Graduate Council Minutes  
Friday, September 20, 2019


Excused: Geoff Dabelko, Andrea Frohne, Janet Hulm, and Joe Shields

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

1. Approval of the minutes of the May 3, 2019 meeting
   Gordon proposed amending the information in the Program Review Committee, Environmental Studies Program Review section be changed to read “The committee and Graduate Council support UCC program review comments.” The Council agreed with the proposed change.
   Action: Council approved minutes with the above modifications.

2. Chair’s Report: Gordon Brooks
   - Gordon started the meeting by asking everyone to introduce themselves.
   - Gordon reviewed the past committee structure and distributed the committee interest sheet. Gordon asked all members to complete this interest sheet. Gordon will assign committee’s their members based on expressed interest.
   - Gordon asked the council for guidance on the understanding of service limit to Graduate Council. Appointment recommendations are made by Faculty Senate, then President approves. Serving on Faculty Senate is a three-year appointment with the possibility of a three-year renewal. Is this everyone’s understanding about Graduate Council as well? After discussion, Graduate Council agreed that this is the understanding of appointments, however, with extenuating circumstances, the council agrees that flexibility may be in order.
   - Gordon identified some items the council will be tackling this year:
     - Continuous enrollment,
     - Continued conversation about graduate faculty status, and
     - The shift in publishing an annual Graduate Catalog.

3. Graduate Student Senate (GSS) Report: Dareen Tadros
   - Dareen described the success with the Graduate Student Orientation (GSO) – Online Module.
   - GSS will be examining closely the current student health insurance situation.
   - The first GSS networking event is coming up soon.

4. Remarks by Associate Dean of the Graduate College: David Koonce
   - David shared enrollment numbers for Fall 2019 graduate students.
     - Census count 5,399 students (5,362 this AM)
     - Up 143 from last fall
     - Athens 2282
       - down 112 from last fall
     - Elearn/Dublin/outreach
• Up 255 from last fall
• Historical Perspective - Since the Graduate College was formed in Fall 2008
  ○ Athens enrollment is down 480 students (-17%)
  ○ Elearn/Dublin/Outreach is up 2,526 (427%)
  ○ Overall up 2,046 (61%)

Discussion
- The council expressed concern stating Responsibility Centered Management (RCM) forces the university to increase the number of online and fee-paying students.
- Many council members wonder at what expense?
- There is a shared concern about shifting from research students to professional students and members suggested a discussion needs to happen with President and Provost.
- Do we need a Planning and Strategy Committee or ad hoc committee for this shift from residential vs. online?
- Should the council pass a statement with regards to the President and Provost? Should this statement include the language from the recent State of the University Address?
- Regarding “Continuous Enrollment”, David is looking for a formal policy recommendation from Graduate Council. David recognizes this will be a significant cultural change. The Policies and Regulations committee has been working on this strategy. David hopes this policy will address the access challenge faced by doctoral students who are not enrolled and, by definition, cannot access university services.
- Awarding certificates not attached to a degree program is a real challenge and will need to be addressed this year by Graduate Council. Katie updated the council the current dynamic surrounding certificates at the university.

Discussion
- Council members asked if there rules on sharing courses?
- There are some unanswered questions about awarding certificates and the issues surrounding stand-alone certificates have not been addressed. Undergraduate students can earn stand-alone certificates. This change has influenced those at the university and there is now a will to address this issue.
- Stackable certificate guidelines are in the new graduate catalog
- David stated Accelerated Pathways Program is likely to be another topic that Graduate Council will need to discuss this year.
- David announced Beth Quitslund is staying on as a faculty fellow and will be working on a curricular documentation process. She will be working with Institutional Research, Office of Information Technology, and the Registrar. Ocean is the system of record, the method for checking on curricular progress is DARS, and DARS is not built for the complicated graduate requirements, so there is a need for a curricular management system. Some departments have kept up with the documentation and others have not. The university’s concern about audit findings from accreditors is driving this project.
- David stated that Beth will be working on the graduate catalog, also.
- David announced that CIP instructional coding revisions will be out soon.

5. Remarks by Assistant Dean of the Graduate College: Katie Tadlock
   Fall 2020 applications are open and prospective students can apply.

6. Curriculum Committee
   - Gordon Brooks will chair this committee.
Gordon described the Curriculum committee’s charge and process. This committee reviews new programs and program changes. As follow up from the spring, there was a program change that Graduate Council will not need to address again. One graduate program reviewed in the spring caused the council concern about faculty status. This program is working with Higher Learning Commission. There was concern with another program, ETM program, and as a result, ETM is working with state and the Graduate College to resolve the concerns.

UCC hopes to move things more quickly and has implemented a two-meeting rule. The bridge committee helps with this. Any minor changes to program will move forward automatically. The bridge committee will review programs where there are stated concerns. This review may be independent from the Graduate Council meeting.

7. Program Review Committee
   - Charlotte Elster will chair this committee.
   - Charlotte described Program Review committee’s charge and process. UCC does program reviews. The program review committee reviews information and sends UCC comments collected at Graduate Council. For efficient distribution of materials for review, Becky will work with Charlotte to set up OneDrive folders.

8. Graduate Student Affairs and Fellowships Committee
   - Pete Harrington will chair this committee.
   - Pete described Program Review committee’s charge and process. Pete asked about the deadline for the MAGS thesis award. The deadline for consideration from MAGS/ProQuest is November 1, 2020. Becky will send information out to students and graduate chairs seeking nominations.
   - Pete requested a graduate student representative serve on this committee.

9. Policies and Regulations Committee
   - Greg Newton will chair this committee.
   - Greg described Program Review committee’s charge and process. This committee will be wrestling with the Continuous Enrollment Policy.
   - Greg requested a graduate student representative serve on this committee.

10. Recruitment and Admission Requirements Committee
    - Ann Paulins will chair this committee.
    - Ann described Program Review committee’s charge and process. Thirteen conflict of interest (COI) forms were presented to the council and the council reviewed all mitigation plans.

    **Action:** Graduate Council approved the Conflict of Interest plans for the following graduate students:
    
    - *Edmund (Eddie) Ashworth,* approved as written
    - *James Bruggeman,* approved as written
    - *Jessica Cook,* approved as written
    - *Paa Nyarko-Kramph,* approved with the stipulation that he is not assigned to work on instructional design for anyone in the Russ College of Engineering
    - *Zachary Reichard,* approved with the stipulation that he not access or be assigned work for students in his program or any other Counseling and Higher Education program
    - *Matthew Thompson,* approved as written

11. Old Business
    Members questioned whether the final Graduate Council meeting should be the same day as Spring Graduate Commencement. Becky will look at the availability of space for the week earlier (April 24, 2020) and the council will revisit this discussion at the next meeting.
12. New Business
   None

The meeting was adjourned at 4:46 pm.
Graduate Council Minutes  
Friday, October 11, 2019  

Attendance: Gordon Brooks, Geoff Dabelko, Charlotte Elster, Andrew Fodor (Proxy: Bill Young), Andrea Frohne, Arthur Hughes, Paul Jones, Jacob Kemp, Sally Marinellie, Brian McCarthy, Greg Newton, Eric Nichols, Erik Ramsey, Assan Sarr, Carol Schaumleffel, Jennifer Smith, Katie Tadlock, Dareen Tadros, and Lijing Yang  


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

1. Approval of the minutes from the September 20, 2019 meeting  
   a. The council approved the minutes.  

2. Chair’s Report: Gordon Brooks  
   a. Gordon is working with Sara Helfrich and Connie Patterson on access to OCEAN to expedite program reviews. By having access to OCEAN, council members get a work list. The work list will make it easier to find things in OCEAN. Gordon will consider conducting an OCEAN tutorial next time.  
   b. Being their first meeting this year, the following council members introduced themselves:  
      • Andrea Frohne,  
      • Arthur Hughes,  
      • Jacob Kemp,  
      • Eric Nichols, and  
      • Bill Young (proxy for Andrew Fodor)  

3. Graduate Student Senate Report: Dareen Tadros  
   a. The Board of Trustees approved Graduate Student Senate (GSS) updating their constitution without their approval.  
   b. Dareen reviewed the Original Work Grant (OWG) process. For fall, 23 OWG applications were received. These grants are increasing from a maximum of $750 to a maximum of $1000. GSS sought reviewers and 100 interested students applied to serve as reviewers. GSS will continue to work with the Graduate College (Becky) to inform applicants of the outcomes.
c. GSS continues work on concerns regarding the significant increase in student health insurance concerns. As one method to assist with this, GSS supports increased stipends to offset any increase in insurance rates.

d. GSS will be co-hosting a mayoral debate with Student Senate. Lysa Burnier, a political science faculty member, will serve as moderator.

4. Remarks by Assistant Dean of the Graduate College: Katie Tadlock
   a. Katie had no remarks, so turned it over to Becky Bushey-Miller. Becky announced and distributed a list of upcoming workshops for graduate students interested in teaching (See Appendix A).

5. Curriculum Committee
   a. MSPE Human Performance Program Change Form (in Program Proposal OneDrive Folder)
      Gordon reviewed the program change. There will be separate tracks and these tracks have a 2-course difference. Gordon noted that any program change with more than a 5-course difference requires submitting program proposal paperwork.
      No comments from Graduate Council members.
   b. DAXX01 Doctor in Athletic Training (in Program Proposal OneDrive Folder)
      Sally Marinellie updated Graduate Council on this program. This field is moving toward entry level requiring a master’s degree. Upper-level positions require advanced training. This program will be delivered entirely online. It will be Athens-based with two (2) tracks (a clinical and a research track). Nationally, there are only six (6) programs are currently available.
      Comments
      There was concern that no dissertation is required to earn a doctorate.
      Is there a final project? Yes, both tracks require demonstrating culminating competencies.
      Is this a professional degree? Yes.
      Do peer programs have something similar degrees? Yes.
      Katie clarified the graduate catalog language does define the difference between professional doctorates vs. research doctorates. This program meets the requirements outlined within the graduate catalog.

6. Program Review Committee
   a. Nothing to report
7. Graduate Student Affairs and Fellowships Committee
   a. Nothing to report

8. Policies and Regulations Committee
   a. Greg will consult with David about Continuous Enrollment proposal.
   b. Nothing additional to report

9. Recruitment and Admission Requirements Committee
   a. Conflict of Interest forms– Council only discussed one. Michael Kennedy from Industrial and Systems Engineering.

QUESTION – Council members asked whether this student supervise graduate students?

Action – Council voted to approve on the condition Michael Kennedy does not supervise any graduate students.

10. Old Business

    Final meeting of the 2019-20 academic year

    Discussion

    Graduate Council is scheduled to meet on May 1. Baker University Center 230 is reserved for this meeting. As an alternate date, Becky looked for space on April 24 and has requested use RTEC 203. No rooms are available in BUC. This room reservation will not be confirmed until after spring classes have been assigned rooms.

    Gordon will distribute a survey to council members regarding meeting preference. Gordon asked that members check their schedules and identify any conflicts.

11. New Business

    Nothing to report

The meeting was adjourned at 3:44 pm.
Please encourage graduate students to attend any, or all, of the following:

<table>
<thead>
<tr>
<th>Developing a Teaching Philosophy &amp; Portfolio</th>
<th>Thursday, October 17th</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Description:</strong> This workshop is an introduction to teaching portfolios including a description of the materials that comprise a portfolio, and the systematic steps taken to create an effective and professional teaching portfolio. The facilitator will provide an overview of analyzing and presenting evidence in the portfolio. In addition, participants will connect the artifacts that comprise the portfolio with the teaching philosophy statement and/or teaching responsibilities statement, along with the other portfolio artifacts.</td>
<td>1 – 2:30 PM</td>
</tr>
<tr>
<td><strong>Facilitator:</strong> Tim Vickers, Director, Center for Teaching and Learning</td>
<td>Global Leadership Center, RTEC 314</td>
</tr>
<tr>
<td><strong>To RSVP:</strong> Contact <a href="mailto:millerb3@ohio.edu">millerb3@ohio.edu</a></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fostering and Promoting an Inclusive Learning Environment</th>
<th>Friday, October 25th</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Description:</strong> This session will help graduate and international students understand microaggression in the United States and offer common scenarios and examples. This interactive workshop will also offer practical techniques and strategies to help students foster and promote an inclusive campus and learning environment.</td>
<td>1 – 2:30 PM</td>
</tr>
<tr>
<td><strong>Facilitator:</strong> Winsome Chunnu-Brayda, Director, Multicultural Center</td>
<td>Baker University Center 231</td>
</tr>
<tr>
<td><strong>To RSVP:</strong> Contact <a href="mailto:millerb3@ohio.edu">millerb3@ohio.edu</a></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Effective Feedback, Grading &amp; Assessment of Student’s Work</th>
<th>Thursday, Nov. 7th</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Description:</strong> This session is designed to introduce and discuss various techniques for addressing students’ comprehension and resultant work. Various creative, simple yet effective evaluative techniques will be explored.</td>
<td>1 – 2:30 PM</td>
</tr>
<tr>
<td><strong>Facilitator:</strong> Tim Vickers, Director, Center for Teaching and Learning</td>
<td>Global Leadership Center, RTEC 314</td>
</tr>
<tr>
<td><strong>To RSVP:</strong> Contact <a href="mailto:millerb3@ohio.edu">millerb3@ohio.edu</a></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>American Association of University Women’s Start Smart Salary Negotiation Workshop</th>
<th>Wednesday, December 4th</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Description:</strong> This salary negotiation workshop presents the wage gap, with a discussion of the gender wage gap and how to combat it by improving one’s salary negotiation skills. Salary negotiation is analyzed through budgeting, salary benchmarking, and negotiation tips and tactics.</td>
<td>4 – 6 PM</td>
</tr>
<tr>
<td><strong>Facilitator:</strong> TBD</td>
<td>Alden 319</td>
</tr>
<tr>
<td><strong>To RSVP:</strong> Registration is free but required. Email the Women’s Center (<a href="mailto:womenscenter@ohio.edu">womenscenter@ohio.edu</a>) for instructions on how to register.</td>
<td></td>
</tr>
</tbody>
</table>
Graduate Council Minutes
Friday, November 8, 2019

Attendance: Gordon Brooks, Geoff Dabelko, Charlotte Elster, Andrew Fodor, Pete Harrington, Arthur Hughes, Wojciech Jadwisienczak, Jacob Kemp, David Koonce, Eric Nichols, Patrick O’Connor, Shawn Ostermann, Ann Paulins, Beth Quitslund, Andy Ray, Assan Sarr, Carol Schaumleffel, Joe Shields, Katie Tadlock, Dareen Tadros, and Lijing Yang

Excused: Andrea Frohne, Alex Hibbitt, Janet Hulm, Paul Jones, Joseph Lee, Sally Marinellie, Brian McCarthy, Greg Newton, Erik Ramsey, and Jennifer Smith

Convened: The meeting was convened at 3:08 P.M.

