day. GSS will ask colleges for sponsorships. There will be a Gala at the end of the week, where campus-wide awards will be announced.
 - C. GSS is working with the Alumni Association on creating a zipper pull remembrance piece for all graduate students. The zipper pull can be attached to the commencement robes. GSS sought feedback on three designs for the zipper pulls. Graduate Council members preferred design #1 or #3, although some liked that #2 offers more connection to the larger Ohio community, not just Athens. GSS will be seeking feedback from graduate students as well.
 - D. GSS is exploring different commencement regalia. As a result of HCOM bringing up concerns about current black doctoral robe, GSS is considering green robes. The cost would be \$56. In addition, there may be some embroidery identifying Ohio University

on the robe. Other schools rent robes to their graduate students. A student makes a deposit on a credit card. The deposit is refunded when the robe is returned.

4. Remarks by Interim Associate Dean of the Graduate College: Beth Quitslund

A. Retake language Take 3 (see **Appendix A**)

1. According to the University Registrar, retaking and taking again are not the same thing. There are repeatable or non-repeatable courses; PeopleSoft code would need to be written so that a student cannot get hours, but the grade would change the GPA – so both grades would count, but only the first hours from a successful attempt would be included in the hours completed.
2. Beth clarified using second or subsequent attempts. Hours would be counted in “quality points” for the GPA calculation, but would not be in “hours earned”. As currently stands, the end effect is an average of all the attempts taken and the implications on SSI would be minimal. The council agreed that a statement of policy needs to be in the catalog.
3. There was a motion to approve the resolution.
4. **Action:** Graduate Council approved Resolution to Clarify Course Retake Language in the Graduate Catalog Educational Policy & Student Affairs Committee

B. Accelerated Graduate Pathways (see **Appendix B**)–

1. In overview, the principles were previously approved, but the content was revised to include professional doctorates. The combination of catalog policy and program guidelines for programs was sent through UCC review process. Individual Programs can set higher standards. It is important to be mindful of maintaining undergraduate financial aid eligibility. The implications on summers still needs to be explored.
2. There are remaining questions about double-dipping. It is not clear whether the state will allow 141 hours for an accelerated pathways (This includes 9 fewer than the 120 for undergraduate and 30 for graduate hours). Ohio University will need to find out what the new chancellor decided.
3. Council comments included the following:
Is this really accelerated?
There is concern that students will burn out and finish neither.
HCOM’s Early assurance program has different guidelines. How can this be?
4. Beth reviewed the additional double dipping policies (see **Appendix C**).
Council comments included the following:
 - a. Add an additional sentence in #8 about any hours beyond the 9* will be count toward the graduate GPA
 - b. This is very complicated and could be a nightmare for advisors.
 - c. The council members would like to see how this is made operational.
 - d. Members would like to see some simplification.

- e. Members sought clarification about when the master's degree completion clock would begin. The clock starts once student registers for the first graduate course.
 5. **Action:** Need more information from state and financial aid before being able to vote. Beth will reframe to offer more clarification for next time. Would like catalog language for next time.
5. Remarks by Assistant Dean of the Graduate College: Katie Tadlock
Katie requested that the Recruitment and Admission Requirements Committee consider accepting teaching license as validation for bachelor's degree completion. The committee will review this request.
6. Curriculum Committee
 - a. Program Proposal Reviews
 - i. CTFING – Finance Certificate,
 - ii. CTGISA – Geospatial Information Science: Geospatial Analysis and Programming Certificate,
 - iii. CTGISC – Geospatial Information Science: GIS & Cartography Certificate,
 - iv. CTX81G, Music Leadership Graduate Stackable Certificate
 - v. CTX87G –Arts Administration Graduate Stackable Certificate, and
 - vi. MIXX01 – Master of Integrated Health Studies
 - b. There were no concerns from committee members.
 - c. There were no concerns from council members.
7. Program Review Committee
 - a. Program Review Packages
 - i. Geography–Viable graduate program and acknowledge the concerns already expressed.
 - ii. Mathematics– Viable graduate program and acknowledge the concerns already expressed.
 - b. Charlotte will send comments to UCC and copy Gordon
8. Graduate Student Affairs and Fellowships Committee
 - a. Named Fellowships recommendations are as follows:
 - John Cady - Andrew Manigault
 - Donald Clippinger - Rebecca Keogh
 - Claude Kantner - Xiaomeng Li
 - Anthony Trisolini - Jordan Ramirez Puckett
 - Graduate Student Fellowship - Anne Sternberger

Recommendations: Approved
 - b. Presidential Graduate Student Medals materials are being reviewed now.
9. Policies and Regulations Committee – Greg Newton
Nothing to report.
10. Recruitment and Admission Requirements Committee – Geoff Dabelko

The committee has been asked to deal with conflict of interests as they occur over the break periods. The committee will present suggested changes and/or deadlines in order to eliminate the ad hoc nature of decisions over breaks.

11. Old Business

Nothing to report.

12. New Business

Continuous enrollment document (see **Appendix D**) –

The provost would like to have continuous enrollment for our doctoral students. This would ensure that they have access to university resources (library, research office, faculty, etc.). The Graduate College would like the Policies and Regulations Committee to review this document and offer recommendations. In addition, Beth requested that if you have continuous enrollment policies within your department, please send them along to her.

Adjourned: The meeting was adjourned at 4:56 pm.

