

Graduate Council Meeting Minutes
June 1, 2001

Attendance: Margret Appel, Joseph Bernt, Mehmet Celenk, Kenneth Hicks, Michael Maume, Averell Overby, Scott Sparks, Edward Yost, Leona Cibrowski, Glenn Doston, Jessica Haigney, Tom Daniels for Raymie McKerrow, Josep Rota, Julia Zimmerman,

Staff: Gary Schumacher, Katherine Tadlock, Jennifer Francone

Excused: Peter Harrington, Rajindar Koshal, Jenny Lau, Edwin Rowland, Arvind Singhal, Bobbi Conliffe, Roger Radcliff, Maureen Weissenrieder,

Absent: Bhavin Mehta, Daniel Innis, James Bush, Michael Meyer, Vivek Shinde Patil

Guests: Marvin Fletcher, Bruce Carlson, Duncan Brown

Convened: 2:15 P.M.

Chair's Report: Hicks moved to pass the May minutes. Rota seconded the motion. The May minutes were passed.

Appel noted that it was Hicks, Koshal, Bernt, and Sparks final terms this year. She thanked the council and committee for all their work this past year.

Appel would like to combine the Graduate Student Affairs Committee and the Fellowship Board. Sparks seconded the motion. It was passed to combine the two committees.

Associate Provost for Graduate Studies' Report: The Board of Regents is putting together a committee to consider issues related to distance education at both the graduate and undergraduate level. The committee is to consider such issues as to the conditions under which subsidy will be granted and whether there will be support for course and program development.

The budget picture is still somewhat unstable but generally does not look good. There is a good likelihood that units will be asked to return some funds and the situation could get worse if income estimates do not hold or if the supreme court should not accept the legislative solution for the K-12 problem.

The winners of the outstanding graduate faculty member and outstanding

masters and doctoral students will be made at a reception after Graduate Council.

Committees:

Curriculum Committee: The committee moved to pass a Masters of Art in Special Education to be offered at the Southern campus. This program has been offered before. The staffing will be based from the Athens campus. The faculty will go to the Southern campus. The program will start Fall 2001. The program was passed.

The committee reviewed a program development plan for a Doctor of Physical Therapy (DPT). This would be a new program. It is primarily moving the masters program into a doctoral program. The committee moved to pass the program development plan. It was passed.

The committee moved to pass the academic assessment of the self-study report for Telecommunications. Brown asked for some clarification on what would be addressed on the three year review. The committee had concerns regarding point four of the self-study report. Brown stated that the school has recruited two new faculty since the review was done. The school also has a proposal in for the new faculty initiative. The school is looking for faculty in the area of multi-media. The committee also had concerns over the scattered courses offered at the graduate level. It was recommended that the report be amended so that the review would also cover course offerings. It was felt that all five points should be reviewed in three years. The committee felt that the courses were disjointed and there was no thread connecting them. It was suggested that this may be common in similar programs offered at other universities. Brown stated that there is more information in the full report regarding the curriculum. He noted that the first reviewer was from a very different type of program than what Ohio University's Telecommunications program is. Brown feels that the faculty needs encouragement to publish. The school is thinking of adjusting faculty workloads to accommodate and encourage publishing. Most faculty move to tenure through creative writing. Bernt felt that if point 4 was fixed it would fix point 2. The focus of the program's curricular offerings needs to be studied and a plan articulated. Mehmet moved to make a note on points 2 and 4 to be reviewed in three years. Overby seconded the motion. Amendment was passed. Brown feels that too much focus could be detrimental to the program. It was suggested that it does not need to be more focused, however, a goal should be better articulated. The self study was passed as amended.

The committee moved to pass the academic assessment of the self-study report for Social Sciences. Bernt asked why this program would not be

looked at again in three years due to the concerns expressed by the committee. The committee felt that the program satisfies its goals. The committee stated that the paperwork was lacking, however, they spoke with faculty members and students to get the additional information that they needed. It was noted that the College of Arts and Sciences grade point average requirement for graduate study is a 3.0, but that the program admits students at a 2.75 or higher. The reason is that the type of students the program is designed for are teachers to give them additional skills. Most students earned over 3.0 gpa while in the program, while few fell between a 2.75 and 3.0. This is a sixteen to seventeen year old program with a theoretical core and no faculty. Students take courses through other departments. Economics does not wish to participate, nor do students wish to take economics courses. There are eleven courses and eleven faculty. Rarely does a student take more than one course from a faculty member. The self study was passed.

The committee moved to pass the academic assessment of the self study report for Psychology. Carlson questioned the rating of "Acceptable" since all comments were very complimentary. All the graduate categories exceed expectation. Haigney moved it be changed to "Outstanding". Cibrowski seconded. It was passed that the rating be changed. It was asked as to why diversity is mentioned. Carlson commented that while the department is very similar to the university it is not consistent with the field, especially with respect to the proportion of women. A few reasons for this is that at the faculty level it is difficult for spouses to get work in Athens and at the graduate student level, minority student get better assistance at other institutions. The self study was passed with the rating change.

The committee moved to pass the academic assessment of the self study report for Political Science. Maume feels that the assessment is accurate. The self study was passed.

It was noted that History will go before Graduate Council next fall.

Review Procedures – The idea is that all of the natural sciences will be reviewed in the same year. There is some discussion on how Education will be reviewed and it may change before next year. The time frame for reviewing will be similar next year as it was this year. There seems to be a rush because the Trustees meet in June. The Trustees will have an August meeting upcoming. The committee felt that it would help if chairs and deans address each point raised in their responses. Since there was little benchmark information presented by the departments, the committee had to rely heavily on the reviewer's opinion. The committee felt that a clear format or a template for the reports would be helpful since there was

no consistency between reports. Since the deans pick the reviewers, the reports seemed geared towards positive responses. A concern is how do departments implement goals and fix concerns.

Admission Requirements Committee: The committee moved that GERALYN COLLINS and LAWRENCE DAVIS be approved for study. It was noted that COLLINS' responsibilities are mostly clerical. The motion was passed.

Adjourned: 3:33 P.M.

Graduate Council Meeting Minutes May 11, 2001

Attendance: Margret Appel, Joseph Bernt, Mehmet Celenk, Peter Harrington, Kenneth Hicks, Rajindar Koshal, Edwin Rowland, Arvind Singhal, Scott Sparks, Edward Yost, Leona Cibrowski, Bobbi Conliffe, Glenn Doston, Jessica Haigney, Daniel Innis, Raymie McKerrow, Josep Rota, Maureen Weissenrieder

Staff: Gary Schumacher, Katherine Tadlock, Jennifer Francone

Excused: Bhavin Mehta, Averell Overby, Roger Radcliff, Michael Meyer, Vivek Shinde Patil

Absent: Jenny Lau, Michael Maume, Julia Zimmerman, James Bush

Guests: Norman Garber, Erika Zettner, Nancy Bain, Wendy Papa, Bob Shelly, Dan Marazon

Convened: 2:17 P.M.

Chair's Report: Conliffe moved to pass the April minutes. Cibrowski seconded the motion. The April minutes were passed.

Chair Appel wanted to bring before Graduate Council the idea of combining the Graduate Student Affairs committee and the Fellowship Committee. Since the committees are both small and have few responsibilities, there has been a problem in the past of no committee members remaining on the committee the following year. The combination of the two committees could make Graduate Council more efficient. The new committee could be called the Student Affairs and Fellowship Committee.

Associate Provost for Graduate Studies' Report: Jennifer Francone and Dr. Schumacher will be making presentations at departmental faculty

meetings over the next few weeks. The purpose of the meetings is to inform faculty about the availability of electronic production of theses and dissertations.

An interim associate provost will be selected to serve in the Office of Graduate Studies for 2001-2002. Notification has been sent to all faculty on-campus regarding that position. The position will be three quarter time until January 1, 2002 and then variable depending on the provost search process.

The Office of Graduate Studies had a request to consider graduate appointments for certificate only students. The Graduate Catalog states that "students who wish to pursue a master's or doctoral degree are selected for these (referring to all kinds of assistantships) on the basis of scholarly merit." Therefore, the request has been denied.