1. Approval of the minutes for the October 11, 2019 meeting
   Minutes approved

2. Chair’s Report: Gordon Brooks
   - Final 2019-20 Graduate Council Meeting
     Based on the Qualtrics survey results, the final Graduate Council meeting will be on May 1, 2020.
   - Access to OCEAN for curriculum committee content review
     Gordon gave an overview of OCEAN. All Graduate Council members now have access to OCEAN and can review programs from the “worklist”. Please note, council Members need to review graduate programs only. The key documents are under the “Relation” tab after you click on the program, usually with a relatively current date in the change proposal file’s name (but other documents may provide needed context). Also, some important communication may be under the “Discussion” tab. Gordon will communicate to the council members about programs requiring review. Please plan to review the programs a week before each Graduate Council meeting.

3. Graduate Student Senate Report: Dareen Tadros
   Graduate Student Senate (GSS) continues to review issues surrounding Student Health Insurance. They are looking into reducing the plan and are considering focus groups to gather
more information. As a part of this feedback, GSS is assessing services offered through Counseling Psychological Services, Well Track, and others.

4. Remarks by Dean of the Graduate College: Joe Shields
   Annette Love, Records Manager, retired on October 31st.

5. Remarks by Associate Dean of the Graduate College: David Koonce
   - Applications numbers are up 4.6%.
   - At the CCGS retreat, members discussed the difference between MS/MA degrees and “Master of” degrees. There is a concern with the prolific number of degree programs that are not at the research level. A concern about credit hours was also discussed.
   - CCGS approved language defining Research graduate degree programs and Professional graduate degree programs. The language is as follows:
     i. Research graduate degree programs involve significant research and/or the creation of new knowledge resulting in a culminating product. Research master’s degrees culminate in a product that demonstrates the understanding of the discipline’s research processes.
     ii. Professional graduate degree program implies preparation for professional and/or clinical practice. Professional master’s degrees may represent terminal degrees in their field.
   - In addition, CCGS members discussed double counting of hours between degrees. Ohio University allows 10 hours. Some schools allow more than half, others allow zero. CCGS decided each institution’s Graduate School should decide. Perhaps, this is a topic for Graduate Council to consider.
   - Another topic discussed at CCGS was “time to degree”. Ohio University’s policy rests somewhere in the middle of other state universities. Ohio State allows for students an unlimited clock until they reach candidacy status. Ohio University’s discussion around the Continual Enrollment Process may need to address “time to degree.” The Continual Enrollment Process may need to address “stopping out” and may need to offer a definition, which includes stopping the clock. In addition, the definition may need to
include “stopping out” means the student is not doing academic work (for example, no office or lab space, etc.).

- David announced his selection as new CCGS president. This role begins in January 2020.
- Campus wide review of CIP (Classification of Instructional Programs) codes for financial aid purposes is beginning soon. All programs will be reviewed. Associate Deans will be asked to assist. This review will begin with the Colleges of Education and Engineering in November.

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

With the retirement of Annette Love, the Graduate College has enlisted the help of OHIO Ready staff to assist with application processing. In addition, Graduate College staff are reassessing workflow. Processes may be a little slower than usual as a result of the staff change.

7. Remarks by Faculty Fellow of the Graduate College: Beth Quitslund

- **Accelerated Pathways Update**
  
  The Accelerated Pathways Guidelines have been reviewed and approved by Faculty Senate. The materials are now under review by the Provost. Once approved, these guidelines will be ready for implementation.

- **Review of Translational Biomedical Science (TBS) Master of Science**
  
  Beth introduced a new Master of Science in TBS for Graduate Council’s consideration. For academic programs housed in the Graduate College, the Graduate Council serves as the College Curriculum Committee. The primary purpose of this degree is to provide a parachute for Ph.D. TBS students who cannot (or choose not to) complete the degree; students will not be directly admitted to this M.S. program (see Appendix A).

  **Action**

  After some discussion around verbiage in the proposal, Graduate Council approved the program with the understanding that verbs would be changed using Bloom’s Taxonomy of Verbs.

- **Curriculum Clean up**
There is a difference between what is in OCEAN and what programs truly are. This requires attention. The Graduate Catalog serves as the contract and must accurately reflect the program requirements. These requirements must match what has been approved. There appears to be no problem with certificate programs because a student’s DARS reflects this information. However, a high proportion of master’s programs do not match with what is on record for the delivery method. In addition, there are discrepancies with recorded graduation requirements. Reconciliation is required. The three sets of data describing programs are:

1. Data in OCEAN,
2. Data in the Graduate Catalog, and
3. What is truly happening.

In addition, if exceptions are granted, the exception process needs to be outlined. Programming DARS was the proposed solution, however, there is no funding for this development. Instead, Beth will be coordinating this information clean up. The documentation needs to reflect reality. Beth is asking for help in communicating and completing this review and reconciliation.

The timeline: reports are due as soon as possible with a deadline of mid- to late-January. The process: the Graduate Curriculum Clean Up Approval Process is outlined in Appendix B.

Packets: Beth will send packets to programs, copying the college. The packets will include the following information:

   What is approved with UCC,
   What is in the catalog,
   What the reviewer found, and
   Any additional information.

8. Curriculum Committee
   Nothing to report
9. Program Review Committee

Before the next Graduate Council meeting, review the MPA packet available in the OneDrive folder entitled “To Review – Program Review Committee.”

10. Graduate Student Affairs and Fellowships Committee

There were no MAGS – Thesis Awards nominations. To get information out to students, GSS agreed to make announcements about upcoming awards on social media.

11. Policies and Regulations Committee

Transfer credit for military experience

Shawn Ostermann presented the following military-related transfer credit language for the council’s consideration. The committee supports adding this language to current policy and is bringing it before the council for a vote. This language is based on American Council of Education (ACE) language.

Credits from any military or military-related experience deemed equivalent to graduate course credit by the American Council of Education in its Guide to the Evaluation of Educational Experiences in the Armed Services may be transferred provided that the graduate program officials in question agree that such credits meet the requirements of that particular degree program.

Action

After some discussion, Graduate Council approved this language with the understanding that it be added to the OHIO University transfer credit policy in the Graduate Catalog.

Continual Enrollment

The Policies and Regulations Committee continues to work on a Continual Enrollment Policy. Graduate Council supports the recommendation that continual enrollment begins on Day 1 of the student’s academic program. Graduate Council supports a “no questions” leave policy and recognizes a standardized process needs to be developed and implemented. The council supports the committee’s recommendation of a one-time, one-year leave request. In addition, the council members support assessing fees for up to two (2) years when a gap in enrollment has occurred.
Questions arose about how student health insurance would be handled during the “stop out” period. The Policies and Regulations Committee will continue to explore continual enrollment.

12. Recruitment and Admission Requirements Committee

The following conflict of interest plans with notations were recommended for approval by committee to the full Graduate Council.

- Pete Collins – Approved as clarified.
- Brooke Denney – Approved as clarified.
- Sarah Lack – Patton College work needs to be covered by others.
- Zachary Reichard – Department asked for a review. The batch jobs will not cause conflict. Any extra assignment must be properly reviewed.
- James Bruggeman – Restrictions modified to include EECS graduate students.
- Stephanie Haas – Approved as clarified.
- Robert Jackson – Approved as clarified.
- Mary Katherine Kennedy – Seek additional clarification from Student Affairs and how they will remedy coverage of Patton College.
- Taylor Tackett – Seek additional clarification from Student Affairs and how they will remedy coverage of Patton College.

Action

Collins, Denney, Lack, Reichard, Bruggeman, Haas, and Jackson conflict of interest plans are approved. The council seeks additional information for Kennedy and Tackett.

13. Old Business

Nothing to report

14. New Business

Geoff Dabelko brought up a situation for consideration. What should Ohio University staff and faculty members do to assist online students in distress? What counseling and other services are available to the online students? What is our process?

Action
Graduate Council members agreed that inviting Jason Pina and/or Brad Cohen to Graduate Council for a discussion would be helpful.

The meeting was adjourned at 5:23 pm.
Appendix A

Master of Science in Translational Biomedical Sciences (TBS)

-----------------------------------
Graduate College

A. Summary Statement
Date of submission: October 28, 2019

Program code (assigned by Registrar’s office): MSXX06
Program Name: Translational Biomedical Sciences Degree:
Master of Science

Administrative Unit: Graduate College Proposed
by: Kevin Lee (leek2@ohio.edu) Summary:

The purpose of this degree program is to provide a suitable credential for students who have successfully completed all requirements toward the Doctor of Philosophy in Translational Biomedical Sciences (TBS) up through qualification for Ph.D. candidacy, but who do not ultimately submit an acceptable dissertation.

The degree will require a minimum of 30 credit hours beyond the baccalaureate degree as well as successful completion of the TBS Ph.D. coursework. A master’s exam, equivalent to the doctoral qualifying exam, will serve as the culminating experience for the M.S. It will require no resources beyond those currently allocated to the TBS Ph.D.

Anticipated start date: Summer 2020, or upon approval by the Chancellor and the Higher Learning Commission.

B. Need for the Program

The first class of the TBS Ph.D. was recruited for fall 2015, and to date 22 students have enrolled in the program. Twenty-one are currently ABD; our first graduate was in the summer of 2019.

Thus far, no students have left the doctoral program before completion. Nevertheless, it is reasonable to assume that some students in the future will opt not to complete the degree, likely at the stage of the dissertation. Students may begin the TBS Ph.D. program with either a bachelor’s or master’s degree, and, because of the rarity of existing TBS programs, students are unlikely to enter with an existing master’s degree in TBS. We thus wish to establish a M.S. degree that will reflect the academic expertise that students have gained.
even if they do not submit an acceptable dissertation. This will accurately signal their value to employers and redeem both the student’s and OHIO’s investment in a program that did not meet the student’s needs as expected.
We do not plan to recruit or admit students to the M.S. degree who are not already enrolled in the Ph.D. Because there will be no direct admissions to the M.S., the program will not attract students who would be likely to enroll in another master’s degree at either OHIO or another institution in the state. Neither can the needs of our ABD students be met through collaboration with other institutions or through their existing programs.

The TBS M.S. will not use any resources beyond those for the Ph.D., so we have not engaged in formal consultation with the leadership of the five academic colleges (HCOM, CAS, CHSP, Scripps, and Russ) or the many departments and schools whose faculty participate in the program. There is a small chance that offering the M.S. will prompt an occasional student to drop out of the Ph.D. program rather than struggling through to finish it. As such students are unlikely in any case to enter research careers that require the Ph.D., that outcome may well be in the best interest of the student and their faculty mentors.

C. Curriculum
   1. Outcomes, implementation, and assessment
      1) Learning Outcomes

         (1) Students will understand professional standards of scientific inquiry and responsible conduct that are essential for the pursuit of new knowledge.
         (2) Students will demonstrate knowledge of basics concepts in translational biomedical sciences and sufficient individualized knowledge to make a scientific contribution.
         (3) Students will know how to design and complete a research study and/or scientific experiments.
         (4) Students will be able to process and analyze data to make sound interpretations.
         (5) Students will be able to communicate scientific ideas in both written and oral forms to diverse audiences.

      2) Implementation and assessment

         These outcomes are modified from those of the TBS Ph.D. to describe expected student abilities prior to completing the dissertation prospectus or dissertation. The TBS program is designed around three milestones, two of which will be required of the M.S. students. These are as follows:

         Milestone 1: Completion of courses as specified in the individual development plan (IDP—see next section below). Coursework required of all students specifically addresses outcomes (1), (2), (4), and (5) in individual course outcomes.