Appendix A

Resolution to Clarify Course Retake Language in the Graduate Catalog Educational Policy & Student Affairs Committee

February 4, 2019

First Reading [with proposed revisions for second reading]

Whereas all graded OHIO graduate courses contribute to the student's cumulative OHIO graduate GPA; and

Whereas the current catalog policy is meant to prevent graduate students from retaking classes primarily for the purpose of raising their cumulative GPAs; and

Whereas the current catalog language, adapted from the undergraduate policy (see Appendix A), communicates that policy imprecisely and incorrectly implies that retaken classes do not raise the cumulative GPA; and

Whereas current policy does not provide adequate guidance for when faculty should authorize retaking a graduate course; and

Whereas the grade required to meet program requirements is always above a C- but may be higher in some programs;

Be it resolved that the Academic Policies and Procedures section of the Graduate Catalog be amended as shown below:

Standards of Work

Graduate accumulative grade point average (GPA) includes all graduate courses taken at Ohio University. Conferral of a graduate degree or certificate requires an accumulative graduate GPA of at least a 3.0 – GPA cannot be “rounded up” to achieve a 3.0. No course with a grade below C (2.0) may be used to satisfy any graduate degree or certificate requirement. Repeating or retaking a graduate-level course does not remove or replace a grade from a previous attempt.

Students taking courses in post-baccalaureate or non-degree status must adhere to the same standards of work as degree and certificate students. **Note: graduate courses taken by** undergraduate students through OHIO Honors, departmental honors, or Honors Tutorial College will have graduate course grades applied to their undergraduate GPA unless they have applied for and received permission to take graduate courses for graduate credit. Grades for courses taken in undergraduate for graduate credit status will become part of the student’s official graduate record and graduate grade point average.

Individual graduate programs, schools, departments, or academic colleges may establish standards more rigorous than those in this section. For example, programs may set minimum grade expectations for courses, or programs may consider academic progress based on work done as part of the active program exclusive of previous graduate work.

Repeating a Course

Repeating a course is to complete a course more than once for credit. This can be done only with repeatable courses, which are designed to be taken multiple times (e.g., thesis credits 6950, dissertation credits 8950). The policy on second and subsequent course attempts does not apply to repeatable courses. Some departments place a limit on the total number of credits that may be earned or counted toward degree requirements in a given repeatable course.

Second and Subsequent Course Attempts

Students may not take a graduate-level course more than once if the prior attempt has met degree requirements. In the event that a graduate student must take a class again to achieve a sufficient grade for a graduate program, the previous grade stays on the transcript and in the GPA calculation. All course attempts and grades appear on the permanent academic record (transcript) and are calculated in the graduate GPA.

Appendix A

The current language in the Graduate Catalog was approved by Graduate Council during the Q2S catalog revision. It derives from the undergraduate catalog, as reflected in University Policy 12.040 (Grading):

E. Repeating a Course

Repeating a course is to complete a course more than once for credit. This can be done only with repeatable courses, which are designed to be taken multiple times (e.g., MUS 3400, PSY 4900). Some departments place a limit on the total number of credits that may be earned in a given repeatable course.

F. Retaking a Course

A regular undergraduate course with fixed content can be retaken to affect the student's GPA. Retaking the course removes the hours and the effect of the earlier grades from the calculation of the GPA. However, all grades appear on the permanent academic record (transcript). The last grade earned is the one used to calculate the GPA, even if it is lower than the earlier grade(s), and only the last instance's credit hours are accepted toward any requirements for graduation. Some graduate and professional schools will include all grades in their own calculation of the GPA when determining a student's eligibility for admission, even though Ohio University calculates the GPA using only the last grade in a retaken course.

Courses taken at Ohio University and retaken at another university are not eligible for grade point adjustment under this policy. Effective Summer Quarter 2010-11, the university limits the number of times an undergraduate course may be retaken to a maximum of two in addition to the first attempt.

Retaking a course after graduation will not change graduation GPA or honors status.

Ohio University's official grading policy is silent about how non-repeatable graduate courses taken more than once are transcribed.

Appendix B

Accelerated Graduate Pathways: Working Policy Draft 3-1-19 (version 1.4)

Principle 1: Students should be exceptionally prepared for graduate coursework.

Policy implications

- Students should do preparatory work in the discipline before undertaking more advanced graduate work.

Proposed policies:

- Each AGP should clearly define disciplinary undergraduate preparation necessary for 1) conditional acceptance to the master's program AND 2) actually beginning graduate course work. AGPs combining closely-related baccalaureate and master's degrees should normally require at least half of upper division coursework in the major to be completed before the student begins graduate courses.
- *Examples* of necessary preparation:
 - To apply: Major core plus 4 courses at the 3000/4000 level in the discipline, with a major GPA of at least 3.5; to begin taking grad courses, application criteria plus completion of Tier 1-J requirement. [bachelor's/master's in same discipline]
 - To apply: at least 70% of credits in the major completed with a major GPA of at least 3.33; to begin taking grad courses, application criteria plus a grade of B+ or higher in XXX####. [bachelor's/master's in related disciplines]
 - To apply and to begin courses: 60% of credits in the major completed plus completion of the following courses, [list] with a cumulative undergraduate GPA of at least 3.2. [bachelor's/master's not or loosely related]
- **Mechanism:** UCC review
- Undergraduate students taking graduate courses for graduate credit via an AGP must meet academic prerequisites for the course (other than graduate status).
- **Mechanism:** University catalog policy
- Students should have demonstrated sustained success in college-level work (including a minimum number of credits completed) before starting graduate work.

Proposed policies:

- A minimum of 60 undergraduate credit hours must be completed before application to graduate program through an AGP. Individual graduate programs may require a greater number of hours completed for acceptance.
- A minimum of 75 undergraduate credit hours must be completed before graduate courses may be taken for graduate credit under an AGP. Individual graduate programs

may require a higher minimum number of hours before the commencement of graduate coursework.

- A minimum cumulative GPA of 3.2, or a minimum cumulative GPA of 3.0 with at least a 3.5 average GPA in the most recent 30 hours of coursework, is required for conditional admission to a graduate program through an AGP. Individual programs may set higher admissions standards. Exceptions recommended by the program require the approval of the graduate program Dean and the Dean of the Graduate College.
- **Mechanism:** University catalog policy

Principle 2: The graduate program should not interfere with timely completion of the bachelor's degree.