The Registrar's Office is operating under a rule that a non-thesis master's program has to have 50 hours rather than our stated minimum of 45 hours. Drs. Schumacher and Tadlock can find no record of this in the Graduate Catalog. There are few programs that have a minimum credit hour requirement around this level. Dr. Schumacher would like to get clarification on this issue from Graduate Council. The request was put forth to the Curriculum Committee.

Dr. Schumacher received the tuition scholarship analysis from the Board of Regents on May 7, 2001. This report now includes data for both Fall 1999 and Fall 2000. The statewide average for tuition scholarship (alone) usage is 9%. Ohio University was at 18% for 1999 and 14% for 2000. Dr. Schumacher noted that Office of Graduate Studies (OGS) stipends are counted as tuition scholarships alone in this report. The range of such usage across the state is from 0% to 26%. Ohio University and Ohio State University are very close in percentage of tuition scholarships. University of Cincinnati has the highest tuition scholarship usage and there are some universities at 0%. Regents Advisory Committee on Graduate Studies (RACGS) is being asked to provide an analysis for the Board of Regents. Most of the major concerns that triggered this issue do not seem to be borne out by the data (e.g., a different pattern for U.S. and international students, a heavy concentration in the first couple of years).

University Curriculum Council (UCC) is considering modifications in the types of documents required for new programs. UCC hopes to get this resolved yet this year.

The new university budget calls for \$200,000 of new stipend money to be distributed through the Office of Graduate Studies. The Office of

Graduate Studies will initiate that process in the summer.

The Office of Graduate Studies continues to investigate ways to reduce the general fee for graduate students. The best chance for success may require implementation over a few years. The problem is over \$2.8 million.

Some strategies and suggestions have been raised about how to improve the quality of graduate education. The Associate Provost for Graduate Studies will be bringing this topic to Graduate Council in the near future (possibly June).

Ohio University has preliminary approval from the Board of Regents for the MEd in Special Education that Council passed earlier in this year.

Dr. Schumacher also wanted to bring forth to Graduate Council the issue of minimum grade point average (GPA) for graduation. The issue is if a student starts study in one program and has a low GPA and then switches to another program and does well in that program but still has a cumulative GPA below a 3.0 at the time of graduation. The problem is whether the student should be allowed to graduate. The issue is only with Ohio University coursework.

Committees:

Curriculum Committee: The committee moved to pass a new degree for Doctor of Audiology (AuD) through the School of Hearing and Speech Sciences. Currently, a masters degree is required to be certified as an audiologist. The scope of audiology has grown so much that a two year degree is not enough training. The American Speech-Language-Hearing Association (ASHA) determined that students are not receiving enough training. The school would like to expand its masters program to a doctorate program. They would have six to eight students per year. The school would need four faculty members for the program and currently have three and are in the process of hiring the fourth faculty member. The school figures that the new program resulting in the AuD degree will enhance the current PhD program since there is not an audiology track in that program. There are currently eight students enrolled in the masters of audiology program. The new degree program was passed.

The committee moved to pass the academic assessment of the self-study report for Osteopathic Medicine. Dr. Marazon felt that the committee's assessment was very accurate. The College of Osteopathic Medicine has two tracks: one is self-study based and the other is seminar based.

There is currently an Assistant Dean for curriculum that handles both programs. They do not foresee hiring a second person to handle curriculum. The college has set aside funds to determine how to get more facilitators. The college is looking at increasing their faculty in the social sciences, physiology, and clinical areas. The primary mission of the college is to provide health care professionals for the state of Ohio. The college was ranked first in Ohio and second in the nation for primary care. The college is trying to get extramural funding from the National Institutes of Health (NIF). Most of their current grants are National Science Foundation (NSF) grants. The college is working with the Research Office to help with incentive funds. The Academic Assessment for Osteopathic Medicine was passed.

The committee moved to pass the academic assessment of the self-study report for the Center for International Studies. Dr. Rota stated that the feedback was very useful. The center has the challenge of being an interdisciplinary program. There were two issues that came as a surprise to the center. The first was the statement that the center should be actively involved in promoting international visits and exchanges. There are currently over 150 international agreements that the Center provides oversight for. Dr. Rota feels that there maybe should be less of these. The second concern was over the statement that the center needs to have greater collaboration with departments. Over the last five years, the center has invested a great effort into this issue. The problem that the center has is that there are only four ways to reward professors who teach for the Center for International Studies: 1. voice in merit review, 2. voice in promotion, 3. voice in tenure, and 4. give funds. The last option is the least valuable. The problem with the first three is that the department has to be willing to allow the center input into those processes. Koshal moved that the statement regarding involvement in international promotions and exchanges be stricken and that the statement regarding collaboration be changed to allow the center to have a role in merit, promotion, and tenure decisions. There was concern that affiliates may pull out if the center's role is too great. The department will still make the final decision. The amendment was changed to add "if the faculty member or department requests it." The amendment was passed. The Academic Assessment for the Center for International Studies was passed.

The committee moved to pass the academic assessment of the self study report for Economics. There was no representative from Economics. The Academic Assessment for the Department of Economics was passed.

The committee moved to pass the academic assessment of the self study report for Sociology and Anthropology. Dr. Shelly stated that most of the issues that Graduate Council addressed were addressed in the first report.

Dr. Shelly did disagree that the department needed more technological support staff. The department is not a technology heavy department and they could really use more secretarial support for staff and faculty. Currently, the department has a high number of junior faculty members due to early retirements. Dr. Shelly does agree with Graduate Council's assessment that the practice of having non-tenure faculty help determine tenure is a problem. Hicks moved to amend the document to state that there is strong concern over this practice and that it must be discontinued. It was also moved that there be a statement that Graduate Council will do a focused review regarding this practice in two years. It was also moved to take out the technological part of the support staff issue. Rota seconded the motion. The motions were passed. Dr. Shelly felt that the Bentley addition should help with the department's facility problem. Enrollment within the department at the graduate level has been relatively stable with an enrollment of 20-24 students. The cohort program in Chillicothe has an enrollment of about 16 students. The enrollment was not addressed in the Graduate Council's report because it was not thought of as a strength or weakness. The Academic Assessment for the Department of Sociology and Anthropology was passed.

The committee moved to pass the academic assessment of the self study report for Geography. Dr. Bain wanted council to reconsider the statement regarding 300/500 level courses. There are few students in the Geography department that actually take the 300/500. The courses are 300/500 designated for students who need remedial work. Hicks moved that the statement be stricken from the report. Haigney moved that the word extensive be stricken from the statement about dual course usage. Harrington seconded the motion. The motion was passed. The academic Assessment for the Department of Geography was passed.

Fellowship Board: The process for selection of students for the fellowships is that the student submits proposals and then the committee ranks the candidates. They had thirteen applications. Once the students are selected, Dr. Tadlock matches the student with the appropriate fellowship. The committee moved that Asma Abdel Halim, Guoxiang Chen, Anna Dzirkalis, Brian Plow, and Holly Rivers be given fellowships with Cynthia Riccardi and Charles Scherbaum as alternatives. The motion was passed.

Policies and Procedures Committee: The committee brought forth for a third reading the Deposit Fee policy. There was discussion of the issue of departments who accept students in other quarters than the fall quarter and how this applies to the Council of Graduate Schools policy on acceptance dates for contract offers. The problem is that the proposed policy only deals with fall admittance. Currently, the student has two

weeks from the time that they receive their acceptance letter to accept admittance to the university. The policy was changed to note that the Bursar's office will collect the deposit after the student accepts admittance and apply the deposit to the student's tuition. The committee moved to pass the policy as amended. The policy was passed.

The committee brought forth an amended Definitions of Graduate Stipend Designation policy to address the issue of graduate students teaching other graduate students, especially in their own discipline. The policy stated that graduate students could teach graduate courses as long as the course did not have graduate students enrolled from the graduate student's own discipline. There was concern about whether this was the correct place for this policy. It was suggested that it could be its own policy but then the issue of how to get it out to departments was raised. The committee will bring the issue forth again at the next meeting.

Admission Requirements Committee: The committee moved that Virginia Finsterwald be approved for study. The motion was passed.

Adjourned: 3:53 P.M.