         Milestone 2: Original research presented as a written report and a public talk, with successful defense of the research in an oral exam. The exam also includes a more comprehensive evaluation of the student's background and related knowledge. The project and exam require demonstration of all five outcomes.
The exam committee will use an existing set of rubrics to score the student’s level of achievement in each expected outcome.

2. Curriculum
   1) Required coursework (min. credits)
      (1) TBS 5680: Foundations in Bioethics (3)
      (2) TBS 5720: Tools for Translational Research (3)
      (3) TBS 6220: Translational Biomedical Sciences Career Development (1 cr * 2)
      (4) TBS 6940: Independent Research in Translational Biomedical Sciences (3)
      (5) TBS 6500: Capstone Experience in Translational Biomedical Science Competencies (3)
      (6) A course in Responsible Conduct of Research (as approved in IDP) (1)
      (7) A course in Biostatistics and/or Epidemiology (as approved in IDP) (3)
      (8) A course in Technical Writing (as approved in IDP) (3)
      (9) Other courses as specified in IDP

All course descriptions included in appendices

2) The M.S. degree will require a minimum of 30 graduate hours.

3) Typical course schedule for first year student:

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>TBS 6220-100</td>
<td>TBS 6220-100</td>
</tr>
<tr>
<td>TBS 6220-101</td>
<td>TBS 5680</td>
</tr>
<tr>
<td>TBS 5720</td>
<td>Biostatistics and/or Epidemiology</td>
</tr>
<tr>
<td>Responsible Conduct of Research</td>
<td></td>
</tr>
</tbody>
</table>

4) Culminating experience:

As early as the first semester of graduate study, a student in the TBS program must begin to engage in research under the supervision of a TBS graduate faculty member and register for 3 credit hours of Independent Research. During this time, the student will interact with TBS faculty open to accepting TBS students into their established collaborative interdisciplinary research programs.

This research, begun early in the program, culminates in the qualifying or master’s exam. Most frequently, students will prepare a written project report with the results of their independent research, present the results in public, and then defend the research to a three-member committee. The exam also includes questions on background and related knowledge to assess depth and breadth of learning. In case of unsatisfactory performance, the student may make a second attempt.
An alternative way to demonstrate research ability is to have significant participation in the design, data gathering, and writing of a peer-reviewed manuscript that has been accepted for publication. Students who are authors or co-authors of such a paper, or major contributors to a well-known, refereed conference, and have also given a publicly announced talk in the TBS Career Development seminar, may apply to the steering committee for a waiver of the exam.

3. **Comparison to programs at other institutions**

   Graduate degree programs in TBS or variants are still quite rare—OHIO is on the cutting edge of this field, so there are few comparisons available. Both the University of Rochester (Ph.D.) and U.C. Irvine (M.S.) include requirements more specific to medical practice and organization; Irvine does not require a course in technical writing or medical communication. By contrast, OHIO’s TBS program is designed to allow specialization along a wider span of the translational biomedical science spectrum. The coursework that is required, however, is guided by national benchmarks: the *fourteen core competencies* defined by the NIH’s Clinical and Translational Science Awards program (CTSA). These competencies are included in the Appendix.

4. **Transfer Credit:** The TBS program accepts transfer credit from other institutions after review by the TBS Steering Committee. Transfer credit from other OHIO graduate programs is allowed when those courses are included on an approved IDP. Transfer credit must also meet Ohio University’s Graduate Catalog policy on transferrable coursework.

D. **Modality & Location**

   This program will be delivered in the same location(s) as the TBS Ph.D. Currently, TBS is a residential program on the Athens campus with no required online course components.

E. **Accreditation**

   This program will not be individually accredited.

F. **Faculty and Instruction**

   1. **Faculty Qualifications**

      Several levels of graduate faculty are available, to ensure that students receive the best possible mentorship from qualified individuals in academia, the private sector (e.g. intellectual property lawyer), and the public sector (e.g. Director of the Health Department). The differing categories of graduate faculty membership in the TBS are protect the rigor of the program.
The membership categories are:

**Full Membership: 32 members currently**

1. **Qualifications:**
   a) Hold a terminal or earned doctoral degree.
   b) Hold a regular continuing faculty appointment at Ohio University.
   c) Be actively engaged in both graduate education and research and continuing scholarly activity.
   d) Present an ongoing record of accomplishments that have advanced their field.

2. **Duties and privileges of full membership:**
   a) Propose, design and teach graduate level courses.
   b) Direct and mentor students in dissertation research.
   c) Serve on or chair doctoral advisory committees, comprehensive examination committees, and supervise graduate projects or internships.

Full members are eligible to serve on and vote to elect the TBS Steering Committee. Current full members include faculty from the Heritage College of Osteopathic Medicine, Chemistry & Biochemistry, Communication Studies, Biological Sciences, Psychology, Physical Therapy, Social and Public Health, and other programs; they are listed below in section F.2.

**Associate Membership: 18 members currently**

1. **Qualifications:**
   a) Hold a masters or doctoral degree, or terminal degree.
   b) Hold a regular continuing faculty appointment at Ohio University.
   c) Demonstrated responsibility in both graduate education and research, including continuing scholarly activity.

2. **Duties and privileges of associate membership:**
   a) Propose, design and teach graduate level courses.
   b) Direct and mentor students in thesis and dissertation research.
   c) May serve on doctoral advisory committees, comprehensive examination committees, and supervise graduate projects or internships.

Associate members are eligible to vote to elect the TBS Steering Committee but not serve on the Steering Committee. Associate membership includes faculty from the Heritage College of Osteopathic Medicine, Chemistry, Communication Studies, Information & Telecommunications, Engineering, and other programs.

**Adjunct Membership:** Currently there are 9 adjunct members. This category is for those not holding a regular continuing faculty appointment at Ohio University. Adjunct members may serve on doctoral committees but not independently teach TBS courses or chair committees.
Special Membership: For outside professionals, with case-by-case determination of role. There is currently one special member.

2. Current TBS Full Graduate Faculty

- **Ben Bates**, Ph.D., Barbara Gerals Schoonover Professor of Health Communication, School of Communication Studies
- **Fabian Benencia**, Ph.D., Associate Professor of Immunology, Dept. of Biomedical Sciences
- **Stephen Bergmeier**, Ph.D., Professor of Biochemistry, Dept. of Chemistry & Biochemistry
- **Darlene Berryman**, Ph.D., R.D., L.D., Associate Dean, Research and Innovation, Professor of Biomedical Sciences, Professor of Nutrition, Dept. of Biomedical Sciences and College of Health Sciences and Professions
- **Mark Berryman**, Ph.D., Associate Professor of Cell Biology, Dept. of Biomedical Sciences
- **Liz Beverly**, Ph.D., Assistant Professor of Family Medicine, Dept. of Family Medicine
- **Monica Burdick**, Ph.D., Associate Professor of Biomedical Engineering, Dept. of Chemical and Biomolecular Engineering
- **Ilana Chertok**, Ph.D., MSN, Professor of Nursing, School of Nursing
- **Brian Clark**, Ph.D., Osteopathic Heritage Foundation Harold E. Clybourne, D.O., Endowed Research Chair (Physiology & Neuroscience), Dept. of Biomedical Sciences
- **Chris France**, Ph.D., Ohio University Distinguished Professor (Psychology), Dept. of Psychology
- **Doug Goetz**, Ph.D., Professor of Biomedical Engineering, Dept. of Chemical and Biomolecular Engineering
- **Mario Grijalva**, Ph.D., Director, Infectious and Tropical Disease Institute; Professor of Biomedical Sciences, Department of Biomedical Sciences
- **Jennifer Hines**, Ph.D., Professor of Biomedical Engineering, Dept. of Chemistry & Biochemistry
- **Gillian Ice**, Ph.D., Professor of Social Medicine and Biomedical Sciences, Director Global Health, Dept. of Social Medicine and Biomedical Sciences
- **John Kopchick**, Ph.D., Goll-Ohio Eminent Scholar, Professor of Molecular Biology, Dept. of Biomedical Sciences
- **Chang Liu**, Ph.D., Professor of Electrical Engineering and Computer Science, Dept. of Electrical Engineering and Computer Science
- **Ramiro Malgor**, M.D., Associate Professor of Pathology, Dept. of Biomedical Sciences
- **Kelly McCall**, Ph.D., Professor of Specialty Medicine, Dept. of Specialty Medicine
- **Molly Morris**, Ph.D., Professor of Biological Sciences, Dept. of Biological Sciences
- **Erin Murphy**, Ph.D. Associate Professor of Bacteriology, Dept. of Biomedical Sciences
The Steering Committee has general oversight of the program. Its charge is as follows:

1) Establish Program bylaws. Such bylaws will be reviewed by the Steering Committee annually.
2) Nominate new members to serve on the Steering Committee to ensure continuity.
3) Develop and implement appropriate policies and procedures regarding admissions, curriculum, student supervision, and completion of degree program requirements and establish such standing committees are needed for program operation. In particular, the Steering Committee will be responsible for approving the composition of each student's dissertation committee.
4) Provide broad policy and associated management for the Program, including budgets, funding, and policies for the appointment of new program graduate faculty members.
5) Plan for future developments in the subject area.
6) Ensure that Academic Program Reviews, consistent with Ohio Board of Regents requirements, are carried out in a timely manner.
7) Provide appropriate opportunities through seminars and forums to facilitate interactions of faculty and graduate students.
8) Approve graduate faculty status for new applicants and review faculty membership
9) Annually to ensure active faculty participation in the TBS program.

G. **Admission Requirements**

1. **Criteria for Admission**

   The minimum criteria for admission to the Ph.D. are a bachelor’s or master’s degree in a relevant discipline with a GPA of 3.0 or higher and, in the case of non-native speakers of English, demonstration of English proficiency meeting the standards for graduate admission spelled out in the Graduate Catalog. Prospective students are expected to provide evidence for the likelihood of their success in the program, including academic background and future goals compatible with a doctorate in TBS. This evidence takes the form of transcripts, letters of recommendation, personal statements, and identification of appropriate faculty mentors at OHIO. The criterion for admission to the proposed M.S. program is current enrollment in the Ph.D. program.

2. **Evaluation for Admission and Enrollment Limits**

   There are no enrollment limits for the M.S. in TBS. Applications will be denied if the student has demonstrated, through TBS coursework and attempted research, that they are very unlikely to complete the graduation requirements for the M.S. Students may also be denied admission if they have been academically dismissed from the TBS Ph.D. program or otherwise asked to leave OHIO.

H. **Graduation Requirements (in addition to University requirements)**

   The student must achieve a satisfactory level of performance in the qualifying/master’s exam. As with all Ohio University graduate programs, a minimum cumulative GPA of 3.0 is required for degree conferral.

I. **Administration**

   The TBS program is housed in the Graduate College. The proposed master’s degree will use only the administrative resources currently devoted to the Ph.D. program. These include a Faculty Director and a part-time administrative associate.

J. **Timing**

   This program has essentially no start-up lead time. We would like to make it available to enrolled Ph.D. students as soon as all necessary approvals are obtained, which we hope will be the case in summer or fall 2020.
K. Budget and Financial

We expect to gain the master’s degree completion SSI for students who would otherwise drop out without completing any degree. The SSI for a Biology M.S. is currently $17,174.17.

L. Assessment and Program Review

1. Outcomes and Assessment:

   Please see section C.1.2 above.

2. Program Review Preparation:

Program Review Preparation will be identical to, and included in, that for the current TBS Ph.D. program. Individual student assessment is described above in section C.1.2
## Appendix B

### Graduate Curriculum Clean Up Approval Process

<table>
<thead>
<tr>
<th>Category</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program change process (OCEAN)</td>
<td>0.5 hr difference in total program req OR ≥50% hrs affected*</td>
</tr>
<tr>
<td>Expedited change process (OCEAN)</td>
<td>3-4 hours difference in total program req OR 25-50% hrs affected*</td>
</tr>
<tr>
<td>Notification of program refresh (Notify college, UCC, and Grad College)</td>
<td>0-2 hr difference in total program req AND ≤25% hrs affected*</td>
</tr>
<tr>
<td>No process (notify Grad College only)</td>
<td>0 hrs difference in total program req AND all changes are addition or removal of elective options AND Culminating experience the same</td>
</tr>
</tbody>
</table>

*not counting courses tagged in OCEAN as functionally equivalent
Graduate Council Minutes
Friday, December 13, 2019

Attendance: Gordon Brooks, Geoff Dabelko, Charlotte Elster, Andrew Fodor, Pete Harrington, Arthur Hughes, Janet Hulm, Wojciech Jadwisienczak, Paul Jones, Jacob Kemp, David Koonce, Joseph Lee, Sally Marinelle, Brian McCarthy, Greg Newton, Eric Nichols, Shawn Ostermann, Ann Paulins, Beth Quitslund, Andy Ray, Carol Schaumleffel, Joe Shields, Jennifer Smith, Katie Tadlock, Dareen Tadros, and Lijing Yang

Excused: Andrea Frohne, Alex Hibbitt, Patrick O’Connor, Erik Ramsey, and Assan Sarr

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

1. Approval of the minutes for the November 8, 2019 meeting
   a. Minutes approved

2. Chair’s Report: Gordon Brooks
   a. Nothing to report

3. Graduate Student Senate (GSS) Report: Dareen Tadros
   a. GSS is in the process of finalizing their constitution.
   b. GSS is working to add language about resources in course syllabi.
   c. The Graduate Appreciation Week will be held the second week in April 2020.