Policy implications

- A limit on graduate credits before the baccalaureate is complete is advisable.

Proposed policy:

- No more than 16 graduate credits may be earned in the AGP before conferral of the bachelor's degree.
- **Mechanism:** University catalog policy
- Graduate status and appointments should wait until the baccalaureate is complete.

Proposed policy:

- AGP students must maintain undergraduate status before the conferral of the baccalaureate (i.e., must take more undergraduate than graduate credit in any given semester) except in summer.
- **Mechanism:** University catalog policy

Principle 3: Accelerated master's degree pathways should allow equal access.

Policy implication

- The pathway curriculum should not depend on a plan of study that makes the student ineligible for federal financial aid. In practice, this means allowing 12 hours of undergraduate credit each semester.

Proposed policy

- The AGP template plan of study must not *require* more than 3 graduate courses before the baccalaureate is conferred in order to fulfill advertised time-to-degree.
- It may *allow* additional graduate course work, with the understanding that program advisors will assist students in selecting schedules that are likely to allow academic success and that students will be advised to consult the Financial Aid Office about financial aid consequences.

- AGPs can also take advantage of summer sessions for graduate hours (especially if tuition assistance is provided) and/or paid research time.
- **Mechanism:** UCC review

Principle 4: Accelerated pathways are an opportunity to enhance efficiency in coursework and credit hours.

Policy implication

- “Double dipping” of a limited number credit hours between undergraduate and graduate programs should be allowed, with the provision that completion of a bachelor’s degree requires completion of at least 120 unique credit hours. Any master’s degree obtained through an AGP requires at least 150 credit hours to complete both the bachelor’s and master’s degrees, with a minimum of 30 graduate hours. Any professional doctorate obtained through an AGP requires at least 190 hours to complete both the bachelor’s and doctorate, with a minimum of 70 graduate hours.
- Proposed policies
 - AGPs may allow substitution of graduate courses for up to twelve hours of undergraduate courses.
 - Any graduate degree earned via an AGP must *require* enough graduate credit hours for completion to account for double-dipping with the bachelor’s. For example, if the AGP allows for an undergraduate DARS showing only 108 credit hours at graduation, the graduate degree must require 42 hours.
 - AGPs must clearly and specifically define which undergraduate courses could be replaced by graduate ones. If they are courses required for an undergraduate major, the department offering that major must approve the substitution prior to UCC approval of the AGP. If they are college requirements for a major, the undergraduate college must approve them prior to UCC approval of the AGP. General education requirement substitutions (e.g., T3) must be approved by the UCC General Education Committee.
 - Appropriate personnel in the college of the major (usually the Assistant Dean) must be made aware of any approved substitutions.
 - Examples of ways that graduate courses could appropriately substitute for undergraduate ones:
 - count as undergraduate free electives (hours only)
 - count as undergraduate disciplinary electives, but not also graduate disciplinary electives (in order to maintain the amount/variety of coursework expected in each program)

- substitute a higher-level graduate version of a course for a similar course at the undergraduate level (e.g., a more advanced math requirement, the 5000-level version of a dual-listed course, or a graduate course on the same topic).
- **Important note: because of PeopleSoft's architecture and because attributing the same hours twice would cause reporting nightmares, courses taken for graduate credit cannot also receive undergraduate *credit* or affect the undergraduate GPA.**
- **Mechanism:** University catalog policy/UCC review

Principle 5: All accelerated pathways should meet the previous principles, but will need flexibility in design.

Policy implication

- Accelerated graduate pathways must go through the regular curricular approval process.

Proposed policy

- The Program Committee needs to design AGP guidelines meeting these principles.
- AGPs will be regularly assessed via program assessment in the major (if applicable) and the master's degree. AGPs will also be assessed during the 7-year review process and any disciplinary accreditation review.

Other Policies Necessary for This to Work

Protection of student/Student success guardrails

- Students in AGPs must sign a risk acknowledgement similar to the one used for CC+. This risk acknowledgement must clearly explain that a graduate transcript and GPA will be created once the student begins to earn graduate credit. It must also advise the student to consult the Office of Financial Aid to confirm the conditions under which they will continue to receive their financial aid package.
 - **Mechanism:** University catalog policy
- Conditional admission will be rescinded if the cumulative undergraduate *or* graduate GPA drops below 3.0. Students may reapply for normal graduate admission.
 - **Mechanism:** University catalog policy
- AGPs must include an advising plan for undergraduates with conditional graduate admission under the AGP.
 - Mechanism: UCC review.
- Students enrolled in an AGP will have a second advising hold to be released by the AGP/graduate program advisor.

- In the event that a graduate program is suspended or discontinued while AGP students are in conditional admission status and have begun graduate coursework, the program must provide for AGP students in its teach-out plan.
 - **Mechanism:** UCC policy

Institutional consistency of expectations

- Students who received conditional graduate admission through Early Assurance as entering college students must be reviewed by the graduate program after they have met AGP admission criteria and receive formal permission to begin taking graduate courses when they have met the appropriate criteria to do so.
- Final graduate admission (moving from conditional/provisional to final) for a student beginning a master's program via an AGP is subject to the same university requirements as any other graduate admission. (Individual programs may waive application requirements such as GREs, letters of recommendation, etc.)
 - **Mechanism:** University catalog policy
- Calculation of time-to-degree for master's programs begun via an AGP begins when the student first enrolls in graduate credit under the AGP. Programs may, however, require that coursework older than seven years be repeated or replaced before the master's degree is conferred.
 - **Mechanism:** University catalog policy