Graduate Council Meeting Minutes
April 13, 2001

Attendance: Margret Appel, Mehmet Celenk, Rajindar Koshal, Bhavin Mehta, Averell Overby, Edwin Rowland, Arvind Singhal, Scott Sparks, Leona Cibrowski, Glenn Doston, Jessica Haigney, Raymie McKerrow, Roger Radcliff, Josep Rota, Maureen Weissenrieder

Staff: Gary Schumacher, Katherine Tadlock, Jennifer Francone

Excused: Joseph Bernt, Peter Harrington, Jenny Lau, Edward Yost, Bobbi Conliffe, Daniel Innis

Absent: Kenneth Hicks, Michael Maume, Julia Zimmerman, Vivek Shinde Patil, James Bush, Michael Meyer

Convened: 2:17 P.M.

Chair's Report: Chair Appel stated that she will record council meetings from now on to be able to better reflect discussions in the minutes. Maureen Weissenrieder moved to pass the March minutes. Edward Rowland seconded the motion. March minutes were passed.

Associate Provost for Graduate Studies' Report: The ETD steering

committee met since the last Graduate Council meeting. The committee suggested only minor modifications in the ETD guidelines document. Following the completion of the suggested changes, the document will be ready for production. The guidelines will be available at the Graduate Studies office. Plans for ETD training workshops for 2001-2002 are underway. The workshops will begin fall quarter. Currently one electronic dissertation has been approved and work is underway with four other students. Several meetings with Ph.D. departments are planned for spring quarter to inform faculty about the possibility of electronic theses and dissertations.

Unfortunately none of the three eminent scholar proposals from Ohio University made it to the final round of review. Written feedback will be received soon in order to assist departments that wish to reapply.

The preliminary budget plan for 2001-2002 calls for \$200,000 worth of new stipends to be awarded competitively to departments. The Office of Graduate Studies will do a call for proposals from all graduate departments. Departments could ask for an increase in current stipend amounts or an increase in the number of stipends available. A committee will determine who receives new stipend funds. Final authorization of the university's budget plan will not occur until the June Board of Trustees meeting. The status of the state budget could modify the preliminary budget plan.

The final data analyses on the tuition scholarship reports sent to the Board of Regents in January have not yet been completed. These analyses are expected to be completed soon.

The University is exploring an alternative means for fulfilling the North Central accreditation process. That alternative process would call for more targeted assessments on specific university goals rather than a traditional accreditation visit once every ten years.

Committees:

Curriculum Committee: The committee brought forth two proposals for new graduate programs. The first was a Master of Science in Industrial and Manufacturing Systems to be offered jointly at the Southern and Chillicothe campuses. Even though there were some concerns about staffing, the committee recommended the program. Although the program is primarily distance based, students will still have some direct contact with faculty. There will be on-site advising and some parts of the courses will be offered on-site. Generally, the faculty members would go to the campus twice a quarter for each course. The

committee moved to approve the program and it was passed.

The second proposal was for a Master of Arts in Political Science with a concentration in Public Policy and Administration to be offered at Lancaster-Pickerington Center. The committee moved to approved the program and it was passed.

Dr. Sparks gave Graduate Council an update on the program review process. He has given the curriculum committee templates for reviewing the documents. So far they have received four documents from the review committees. There will be a rating sheet handed out to the committee members along with the documents. The Office of Graduate Studies will be sending out the summary documents to the committee members. If anyone wants to read the full document, please contact Dr. Sparks. Dr. Sparks will develop a report and recommendation based on the committee's comments. He will try to get reports sent to Graduate Council members before the May meeting. Dr. Sparks will give the committee recommendations related to each department at the May meeting. After Graduate Council approves the recommendation, they will need to go before the University Curriculum Council (UCC). The UCC are holding its May meeting before Graduate Council's. It is hoped that many of the final reports can go before the Trustees at the June meeting.

Policies and Regulations Committee: The committee brought forth for first reading a policy on deposit fees. This document was before Graduate Council at the March meeting as a discussion. The committee determined that not many international students apply to the type of departments or schools that would request a deposit fee. It was suggested that the committee looks into how the policy is affected by the Council of Graduate Schools (CGS) policy. The document also does not address when the fee would be due and if the fee can be refunded. There was also concern that the amount of the fee is not enough to dissuade students from still withdrawing. The issue is that a student will accept any offer if there is not a deposit fee. The College of Business already has a similar policy and says that any fee amount tends to have an impact. The College of Business stated that they would be willing to adjust their fee under the policy. The fee that is assessed by the Medical School would not be affected by this policy because its medical program is not under graduate education.

Admissions Requirement Committee: Valerie Betts-Morrison, Leesa Brown, and Steven Swart were reviewed for potential conflict of interest. It was noted that Ms. Brown is the Assistant Vice President for Communications and Marketing but the position is not in the College of Communication. The committee moved that all the individuals be

approved for graduate study and the motion was passed.

New Business: The nominees for named fellows will be handled at the May meeting.

Adjourned: 2:58 P.M.

Graduate Council Meeting Minutes
March 9, 2001

Attendance: Margret Appel, Mehmet Celenk, Kenneth Hicks, Jenny Lau, Edwin Rowland, Scott Sparks, Edward Yost, Bobbi Conliffe, Glenn Doston, Jessica Haigney, Raymie McKerrow, Josep Rota, Maureen Weissenrieder, Kent Mulliner for Julia Zimmerman

Staff: Gary Schumacher, Katherine Tadlock, Jennifer Francone

Excused: Joseph Bernt, Peter Harrington, Rajindar Koshal, Bhavin Mehta, Averell Overby, Leona Cibrowski, Daniel Innis

Absent: Michael Maume, Arvind Singhal, Roger Radcliff, Larisa Zelenskaya, James Bush, Michael Meyer

Guests: Charles Mickelson

Convened: 2:14 P.M.

Update on OPIE and TOEFL for International Students: Charles Mickelson, Director of the Ohio Program for Intensive English (OPIE), gave an update on OPIE TA screening, on-campus language placement, and Test of English as a Foreign Language (TOEFL) concordances. Regarding TA screening, he reviewed the state law requiring the language screening for any student providing instructional services and noted that the screening process began at Ohio University in 1984. He reviewed the tests used to accomplish the screening and the suggested levels of performance required to pass the screening. One test used is the Test of Spoken English (TSE) with scores ranging from 20-60. On this test, OPIE recommends that a score of 60 be used to pass the screening. A second test used in the SPEAK test that is sold to universities by Educational Testing Service (ETS) for their internal use. Ohio University grades this test on a scale from 100 to 300. On this test a passing score of 230 is used. If students do not pass at this level on the SPEAK test, they are allowed to go before a panel of two faculty members, two undergraduate students, and an OPIE faculty member. Most students between 200 and 230 pass the panel while only 50% of students with scores below 200

pass.

Regarding the on-campus placement into OPIE courses, Mickelson noted that the basic guidelines were established in the 1970's. Since that time, two major changes have occurred. These are the use of the TOEFL test instead of earlier tests and the creation of part-time transition courses. Mickelson reviewed some current confusion between the paper and computer forms of the TOEFL. The paper TOEFL is scored from 310-677 while the computer TOEFL is scored from 40-300. The computer TOEFL is available currently in every country except China. He noted that a 600 paper score or a 260 computer score with a written essay scored 5.5 or above is considered safe for offering assistantships to students. Mickelson also noted the following:

1. Departments should explain clearly about OPIE to international students so they are not surprised when they arrive on campus.
2. Students from China seem to generate test scores on campus close to those taken overseas but there are schools in China that prepare their students for the test.
3. In making admission and funding decisions, departments should look heavily at written submissions from students or do a telephone interview to assess their language abilities.
4. Some international students are unhappy because they have to take OPIE course, however, most students only take OPIE part time. This means that OPIE does not receive any funding for these students.
5. In making decisions about further OPIE course work, OPIE relies heavily on the OPIE professor's recommendation of ability at the end of the quarter.
6. At least half of the students who take OPIE courses pass the TOEFL after the course.
7. OPIE courses only deal with the students' language ability and not their ability to learn or do well in their discipline.
8. Departments can waive the OPIE requirement but it is recommended that departments set a high standard to aid the student in being successful in their academics. To request a waiver, a department can use the student's academic history or the fact the department has sequential course work. The department needs to accept the consequences if it waives the OPIE requirement for a student and the student has problems.
9. The department should set minimum TOEFL score levels based on the type of students they attract.
10. OPIE does offer courses in the summer and this could be used for departments that have sequential course offerings. A possible problem with this option is that students may not get their visa to take language courses because some countries do not want to offer visas for students to study English.