4. Remarks by Dean of the Graduate College: Joe Shields
   a. Commencement is scheduled for December 14, 2019. Thirty-nine doctoral candidates will be hooded.
   b. Graduate Student Orientation – Online modules will be available for incoming graduate students on Monday, December 16, 2019. Students will be able to access materials via Blackboard.
   c. Spring Professional Development planning is underway. A draft of workshops was distributed to Graduate Council (see Appendix A).
   d. Robin Oliver, the new Vice President for University Communication and Marketing has an interest in assisting with workshops on academic publishing.

5. Remarks by Associate Dean of the Graduate College: David Koonce
   a. Applications are following a similar trend to last year’s application numbers.
b. As you know, Annette Love retired. The Graduate College is looking to replace this position. Currently, an OHIO Ready staff member is assisting. Processing of applications could be impacted by this personnel change.

c. David shared OHIO University may need to consider PhD pathways. Other institutions are beginning to use analytics to understand where PhDs go after graduation. Does OHIO University need to do the same?

d. The Graduate College seeks nominations for the MAGS Teaching Award.

e. Beth Quitslund is managing the project to synchronize the Graduate catalog, OCEAN, and information contained in UCC minutes. Beth sent out information packets to programs and colleges on December 12, 2019. An email with links was distributed as well. Any Graduate Directors needing help should see Beth (see Appendix B for materials distributed at Graduate Council).

6. Remarks by Assistant Dean of the Graduate College: Katie Tadlock
   a. Katie is preparing for Commencement scheduled for December 14, 2019.

7. Curriculum Committee
   a. Gordon asked the council about using OCEAN rather than sending out the PDFs for program proposals. In addition, Gordon asked whether documents need to reside in OneDrive. The council members agreed OCEAN is enough but asked that Gordon send links for the specific programs under review before each Graduate Council meeting. Gordon agreed to do this.
   b. Certificate review
      i. CTZZ1G Crisis Communication – The council had no concerns.
      ii. CTZZ2G Interacting with Media for Non-Journalists – The council had no concerns.
      iii. CTZZ3G Interacting with Media for STEM Professionals and Researchers – The council had no concerns.
      iv. CTX88G Digital Media Transformation and Innovation – The council had no concerns.
      v. CTX93G Engineering Analytics – The council had no concerns.

8. Program Review Committee
a. MPA Review – The council had no concerns.

9. Graduate Student Affairs and Fellowships Committee
MAGS Teaching Awards
Concern was expressed about the established deadline. Based on discussion, it was agreed to change the deadline to Tuesday, January 21 at 5 P.M. The committee will expedite their process in order to allow more time for completion. The website was changed to reflect the new deadline. GSS will send out an announcement on social media.

10. Policies and Regulations Committee
a. Continual Enrollment Policy
Greg reviewed the committee’s work (see Appendix C). By implementing this policy, OHIO University will be aligned with other public universities in the state. Currently, OHIO University is the only university in the state that does not require continuous enrollment. As this policy relates to student health insurance, enrolling for 1 credit hour triggers the need for insurance. If this policy is approved, International Student and Faculty Services (ISFS) will likely change the requirement to ½ credit hour. For implementation, the Graduate College will need to work with the Office of the Registrar to perform a batch enrollment of these students. The Committee suggests enforcement should be a Graduate College practice, not catalog language. In addition, the committee recommends the Graduate College communicate this change with all campus community members. The committee seeks guidance on the language regarding which semesters students must enroll.

The council members discussed at length how to assess the fees for this policy. After much discussion, the council supports the idea that upon re-enrollment, a student must enroll for the missing enrollment credit hours up to 2 credit hours (or two-years of continuous enrollment).

Action
Using this feedback, the committee will revise the language in the draft policy and bring the revised policy back to Graduate Council for review and approval.
b. Leave of absence

Greg presented the committee’s work on “Leave of absence” language (See Appendix D). As a result of the work on continuous enrollment, the committee recommends shifting to a no-questions-asked “leave of absence”.

The committee is recommending any graduate student can request a single leave of absence up to one-calendar-year maximum with no questions asked. If granted this leave, students may not use any university resources. Currently, students are held to a fixed time limit when pursuing a degree. A college can grant a one-time, one-term extension. This recommendation would impact this time limit policy. Please note, this policy change is separate from the Parental Paid Leave of Absence Policy.

This is a “no question” leave, not a no consequence leave. Graduate Council emphasized in the discussion that students requesting this leave will need to inform their faculty members. Ideally this information would be stored in People Soft, advisors would be informed by the student, and the associate deans must be informed of the leave.

There is concern about how student health insurance would be affected by this policy.

Council members recognized this policy would take effect at the earliest FY2021. Any student enrolled at the start of the policy would be held to this policy. If a student is currently not enrolled and they return, the council members suggest grandparenting them without penalty regarding the continuous enrollment policy. Graduate council members suggest widely communicating this policy change to OHIO University community members.

Action

Using this feedback, the committee will revise the language and bring it back to Graduate Council for review and approval.

11. Recruitment and Admission Requirements Committee

a. The committee presented several conflict of interest challenges. Some people are in their coursework (currently enrolled students) and have roles/jobs that cause
concern. Untangling responsibilities is time consuming and complicated. The committee is not sure how best to handle this. In addition, programs are under pressure to admit, which results in programs admitting students late. This results in not enough time to truly assess conflicts of interest. The committee seeks guidance from Graduate Council on how to handle this.

We are currently admitting students with a conditional status and they enroll for courses. What happens if we do not approve the conflict of interest? Do they stop taking courses?

Additional questions include:
Do we need a hard and fast deadline? Graduate Council may need to set a deadline.

Conflict of interest reviews may require up to 3-months to assess and review before admission. Should we have a conflict of interest inquiry before an application is submitted?
Do we need a different process for non-degree admission vs. degree-admission?
Where do certificates fit in?

Why does Graduate Council have this authority from Faculty Senate?

One solution suggested is:
Could the committee have a two-step process? First step, the committee members recommend those without problems. Second step, for those with concerns, the committee members contact the department/program directly for more information.

b. Reviews

The committee brought the following conflict of interest reviews to Graduate Council for discussion. The outcomes were as follows:

- Breanna Hayman – Approved with the expectation that she does not work with faculty from her academic program. If position changes and she does work directly with program faculty, this decision could be rescinded.
• Cortney Hill – Approved with the expectation that she does not work with faculty from her academic program. If position changes and she does work directly with program faculty, this decision could be rescinded.

• Mary Katherine Kennedy – Discussion tabled. The committee needs to review this further. Both employees in this department are in the same program. Graduate Council has concerns about how cases concerning those in the program would be handled. There needs to be a clear plan of action.

• Kari Lehman – Council denied request. Graduate Council determined the position was directly intertwined with the certificate.

• Jill Nice – Council denied request. Graduate Council determined the position was directly intertwined with the certificate.

• Connie Pollard – Council denied request. Council did approve the idea of auditing the course, but cost to audit would be up to Ms. Pollard.

• Kathleen Sand – Approved with the expectation that she does not work with faculty from her academic program. If position changes and she does work directly with program faculty, this decision could be rescinded.

• Tiffany Sanders – Approved with the expectation that she does not work with faculty from her academic program. If position changes and she does work directly with program faculty, this decision could be rescinded.

• Taylor Searls – Recuse yourself from work with students in the same program. Approved with the expectation that she does not work with faculty from her academic program. If position changes and she does work directly with program faculty, this decision could be rescinded.

• Taylor Tackett – Discussion tabled. The committee needs to review this further. Both employees in this department are in the same program. Graduate Council has concerns about how cases concerning those in the program would be handled. There needs to be a clear plan of action.

• Lindsey Ward – Recuse yourself from work with students in the same program. Approved with the expectation that she does not work with
faculty from her academic program. If position changes and she does work directly with program faculty, this decision could be rescinded.

12. Old Business
   Nothing to report

13. New Business
   Nothing to report

The meeting was adjourned at 5:00 pm.
### Appendix A

**Graduate College Professional Development**

**Spring 2020 (Draft)**

<table>
<thead>
<tr>
<th>PREPARING FOR THE MARKET TRACK</th>
<th>Philosophy Statements Part 1 Developing a Teaching/Research/Diversity Philosophy Statement</th>
<th>Philosophy Statements Part 2 Writing Sessions using the Teaching Perspectives Inventory</th>
<th>Teaching Portfolio Part 1 Assembling your Teaching Portfolio Pieces</th>
<th>Teaching Portfolio Part 2 Putting the Teaching Portfolio Together for Future Faculty</th>
<th>Panel Discussion Preparing for Life Beyond Graduate School International</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEACHING ASSISTANTS TRACK</td>
<td>Basics of Backward Design</td>
<td>Virtual Reality Classroom Management</td>
<td>Self – Care for Graduate Students</td>
<td>Fostering an Inclusive Learning Environment</td>
<td>Effective Feedback of Student’s Work</td>
</tr>
<tr>
<td>COMMUNICATION RESEARCH TRACK</td>
<td>Focus Group Professional Development Planning (by invitation)</td>
<td>Communication Competition 3MT (registration required)  * Semi-finals: Feb. 10 &amp; 12, 7 pm  * Finals: Feb. 19, 7 pm</td>
<td>Communication Competition EXPO (registration required)  * April 9, 2020, All-day event</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CONTRIBUTIONS &amp; WORKSHOPS</td>
<td>Women in Graduate School Day Conference (registration required)  * February 14, Evening  * February 15, All-day event</td>
<td>Salary Negotiations (registration required)  * March 19, 2020, 4 – 6 pm  * April 23, 2020, 11 am – 1 pm</td>
<td>Sexual Assault Prevention for Graduate Students (Online Training)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>T&amp;D SERVICES</td>
<td>Graduation  * February 4, 3:30 - 4:30 pm  * February 5, 3:30 - 4:30 pm</td>
<td>Microsoft Word  * February 13, 3 - 4:30 pm  * February 25, 3 – 4:30 pm</td>
<td>Tables/ Figures  * February 20, 3:30 – 4:30 pm  * February 26, 3:30 – 4:30 pm</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Appendix B

Grad Curriculum Verification Project: Steps

Actions by program chairs/directors are in bold.

Data collection and review: Fall 2019

- All programs approved at Q2S = starting point
- UCC individual program records since Q2S consolidated
- Data collected from each program:
  - What are current requirements for degree conferral?
  - Are they different from requirements in Q2S + approved changes?
- Review of each program at Graduate College for
  - Completeness/specificity of requirements
  - Degree of change from last approved version of curriculum
- Graduate College creates database from survey responses

Curricular approvals (if necessary): Spring 2019

- Graduate College identifies what kind of process is required
- Program submits change requests in that process

2020-21 Graduate Catalog entry: Spring 2019

- Graduate College enters current approved curriculum into catalog as they arrive
- Graduate College sends catalog proofs to programs as they are entered
- Programs approve or correct proofs (within 3 weeks)

Catalog process going forward

- Graduate College enters program changes approved by UCC into the correct catalog (following term or year) and verifies the entry with the department
- Graduate College sends proofs of catalog pages in February
- Updates or corrections to text other than the graduation requirements returned March/April
## Graduate Curriculum Clean Up Approval Process

Approved by UCC 11/5/19

<table>
<thead>
<tr>
<th>Category</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program change process (OCEAN)</td>
<td>≥5 hr difference in total program req OR ≥50% hrs. affected*</td>
</tr>
<tr>
<td>Expedited change process (OCEAN)</td>
<td>3-4 hours difference in total program req OR 25-50% hrs. affected*</td>
</tr>
<tr>
<td>Notification of program refresh (Notify college, UCC, and Grad College)</td>
<td>OR Change of culminating experience for all students in a distinct curricular track OR 3+ courses affected from another department in the same college</td>
</tr>
<tr>
<td>No process (notify Grad College only)</td>
<td>0 hr difference in total program req AND all hr changes are addition or removal of elective options AND Culminating experience the same AND 0 courses affected from another department</td>
</tr>
</tbody>
</table>

*not counting courses tagged in OCEAN as functionally equivalent
Appendix C

CE Policy—December 2019 DRAFT

All doctoral and MFA students must enroll for credit-bearing courses at least fall and spring semesters [at least two semesters?] of each academic year from the time they first enroll in their degree program through the duration of their degree program unless on an approved leave of absence. 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.

Summer registration for credit is required for graduate students when degree components, or courses with previous Incomplete or PR grades, are completed in that semester. Degree components 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.)

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. [health insurance policy change?]

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.

Graduate College will notify any student in danger of failing to maintain continuous enrollment (along with program directors/chairs—and advisors) that the student has failed to maintain enrollment (by 3rd week of the semester?) and will be moved to inactive status if they fail to enroll. Students may prevent inactive status by enrolling in at least ½ credit hour and paying required tuition and fees, including any late fees or penalties before the last week of the semester. (Specific deadline date??)

Any student who fails to maintain active status by the end of that semester must apply for re-enrollment to their program if they wish to continue in the program. The re-enrollment process can be found in the Graduate Catalog and the appropriate form is on the Registrar’s website (https://www.ohio.edu/registrar/forms.cfm). At the discretion of the program, the student may be required to meet current catalog requirements at the time of reinstatement. Reinstatement requires approval from both the program and Graduate College.