Managing cohorts and enrollment

- Only HTC students, students meeting criteria for Senior for Graduate Credit, students with Early Admission to a graduate program, or students in an approved AGP may receive graduate credit for graduate courses taken before completing the bachelor's degree.
- Students conditionally admitted to graduate programs via an AGP must persist at OHIO. Conditional graduate admission will be rescinded for students who fail to register for OHIO courses for three consecutive semesters (including summer). Students may reapply for normal graduate admission. Individual programs may require students conditionally admitted to a graduate program to begin graduate status in a specific cohort as a condition of admission. Programs may also set higher standards for continuity of enrollment (e.g., fall and spring of each academic year after conditional admission).
 - **Mechanism:** University catalog policy
- Students conditionally admitted to a graduate program via an AGP may defer graduate enrollment beyond the next graduate cohort start date after conferral of the baccalaureate degree only with the permission of the graduate program.
 - **Mechanism:** University catalog policy

- Programs must clearly articulate any further conditions under which conditional admission will be rescinded. This may include non-academic disciplinary actions, failure to meet background check requirements, etc.
 - **Mechanism:** UCC review

Appendix C

Additional policies about graduate credit counted toward undergraduate credentials

1. Graduate credit will be transcribed as internal transfer credit. It would not count toward undergraduate GPA.
2. Specific courses would apply on DARS only as specified in AGP proposals, with the exception of dual-listed courses.
3. Graduate credits would apply on additional DARS for an AGP student (e.g., second major, minor) only as unrestricted elective hours. Similarly, if a student changed majors after beginning an AGP to one not covered in the AGP, graduate credits would count only as elective hours.
4. Dual-listed courses would count on all DARS in the same way as their undergraduate equivalents.
5. Students may not receive credit for both levels of a dual-listed course.
6. Grades of C- or better in a graduate course could count for undergraduate credit, barring other programmatic restrictions.
7. For undergraduate programs that require a minimum grade (e.g., B-) in for particular courses or requirement categories, graduate courses would be subject to the same minimum grade to fulfill the requirement.
8. The first 9* completed graduate hours would count toward the undergraduate degree. If, for example, a third course exceeded the nine hours, only the hours up to nine from that course would be counted. (*Or 12, or whatever the minimum is in a given AGP.)

Appendix D

POSSIBLE MODELS FOR REGULAR GRADUATE ENROLLMENT

Context

Definitions:

- **Continuous enrollment** is the requirement that each student register and pay some fee and/or tuition during at least fall and spring semesters while completing a degree program or during the final research and writing portion of the degree program.
- **Annual enrollment** is the requirement that each student register and pay some fee and/or tuition during at least one semester (fall, spring, or summer) of each academic year.
- We will use the phrase **regular enrollment** to cover continuous or annual enrollment.

Among Ohio public institutions, we have confirmed that OSU, Kent State, BGSU, Cleveland State, Toledo, and Cincinnati have a continuous or annual enrollment requirement. (Wright State has a squishy policy for doctoral students; Miami does not require regular enrollment.) Each of these uses a minimum number of credit hours to define the enrollment requirement, although KSU has a two-level comprehensive rate for the first 30 hours of dissertation work and a significantly discounted rate for later thesis and dissertation work.

We did not confirm policies for Shawnee, Akron, BGSU, Youngstown, or private universities in Ohio. We did, however, look at the models of regular enrollment in place at Colorado State, UW-Madison, Northern Arizona State, Tennessee-Knoxville, and Virginia Tech. Costs at four institutions are given for comparison purposes in the table below.

Most institutions surveyed having an annual enrollment requirement also require enrollment in the semester of defense (or the semester before if the student meets the equivalent of our “early for” deadlines). Most also specify that enrollment is required for use of university resources during a given semester.

The advantages of regular enrollment depend on how it is configured, but include the following:

- The ability to remove inactive students from degree plans before the expiration of time-to-degree. This allows both programs and the students themselves a more realistic sense of whether students are likely to finish a degree and greater accountability for a clear plan of study.
- Accurate—and larger—headcounts of students are actually participating in a degree program and/or intend to complete a degree.

- Appropriate recognition of when students are using university resources, including faculty and staff time, and timely access to services for research, such as libraries and LEO.
- Financial incentive to students to shorten time to degree.
- More accurate accounting of time-to-degree as a result of formalized leave of absence policy.

Table of cost comparisons across institutions

Institution	Model	Minimum Annual* Cost (resident/non-res)	Notes
BGSU	Continuous for thesis/diss	\$2,672 / \$4,4670	Online non-res is the same as res.
Kent State U	Annual	Coursework: \$451 / \$905 Diss/Thesis I: \$3,030 Diss/Thesis II: \$167	Diss/Thesis I rate applies to first 30 hrs of diss/6 hrs of thesis
Ohio State U	Continuous after candidacy	\$3,016 / \$13,274*	Higher costs online and for some res programs.
U Cincinnati	Annual	\$724 / \$1,311	

*For continuous reg., based on 2 semesters

Model 1: Continuous enrollment during degree program

- Basic requirement: Students enrolled in degree programs must enroll in at least 3 hours during each fall and spring semester. [Or: Students enrolled in degree programs must enroll in at least 1 hour during each fall and spring semester. Once could also incentivize advancement to candidacy/thesis/final project by offering a reduced enrollment requirement at that stage of the degree.]
- Students graduating in summer must enroll in at least three hours [or one hour] in the semester of graduation. Students finalizing a thesis/dissertation in summer to meet early-for-fall deadlines must register for at least three hours [or one hour] in the semester that the thesis/dissertation is submitted.
- Students who fail to enroll without taking formal leave of absence may need to register for additional credits upon return.
- Students who fail to enroll for X consecutive semesters not covered by a formal leave of absence are no longer considered degree-seeking students, and must reapply prior to resuming the program.

