

Graduate Council Minutes

May 3, 2019

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

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

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

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

Action: Approved

2. Chair's Report: Gordon Brooks

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

-Gordon reviewed work accomplished:

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

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

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

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

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

3. Graduate Student Senate (GSS) Announcements

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

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

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

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

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

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

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

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

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

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

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

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

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

7. Curriculum Committee

- Program Proposal Reviews

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

8. Program Review Committee

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

9. Graduate Student Affairs and Fellowships Committee

Nothing to report

10. Policies and Regulations Committee

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

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

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

Comments/Questions

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

Action: Graduate Council approved the proposal.

11. Recruitment and Admission Requirements Committee

- Conflicts of interest options

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

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

Proposed solution #3: Set and enforce deadlines.

Comments/Questions

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

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

Do we need to ask more on mitigation?

Should the college Dean's Office be consulted?

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

12. Old Business – Nothing to report

13. New Business – Conflict of interest

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

Appendix A

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

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

NOTES:

Implementation aspects to be developed and documented:

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

Appendix B

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

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

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

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

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