Once reinstated, the student must retroactively enroll in at least ½ credit hour in each semester of missed enrollment up to a maximum of 4 semesters. The student will be responsible for paying all past tuition and fees, along with any penalties or late fees. Future enrollment will not be possible until past
due charges are paid (need registrar/bursar comment?). Once past due charges are paid, students must maintain continuous enrollment in current and any future semesters.
Appendix D

Leave of Absence Policy (Graduate Catalog)—amendments related to Continuous Enrollment policy proposal to allow students to request a “no questions” leave

Students enrolled in a degree program who do not expect to make progress toward their degree for a period of time may request a leave of absence from a degree program for up to one year. Students on an approved leave of absence may not make significant use of university resources and services or engage in significant consultation with the faculty.

To request a leave of absence, a student shall submit to the departmental graduate chair or director of graduate studies a written request stating the expected duration of the leave. All foreseeable leaves of absence must be requested prior to leaving the campus. Each program or department will establish a process for reviewing and approving leaves of absence requests. Departments should also have in place a plan to address any incompletes at the time leave is undertaken. Approved leaves will be documented for the student in writing, with a copy forwarded to the college office and the Graduate College for recording in the student’s file.

It is the responsibility of the student to resolve all issues pertaining to financial support, federal financial aid, and any outstanding debt to the University prior to a leave of absence. Prior to the completion of the leave of absence, the student must notify the departmental graduate chair or director of graduate studies so that the reentry process can be initiated.

A leave of absence does not automatically extend the time limit for completion of a degree. For limits and extension procedures, see the degree time limit for master’s and doctoral degrees in the Degree Requirements section of this catalog.

A student who does not return and register in the degree program at the conclusion of an approved leave of absence is considered dropped from the program.

International students in F-1 or J-1 nonimmigrant status must also obtain authorization from International Student and Faculty Services prior to the initiation of a leave of absence and before returning to campus to ensure compliance with current SEVIS regulations and visa restrictions.

Requesting a leave of absence will ensure that your academic program is aware of your plans. It also provides confirmation for third parties of your status as a student on an approved leave.
Graduate Council Minutes
Friday, January 24, 2020

Attendance: Gordon Brooks, Geoff Dabelko, Charlotte Elster, Andrew Fodor, Arthur Hughes, Janet Hulm, Wojciech Jadwisienzak, Paul Jones, David Koonce, Sally Marinellie, Brian McCarthy, Greg Newton, Eric Nichols, Shawn Ostermann, Ann Paulins, Beth Quitslund, Erik Ramsey, Carol Schaumleffel, Joe Shields, Jennifer Smith, Katie Tadlock, Dareen Tadros, and Lijing Yang

Excused: Andrea Frohne, Pete Harrington, Alex Hibbitt, Jacob Kemp, Joseph Lee, Patrick O’Connor, Andy Ray, and Assan Sarr

Convened: The meeting was convened at 3:00 pm.

1. Approval of the minutes for the December 13, 2019 meeting
   Action:
   Minutes approved

2. Chair’s Report: Gordon Brooks
   No report

3. Graduate Student Senate Report: Dareen Tadros
   Dareen updated the council on their networking event, discussions about with the president about a general fee buy down, and three research awards.

4. Remarks by Dean of the Graduate College: Joe Shields
   Joe announced registration for Expo is now open. Space is limited, so students should sign up early.
   In addition, Joe asked council members to encourage graduate students to participate in the Three Minute Thesis (3MT) competition and register for the Women in Graduate School Day Conference. Both events are quickly approaching.

5. Remarks by Associate Dean of the Graduate College: David Koonce
   David updated Graduate Council on applications. Immediately following winter break, applications were down by 5%. The Graduate College discovered CAS applications were not recorded yet. Now, these applications are coming in and applications numbers are now in line with last year.
   David shared current enrollment numbers. Currently 5,200 graduate students are registered. This number may change slightly in coming days. The final fall term count was 5,456 graduate students registered. Online & Dublin log in at 3,171; the remaining 2,285 are Athens-based graduate students. The Athens-based graduate student count is down 19% over a 10-year period. The trend reflects an
approximate 40-student/year loss for Athens-based programs. This may be the result of many dynamics including fewer research scholarships and a lower demand for TAs.

As of spring semester, online GSO module is now mandatory.

David shared a new wrinkle with the master in cardiovascular profusion program. The state asked for credentials of those faculty members teaching. To address this concern, David suggested using the Patton College’s process as an example for the cardiovascular profusion program.

David asked Beth Quitslund to give an update about the curricular practice survey.

Beth informed the council about her collection of these practices and reminded everyone of the January 31st submission deadline. Beth invited anyone with questions to contact her.

David recently had a conversation with the College of Business about admitting students with 3-yr. bachelor’s degrees. In one case, an applicant with a 3-year degree and significant/extensive professional experience applied for admission. Ohio University’s past practice has been to deny admission to anyone without a 4-yr. bachelor’s degree, however, David recently discovered many other Ohio institutions are considering these students for admission. David shared a possible solution and asked Graduate Council for their thoughts. The possible solution could be Ohio University admits the applicant into a stand-alone certificate program. After the applicant meets defined requirements of the certificate, then this student can be admitted into the degree program. David acknowledged this approach may impact international students and David will talk with International Student and Faculty Services. Does this approach seem like a reasonable pathway?

_Council comments included the following:_

- What is the definition of significant experience?
- Could a portfolio earn credit?
- Will this be a competence-based assessment?

Graduate Council acknowledged two issues:

- What is the approach for the future?
- What is the approach for this applicant?

Graduate Council members supported the idea of a certificate bridge. Completion of 2 -3 courses toward a certificate before admission to a degree program may help the university retain competitive applicants who have been lost to other institutions in the past. Graduate Council is supportive of this pathway.
6. Remarks by Assistant Dean of the Graduate College: Katie Tadlock

No report

7. Curriculum Committee

a. Program Code: MSXX06, Program Name: Translational Biomedical Science, Department: Graduate College
   Council comments
   No concerns

b. Program Code: CTX98G, Program Name: Business Analytics Leadership Certificate, Department: Management
   Council comments
   No concerns

c. Program Code: MPXX01, Program Name: Master of Science in Project Management, Department: Engineering and Technology Management
   Council comments
   No concerns

d. Program Code: NDXX02, Program Name: Athletic Training Residency, Department: Applied Health Sciences and Wellness
   Council comments
   Going to be reworked as a certificate
   Once posted for program’s committee, Gordon will let council know when it is posted

e. Recommendations for reviews
   In terms of process, Graduate Council recommends establishing specific deadlines for all responsible for review and comment.

8. Program Review Committee

a. Industrial and Systems Engineering
   Committee’s recommendation
   The committee sees program as viable and committee has no concerns.
   Action
   The council has no concerns.

b. School of Nursing
   Committee’s recommendation
   The committee sees program as viable and committee has no concerns.
   Action
   The council has no concerns.

c. MPA
   Committee’s recommendation
   The committee sees program as viable and committee has no concerns.
   Action
   The council has no concerns.

d. Recommendations for reviews
   Graduate Council recommends establishing specific deadlines for all responsible for review
and comment. In addition, the council recommends making a clear distinction between undergraduate vs. graduate programs.

9. Graduate Student Affairs and Fellowships Committee
   a. MAGS Teaching Award – Ohio University nominee was selected, and the nomination packet was submitted.
   b. Named Fellows deadline is approaching. It is Friday, February 7, 2020, 5 P.M.
   c. Presidential Graduate Student Medals deadline is approaching. It is Friday, February 21, 2020, 5 P.M.

10. Policies and Regulations Committee
   a. Continuous Enrollment Policy (see Appendix A)
      
      Council Comments
      Council suggested the following revision.
      The last paragraph should read:
      Once reinstated, the student must enroll in at least ½ credit hour for each semester of missed enrollment up to 2 semester hours in addition to the enrollment for the current semester. The student will be responsible for paying past tuition and fees, along with any penalties or late fees. Reinstated students must maintain continuous enrollment in current and any future semesters.
   b. Leave of Absence Policy (see Greg’s handout)
      
      Council comments
      Some expressed concern about the process and who is responsible for adding ½ hour to the student’s schedule.
      Members expresses concern about how health insurance effects this policy.
   c. Comments for both policies
      Members asked when this policy would take effect. The intent is the policy would take effect in the Fall 2020. This policy would apply to all doctoral and MFA programs.
   d. Council members offered the following comments about the process:
      Members suggested these hours not be dissertation hours.
      Members suggested a continuous enrollment course housed centrally, perhaps in the Graduate College.
      Members asked how will the university identify the actual number of “ghost students”, if all students are enrolled in this same category?
      The council agreed, while keeping these comments in mind, David Koonce and Beth Quitslund can move forward on recommending a process and working with the Office of the Registrar to implement said process.
   e. Council Action
      Both polices were approved with one abstention

11. Recruitment and Admission Requirements Committee

   Conflict of Interest Cases
   1. First group
      • Joseph Cornell – Additional information was submitted. After review of the supplemental materials, the committee agrees the mitigation plan addresses concerns and is sound. Approved
with the expectation that he/she does not work with faculty from his/her academic program. If position changes, this decision could be rescinded.

- Mary Katherine Kennedy – Additional information was submitted. After review of the supplemental materials, the committee agrees the mitigation plan addresses concerns and is sound. Approved with the expectation that he/she does not work with faculty from his/her academic program. If position changes, this decision could be rescinded.

- Taylor Tackett – Additional information was submitted. After review of the supplemental materials, the committee agrees the mitigation plan addresses concerns and is sound. Approved with the expectation that he/she does not work with faculty from his/her academic program. If position changes, this decision could be rescinded.

The committee recommends moving forward to formally admitting the above group to their degree programs.

2. Second group

- Clara Bone – Approved with the expectation that he/she does not work with faculty from his/her academic program. If position changes, this decision could be rescinded.

- Diane Cahill – Approved with the expectation that he/she does not work with faculty from his/her academic program. If position changes, this decision could be rescinded.

- Abby Conder – Approved with the expectation that he/she does not work with faculty from his/her academic program. If position changes, this decision could be rescinded.

- Heidi Cottrill – Approved with the expectation that he/she does not work with faculty from his/her academic program. If position changes, this decision could be rescinded.

- James Engler – Approved with the expectation that he/she does not work with faculty from his/her academic program. If position changes, this decision could be rescinded.

- Mark Ferguson – Approved with the expectation that he/she does not work with faculty from his/her academic program. If position changes, this decision could be rescinded.

- Cara Haughey – Approved with the expectation that he/she does not work with faculty from his/her academic program. If position changes, this decision could be rescinded.

- Meagan Johnson – Approved with the expectation that he/she does not work with faculty from his/her academic program. If position changes, this decision could be rescinded.

- Margaret Kennedy – Approved with the expectation that he/she does not work with faculty from his/her academic program. If position changes, this decision could be rescinded.

- Carol Null – Approved with the expectation that he/she does not work with faculty from his/her academic program. If position changes, this decision could be rescinded.

- Ariel Tarosky – Approved with the expectation that he/she does not work with faculty from his/her academic program. If position changes, this decision could be rescinded.

The committee recommends moving forward to formally admitting the above group to their degree programs.

3. Action

Graduate Council approves the committee’s recommendations with both above mentioned groups.

12. Old Business

Nothing to report

13. New Business

If students are travelling to China, please advise they consult Global Affairs and Student Affairs. If faculty or staff members travelled to China, please consult with appropriate units on campus.
The meeting was adjourned at 4:54 pm.
Appendix A

CE Policy—January 2020 DRAFT

All doctoral and MFA students must enroll for credit-bearing courses at least two semesters of each academic year from the time they first enroll in their degree program through the duration of their program unless on an approved leave of absence. 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.

Summer registration for credit is required for graduate students when degree components, or courses with previous Incomplete or PR grades, are completed in that semester. Degree components 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.

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.

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.

Any student who fails to enroll for more than one semester will be moved to inactive status and must apply for re-enrollment to their program if they wish to continue in the program. The re-enrollment process can be found in the Graduate Catalog and the appropriate form is on the Registrar’s website (https://www.ohio.edu/registrar/forms.cfm). Return to active status requires approval from both the program and Graduate College. At the discretion of the program, the student may be required to meet current catalog requirements at the time of re-enrollment.

Once reinstated, the student must retroactively enroll in at least ½ credit hour in each semester of missed enrollment up to a maximum of 4 semesters. The student will be responsible for paying past tuition and fees, along with any penalties or late fees. Reinstated students must maintain continuous enrollment in current and any future semesters.
Appendix B

Leave of Absence Policy (Graduate Catalog)—amendments related to Continuous Enrollment policy proposal to allow students to request a “no questions” leave

Students enrolled in a degree program who do not expect to make progress toward their degree for a period of time may request a leave of absence from a degree program for up to one year. Students on an approved leave of absence are understood to not be actively working on any degree components, and may not make use of university resources and services or engage in significant consultation with the faculty.

To request a leave of absence, a student shall submit to the departmental graduate chair or director of graduate studies a written request stating the expected duration of the leave. All foreseeable leaves of absence must be requested prior to leaving the campus. Each program or department will establish a process for reviewing and approving leaves of absence requests. Departments should also have in place a plan to address any incompletes at the time leave is undertaken. Approved leaves will be documented for the student in writing, with a copy forwarded to the college office and the Graduate College for recording in the student’s file.