In discussing the language placement option, Mickelson noted that OPIE was faced with how to deal with borderline students who do not need to take full time OPIE language training. Instead of having them take half-time OPIE, some new courses that offer graduate credit have been developed. He noted that OPIE has created several three credit courses geared at writing and communication. These courses have been set at three credits so that students could still be registered for fifteen hours in order to meet any graduate contract requirements. One set of these courses are for students who are cleared for full time study but may need to have additional course work to help improve their language skills. A second set of courses is for students who want to continue to work on their language and writing proficiency.

Chair's Report: There was a correction to Hicks comments in the February minutes. The minutes were approved as amended. Chair Appel handed out the text of the resolution for the Council of Graduate Schools (CGS). Chair Appel looked into the issue of Teaching Assistants teaching dual enrollment courses. Currently there is no policy regarding the issue. She asked the Policies and Regulations Committee to look into writing a policy on the issue.

Associate Provost's Report: Dr. Schumacher handed out copies of the new timelines for announcements regarding eminent scholar and incentive fund competitions.

Drs. Gary Schumacher and Katie Tadlock have now completed the meetings with the Graduate Chairs and support staff. The meetings seemed to go very well. They hope that these meetings will result in better coordination among departments and the various offices of Graduate Studies. They also carried out a mailing to all individuals who were unable to attend one of the meetings. This mailing included the same packet of information. Finally, they carried out a mailing to all nonacademic units who provide stipend support. This mailing is also aimed at improving communication and insuring that stipends are paid in a timely manner and that tuition scholarships are dispersed in a timely manner.

The Office of Graduate Studies has its first electronic dissertation submitted and are in the process of getting it uploaded. They are now working through the specifics of the submission process and will be having a meeting of the steering committee early in spring quarter.

The Board of Regents is now releasing the initial analyses of the data submitted to them on tuition scholarship usage (specifically tuition

scholarships alone). Ohio University's percentage usage is 18% compared to a statewide average of 16% for fall 1999 data. These figures include our regional campuses. The figure for our main campus is 8.7% while the figure for the regional campuses is about 70%. Most of the ones submitted from the main campus are Office of Graduate Studies (OGS) stipends. Approximately, two-thirds of all graduate students are on support. The general conclusion from the preliminary analysis is that the perceived problem statewide regarding tuition scholarships alone is not nearly as bad as some anticipated. Dr. Schumacher is hopeful that additional analyses will further support this conclusion and help calm legislative unrest. The next step in all this will be the completion of additional analyses by the Board by April 1. The Regents Advisory Committee on Graduate Studies (RACGS) will then review the overall data for the state and provide a written summary by May 1. Campuses will be asked to submit a plan for tuition scholarship usage by August 31, 2001 for 2002-2003. These will be reviewed by RACGS and a report sent to the Regents by November 1, 2001. There will be no data collection on tuition scholarship usage this fall.

Subsidy for nonresident students who receive instruction outside the state has been a developing issue, especially with the growing distance education programs. The Regents have developed an interim policy that will not provide subsidy for nonresident students in distance programs unless the programs include some component of their instruction inside the state (e.g., MBA without Boundaries). This component needs to be related and vital to the program of study. If a program is delivered overseas, we do not submit the program for subsidy. Dr. Schumacher has been in discussion with the Board on issues related to this policy.

The Office of Graduate Appointments has developed a set of timelines for submission of graduate contracts to insure that students' stipends and tuition scholarships are paid in a timely manner. Dr. Schumacher handed out copies of these timelines.

The seven year reviews are moving along well and will be before Graduate Council shortly. This is the Council's opportunity to provide meaningful feedback to units.

Committee Reports:

Curriculum Committee: The committee has received two reviews to date. These reviews are available at Pilcher House. Scott Sparks is developing an evaluation template for committee members to use. He will also develop a template for the Graduate Council comments that will be appended to the review document. He will send the templates to

Graduate Council for their review. The timeline to evaluate the reviews will be short. The Graduate Council comments are due in April. Currently there are no provisions for Graduate Council's comments to go to the deans first. The current procedure is that the review goes to the deans before coming to Graduate Council in order to give the deans the opportunity to respond to the document. The dean's comments can affect the document. Gitanjali Kaul would be the person to review the possibility of reordering the review process so the reviews go to Graduate Council before going to the deans. There is one Graduate Council member on each of the review committees of University Curriculum Council (UCC). When the review is finished, it comes before Graduate Council and Graduate Council can only append the document. After the review process is completed, the review document goes to the Board of Trustees.

Policies and Regulations Committee: The committee put forth for first reading a policy that would allow certain schools or departments to collect a deposit from students who are admitted to the program. The fee would hold a place for the student in the program and would apply toward the student's tuition if the student comes to Ohio University. If the student does not come, the funds would go into a pool. The policy is already in practice in the Colleges of Business and Osteopathic Medicine. The committee conferred with the Bursar's office and the Fee Committee when writing this policy. It was suggested that any non-refunded money be given to Minority Graduate Student Affairs rather than the Graduate Studies Office. It was also suggested that a committee be created to review requests rather than the Associate Provost for Graduate Studies. An appeal process should also be established. The committee will bring forth a revised document for second reading at the next Graduate Council meeting.

Admission Requirements Committee: The committee reviewed eleven individuals who work for the university for potential conflict of interest related to their graduate programs. Meng-yn Chen, Tsangyao Chen, James Crawford, Mikhail Dobrynin, Dan Frech, Terrence Hines, Richard Shultz, Leigh Trapp, Liesta Walker, Karen Mammone, and Alistair Thorne were all approved to pursue graduate studies.

Adjourned: 3:47 P.M.

Graduate Council Meeting Minutes
February 9, 2001

Attendance: Margret Appel, Joseph Bernt, Kenneth Hicks, Jenny Lau, Bhavin Mehta, Averell Overby, Edwin Rowland, Arvind Singhal, Scott Sparks, Edward Yost, Leona Cibrowski, Bobbi Conliffe, Glenn Doston, Jessica Haigney, Daniel Innis, Roger Radcliff, Josep Rota, Maureen Weissenrieder, Kent Mulliner for Julia Zimmerman, Larisa Zelenskaya

Staff: Gary Schumacher, Katherine Tadlock, Jennifer Francone

Excused: Raymie McKerrow, Michael Meyer

Absent: Mehmet Celenk, Peter Harrington, Rajindar Koshal, Michael Maume, James Bush

Convened: 2:10 P.M.

Chair's Report: Margret Appel

Appel presented the minutes of the January 12, 2001 Graduate Council meeting for approval. She suggested amending the minutes by adding the phrase " and when individuals move from nondegree to degree status" on the last page at the end of the sentence beginning "There was also discussion of how to deal". Haigney moved approval the minutes as amended and Hicks second the motion. The minutes were approved by voice vote.

Appel brought to member's attention that Ohio University is a signatory on the Council of Graduate Schools (CGS) Resolution Regarding Graduate Scholars, Fellows, Trainees, and Assistants. The resolution states that any offer of financial assistance to a graduate student does not need to be accepted by the student until April 15th (or the Monday after the 15th if the 15th falls on a weekend). The student may change his or her mind any time until April 15th. A stipulation in the resolution calls for institutions supporting the resolution to send the resolution with any financial offer made to students. A copy of the resolution and a discussion of the intent and issues related to the resolution can be found at www.cgsnet.org.

Associate Provost's Report: Gary Schumacher

Schumacher reported that the announcement of the Eminent Scholar and Incentive awards has been further delayed. We will hear nothing until early March about Eminent Scholars and information about the incentive proposals will be even later. The final Eminent Scholar announcements

should be in June.