- MINIMUM STUDENT COST PER SEMESTER (Athens campus without graduate appointment)
 - 3 hours: \$1,749 resident/\$3,237 non-res
 - 1 hour: \$583 resident/\$1,079 non-res
 - New credit unit: whatever we designate
 - Minimum cost per year is 2x the cost per semester

Notes and Questions

- Would part-time or online programs be exempt, or have different requirements? What about OU employees?
- Should there be an intermediate status (e.g., CR/Continuous Enrollment, In Absentia, etc.) for students who are not on formal Leave of Absence but do not require extensive university resources because they are not actively working on the program?
- Incentivizing candidacy would require a university definition of candidacy.
- This is the most effective model for headcount data, unless there are exceptions for part-time programs and employees. With a three-hour requirement, it is also the model that would produce the greatest tuition revenue. That means it is also the most costly for students.

Model 2: Continuous enrollment with beginning of thesis hours/attainment of candidacy

- Basic requirement: Students must enroll in at least one hour during each fall and spring semester of work on the thesis, dissertation, or other culminating project. This requirement will apply under the following conditions:
 - Master's students: every semester following the first one that includes thesis or culminating-project-course hours.
 - Doctoral students: every semester following either attainment of candidacy or the first semester in which the student takes dissertation hours, whichever comes first.
- Students must enroll in at least one hour each semester that they use university resources, including semesters before the continuous enrollment requirement applies. Students who were enrolled in spring and are preregistered for fall will retain access to university resources in the summer.
- Students graduating in summer must enroll in at least one hour in the semester of graduation. Students finalizing a thesis/dissertation in summer to meet early-for-fall deadlines must register for at least one hour in the semester that the thesis/dissertation is submitted.
- Students failing to enroll in one or more semesters during the completion of a thesis, dissertation, or other culminating project without taking a formal leave of absence will be placed in inactive status. Reinstatement to active status will require retroactive enrollment for missed semesters.

- Students in inactive status after [X] semesters will no longer be considered degree-seeking students. Completion of the degree will require reapplication to the program and enrollment for up to 6 additional thesis/final project hours (master's) or 12 dissertation hours (Ph.D.) to graduate.
- OPTIONAL VARIATION: Students must enroll in at least three hours in the semester that they graduate (or, for students meeting early-for deadlines to graduate in the next semester, in the semester in which the thesis/dissertation is submitted). The rationale is the increased faculty and staff resources needed in the defense semester.
- MINIMUM STUDENT COST PER SEMESTER (Athens campus without graduate appointment)
 - 1 hour: \$583 resident/\$1,079 non-res
 - New credit unit: whatever we designate
 - Final semester with variation: \$1,749 resident/\$3,237 non-res

Notes and Questions

- Does this work for professional doctoral programs? Needs slightly different language to account for them.
- This option would require a university definition of candidacy, and the requirement that the status be filed—possibly with some incentive?
- Ideally, automatic preregistration for one thesis/research/dissertation hour should be triggered by either a) prior enrollment in a triggering course number (thesis/project course/dissertation) or b) advancement to candidacy.
- Should there be an intermediate status (e.g., CR/Continuous Enrollment, In Absentia, etc.) for students who are not on formal Leave of Absence but do not require extensive university resources because they are not actively working on the program?
- Because most “missing” on-campus and doctoral students are likely to be in the final stage of a degree program, this model should not be much worse than Model 1 for improving headcount. Similarly, the revenue and cost-to-student implications would be very close to the one-hour version of Model 1.

Model 3: Annual enrollment during degree program

- Basic requirement: Students must enroll in at least one hour (or alternate credit unit) each academic year (fall, spring, or summer) in which they are active in a degree program.
- Students must enroll in at least one hour each semester that they use university resources, including faculty time.
- Students must enroll in at least one hour in the semester of graduation. Students finalizing a thesis/dissertation to meet early-for deadlines must register for at least one hour in the semester that the thesis/dissertation is submitted.

- Students failing to enroll in at least one credit hour in an academic year without taking a formal leave of absence must enroll in two credit hours the next academic year in order to graduate. Students failing to enroll over six consecutive semesters (including fall, spring, and summer) not covered by a formal leave of absence are no longer considered degree-seeking students, and must reapply prior to resuming the program.
- MINIMUM STUDENT COST PER YEAR (Athens campus without graduate appointment)
 - 1 hour: \$583 resident/\$1,079 non-res
 - Pro-rated minimum cost per semester for comparison purposes is half the cost per year

Notes and questions

- This model makes reporting on headcount much more complicated, and dilutes the efficacy of a formalized leave of absence policy.
- Revenue would be lower than in a continuous degree program.
- There would be no need to accommodate employees or students in part-time degree programs who might stop out for a term.
- Consider disallowing AU/W/F (as Cincinnati does)

Graduate Council Minutes

Friday, April 12, 2019

Attendance: Spencer Cappelli, Terry Cluse-Tolar, LJ Edmonds, Charlotte Elster, Andrew Fodor, Chris Hayes, Wojciech Jadwisienczak, David Koonce, Joseph Lee, Brian McCarthy, Maria Modayil, Shawn Ostermann, Ann Paulins, Beth Quitslund, Jennifer Smith, Jessica Wingett, Charlotte Yang, Lijing Yang

Excused: Gordon Brooks, Geoff Dabelko, Pete Harrington, Alexandra Hibbitt, Janet Hulm, Paul Jones, John McCarthy, Chris Moberg, Munir Nazzal, Greg Newton, Erik Ramsey, Andy Ray, Scott Smith, Katie Tadlock

Brian McCarthy served as Chair in the absence of Gordon Brooks.

Convened: The meeting was convened at 3:05 p.m.