It is the responsibility of the student to resolve all issues pertaining to financial support, federal financial aid, and any outstanding debt to the University prior to a leave of absence. Prior to the completion of the leave of absence, the student must notify the departmental graduate chair or director of graduate studies so that the reentry process can be initiated.

A leave of absence does not automatically extend the time limit for completion of a degree. For limits and extension procedures, see the degree time limit for master’s and doctoral degrees in the Degree Requirements section of this catalog.

A student who does not return and register in the degree program at the conclusion of an approved leave of absence is considered dropped from the program.

International students in F-1 or J-1 nonimmigrant status must also obtain authorization from International Student and Faculty Services prior to the initiation of a leave of absence and before returning to campus to ensure compliance with current SEVIS regulations and visa restrictions.

Requesting a leave of absence will ensure that your academic program is aware of your plans. It also provides confirmation for third parties of your status as a student on an approved leave.
Graduate Council Minutes
Friday, February 14, 2020

Attendance: Gordon Brooks, Geoff Dabelko, Pete Harrington, Wojciech Jadwisienczak, Paul Jones, David Koonce, Joseph Lee, Brian McCarthy, Greg Newton, Eric Nichols, Beth Quitslund, Erik Ramsey, Andy Ray, Carol Schaumleffel, Joe Shields, and Lijing Yang

Excused: Charlotte Elster, Andrew Fodor, Andrea Frohne, Alex Hibbitt, Arthur Hughes, Janet Hulm, Jacob Kemp, Sally Marinellie, Patrick O’Connor, Shawn Ostermann, Ann Paulins, Assan Sarr, Jennifer Smith, Katie Tadlock, and Dareen Tadros

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

1. Approval of the minutes for the January 24, 2020 meeting will be tabled until March meeting. Quorum not achieved.

2. Chair’s Report: Gordon Brooks
   Students are now required to register with Global Affairs for any university related travel. After registering, these students are then enrolled in health insurance. Should we have Global Affairs come and explain? The council members are interested in Global Affairs coming to discuss this topic. Gordon also announced Ohio University students are not allowed to travel to China with the current health situation.
   In addition, Gordon has reached out to Student Affairs asking them to meet with Graduate Council about mental health services for graduate students.

3. Graduate Student Senate Report: Eric Nichols
   Graduate Student Senate allocated more money for Original Work Grants (OWG). Students can now apply for up to $1000.00. The previous OWG maximum was $750.00.
   GSS elections are happening soon and debates are scheduled for Tuesday, February 18th, 7 PM, Walter Hall 235

4. Remarks by Dean of the Graduate College: Joe Shields
   Joe announced the 3MT – Finals are scheduled for Wednesday, February 19, 2020 and encouraged members to attend.
   Joe shared that budget cuts scenarios may result in a reduction in the number of Named Fellows for the upcoming year. The committee is concerned about this reduction in funding and how it may impact those nominations from the humanities and fine arts.
5. Remarks by Associate Dean of the Graduate College: David Koonce

David announced applications are trending up, although domestic applications are slightly down, and international applications are up.

David distributed “Basic Needs” folders to council members. The folders have been provided by the Dean of Students Office.

David asked Andy Ray to update the council on how Chinese applicants have been affected by the coronavirus outbreak. China has suspended English proficiency testing until the situation resolves. Andy Ray suggested the following for evaluating applicants. To assess English proficiency, perhaps graduate chairs can use Skype, or ask for additional documentation from applicants.

David shared the following online GSO module results—79% of incoming students have completed the module for spring term. The online GSO module is required for all incoming graduate students. David updated Graduate Council on the advancement of the continual enrollment policy. There will need to be systems put in place to uphold this policy. A communication plan will be critical. David asked Beth to update the council on the two new course curricula to achieve continual enrollment.

Beth introduced New Courses (GRAD 8930 and GRAD 8940) for the council’s consideration. The names of these courses are independent graduate study and independent graduate research to meet the concerns expressed by Office of Registrar. These two courses will not count toward degree requirements. Students will still need to be enrolled for dissertation hours the term of defense/graduation (see Appendix A).

Action: Graduate Council has no concerns with these courses and approves moving it forward.

Beth also announced the status of the curricula round up, which stands at 46 surveys outstanding. Beth reminded everyone that programs without curricula will not be listed in the graduate catalog or receive applications.

6. Curriculum Committee

a. Gordon updated the council about a change in the UCC process. In order to streamline the process, there will be a single reading and comment period. This will require less from council members. Graduate Council may need to discuss with UCC the role Graduate Council plays. Let Gordon know if you have thoughts.

b. Program Code: CTX56G, Program name: Athletic Training Residency, College: HSP

Action: No concerns.
c. Program Code: MSSX20, Program name: Sustainability, Security, and Resilience Studies, College: GVS
   Natalie Kruse attended Graduate Council as a guest and summarized this program. It will be fully online and aimed at career professionals. This program will respond to events caused by climate change. This program will address concerns and challenges at the policy, government, and community engagement level. This program will help professionals learn to create sustainable, resilient and secure systems.
   
   Action:
   No concerns.

   
   Action:
   No concerns.

e. Program Code: CTX34G, Program name: Community Risk and Resilience Certificate, College: GVS
   
   Action:
   No concerns.

   
   Action:
   No concerns.

7. Program Review Committee
   The feedback about the deadline for deans was well received.

8. Graduate Student Affairs and Fellowships Committee
   Named Fellowships – With a high confidence of being able to offer three fellowships, the committee will review Named Fellowship nominations using three categories (STEM, social sciences, and fine arts/communication).

9. Policies and Regulations Committee
   Nothing to report
   Council members asked if a conflict of interest policy exists for Teaching Assistants (TA). Ohio University does not review for TA conflict of interest. The council wonders if other institutions have one in place. For example, if a TA assigns grades, could the same conflict of interest concerns exist for TAs that exist for faculty members. The committee will explore this concern by researching what other institutions do and bring the results of this research back to the council for further discussion.

10. Recruitment and Admission Requirements Committee
    Nothing to report
11. Old Business
   Nothing to report
12. New Business
   Nothing to report

The meeting was adjourned at 4:00 pm
# Appendix A

## Document #647505 | New Course: GRAD 8930

### Document Information

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Version</th>
<th>Document Status</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Course</td>
<td>3.0</td>
<td>Contact Review</td>
<td>Beth Quitslund (quitslun)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Creation Info</th>
<th>Last Modification</th>
<th>Desired Effective Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/13/2020 by Beth</td>
<td>02/13/2020 by Beth</td>
<td>Fall Semester 2020-21</td>
</tr>
<tr>
<td>Quitslund</td>
<td>Quitslund</td>
<td></td>
</tr>
</tbody>
</table>

### Course Offering

<table>
<thead>
<tr>
<th>Course Level</th>
<th>Subject</th>
<th>Course Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate</td>
<td>GRAD</td>
<td>8930</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Department</th>
<th>College</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRAD: Graduate College</td>
<td>GRAD: Graduate College</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Catalog Course Type</th>
<th>Service Learning?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate College</td>
<td>No</td>
</tr>
</tbody>
</table>

### Course Info

<table>
<thead>
<tr>
<th>Short Name</th>
<th>Long Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Independent Graduate Study</td>
<td>Independent Graduate Study</td>
</tr>
</tbody>
</table>

**Course Description**

Students in this course conduct independent work toward their degree, including qualifying or comprehensive exam preparation, independent reading, and dissertation prospectus research. This work is typically unsupervised and credit hours from this course will not count toward graduation requirements. This course is appropriate for students who have not advanced to doctoral candidacy.
Prerequisites

No prerequisites selected.

"No Credit If" Restrictions

Was this course ever offered as a temporary or experimental course?
No

Is this course functionally equivalent to an existing course?
No

Typical Offering Credit Hours Type Credit Hours
Every Semester Variable 0.5 - 2.5

Grade Eligibility Code
06: F, CR, WP, WF, WN, FN, AU, I

Grade Eligibility Code Justification
Students in this course work toward their degrees at their own pace and without supervision.

Special Course Type Repeatable Max Repeat Hours
None selected Repeatable 7.5

Additional Resources
This course is being created to support the new policy of required continuous enrollment for all doctoral and MFA students. (Non-terminal master's degrees are exempt.) Starting fall 20-21, students who are active in their programs (i.e., not just dropping out) must be enrolled in at least 0.5 credit hours unless they formally take a leave of absence. Students who do not need to enroll for hours in their own program may reduce costs by enrolling in a GRAD continuous enrollment course (GRAD 8930 or GRAD 8940).

Outcome Goals
- Students will be able to demonstrate their intention to earn a terminal graduate degree.
Primary Course Component

Component Type
Independent Study

Contact Hours: 0.5
Sections per year: 1
Section Size: 50

Comments
No comments specified.

Course Topics

Topics List
- Work toward a terminal degree

Texts/Readings
Variable depending on the graduate program and project

Key Grade Factors
Variable depending on the graduate program and project; examples include qualifying or comprehensive exam, dissertation prospectus, or preliminary dissertation data analyses. (100%)

Summative Experience
Variable depending on the graduate program and project; examples include qualifying or comprehensive exam, dissertation prospectus, or preliminary dissertation data analyses. (100%)

Relation

Major Set Aside
No
General Education

This section does not apply. Graduate courses cannot apply as general education courses.

IR Codes

✗ IR Codes have not been completed and approved.
## Appendix B

### Document #647370 | New Course: GRAD 8940

<table>
<thead>
<tr>
<th>Document Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Document Type</strong></td>
<td>New Course</td>
</tr>
<tr>
<td><strong>Version</strong></td>
<td>4.0</td>
</tr>
<tr>
<td><strong>Document Status</strong></td>
<td>Contact Review</td>
</tr>
<tr>
<td><strong>Contact</strong></td>
<td>Beth Quitslund (quitslun)</td>
</tr>
<tr>
<td><strong>Creation Info</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Last Modification</strong></td>
<td>02/13/2020 by Beth Quitslund</td>
</tr>
<tr>
<td><strong>Desired Effective Term</strong></td>
<td>Fall Semester 2020-21</td>
</tr>
</tbody>
</table>

### Course Offering

<table>
<thead>
<tr>
<th>Course Level</th>
<th>Subject</th>
<th>Course Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate</td>
<td>GRAD</td>
<td>8940</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Department</th>
<th>College</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRAD: Graduate College</td>
<td>GRAD: Graduate College</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Catalog Course Type</th>
<th>Service Learning?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate College</td>
<td>No</td>
</tr>
</tbody>
</table>

### Course Info

<table>
<thead>
<tr>
<th>Short Name</th>
<th>Long Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Independent Graduate Research</td>
<td>Independent Graduate Research</td>
</tr>
</tbody>
</table>

**Course Description**

Students in this course conduct independent work toward their degree, including independent reading and dissertation preparation. This work is typically unsupervised and credit hours from this course will not count toward graduation requirements. This course is appropriate for students who have advanced to doctoral candidacy.
Was this course ever offered as a temporary or experimental course?
Is this course functionally equivalent to an existing course?
No

Typical Offering  Credit Hours Type  Credit Hours
Every Semester  Variable  0.5 - 2.5

Grade Eligibility Code
06: F,CR,WP,WF,WN, FN,AU,I

Grade Eligibility Code Justification
Students in this course work toward their degrees at their own pace and without supervision.

Special Course Type  Repeatable  Max Repeat Hours
None selected  Repeatable  7.5

Additional Resources
This course is being created to support the new policy of required continuous enrollment for all doctoral and MFA students. (Non-terminal master's degrees are exempt.) Starting fall 20-21, students who are active in their programs (i.e., not just dropping out) must be enrolled in at least 0.5 credit hours unless they formally take a leave of absence. Students who do not need to enroll for hours in their own program may reduce costs by enrolling in a GRAD continuous enrollment course (GRAD 8930 or GRAD 8940).

Outcome Goals
- Students will be able to demonstrate advances in field-specific skills and/or knowledge.

Prerequisites

Prerequisite Description

Prerequisite Courses
No prerequisites selected.

"No Credit If" Restrictions
Primary Course Component

Component Type
Research

Contact Hours | Sections per year | Section Size
0.5           | 4                | 50

Comments
No comments specified.

Course Topics

Topics List
- Work toward a terminal degree

Texts/Readings
Variable depending on the graduate program and project

Key Grade Factors
A completed dissertation or dissertation components. (100%)

Summative Experience
A completed dissertation or dissertation components. (100%)

Relation

Major Set Aside
No
General Education

This section does not apply. Graduate courses cannot apply as general education courses.

IR Codes

%! IR Codes have not been completed and approved.
Graduate Council Minutes
March 6, 2020

Attendance: Gordon Brooks, Charlotte Elster, Pete Harrington, Alex Hibbitt, Janet Hulm, Wojciech Jadwisienckzak, Paul Jones, Sally Marinellie (proxy Kathy Spicer), Brian McCarthy, Greg Newton, Eric Nichols, Patrick O’Connor, Shawn Ostermann, Beth Quitslund, Andy Ray, Assan Sarr, Carol Schaumleffel, Dareen Tadros, and Lijing Yang

Excused: Geoff Dabelko, Andrew Fodor, Andrea Frohne, Arthur Hughes, Jacob Kemp, David Koonce, Joseph Lee, Ann Paulins, Erik Ramsey, Joe Shields, Jennifer Smith, and Katie Tadlock

Convened: The meeting was convened at 3:00 pm.