Staff from the Office of Graduate Studies have had a series of six meetings with Graduate Chairs and support staff personnel to discuss graduate contracts and admission processes. This is part of an effort to improve communication and processing operations between departments and offices with a primary goal of ensuring that students are paid promptly, their tuition scholarships are dispersed quickly, and that admissions materials are promptly handled. Graduate chairs and support staff have been provided with checklists, guidelines, timelines, and other information to assist in their work.

The Office of Graduate Studies now has a mechanism that will assist departments in monitoring their operating budgets. Beginning in summer 2001, all tuition scholarships that will be reimbursed will be charged to accounts numbered 23-; these accounts will be kept separate from operating budgets.

The turnout at the modular training programs continues to be low. Karin Sandell from the Center for Teaching Excellence and Schumacher are talking about alternative strategies to assist graduate students in meeting teaching duties and learning the faculty role. One idea is going to departments with tailor-made training programs.

The pull-down menu for submitting electronic theses and dissertations (ETDs) is now operative on OhioLink. A draft has been written of a document on how to complete an electronic dissertation. The Office of Graduate Studies has made some contacts with students for dissertations to allow us to try out the process. Individuals can now get to the ETD site directly from OhioLink. The Computer Services Center is willing to help with the training modules.

Last spring Graduate Council asked Schumacher to discuss the possibility of moving the Graduate Graduation Ceremony to the Sunday following the undergraduate ceremony now that summer session will begin a week later. Schumacher has had a series of conversations and meetings with President Glidden and others regarding this potential move. The President requested and reviewed substantial information about the numbers of students influenced, implementation problems, staff problems, and cost. He has indicated that he does not want to move the graduation ceremony at this time, primarily because of substantial problems in getting faculty and staff to attend or work graduation ceremonies on both days of the weekend.

The cost document is out to departments for the Grant Funded Tuition

Scholarship Policy. A blended rate will be used for the grant applications. As an additional incentive, Schumacher has also authorized that Graduate Studies will pay the general fee for students covered under this grant for the remainder of this year and next year.

The funding commission will reconvene Wednesday, February 14, 2001. One item that may be discussed is the funding of applied doctoral programs. If applied doctoral programs are treated like current doctoral programs, they will not generate any new subsidy. They may be treated as masters programs and, therefore, receive subsidy.

Report on Faculty Senate Finance Committee Study: Ken Hicks

Gary Moden of the Faculty Senate Finance Committee conducted a study of how the university has been distributing its funds over the last twenty years. There has been a shift in the percentage of monies going to the academic area from 54% to 51%. This would equate to almost one hundred faculty positions. It is hard to track what the money is used for. There was an increase in money allotted to the Vice President for Research, but this is a good increase because it supports research in academics. Schumacher noted that concerns over the changes need to be carefully considered. For example, if there is an increase in financial support for the development area, this may bring in more revenue for the university from donors. Appel noted that the committee had done a college-by-college breakdown of funding which is available from the Faculty Senate. Bernt asked if the Finance Committee was planning to do a finer breakdown of where the money is going, especially as there may be more going on in the budget numbers in terms of faculty numbers and salaries. A growing part of the academic budget is now computer-support personnel. The question is how far to take the study and what the information means. Hicks commented that there needed to be a way to get the money back into academics. Haigney asked what the response to the study was. Hicks responded that he had not yet heard any detailed explanation from the administration. Radcliff asked if this change is just a problem with Ohio University or are other universities showing a similar trend or a worse trend. He also asked about the budgetary implications of the shift to being a Research University. Haigney noted that there has been a redistribution of faculty among colleges but not a loss of faculty. Rota commented that there are three possible risks when looking at this information: (1) are the same definitions being used throughout the years, (2) Ohio University is different now--these changes could be good or bad, and (3) a static model may be created. Bernt observed that the increase in enrollment over this time period is not reflected in the report. Haigney noted that scholarships have moved from the academic pool to the central pool and that this needs to be considered in interpreting the

budget numbers. Glenn Doston and Gary Moden will be meeting with the Provost to discuss this issue further.

Curriculum Committee: Scott Sparks

Special Education would like to offer a Master in Education at the Chillicothe campus. The program would begin in fall 2001. The committee recommended approval. The program was approved with a voice vote.

Sparks updated Council on the program review process. The first set of programs have gone through the on-site review process. It was noted that Dan Gulino, chair of the University Curriculum Council (UCC) Review Committee, has been doing a great job. After the Review Committee has written the report on each program and deans and program chairs have had an opportunity to respond, the report comes to Graduate Council. Any comments that Graduate Council has will be attached to the report together with an overall rating of the program. Rota inquired about when the reports will go to the units. The first draft of the report will go to the department chair and dean and they will have the option of writing a response. A meeting is set up with the departments before the report goes to Graduate Council. The final reports should go before the Board of Trustees in the fall.

Policies and Regulations Committee: Maureen Weissenrieder

Weissenrieder indicated that there were three concerns from Graduate Council regarding the new assistantship definitions presented at the January meeting. They were: 1. There was concern that the Administrative Assistant (AA) designation did not apply to the Fine Arts area. The AA designation was changed back to a Graduate Assistant (GA) designation. 2. In the examples of GA duties, Graduate Council did not want to support clerical duties for graduate students. The duties should help the student receive professional training. 3. The Research Assistant (RA) definition was too traditional and it did not encompass a full range of activities (specifically creative activities).

The modified assistantship definitions were approved by voice vote.

Admissions Requirements Committee: Joe Bernt

Bernt reported that the committee had found that the following employees had no conflict of interest in pursuing graduate work at the university: Stephanie Eberle, Douglas Knuth, Candy McBride, John Rhodes, Leroy Scribner, Jason Smith, and Stephanie Szabo. The report was unanimously approved.

Weissenrieder brought up the issue of students switching from nondegree to degree status with little filter. One problem in monitoring this is that nondegree students may or may not currently be taking classes. Tadlock indicated that the Graduate Student Services Office is trying to keep track of students who are moving from nondegree to degree status, especially for the degree in the higher education program. It was suggested when looking at a person with nondegree status for potential conflict of interest, it should be kept in mind that they may move to degree status.

Adjourned: 2:56 P.M.

Graduate Council Meeting Minutes January 12, 2001

Attendance: Margret Appel, Joseph Bernt, Mehmet Celenk, Peter Harrington, Kenneth Hicks, Rajindar Koshal, Jenny Lau, Michael Maume, Bhavin Mehta, Averell Overby, Edwin Rowland, Arvind Singhal, Scott Sparks, Edward Yost, Leona Cibrowski, Bobbi Conliffe, Glenn Doston, Jessica Haigney, Daniel Innis, Raymie McKerrow, Josep Rota, Maureen Weissenrieder, Nancy Rue for Julia Zimmerman, Larisa Zelenskaya, James Bush, Michael Meyer.

Staff: Gary Schumacher, Katherine Tadlock, Jennifer Francone

Absent: Roger Radcliff

Guests: Sherwood Wilson

Convened: 2:16 P.M.

Chair's Report--Margret Appel

Appel noted that the November minutes will be amended by having all abbreviations spelled out. Koshal moved and Conliffe seconded approval of the minutes. Appel called for a vote. The motion carried for the minutes to be approved as amended.

Appel received a request to bring forth the issue of graduate students teaching graduate classes particularly in the case of dual-listed courses. She would like Graduate Council to either review the old policy, if there is one, or think of creating a new policy. This would be handled by the Policies and Regulations Committee.

Associate Provost's Report--Gary Schumacher

Schumacher reported that MS in Computer Science program has been approved by the Board of Regents and is being advertised for applications.

The report on the use of tuition scholarships (alone) requested by the Board of Regents was submitted on January 8, 2001. This report covered masters students only and was part of the Regents efforts to ensure that universities are following the "best practices" agreed upon by the Graduate Funding Commission and the universities. We had to report any student who had a stipend of less than \$1000, worked less than ten hours per week, and received a tuition waiver of 25% or greater. We reported a total of 271 tuition scholarships alone on the Athens campus for the fall quarters of 1999 and 2000 (combined). This figure is 10% of the masters students enrolled for those two quarters. With the use of Office of Graduate Studies (OGS) stipends starting in fall 2000, we had a very small number of tuition scholarships alone for fall 2000 although these students still had to be reported. We reported 491 tuition scholarships alone for the regional campuses for those two quarters. This is 27% of the regional campus masters enrollment. Because of definitional concerns, we did not report Regional Professional Development Centers (RPDC) and Educational Technology of Southeastern Ohio (ETSEO) students (973 students). The Regents staff were cautioned to be very careful with the data.