1. Approval of the minutes from the March 8, 2019 meeting
Action: Approved.
2. Chair's Report: Brian McCarthy
No report.
3. Graduate Student Senate (GSS) Announcements
 - A. GSS brought forward GSS Resolution 1819-50 (see **Appendix A**), passed on April 2. The resolution asked Graduate Council, among other university bodies, to support the assertion that GSS, rather than Student Senate, serves as the governance body representing graduate and professional students at OHIO. GSS noted that an online petition has garnered signatures and that there have been letters to the editor in support of full separation from Student Senate.
Action: Graduate Council voted to support the principle that GSS represents graduate and professional students while Student Senate represents undergraduates. It requested Dr. Brooks to write a letter conveying that support.
 - B. Graduate and Professional Student Appreciation will be observed at OHIO April 17-23. The committee has arranged for a keynote speaker, Kathryn R. Wedemeyer-Strombel, who is receiving her Ph.D. this spring from the University of Texas at El Paso and has been an activist for graduate student work-life balance. There is also a fundraiser through Chipotle, several events hosted by colleges or units, and an awards celebration on April 23. Colleges have been asked to financially support the events.
 - C. The Commencement zipper pulls created in collaboration with the Alumni Association will be in vinyl this year and distributed to all students participating in Commencement. Next year, those for graduate students will be in metal with vinyl versions for the undergraduates. The design selected was the one in the shape of the state of Ohio.
4. Remarks by Interim Dean of the Graduate College: David Koonce
 - A. Between 850 and 870 students participated in this year's Student Research Expo, and about 250 faculty and staff members served as judges.
 - B. OHIO's senior leadership would like to increase the number of doctoral students, which has slipped over the past few years. While no concrete steps have yet been outlined, there will be some focus next year on reenergizing doctoral education. As a result, the following topics are likely to come to Graduate Council and the Graduate College:
 1. CGS Ph.D. Pathways-type programming. Because there will not be a great deal of demand for new faculty, we will need other career planning and preparation for Ph.D.s.

2. A continuous enrollment policy. It is not good practice for the university or the students to lose contact mid-degree.
 3. The likelihood of a new doctoral subsidy model from the state. The proportions allocated to each institution have been frozen based on 1994-99 doctoral headcount. These proportions may move to being based on a rolling 3-year average headcount—which is likely to result in lower subsidy for OHIO due to declines in doctoral enrollment.
 4. The place of Ph.D. awards in Carnegie Research classifications: institutions with much higher Ph.D. production than OHIO can equal our position or even gain Highest Research status with lower funded research. This may be part of our strategy to reach the Highest Research category.
 5. Application and acceptance rate: Spring had a 13% increase in applications over last year (120), while summer and fall are down (summer -45, 3.3%; fall -80, 2.6%). Domestic is down, while international is up. In total for 2019, we are down 5 applications out of about 7000.
5. Remarks by Interim Associate Dean of the Graduate College: Beth Quitslund
- A. The repeat/take again catalog language was approved by Faculty Senate on 4/8.
 - B. The issue of how to handle graduate program teach-outs was raised. The issue is that the catalog specifies a maximum time to degree, while programs may not have the resources to continue offering degree components for an additional 4-7 years after the decision is made to shutter it. There needs to be catalog language signaling to students that the maximum time may not apply in the case of a teach out and guidance to programs about appropriate teach out plans.
Action: Send to Policies Committee.
 - C. Beth reported that the ODHE had signaled that the Chancellor would probably approve the CCGS recommendation to allow combined bachelor's and master's degrees to contain a minimum of 141 credit hours when 9 graduate hours double count for undergraduate requirements. The catalog language governing Accelerated Graduate Pathways was brought for a vote.
Action: The policy was approved.
6. Curriculum Committee
- A. Program Proposal Reviews
Programs under review at UCC were sent to all committee members, and no feedback was received. This was understood to mean that those programs were not problematic. Discussion suggested that committee members might not know what aspects of the proposals to focus on, and that it might be a good idea to work with the chair of the UCC Programs Committee to create a checklist. David also suggested that he or Beth be consulted on any such checklist. The idea of streamlining by dividing the programs between committee members was also mooted. David noted that the increasing number of proposals probably warranted streamlining the process, but cautioned that having a variety of knowledgeable eyes on each was also important.
7. Program Review Committee
- A. Program Review Packages
 1. Political Science – Declared “viable,” but that is a collective appraisal of the department’s offering. While the undergraduate program appears strong, the review committee notes serious issues with the M.A. in that it lacks an identity and may not provide tracks for training in different areas. There was considerable discussion about the program, including its reliance on GRS appointments, how funding for students might best be acquired, and how the department understands the role of the graduate program.

2. Teacher Education – Also “viable,” but with concerns about the graduate component. The undergraduate program is quite large (about 1400 students) while the graduate program is comparatively small (about 200). The program size means that graduate classes are offered inconsistently and frequently as overloads. The Dean suggested that the graduate program could grow by retaining undergraduates into the graduate program, but the number of dual-listed courses seems to make that a poor option for OHIO Education majors.
 3. Counseling and Higher Education – A graduate-only program declared “viable.” Charlotte noted that the program could not locate the previous 7-year review.
 4. Center for International Studies – The programs were declared viable, though Charlotte noted that there was no curriculum committee in place. LJ responded that the review process had been extremely helpful, and that a curriculum committee had been formed.
- B. Graduate Council will register concerns about the graduate programs in Political Science and Teacher Education. Graduate Council recommends that particular attention be paid to the viability of the graduate program in the next review of Political Science. Charlotte will draft a statement to be reviewed by the committee before sending it to Gordon.
8. Graduate Student Affairs and Fellowships Committee
No report
 9. Policies and Regulations Committee
 - A. Double-counting of credits between certificates and degree programs: The committee recommends that all certificate credits may be shared with an affiliated degree program. There was discussion of the dual degree form currently required to add a certificate, and the committee agreed that some mechanism would be required to add a certificate plan stack.
Action: the proposal was approved.
10. Recruitment and Admission Requirements Committee
The committee is working on language about how to approve Conflict of Interest forms coming in during the summer for fall admission. At issue is what reasonable expectations are for programs, applicants, and Graduate Council, including whether it is possible to have the committee meet virtually in summer. The bottom-line message is that programs should get COI forms in early and make sure that they are specific about the potential conflict and the mitigation plan.
11. Old Business
Nothing to report.
 12. New Business
Nothing to report.