1. Approval of the minutes for the January and February meetings.
   Action: Minutes approved after striking January meeting minutes approved during February meeting. February meeting did not have quorum, so January minutes could not be approved until the March meeting.

2. Chair’s Report: Gordon Brooks
   Gordon will reach out to Global Affairs for the April meeting.

3. Graduate Student Senate Report: Dareen Tadros
   GSS continues its work on student health insurance which projects a 10% increase for next year. GSS is concerned with this estimated increase and continues to work with others to explore options.
   GSS announced that Graduate Appreciation Week will be held in the second week of April. Dareen Tadros will email details and funding requests.
   GSS planned to attend the DC Summit, however, considering the current global health concerns, GSS will decide soon about whether they will attend.

4. Remarks by Assistant Dean of the Graduate College: Katie Tadlock
   a. TAD Deadlines – In Katie’s absence, Becky distributed proposed TAD deadlines for 2020-21 (see Appendix A). This will be discussed at the April meeting.

5. Program Review Committee
   a. Educational Studies Program Review
      Comments – The committee found this program viable but made the following observations.
      Faculty workload is concerning. Because of losing staff, faculty members have picked up these responsibilities.
      Program does not seem to have proper assessment process in place. In addition to needing an assessment process, the program needs to include learning outcomes.
      IT/Online classroom is not working as it should and needs improvement.
      There are concerns about enrollment numbers and may need better recruitment strategies.
      Stipends seem very low.
      Action – The council found the program viable. However, the council has concerns about the assessment and learning outcomes process in the program.

6. Curriculum Committee
   The following programs were presented to the council for review/discussion. None of these program changes are major.
a. ME6506 [https://webapps-legacy.ohio.edu/ocean/document/view.htm?docId=104901](https://webapps-legacy.ohio.edu/ocean/document/view.htm?docId=104901)  
   Action – The council has no concerns.

b. CTPIND [https://webapps-legacy.ohio.edu/ocean/document/view.htm?docId=112458](https://webapps-legacy.ohio.edu/ocean/document/view.htm?docId=112458)  
   Action – The council has no concerns.

c. MA5291 [https://webapps-legacy.ohio.edu/ocean/document/view.htm?docId=105020](https://webapps-legacy.ohio.edu/ocean/document/view.htm?docId=105020)  
   Action – The council has no concerns.

d. MAXX11 [https://webapps-legacy.ohio.edu/ocean/document/view.htm?docId=115841](https://webapps-legacy.ohio.edu/ocean/document/view.htm?docId=115841)  
   Action – The council has no concerns.

e. MS8135 [https://webapps-legacy.ohio.edu/ocean/document/view.htm?docId=105209](https://webapps-legacy.ohio.edu/ocean/document/view.htm?docId=105209)  
   Action – The council has no concerns.

f. MH8157 [https://webapps-legacy.ohio.edu/ocean/document/view.htm?docId=105155](https://webapps-legacy.ohio.edu/ocean/document/view.htm?docId=105155)  
   Action – The council has no concerns.

7. Graduate Student Affairs and Fellowships Committee
   a. Named Fellowships
      The committee met and sent their recommendations on to Graduate College.
      The council approved the recommendations of the committee. The named fellowships are contingent on funding and an announcement of the recipients will occur after funding decisions are clearer.

   b. Presidential Graduate Student Medals
      The committee will work on the Presidential Graduate Student Medal recommendations after spring break.

8. Policies and Regulations Committee
   a. Regarding OHIO University guidance on Teaching Assistant (TA) conflict of interest, the committee needs to conduct more research. Currently, a clause about TA conflict of interest is in the faculty handbook, but the comments are vague and may need more clarity.
      Council comments included:
      This committee may need to examine OHIO University and other institutions approaches to online TA training and best practices.
      The council members are interested in preparing the TAs before they go into the classroom, lab, studios. Professional ethics training may be an idea. Should this be a training, a policy, best practices, or something else?
      Maybe the Graduate College house could serve as a clearinghouse of the best practices.

9. Recruitment and Admission Requirements Committee
   a. Conflict of Interest -
      The council recommends that Carrie Love is admitted provisionally in non-degree status. This will allow her to register for class. The council stipulates that Carrie not enroll in classes with faculty members who she serves on grants as a co-principle-investigator.

10. Old Business
    Nothing to report

11. New Business
    Nothing to report

The meeting was adjourned at 3:48 pm.
# Appendix A

## Thesis and Dissertation Deadlines Academic Year 2020-2021

All deadlines are firm and apply to all written theses and dissertations for all colleges. Colleges, schools, and departments may have earlier and/or additional deadlines. Students need to confirm with their department/college that they have fulfilled all other graduation requirements.

- **All students must be registered for a minimum of 1 credit hour in the current term to receive services.**
- Students are encouraged to obtain a Pre-Defense Format Review and are required to meet the Post-Defense Format Review Deadline by emailing the content-final, advisor-approved document in Word format to tad@ohio.edu. Students working in LaTeX may submit a PDF.

### Graduation Application Deadline
- **Fall Dissertation**: Mon, September 28, 2020
- **Fall Thesis**: Mon, September 28, 2020
- **Early for Spring**: Mon, February 15, 2021
- **Spring Dissertation**: Fri, April 2, 2021
- **Spring Thesis**: Fri, April 2, 2021
- **Early for Summer**: Mon, July 12, 2021
- **Summer**: Fri, August 6, 2021
- **Early for Fall**: To be determined.

### Oral Defense Deadline
- **Fall Dissertation**: Fri, October 23, 2020
- **Fall Thesis**: Fri, October 13, 2020
- **Early for Spring**: Fri, December 18, 2020
- **Spring Dissertation**: Fri, March 12, 2021**
- **Spring Thesis**: Fri, April 2, 2021
- **Early for Summer**: Fri, April 23, 2021
- **Summer**: Fri, July 23, 2021
- **Early for Fall**: Fri, August 6, 2021

### Post-defense Format Review Deadline
- **Fall Dissertation**: Fri, October 30, 2020 at 3 P.M.
- **Fall Thesis**: Fri, November 20, 2020 at 3 P.M.
- **Early for Spring**: Mon, January 4, 2021 at 12 Noon*
- **Spring Dissertation**: Fri, March 19, 2021 at 3 P.M.
- **Spring Thesis**: Fri, April 9, 2021 at 3 P.M.
- **Early for Summer**: Fri, April 30, 2021 at 12 Noon
- **Summer**: Fri, July 30, 2021 at 3 P.M.
- **Early for Fall**: Fri, August 13, 2021 at 12 Noon

### Final Clearance Deadline: TAD Process Complete
- **Fall Dissertation**: Fri, November 13, 2020 at 3 P.M.
- **Fall Thesis**: Fri, December 4, 2020 at 3 P.M.
- **Early for Spring**: Mon, January 11, 2021 at 12 Noon
- **Spring Dissertation**: Fri, April 2, 2021 at 3 P.M.
- **Spring Thesis**: Fri, April 23, 2021 at 3 P.M.
- **Early for Summer**: Fri, May 7, 2021 at 12 Noon
- **Summer**: Fri, August 13, 2021 at 3 P.M.
- **Early for Fall**: Fri, August 20, 2021 at 12 Noon

### Exceptions cannot be granted by TAD Services.
- These deadlines are set by the registrar’s office. If you defend after this deadline, you will not graduate in your intended term.
- The document’s content must be final. Only formatting changes allowed after this date.
- Students must meet the “Format Review Deadline” to qualify for this deadline. All steps in the TAD Process must be complete by this deadline.

1 **Patton College of Education students**: An electronic copy of your document (following post-defense edits) must be submitted by your Committee Chair to The Patton College no less than two weeks before the Final Clearance Deadline. For this reason, please schedule your oral defense accordingly.

2 **College of Health Sciences and Professions students**: Your document must be sent to Dr. Sally Marinelli (marinels@ohio.edu) for document edits and College approval no less than two weeks before the Post-Defense Format Review Deadline. For this reason, please schedule your oral defense at least two weeks earlier than the date shown in the table above.

3 **Early Filing**: Deadlines cannot be moved. If you miss any deadline for your intended semester of graduation, you may avoid paying tuition and fees in the following semester if you meet the following requirements:
- You have no Visa restriction requiring you to be registered in the semester you graduate. (You can call International Student and Faculty Services at 740-593-4330 to confirm your eligibility.)
- You have no obligations to your home college (all coursework complete, all requirements met).
- You meet all posted “Early” deadlines.

**Please Note:** University Offices are closed from December 25, 2020 through January 1, 2021 and will re-open January 4, 2021.

**Please Note:** This deadline falls during spring break, please plan accordingly.

[1] Patton College of Education students
[2] College of Health Sciences and Professions students
[3] Early Filing:

---

http://www.ohio.edu/tad  
tad@ohio.edu
Graduate Council Minutes  
Friday, April 10, 2020


Excused: Andrea Frohne, Alex Hibbitt, and Jacob Kemp

Convened: The meeting was convened at 3:14 p.m.

1. Approval of the minutes for the March 6, 2020 meeting
Action – Council approved minutes.

2. Chair’s Report: Gordon Brooks
Gordon did not contact the Office of Global Affairs for this meeting but can if people are still interested. Let him know if you would like the Office of Global Affairs to come to an upcoming meeting.

An alternative grading option for graduate classes will be coming out soon. David will talk about this during his update.

3. Graduate Student Senate (GSS) Report: Dareen Tadros
GSS is looking at how to support graduate students and they are considering establishing microgrants. Look for more information soon.

GSS has been collaborating with others on the grading policy and are supportive of this alternative option.

GSS was to host Graduate and Professional Student Appreciation Week, but due to COVID-19, events have been suspended. GSS will be hosting a final event online and invites everyone to participate.

GSS elections have occurred and GSS is in transition with the new leadership team.

GSS voted to increase Original Work Grant (OWG) funding awards to a maximum of $1,000.00 up from $750.00.

Awarding of the Spring Travel Awards has been suspended and GSS hopes to resume funding in the summer, contingent on the university travel policy.

4. Remarks by Associate Dean of the Graduate College: David Koonce
a. An alternative grading policy for graduate courses will be coming out soon. This policy mirrors what others are doing in the state. The policy is modified slightly from what was offered for undergraduate students. In overview, any graduate student with an earned C or higher can request the grade be replaced with an S for satisfactory. This S will meet degree requirements. Students must choose this option. Any earned grade of C-minus or below will be converted to NC (No Credit) and will not meet the degree requirement for completion. There will be a petition process, like the undergraduate student process. There is a need to make sure student scholarships are not compromised with this process. Any concerns should be directed to the associate dean of research for each college.

b. As for probation, no student will go on probation for spring term, if they develop a plan to get to a cumulative GPA of 3.00 in one full-time term or two part-time terms. Students who are currently on probation will not be removed after this semester, however, no student will be dismissed after this semester.

c. David reminded the council of the TAD update sent to all graduate students in late March. If anyone has questions, please consult with the Director of Thesis and Dissertation Services, Dr. Cynthia Tindongan.

d. David is seeing an increase in the number of English proficiency waiver requests. TOEFL now has an online version. Many schools have moved to using Duo-lingo; however, Ohio University prefers other methods rather than Duo-lingo.

e. The Graduate College is offering virtual office hours. These office hours are split by topic and include general questions, international matters, registration & tuition appeals, TAD, and graduate chairs. The graduate chairs session is the most well attended.

f. Applications for summer are up 12%; fall applications are down 4%.

g. Some schools are suggesting international applicants start online for fall and then on-campus in January. Ohio University may explore this option soon. As a reminder, international students cannot teach online classes from their home countries. They must be in the U.S. If there is not clarity soon, we may need to develop a plan about what to do with international students.
h. The Governor would like to begin something like the Forever Buckeye program for those who graduate with a bachelor’s degree from a public institution within the state of Ohio and want to continue to graduate school. The hope is this kind of program would encourage these graduates to stay in the state for their graduate degrees. This may impact online graduate students.

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

Joe reminded the council of the “Bobcats Take Care” microgrants program. Ohio University is committed to coordinate this initiative centrally and graduate students are eligible to apply. As a reminder, people can still donate to this fund.

There are other grants available for students as well. Students need to check the criteria for each grant and be sure they qualify.

The Student Expo pivoted quickly to a virtual event and had more than 300 students participate.

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

a. Katie introduced the proposed FY 2021 TAD Deadlines. Katie asked whether there were concerns. The council expressed no concerns.

b. Katie reminded everyone that the university does have a laptop and hotspot loaner program. If students are interested, they should consult with the assistant dean of their college.

c. Katie has been fielding questions about commencement and regalia refunds. Information is available on the main commencement web page.

d. Katie mentioned the changed approach to TAD for the summer. The council mentioned the need to consider a strategy for summer access to university services if students are not registered.

e. Katie reminded the council that if a student knows they are not going to successfully pass, instead of getting a NC (No Credit), they can withdraw. This deadline has been extended.

7. Remarks by Graduate College Faculty Fellow: Beth Quitslund

The curriculum clean-up is nearly complete.

The accelerated Pathways is at UCC and a vote is expected soon.