The pull-down menu needed for submitting Electronic Theses and Dissertations (ETDs) to OhioLink is nearly completed and will be submitted soon. There is now office space for ETD functions in the Graduate Appointment's office and new computer equipment and software have been purchased. The process of reviewing electronic submissions is now being looked at. The steering committee is exploring whether it would be best if this process were handled through the Office of Graduate Studies. We are hoping to submit a few ETDs by the end of the quarter.

Regarding the on-line application process, the pull-down menus for the program titles and degree titles are nearing completion. We should be ready to submit those to CollegeNet shortly and that will move us closer to being ready for electronic submission of applications.

A total of four students submitted Ford Foundation applications under the Office of Graduate Studies' \$250 incentive plan. At this point there is no information about whether they have been successful.

The grant application that was submitted to the Council of Graduate Schools (CGS) was not funded. The process of submission was

beneficial, however, as it allowed us to consider a new strategy.

Currently, we are charging tuition scholarships to departments and then reimbursing them at the end of the quarter. This is presenting problems for departments because it makes it difficult for them to monitor their budgets. The Office of Graduate Studies is investigating an automatic reimbursement process for all tuition scholarship costs to departments. This means that departments would be reimbursed immediately upon processing through the Graduate Appointments office. There were some significant problems with this solution and another one is also being considered in which the tuition scholarships would be pulled out of the budgets.

The Grant Funded Tuition Policy went into effect on January 1, 2001. The Office of Graduate Studies is working out the actual costs that are to be included on the grants and should have that completed within a week or so.

The Office of Graduate Studies is carrying out an analysis of Ph.D. subsidy enrollment. There had been some concerns that the university may be approaching the 85% cutoff figure. We were at 96% at the last time we reported to the Regents. Currently we are at 100% of the Ph.D. subsidy enrollment level. If we stay above the 85% subsidy level, we do not gain any additional doctoral subsidy for new Ph.D. students, although we would receive masters-level subsidy. The Regents did not want to have enrollment-based subsidy at the doctoral level in order to encourage programs to maintain high quality. The Regents do not have strict guidelines as to what is a good Ph.D. program but their review guidelines provides a good reference.

Hicks asked whether we are getting into difficulty with the Regents' cap on numbers of doctoral students. Schumacher indicated that we are not. Celenk asked what the driving factors are for the Regents. Schumacher indicated that it is workforce factors for master's programs and excellence for doctoral programs. Celenk noted that a number of factors should be included such as grant support and so forth.

The modular structure that is being tried for training of teaching assistants will continue throughout winter and spring quarters. There will be three two-hour programs open to all graduate students this quarter. They are on best practices in the classroom, cultural problems in the classroom, and approaches to encouraging and managing student participation in the classroom. Any graduate student can attend these modules.

Katie Tadlock and Gary Schumacher will be holding a series of meetings

with graduate students (on a college- by-college basis) and with graduate chairs (in groups of 10 or so). The purpose of the meetings is to listen to issues and concerns and to respond to questions. With the graduate chairs they are also hoping to communicate information that may result in fewer problems on contracts and applications.

Director of Graduate Student Services' Report--Katherine Tadlock

Tadlock wanted to bring before Graduate Council for discussion the current policy for conditional admits. The current policy states that students can be admitted if they attain a 3.0 or better grade point average on the first 15 hours of graduate course credit. Tadlock thought that we may want more specific language such as no grade lower than a "B". Also, students may take up to three quarters to fulfill this requirement. Tadlock noted that these conditional admits are students who may already be questionable in standing. Hicks expressed concern that if the language were changed, there may be additional pressure on faculty to give a higher grades to students. Bernt and Koshal concurred that a specific grade for a single course should not be included in the policy. Haigney questioned the time line restriction. A timeline may be prohibitive because students may also need to complete undergraduate work as well as graduate work. A new policy may also be a problem for international students who are taking one course plus OPIE courses to improve their English skills. Rota noted that conditional admissions may create problems in obtaining visa for international students. Tadlock indicated that to date no substantial problems have been noted. It was suggested that the current policy be monitored for a year to see if it needs to be addressed.

Policies and Regulations Committee--Maureen Weissenrieder

Weissenrieder presented a set of definitions for graduate stipend designations. The purpose is to have a better way to classify students who are on a stipend in order to have better data. The committee proposed three designations: Graduate Teaching Assistantship (TA), Graduate Administrative Assistantship (AA), and Graduate Research Assistantship (RA). The major changes were the addition of Graduate Administrative Assistantship (AA) and a shift away from the Graduate Assistant (GA) designation. The GA designation had been used as a catchall. The committee surveyed the Associate Deans for suggestions on language, which were incorporated into the document. Departments will still need to make some judgment calls, but the proposed definitions are intended to help their decision making process. The point is to have clearer definitions and attempt to get all departments to use the same criteria. This would have an effect on institutional research data. A lively discussion followed.

Several members expressed concern about the AA designation and the kind of duties that would be involved including whether such duties are an appropriate use of graduate students and whether they would help graduate students obtain skills for their professional careers. Haigney asked that the RA designation be expanded to include creative activities. There was concern about how the designations would affect retirement (e.g., teaching assistants gaining points towards STRS). Weissenrieder stated that the committee will consider the suggestions and bring the document for second reading at the February meeting.

Admissions Requirements Committee--Joseph Bernt

Bernt reported that the committee had found that the following employees had no conflict of interest in pursuing graduate work at the university: Andrew Flinn, Jennifer Tvorik, Edmund Scholdzinski, Kellea Tibbs, and Ruth Zajdel. The report was unanimously approved.

The Graduate Council then heard the appeal of Sherwood Wilson. Wilson thanked Graduate Council for the opportunity to explain his situation. His appeal was based on four points.

1. Wilson realized that there was concern that in his role as Associate Vice President he may be able to influence grading in the College of Education. He spoke with Vice President Gary North and they agreed that any decision regarding the College of Education would be handled by Vice President North.

2. Wilson realized that his title was a point of concern since certain titles are specifically precluded from pursuing graduate study. Wilson noted that his title is not specifically excluded in the policy. Also, it was his understanding that the policy was primarily concerned with academic personnel (e.g., provosts, associate provosts, deans) and not administrative (e.g., associate vice presidents).

3. There is a history at Ohio University to have administrators receive their Ph.D.s. There have been several people in similar positions who have been allowed to pursue a degree.

4. It was Wilson's understanding that the review process was to happen in a timely manner. Wilson had already completed 20 graduate hours (about a third of his degree requirement) by the time of the original committee decision.

Regarding the fourth point, it was noted that Wilson had been reviewed by the Admissions Requirements Committee earlier when he was beginning nondegree work. At that time the committee saw no conflict, particularly because the work was nondegree. The fact that the College of Education accepted the nondegree status hours toward the degree allowed him to

have about 20 hours by the time he was accepted into the degree program. In further comments, Wilson noted that he did not have any direct influence over the College of Education. He noted that he is not involved in regular, daily decisions that might involve the College of Education since that is handled by staff persons. In relation to major capital plans, he noted these decisions were typically made by the Vice Presidents and President. Upon completion of his presentation and subsequent questions, Wilson left the meeting so Council could discuss his appeal.

Following his departure, Bernt noted that a decision had been made during winter break to allow Wilson to register for courses for winter quarter because the courses are offered on a three year cycle and if Council approved his appeal and he had not registered, his program would be very negatively influenced. He had been told if the appeal was not approved he would have to drop the classes.

