

## 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 Marinellie, 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.

- Courtney 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)

<b>PREPARING FOR THE ACADEMIC JOB MARKET TRACK</b>	<b>Philosophy Statements Part 1</b> Developing a Teaching/Research/Diversity Philosophy Statement	<b>Philosophy Statements Part 2</b> Writing Sessions using the Teaching Perspectives Inventory	<b>Teaching Portfolio Part 1</b> Assembling your Teaching Portfolio Pieces	<b>Teaching Portfolio Part 2</b> Putting the Teaching Portfolio Together for Future Faculty	<b>Panel Discussion</b> Preparing for Life Beyond Graduate School  International
<b>TEACHING ASSISTANTS TRACK</b>	<b>Basics of Backward Design</b>	<b>Virtual Reality Classroom Management</b>	<b>Self – Care for Graduate Students</b>	<b>Fostering an Inclusive Learning Environment</b>	<b>Effective Feedback of Student’s Work</b>
<b>COMMUNICATION RESEARCH TRACK</b>	<b>Focus Group</b> Professional Development Planning (by invitation)	<b>Communication Competition</b> 3MT <i>(registration required)</i> <ul style="list-style-type: none"> <li>• <b>Semi-finals:</b> Feb. 10 &amp; 12, 7 pm</li> <li>• <b>Finals:</b> Feb. 19, 7 pm</li> </ul>	<b>Communication Competition</b> EXPO <i>(registration required)</i> <ul style="list-style-type: none"> <li>• April 09, 2020, All-day event</li> </ul>		
<b>CONFERENCES &amp; OTHER WORKSHOPS</b>	<b>Women in Graduate School Day Conference</b> <i>(registration required)</i> <ul style="list-style-type: none"> <li>• February 14, Evening</li> <li>• February 15, All-day event</li> </ul>	<b>Salary Negotiations</b> <i>(registration required)</i> <ul style="list-style-type: none"> <li>• March 19, 2020, 4 – 6 pm</li> <li>• April 23, 2020, 11 am – 1 pm</li> </ul>	<b>Sexual Assault Prevention for Graduate Students</b> <i>(Online Training)</i>		
<b>TAD SERVICES</b>	<b>Graduation</b> <ul style="list-style-type: none"> <li>• February 4, 3:30 – 4:30 pm</li> <li>• February 5, 3:30 – 4:30 pm</li> </ul>	<b>Microsoft Word</b> <ul style="list-style-type: none"> <li>• February 19, 3 – 4:30 pm</li> <li>• February 25, 3 – 4:30 pm</li> </ul>	<b>Tables/Figures</b> <ul style="list-style-type: none"> <li>• February 20, 3:30 – 4:30 pm</li> <li>• February 26, 3:30 – 4:30 pm</li> </ul>		

## 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

Category	Criteria			
Program change process (OCEAN)	≥5 hr difference in total program req	OR ≥50% hrs affected*		
Expedited change process (OCEAN)	3-4 hours difference in total program req	OR 25-50% hrs affected*	OR Change of culminating experience for all students in a distinct curricular track	OR 3+ courses affected from another department in the same college OR any courses affected in a different college
Notification of program refresh (Notify college, UCC, and Grad College)	0-2 hr difference in total program req	AND ≤25% hrs affected*	AND Culminating experience the same OR additional option added for culminating experience within curricular track	AND ≤ 2 courses affected from another department <i>in the same college</i>
No process (notify Grad College only)	0 hrs 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

\*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.