Appendix A

Resolution 1819-50: Support from Graduate Council and Faculty Senate for GSS

1. *Whereas*, the Graduate Student Senate (GSS) is a functionally autonomous members of the Ohio University system of shared governance; and,
2. *Whereas*, it has been the majority opinion of GSS, in order to fulfill our goal to represent graduate and professional students as one of the five Senates at Ohio University, independent and unambiguous representation is necessary; and,
3. *Whereas*, current governing documents of Student Senate claim representation for *all students*, which includes graduate and professional students, causing a split constituency and overlap of representation between Student Senate and GSS which causes confusion and hinders our ability to build community; and,
4. *Whereas*, we in GSS have advocated for structural change in Ohio University shared governance bodies so we can effectively and efficiently represent the graduate and professional students of Ohio University by better delineating the constituencies of GSS and Student Senate; and,
5. *Whereas*, even though GSS has existed as a vital member of the shared governance system at OHIO since the early 1960s, little to no change has been made to institutionally support the independent and autonomous functioning of GSS with regard to the overlap in constituents; and,
6. *Whereas*, such a structure is important for the vitality of the GSS, and to advance graduate education at OHIO; therefore, be it,
7. *Resolved*, that GSS ask support from graduate student- centric councils on campus including Graduate Council and Faculty Senate to endorse GSS being an independent and autonomous body that is unambiguous to our constituency group; and, be it further,
8. *Resolved*, that this resolution be send to the President Nellis, Provost Djalali, Vice President Pina, Student Trustees, Board of Trustees Secretary, Vice President Shaffer, Graduate Council Chair Dr. Brooks and members of Graduate Council, and Faculty Senate Chair Joe McLaughlin.

Sponsors,

Brett Fredericksen

Department Representative for Environmental and Plant Biology

Charlotte Yang

Senator for Graduate College

Kayla Gross
Department Representative for Counseling and Higher Education

Fazel Bateni
Senator for Russ College of Engineering and Technology

Amid Vahedi
Department Representative for Chemical and Biomolecular Engineering

Maria Modayil
President

Graduate Council Minutes

May 3, 2019

Attendance: Gordon Brooks, Spencer Cappelli, Terry Cluse-Tolar, Geoff Dabelko, Andrew Fodor, Paul Jones, David Koonce, Joseph Lee, Brian McCarthy, John McCarthy, Maria Modayil, Munir Nazzal, Greg Newton, Shawn Ostermann, Ann Paulins, Beth Quitslund, Jennifer Smith, Scott Smith, Katie Tadlock, Jessica Wingett, Charlotte Yang, Lijing Yang

Excused: LJ Edmonds, Charlotte Elster, Pete Harrington, Chris Hayes, Alexandra Hibbitt, Janet Hulm, Wojciech Jadwisieniczak, Chris Moberg, Erik Ramsey, Andy Ray

Convened: The meeting was convened at 3:02 pm.

1. Approval of the minutes from the April 12, 2019 meeting

Action: Approved

2. Chair's Report: Gordon Brooks

-Gordon thanked everyone with special recognition to those completing their terms, Terry Cluse-Tolar, Pete Harrington, Alex Hibbitt, Erik Ramsey, and Scott Smith, and to Beth Quitslund who served as Interim Associate Dean

-Gordon reviewed work accomplished:

- Accelerated Pathways approved,
- Many Programs Proposals approved,
- The review and change in GRS hours,
- The selections of 2019-20 Named Fellows, and
- The Graduate Council support of GSS resolution to President Nellis.

-Gordon announced efforts are being made to schedule meetings for 2019-20.

-One challenge is that must be navigated next year relates to UCC meetings and Graduate Council's need to review programs. Because of the way meetings are scheduled, there have been a few times when the Graduate Council Program Review Committee has not gotten a chance to review a graduate program. In the future, if this occurs, there may be a need to come to Grad Council before it goes to the Program Review committee. To help with this complication, the question of whether the council should have access to comments in OCEAN was raised. Gordon will check into this possibility.

-Gordon asked whether to council feels like the use of OneDrive is working. The council confirmed OneDrive helps, especially being organized by meeting dates.

-In addition, Gordon asked for feedback on the committee structure and Graduate Council is pleased with the current structure.

3. Graduate Student Senate (GSS) Announcements

-With regards to the GSS resolution, there have been a few developments. In the past constitutional revisions had to be reviewed by Board of Trustees. Since Student Senate is operating differently, constitutional revisions no longer need to be reviewed by the Board of Trustees. GSS intends to explore this further.

-GSS continues its commitment to graduate education and recommends increasing the buy down for general fee and increasing the minimum stipend amount.

-Charlotte Yang summarized her experience on capitol hill. It was very beneficial and a terrific learning experience. She met with peers from other institutions and received training on how to better advocate for graduate education.

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

-David elaborated on the situation regarding the change in constitutional review by the Board of Trustees and how these changes are negatively impacting GSS.

-Currently, application numbers are down, more specifically domestic applications have fallen, and international applications have increased slightly.

5. Remarks by Interim Associate Dean of the Graduate College: Beth Quitslund

-Beth described the new GSO online module as a nuts and bolts orientation.

-Beth announced a sexual misconduct web page is live and includes the policy, an online training module and resources.

-Beth announced a change in the general fee buy down from \$174 to \$205 fee support). Beth pointed out that this is not health insurance. As it relates to health insurance, Maria noted that any student can purchase health insurance on the marketplace and waive the OU insurance. Because students need to be covered the first few days in August in order to be waived, students need to be informed earlier, so they can make the right choice for them

-Beth needs many programs' materials for the Graduate Catalog. Applications for programs not submitting catalog material will be turned off.

6. Remarks by Assistant Dean of the Graduate college: Katie Tadlock

-Katie updated Graduate Council about Spring Commencement. Ninety-six doctoral students and sixty escorts participated in today's ceremony (May 3, 2019). Only one doctoral student who planned to participate did not.