Discussion followed about the initial decision that there was a conflict of interest and the merits of the appeal. It was noted that the Council needs to be careful about being too cautious in denying individuals the right to work toward degrees. But at the same time, it was noted that it is important that opportunities for conflict be removed as much as possible. There was also discussion of how to deal with cases where there are changes in position titles while the individual is still engaged in graduate study and when individuals move from non-degree to degree status. It was moved that the appeal be accepted with the restrictions that an annual letter be submitted stating that the decisions that Wilson might be involved in related to the College of Education would be handled by Vice President North (or his replacement should he step down). The motion was seconded and passed by voice vote.

Adjourned: 3:49 P.M.

Graduate Council Meeting Minutes
November 9, 2000

Attendance: Margaret Appel, Joseph Bernt, Kenneth Hicks, Rajindar Koshal, Michael Maume, Edwin Rowland, Scott Sparks, Edward Yost, Leona Cibrowski, Bobbi Conliff, Jessica Haigney, Josep Rota, Maureen Weissenrieder, Kent Mulliner for Julia Zimmerman, Larisa Zelenskaya, James Bush

Staff: Gary Schumacher, Katherine Tadlock, Jennifer Francone

Excused: Mehmet Celenk, Peter Harrington, Jenny Lau, Bhavin Mehta,

Averell Overby, Arvind Singhal, Glenn Doston, Daniel Innis, Raymie McKerrow, Roger Radcliff, Michael Meyer.

Convened: 2:14 P.M.

Chair's Report--Margret Appel

Appel presented the minutes of the October 13, 2000 Graduate Council meeting and asked for corrections and additions. None were noted. Koshal moved that the minutes be approved and Rota seconded. The motion carried. The October 13 minutes were approved as presented.

Appel spoke with Larisa Zelenskaya, president of Graduate Student Senate, regarding a joint effort between Graduate Council and Graduate Student Senate to look into graduate student rights. One issue is which Graduate Council committee(s) should handle this task and that will depend on the nature of the concerns that are addressed.

Appel also spoke with Dan Gulino, chair of the Review Committee of University Curriculum Council (UCC), to determine how to handle the program review process between the two councils. Sparks and Appel will wait until UCC has their process in place and then will meet with Dan Gulino in January to set up the process with the committee. After the review of any program with a graduate component is written by the UCC Review Committee, the report will be reviewed by Graduate Council and comments from Graduate Council will be included in an addendum to the original report.

Appel would like to add to the issues that Graduate Council is dealing with this year an issue suggested by Bernt, namely that Graduate Council be more active in lobbying for money for graduate education. This may include efforts to secure foundation funds.

Associate Provost's Report--Gary Schumacher

Schumacher reported that the \$100 late payment fee has been discontinued for graduate students effective for winter quarter 2000-2001. Graduate students will be responsible for paying any fees they owe in a timely manner once they are assessed. However, no late fee will be assessed nor will the registration be cancelled if fees are not paid by the designated date. Failure to pay fees by a date specified in mid-quarter will result in a registration hold for subsequent the quarter.

Because of continuing concern about how universities are using tuition scholarships, a set of guidelines specifying best practices is being

developed by the Graduate Funding Commission. The concern is primarily at the master's level. Universities are expected to follow these guidelines. There may (will) be an annual data collection from universities (in effect, an audit) that will demonstrate how universities are using tuition scholarships. It appears the Regents Advisory Council for Graduate Studies (RACGS) will be asked to approve how each university uses its tuition scholarships. Weissenrieder asked what the audit would entail and Haigney asked what the Regents were after in the report. Schumacher indicated that Ohio University would need to give a report of all students at the master's level and what type of support they received. The students who would be reported are students who receive less than a \$1000 stipend per term, work less than ten hours per week, and receive more than a 25% tuition waiver. Bernt asked about providing hourly data for student employment and Hicks questioned the necessity of providing students' social security numbers and other information. RACGS wants social security numbers in order to be able to check the students on the Higher Education Information (HEI) system. There are currently eight to nine people working together at Ohio University to get the report for this year prepared.

The next eminent scholar, incentive component, and investment component competitions will be during the academic year 2001-2002. These competitions are on a two-year cycle. Ohio University should be notified sometime in December if it made the cut on Eminent Scholars for the past cycle.

A reminder will be sent to all units who were authorized for and are using Office of Graduate Studies (OGS) stipends that the 6-hour work requirement is to be followed. These work requirements may be subject to a Regent's audit.

The Electronic thesis and Dissertation (ETD) steering committee is now in place and a first meeting is being scheduled. The members are Ahmed Ali, Marina Bykova, Joe Bernt, Wayne Chiasson, Jessica Haigney, Tally Hipp, Ken Hicks, Peter Harrington, Norm Goda, Betty Hoffman-Pinther, and Dick Piccard.

The annual minority visitation weekend appeared to be quite successful. The event attracted its largest participation ever (90 students). Fifteen to sixteen different institutions were represented at the minority visitation weekend. Minority graduate enrollment is up 11% this year.

With the efforts of Dan Williams, a \$10,000 grant has been submitted to the Council of Graduate Schools (CGS) to expand the minority weekend to include additional minority groups. If we receive the grant, the Office of

Graduate Studies will match the grant.

The Office of Graduate Studies' first effort to enhance stipend support by encouraging students to submit proposals for individual grants is underway. Students who meet the criteria for Ford Foundation grants are being given \$250 for submitting applications. So far at least three applications have been submitted. If this is successful, the Office of Graduate Studies wants to extend it to other programs.

The Master of Science (MS) in Computer Science has been unanimously approved by RACGS. Dennis Irwin and Gary Schumacher will attend the Initiatives Committee (of the Board of Regents) meeting on November 16 in Cincinnati, the next step in the approval process.

A memo announcing the grant incentive program will be sent out very soon. This program provides incentives to Principal Investigators (PIs) to include tuition scholarship costs in their grants.

There appears to be substantial agreement on using the Regents' full proposal document as the internal document for approval of new programs. The decision to follow this procedure appears to be with the Curriculum Council rather than the Faculty Senate. The Curriculum Council will need to see if any internal items will need to be added to the Regents' form.

The charge related to the reservation fee issue has been sent to the Policies and Regulations Committee which has been asked to report back by January 26, 2001.

Admission Requirements Committee Report--Joe Bernt

Bernt reported that Elizabeth Bennett, Harold Blanko, Laquetta Cortner, Ismail Elmahdi, Bryan Foreman, William Fournier, Tae-II Kim, John Miller, Barry Oches, Susan Palsa, Nicholas Petrosino, Laura Schaeffer, Shauna Switzer, Ricardo Surita, Bryan Totel, Alden Waitt, Lorraine Wochna, Melani Duffrin, Bradley Chamberlain, Jeanne Johnson, Kara Wingett, Muriel Ballou, Tanya Bibler, Terrence Brown, Jill Harman, Terrence Hines, Kirstine Jensen, Anne Lombard, Jeffrey Risner, Christine Sheeran, Mark Stockman, and Bryan Wockley applied for graduate admissions and were found to have no conflict of interest. The committee found that Sherwood Wilson had potential conflict of interest. His title is Associate Vice President. The nature of his position raised concerns for the committee and the council. Graduate Council voted to approve the committee's recommendations.

New Business

Rota noted that some units are planning to offer winter intersession courses. Rota asked what the policy is for tuition scholarships for winter intersession. Schumacher stated that one problem is that those courses are charged separately and we would need a system to track the charges and determine which charges are appropriate. Another problem is that tuition scholarships are normally handle through Graduate Appointments and that unit would have no way to monitor the charges. The same problems arise with continuing education. Some reasons students may want to take intersession courses are that the courses are degree related or there is a visiting professor who is teaching a course that a student wants to take advantage of. Weissenrieder raised the related issue of on-line graduate courses. Schumacher will look into the situation.

Haigney suggested that there might be a need for a discussion of funding during summer session. Mini-stipends are based on historic numbers. Problems arise when there are more students who want mini-stipends than in the past. Another problem occurs because departments are not sure about dollar amounts when dealing with mini-stipends because budgets are not yet finalized when students register for summer session. There is also a lack of criteria for the distribution of summer funds. These issues should be raised with Tom Shostak who currently controls the summer budget. Cibrowski asked whether students who are on OGS will be eligible for summer funding. Schumacher indicated that anyone who is on an OGS stipend will be eligible for a special summer tuition scholarship.