8. Curriculum Committee

a. New Programs:
i. CTX60G - Sports Coaching Certificate
   https://webapps-legacy.ohio.edu/ocean/document/view.htm?docId=115927
   The council had no concerns.

ii. CTX16G - Sports Leadership Certificate
    https://webapps-legacy.ohio.edu/ocean/document/view.htm?docId=115903
    The council had no concerns.

iii. NDAXX2 - Accelerated Graduate Pathway Marketing
     https://webapps-legacy.ohio.edu/ocean/document/view.htm?docId=115947
     The council had no concerns.

b. Program Changes:
   i. MS8162 - ATHLETIC ADMINISTRATION
      https://webapps-legacy.ohio.edu/ocean/document/view.htm?docId=113624
      The council had no concerns.
   ii. MS6471 - FOOD AND NUTRITION SCI
        https://webapps-legacy.ohio.edu/ocean/document/view.htm?docId=114696
        The council had no concerns.
   iii. MM5184 - MUSIC THEORY
        https://webapps-legacy.ohio.edu/ocean/document/view.htm?docId=105108
        The council had no concerns.
   iv. MS8163 - Coaching Education - Soccer
        https://webapps-legacy.ohio.edu/ocean/document/view.htm?docId=112730
        The council had no concerns.

c. Graduate Catalog Cleanup:
   i. MS6469 - Child and Family Studies
      https://webapps-legacy.ohio.edu/ocean/document/view.htm?docId=115936
      The council had no concerns.

9. Program Review Committee
   Nothing to report.

10. Graduate Student Affairs and Fellowships Committee
    The committee recommends adding a question to the application materials identifying for which
    named fellowship the nominee is nominated. This would make the review process streamlined for the
    committee.

    The Presidential Graduate Student Medals will be announced at the GSS Graduate & Professional
    Student Appreciation Week online event.

11. Policies and Regulations Committee
    The committee surveyed other Ohio institutions about their teaching assistant conflict of interest
policies. There are similarities amongst all these, which is no surprise because this all stems from both federal and state law. Most are about personal relationships.

The committee recommends staying with the current policy and possibly offer an FAQ on the topic, like what Ohio State offers. Greg will share the link with everyone.

12. Recruitment and Admission Requirements Committee
   a. Conflicts of Interest
      Tyler Congrove, Inter-Collegiate Athletes employee, wants to pursue a healthcare certificate as non-degree.
      The committee recommends unconditional admission for him.
      Council approves this recommendation.
      More cases are in the OneDrive file and will need to be considered at the next meeting.

13. Old Business
   Nothing to report.

14. New Business
   Nothing to report.

The meeting was adjourned at 4:33 pm.
Graduate Council Minutes  
Friday, May 1, 2020


**Excused:** Jacob Kemp and Carol Schaumleffel

**Convened:** The meeting was convened at 3:10 pm.

1. Approval of the minutes for the April 10, 2020 meeting  
   *Council Action - Approved*

2. Chair’s Report: Gordon Brooks
   a. Overview – It has been a strange year. In summary, here are some of the topics addressed this year:
      i. The year has included typical reviews for both the curriculum and program committees,
      ii. The awards committee has been busier than usual,
      iii. The conflict of interest process has been refined,
      iv. We have discussed mental health issues for online students, and
      v. The policy committee has tackled continuous enrollment and conflict of interest clarification.
   b. I appreciate the work that everyone has done.
      i. Thank you to the committee chairs: Charlotte Elster, Pete Harrington, Greg Newton, and Ann Paulins,
      ii. Thanks to Lijing Yang, Sally Marinellie, Beth Quitslund, David Koonce and Joe Shields.
      iii. Thanks to those who are rolling off Graduate Council: Charlotte Elster, Alex Hibbitt, Wojciech Jadwisienczak, Jennifer Smith, and the GSS members (Dareen, Eric, and Jacob).

3. Graduate Student Senate Report: Dareen Tadros
   Dareen thanks the council and introduces the incoming GSS president, Kaelyn Ferris. Kaelyn shares that GSS will continue working on similar things as in the past.

4. Remarks by Dean of the Graduate College: Joe Shields
   - Congrats and thanks for all the hard work this year.
   - Today graduation messaging went out to all graduating students.
   - Going forward there are many unanswered questions
     - The university is being thoughtful about delivery for instruction in the fall and intends to provide resources to faculty.
     - Many are asking about research activity and when can this begin again. This is a thorny issue. We must listen to the state and try to coordinate with other public universities in the state.
   - Research spaces may be the first spaces to open.
     - Decision making will take a little time.

5. Remarks by Associate Dean of the Graduate College: David Koonce
   a. The alternative grading policy mirrors the undergraduate policy. There has been a pause of changing grades until after grades are posted.
b. Many international graduate students have remained here in the Athens community. Because of lack of summer employment possibilities and the fact that they cannot get home, international students are facing extraordinary challenges. A group has been formed to assist these students.

c. We anticipate difficulties for our incoming international students who are not in the US. These students may not be able to get proper documentation to get to the US.

d. Those returning international students who left the country, may not be able to return to the US in the fall. We will work to explore our options. More to come on this soon and we will keep you updated as we learn more.

6. Remarks by Assistant Dean of the Graduate College: Katie Tadlock
   a. Katie reminded the council members about the alternative grading. Any “C–” or lower will automatically flip to “NS”.
   b. If you are making plans as a program to make online TA training available to incoming students, mass matriculation is scheduled for July 6. If it is useful to have them in the system earlier, then let us know. GC can help. It would be helpful if Associate Deans of Research (ADRs) could ask their program chairs about this and update the Graduate College.

7. Remarks by Graduate College Faculty Fellow: Beth Quitslund
   Almost all programs are through the curriculum clean up. There are some loose ends. The UCC process will be working throughout the summer.

8. Curriculum Committee: Gordon Brooks
   a. New Program/Certificates:
      • CTX58G - Executive Management for Healthcare Professionals
        https://webapps-legacy.ohio.edu/ocean/document/view.htm?docId=115926
        Council Action – No council concerns
   b. Program Changes:
      • MS1214 - FAMILY NURSE PRACTITIONER
        https://webapps-legacy.ohio.edu/ocean/document/view.htm?docId=105120
        Council Action – No council concerns
      • CTFNP - Post Master’s Family Nurse Practitioner Certificate
        https://webapps-legacy.ohio.edu/ocean/document/view.htm?docId=115746
        Council Action – No council concerns
      • MB6155 - MBA - General Concentration
        https://webapps-legacy.ohio.edu/ocean/document/view.htm?docId=114411
        ((including also Expedited UCC review for MB6152, MB6153, MB6157)
        Council Action – No council concerns
   c. Expedited UCC review and Notifications:
      • ME6272 - EDUCATION ADMINISTRATION (name change)
        https://webapps-legacy.ohio.edu/ocean/document/view.htm?docId=104899
        Council Action – No council concerns
      • MS6327 - Tennis Professional Management (Graduate Catalog cleanup)
        https://webapps-legacy.ohio.edu/ocean/document/view.htm?docId=115803
        Council Action – No council concerns
   d. Graduate Catalog cleanup:
      • MF5172 Ceramics
      • MF5052 Painting + Drawing
      • MF5175 Sculpture
      • MF5171 Photography
      • MF5174 Printmaking
        Council Action – No council concerns

9. Program Review Committee: Charlotte Elster
Nothing to report

10. Graduate Student Affairs and Fellowships Committee: Pete Harrington
Thank you to the committee members.

11. Policies and Regulations Committee: Greg Newton
Thanks to committee members for the work this year.

12. Recruitment and Admission Requirements Committee: Ann Paulins
   - Thanks to Katie and the committee members. There will need to be a new chair next year. Ann will be retiring. Congrats to Ann.
   - The committee recommends approval for the following (see table below) and brings this to the council for approval.

   Council action – Approves recommendation of committee.

### Conflicts of Interest – Recommendations approved by the Graduate Council

<table>
<thead>
<tr>
<th>Name</th>
<th>Position/Department</th>
<th>Proposed Degree/Pgm</th>
<th>Conflict Potential</th>
</tr>
</thead>
<tbody>
<tr>
<td>Badii, Andy</td>
<td>International Student Advisor/ISFS</td>
<td>Ph.D., Higher Ed./PCOE</td>
<td>With Abby Condor, is one of two ISFS advisors. Abby is a member of the spring 2020 cohort of this program. Andy reports to Jennifer Nisevich, who reports to Diane Cahill. Diane is also a member of the spring 2020 cohort of this program. Action – put structures in place to element any conflict of interest. If a student is in the same program, they need to seek assistance from someone not in that program.</td>
</tr>
<tr>
<td>Cambert, Carly</td>
<td>Master Teacher, Child Development Center/Patton College</td>
<td>M.Ed., Reading Ed./PCOE</td>
<td>4/27; Still missing supervisor form. Conflicts have not historically been a problem for this group of employees. Action – No concerns (add language)</td>
</tr>
<tr>
<td>Challenger, Rebecca</td>
<td>Assoc. Prof of Instruction, OPIE</td>
<td>Ph.D., Higher Ed./PCOE</td>
<td>OPIE is an undergraduate program. Action – No concerns (add language)</td>
</tr>
<tr>
<td>Clift, Rachel</td>
<td>Assoc. Director Clinical Research Svcs/Heritage College of OM</td>
<td>D.N.P./CHSP</td>
<td>Neither supervisor nor program identify any conflict. Action – No concerns (add language)</td>
</tr>
<tr>
<td>Greek, Milton</td>
<td>ERP Security Admin., OIT</td>
<td>M.S.W./CHSP</td>
<td>Neither supervisor nor program identify any conflict. Action – No concerns (add language)</td>
</tr>
<tr>
<td>Howell, Stephanie</td>
<td>Assist. Director, CIBED/College of Business</td>
<td>Ph.D., Higher Ed./PCOE</td>
<td>Supervisor indicates no conflict; program notes there is a departmental colleague also in the Ph.D. program. Action – No concerns (add language)</td>
</tr>
<tr>
<td>Hunter, Allison</td>
<td>Chief Editor, WOUB</td>
<td>Ph.D., Higher Ed./PCOE</td>
<td>Neither supervisor nor program identify any conflict. Action – No concerns (add language)</td>
</tr>
<tr>
<td>Jennings, Michele</td>
<td>Art Librarian, University Libraries</td>
<td>M.A., Art History/COFA</td>
<td>4/27; Still missing program form. Subject area librarian. Historically, subject area librarians have been able to participate in related degree programs with reassignment to supervisor any purchasing/budgeting responsibilities that could suggest a conflict. Action – No concerns (add language)</td>
</tr>
<tr>
<td>Johnson, Jay</td>
<td>Director Prof &amp; Exec Ed, Voinovich School</td>
<td>Strategic Selling &amp; Sales Certificate/COB</td>
<td>4/27; Still missing program form. Supervisor does not indicate any conflict. Action – No concerns (add language)</td>
</tr>
</tbody>
</table>
Love, Carrie  |  VR Producer, GRID Lab / Scripps College  |  Non-degree, Theater  |  Spring term provisional clearance, not enroll in classes taught by faculty whose grant she works on as key personnel or co-I  |  Action – No concerns (add language)  
Murray, Oreatha  |  Admissions Advisor, Southern campus  |  MA Org Comm/Scripps College  |  Neither supervisor nor program identify any conflict.  |  Action – No concerns (add language)  
Parham, Marcquis  |  Assist Dir. for Patton College, Career & Leadership Development Ctr  |  Ph.D., Higher Education/PCOE  |  Career & Leadership Devel. for Patton College  |  Action – No concerns (add language)  
Prior, Vincent  |  Director, Undergraduate Orientation Programs/University College  |  Ph.D., Higher Education/PCOE  |  Position supervises a master’s level graduate assistant from the HESA program. Will not share classes but may share faculty.  |  Action – No concerns (add language)  
Scoggan, Rinda  |  Assist. Training Director, Counseling & Psych Services/Student Affairs  |  Ph.D., Higher Education/PCOE  |  Works with graduate students in Counselor Education. Also sees individual students; would not be assigned HESA students as clients.  |  Action – No concerns (add language)  
Sheets, Matthew  |  Information Security Analyst/OIT  |  M.Ed., Computer Educ & Tech/PCOE  |  Potential to interact with any staff, faculty, or student. Mitigate conflict by referring requests/situations of individuals connected to program to his supervisor for reassignment.  |  Action – No concerns (add language)  
Snider, Emily  |  Master Teacher, Child Development Center/Patton College  |  M.Ed., Early Childhood & Spec Ed./PCOE  |  Neither supervisor nor program identify any conflict. Conflicts have not historically been a problem for this group of employees.  |  Action – No concerns (add language)  
Swart, Kimberly  |  Master Teacher, Child Development Center/Patton College  |  M.Ed., Ed Admin/PCOE  |  4/27 - missing program form. Supervisor does not indicate any conflict. Conflicts have not historically been a problem for this group of employees.  |  Action – No concerns (add language)  
Timpson, Jason  |  Assist. Director, Residence Life/Student Affairs  |  Ph.D., Higher Education/PCOE  |  Academic program indicates interaction between program and job. No details provided.  |  Action – No concerns (add language)  

Additional information is needed for Jennifer Maskiel and Elizabeth Thompson.

13. Old Business
   Nothing to report
14. New Business
   Nothing to report

The meeting was adjourned at 4:15 pm.