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:

Fall Semester	Spring Semester
TBS 6220-100	TBS 6220-100
TBS 6220-101	TBS 5680
TBS 5720	Biostatistics and/or Epidemiology
Responsible Conduct of Research	

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 Geralds 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

- Sonia Najjar, Ph.D., John J Kopchick Ph.D. OHF Eminent Research Chair, Dept. of Biomedical Sciences
- Vishwajeet Puri, Ph.D., Associate Professor of Biomedical Sciences, Dept. of Biomedical Sciences
- Tom Rosol, DVM, Ph.D., MBA, Professor of Biomedical Sciences, Dept. of Biomedical Sciences
- David Russ, PT, Ph.D., Associate Professor of Physical Therapy, School of Rehabilitation and Communication Sciences
- Alexander Sergeev, M.D., Ph.D., MPH, Associate Professor of Epidemiology, Department of Social and Public Health
- James Thomas, PT, Ph.D., Professor of Physical Therapy, School of Rehabilitation and Communication Sciences
- Dhiraj Vattem*, Ph.D., Professor of Nutrition, School of Applied Health Sciences and Wellness
- Marjorie Vogt, Ph.D., DNP, Clinical Professor and DNP Associate Director, College of Health Sciences and Professions
- Lonnie Welch, Ph.D., Stuckey Professor of Electrical Engineering and Computer Science, Dept. of Electrical Engineering and Computer Science
- Susan Williams, Ph.D., Professor of Anatomy, Dept. of Biomedical Sciences
- Shiyong Wu, Ph.D., Professor of Biochemistry, Dept. of Chemistry & Biochemistry
- Todd Young, Ph.D., Professor of Mathematics, Dept. of Mathematics

*Steering Committee Members

3. **The TBS Steering Committee**

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.   <u>Admission Requirements</u>

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.   <u>Graduation Requirements (in addition to University requirements)</u>

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.   <u>Administration</u>

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.   <u>Timing</u>

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

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 *in the same college*
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		