Meeting Adjourned: 2:49 P.M

Graduate Council Meeting Minutes

October 13, 2000

Attendance: Margret Appel, Joseph Bernt, Mehmet Celenk, Peter Harrington, Kenneth Hicks, Rajindar Koshal, Jenny Lau, Michael Maume, Bhavin Mehta, Averell Overby, Edward Yost, Leona Cibrowski, Glenn Doston, Jessica Haigney, Raymie McKerrow, Roger Radcliff, Josep Rota, Maureen Weissenrieder, Kent Mulliner for Julia Zimmerman, James Bush

Staff: Gary Schumacher, Katherine Tadlock, Jennifer Francone

Excused: Edwin Rowland, Scott Sparks, Bobbi Conliff, Daniel Innis, Larisa Zelenskaya

Absent: Arvind Singhal, Michael Meyer.

Guests: Jerrel Mitchell

Convened: 2:08 P.M.

Chair's Report: Margret Appel welcomed everyone to this year's Graduate Council. The June 2000 minutes were distributed. No corrections or additions were noted. Rota moved and Cibrowski seconded approval of the minutes. The minutes were approved as distributed. Committee assignments were sent to Council members earlier in the quarter. Appel commented that there was some doubling of committee membership because of the large number of members needed on the Curriculum Committee to serve on program reviews. The extension of time committee has been deleted because changes in policy make it unnecessary. Committee assignments and policies for those committees are available on the Graduate Council web site (www.ohiou.edu/graduate/gradcoun.htm). Three council members were also assigned to act as liaisons to the Review, Programs, and Individual Course Committees of University Curriculum Council to help deal with graduate matters.

Associate Provost's Report: Gary Schumacher reported that the new Master's of Science in Computer Science degree will be presented to RACGS on October 27, 2000. Most of the reviews are in and appear to be favorable.

The Electronic Theses and Dissertations (ETD) project is moving forward. The office equipment has been ordered and Jennifer Francone has been hired to staff the ETD office. The required steering committee is being put together. The administrative members of the Steering Committee include Dick Piccard (Computer Services), Betty Hoffmann-Pinther (library), Jessica Haigney (College of Fine Arts), and Wayne Chiasson (College of Arts and Sciences). Two graduate students have also been selected to be on the committee: Marina Bykova from Computer Science and Ahmed Ali from Education. Three to four faculty members with experience in different types of theses and dissertations will be added to the committee. No ETDs have been submitted yet from Ohio University. There are about 32 ETDs currently on OhioLink. The goal is to have some ETDs submitted in January to check the process. In a discussion about difficulties with the ETD process at other universities, it was noted that one of the biggest problems is word processing. Students do not properly format their documents and this causes formatting problems in the conversion process. Another issue discussed is the possible need for a site license for Adobe Acrobat.

Dr. Schumacher described two issues that need to go to the Policies and Regulations Committee. The first issue is the TA/GA/RA designations. We

need better definitions for reporting purposes. The second issue is the 12-hour transfer rule. The rule states that a student is allowed to transfer only 12 hours into a masters program. When the rule was established, most masters programs required only 45 to 55 hours. Now the university has masters programs that require 90 hours or more. The committee needs to investigate whether the rule needs to be modified. It was also noted that a committee needs to examine the possible use of reservation fees which are designed to hold places in graduate programs. This committee would need to have a recommendation to the President and the Provost by early 2001.

Dr. Schumacher reported on the Graduate Funding Commission. He noted the Funding Commission is continuing to investigate issues related to tuition scholarships. The Board of Regents is planning on doing an audit of tuition scholarship usage soon. A number of issues related to the details of the audit are yet to be decided. It is hoped that the new OGS stipends will alleviate some tuition scholarship questions.

It was reported that several efforts are underway to get additional funding for graduate student support. A plan has been developed to encourage grant writers to ask for tuition to be covered for graduate students supported on grants. Tuition money saved would go into stipends and other graduate education support and to provide incentives for grant writers to include tuition costs. These incentives would:

1. Cover expenses not covered by the grant.
2. Apply toward additional student support.
3. Buy release time to write additional grants.

On October 12, 2000, Dr. Schumacher made a presentation to UPAC discussing the need for graduate stipend funds and problems related to health insurance and/or general fee costs. Thirty-two percent of universities cover health insurance for their graduate students. Also, other universities do not require students to pay part or all of their general fees. The general fees at Ohio University are \$398 per quarter. It would cost the university about \$1.3 million to cover these fees. It was noted that two competitions are being held this year; one for Recruitment and Program Development (\$50,000) and one for additional stipend dollars (\$100,000). The recruitment and Development proposals were due October 13, 2000 and stipend proposals are due November 20, 2000.

Joe Bernt, Katherine Tadlock, and Gary Schumacher met to discuss the conflict of interest procedures. The hope is to streamline the process to reduce the amount of paperwork. They discussed changing the application form to ask what job a student holds. If the job is not in the same college

that the student will be studying in, then it is assumed that no conflict of interest exists. Anyone who is working in the same college as the one in which he or she is applying to study will go before the committee. Also, the language at the beginning of the new conflict of interest policy will be going before the Faculty Senate.

On September 1, 2000, Ohio University submitted three proposals for Eminent Scholars and four proposals for the Incentive Component. The three Eminent Scholar proposals were for Chronic Pain Research in Psychology, Nanoscience in Physics, and Avionics Engineering in Electrical Engineering and Computer Science. The four Incentive Component proposals were Digital Avionics Engineering for Aviation Systems, A Transgenic Greenhouse for Plant Cell Wall Biotechnology, an Institute for Quantitative Biology, and the Establishment of a Cleanroom.

Dr. Schumacher has had several communications with President Glidden regarding moving graduate graduation to Sunday. President Glidden requested that a committee be formed to determine how many students are affected by the current situation. Another concern is the number of faculty and staff that would need to work on Sunday. The College of Medicine ceremony has been moved to the preceding Saturday and it was suggested that possibly the graduate graduation ceremony could be moved to that same day. There was concern about the fact that Ph.D. degrees would then need to be completed one week earlier. There had also been a suggestion to move the ceremony to Friday evening but there would not be enough time to set up the graduation ceremony for the following morning. Whatever decision is made would not be able to be implemented this spring.

It was noted that a meeting will be held to try to have the \$100 late registration fee removed. The fee was established so that students who had preregistered but failed to pay their bill by a specified date would not lose their registration. The fee is causing problems at the graduate level because 2/3 of the graduate students are on graduate appointments. It is causing a heavier load for the Graduate Appointments office.

A brief discussion occurred regarding the need for Graduate Council to establish procedures to handle its internal review process for graduate programs under review. The reviews should be before Graduate Council in early spring. It was suggested that the program reviews could possibly be before both councils simultaneously.

Katherine Tadlock was introduced to Graduate Council. She will be taking over Gordon Schanzenbach's responsibilities. She welcomed comments and suggestions for her office.

Admission Requirements Committee Report: Joe Bernt reported that the committee had found that the following employees had no conflict of interest in pursuing graduate work at the university: Belinda Coleman, Tracy Corrigan, Nancy Crist, Francis Hart, Christine Sheets, Kimberly Trout, Barbara Wasserman, and Janice Wright. Bernt moved approval of the committee's report. The report was unanimously approved by a voice vote.

New Business: Appel asked members to discuss what issues and priorities they would like to set for Graduate Council in the coming year. It was suggested that student rights at the graduate level need to be considered including dismissal procedures, grievance procedures, student-faculty relationships and other professional relationships, publishing rights, intellectual property issues, etc. It was suggested that it would be useful to compile a handbook that would deal with such issues. It was also suggested that Council look into the graduate policies that were approved in recent years and get feedback on the implementation and effectiveness of the new policies. Concerns were also expressed about graduate faculty status. Another suggestion concerned the relationship between graduate and undergraduate education, especially the perception that graduate programs are built on the back of undergraduate programs. The issue of dual course listings was discussed, especially the idea of looking into the percentage of dual-listed courses that are part of master's degrees and the related issue of how many master's programs the university can run well. Financial concerns for graduate students included health insurance, the general fee, and graduate student funding.

Adjourned: 3:27 P.M.