7. Curriculum Committee

- Program Proposal Reviews

- Graduate Council members had no additional comments or concerns about following programs
 - MAX13
 - MB6146
 - CTX40G
 - MS8160
 - DN1235
- Graduate Council expressed a few concerns about MSXX13 program proposal. The biggest concern is who qualifies as faculty at Cleveland Clinic? Is this a university level standard, not with College? Should Graduate Council can offer the leadership with this issue? Or do we want HLC to make the standards? Graduate Council will need to wrestle with these issues in the future.

8. Program Review Committee

Environmental Studies Program Review Packet– The committee and Graduate Council support UCC program review comments.

9. Graduate Student Affairs and Fellowships Committee

Nothing to report

10. Policies and Regulations Committee

-Continuous Enrollment Proposal – Draft (see **Appendix A**)

In overview, this proposal is intended for doctoral students and MFA students at least fall and spring semesters unless on approved leave of absence. This proposal does not apply to master's degree students. Only those students who want to access things for services on campus will need to enroll for summer term. All colleges will need to offer a ½ credit courses that looks the same across campus.

When it comes to accounting for professional internships, the university will need to be flexible

Comments/Questions

- Are there liability concerns if students can take 0 credit hours?
- What happens if they do not follow the policy? The assumption is that the student would be responsible for re-enrollment (and fees).
- How does this impact international students? If the university determines this ½ credit is full-time, then it is full-time. If this occurs, language in the policies will need to be changed.
- Implementation language should be developed.

Action: Graduate Council approved the proposal.

11. Recruitment and Admission Requirements Committee

- Conflicts of interest options

Proposed solution #1: The Recruitment and Admission Requirements Committee reviews the conflict of interest, then sends a recommendation to Graduate Council chair and Graduate College.

Proposed solution #2: The conflict of interest is reviewed by Graduate College, some members of Graduate Council, and the specific college's Dean's Office.

Proposed solution #3: Set and enforce deadlines.

Comments/Questions

Add "For full consideration submit by [published date]".

Should there be a provisional allowance for one term? If so, who should be given this authority?

Do we need to ask more on mitigation?

Should the college Dean's Office be consulted?

Action: Graduate Council approved changing the language in the Graduate Catalog to reflect new process and establishing a Provisional Admission Committee with representatives from the Graduate Council, Graduate College, and College Dean's Office (see **Appendix B**).

12. Old Business – Nothing to report

13. New Business – Conflict of interest

The meeting was adjourned at 4:47 P.M.

Appendix A

Continuous Enrollment Proposal – As approved by Graduate Council May 3, 2019

1. All doctoral and MFA students must enroll for credit-bearing courses at least fall and spring semesters of each academic year through the duration of their degree program unless on an approved leave of absence.
2. Summer registration for credit is required for graduate students when incomplete/PR courses or degree components are completed in that semester. Degree requirements include comprehensive exams, dissertation or thesis defense, completion of a non-dissertation capstone project, and graduation. (Students completing the TAD process “early for” the next semester must be enrolled for credit during the semester that the thesis or dissertation is filed.)
3. Doctoral and MFA students who have completed their coursework may enroll at a minimum in a half-credit CE course to meet continuous enrollment requirements. Half-credit CE courses count as full-time student status. Any other credit-bearing graduate registration at OHIO also fulfills continuous enrollment requirements.
4. Students in programs that require professional internships after *all* other degree requirements are completed may enroll in a 0 credit-hour internship course to fulfill continuous enrollment requirements.
5. Students on leave of absence are understood not to be using university resources, including faculty advising, or actively working on degree requirements. Degree requirements and incomplete/PR courses may not be completed during a leave of absence.

NOTES:

Implementation aspects to be developed and documented:

1. Official leave of absence policy and means of implementing it in PeopleSoft. (Discussions between Grad College and the Registrar ongoing)
2. Half-credit and 0 credit internship courses in each college (where they do not already exist); defining these as full-time enrollment

Appendix B

Conflict of Interest Policy – As approved by Graduate Council May 3, 2019

Full-time Ohio University faculty and administrators, except senior administrators (vice presidents, vice provosts, associate provosts, and deans) are eligible to apply for admission to a graduate degree or certificate program or to non-degree status. The Graduate Council will review all applications for potential conflict of interest. * See the stipulations regarding conflict of interest in the Faculty Handbook, Section IV-F. If the Graduate Council determines that a conflict exists, the faculty member or administrator shall not be admitted to a graduate program. It is the responsibility of the Dean of the Graduate College to see that this review takes place at the earliest possible date.

No academic employee above the rank of Instructor, Research Assistant, or equivalent may receive from the University the Master's Degree or the Doctor's Degree in any graduate program where the faculty member has membership, teaches courses, serves on Master's or Doctoral Committees, has, or is expected to have, other supervisory responsibilities which might give rise to conflicts of interest or the appearance of conflicts of interest. Ohio University faculty members or senior administrators seeking a terminal degree must enroll in academic programs outside the colleges in which they are employed. Appeals regarding this policy follow the guidelines established in accordance with the "Faculty Grievance Committee" procedures (see Faculty Handbook, Section II.G).

If your employment situation changes, such as you are offered a full-time faculty or administrative appointment while you are active in a graduate degree program, you must notify the Graduate College of your employment and complete the Conflict of Interest process at the earliest possible date. The Graduate College and Graduate Council will determine whether a conflict of interest or unfair competition would result from your dual status as a student and a contract employee that might affect your academic performance and evaluation. If such a conflict is determined to exist, you may not continue your graduate program while simultaneously employed in the contract position.

Graduate Council only meets during fall and spring semesters. Employees must file a potential Conflict of Interest Statement – Supervisor form with Graduate College by April 1st for planned summer or fall semester matriculation and by November 1st for planned spring semester matriculation for the full consideration of the Graduate Council Conflict of Interest review.