

Graduate Council Meeting Minutes  
June 14, 2002

Present: Joseph Bernt, Derek Bleyle, Howard Dewald, Katherine Jellison, Averell Overby, Marilyn Poepelmeyer, Scott Sparks, and Maureen Weissenrieder.

Staff: Terrie Bruscano, Raymie McKerrow, and Katherine Tadlock.

Excused: Harvey Ballard, Leona Cibrowski, Eddith Dashiell, Charles McWeeney, Roger Radcliff, Josep Rota, Edwin Rowland, Arvind Singhal, Ed Yost, and Julie Zimmerman.

Guests: Ken Brown, Norma Humphreys (for Charles McWeeney), and Mark McMills.

Convened: 2:13 p.m.

1.0 Chair Report: A motion was made and approved unanimously to approve the May minutes as written.

2.0 Associate Provost for Graduate Studies Report

2.1 Dr. McKerrow introduced Terrie Bruscano, the new ETD Coordinator and Jennifer Francone's replacement in Graduate Appointments.

2.2 Dr. McKerrow has been working to complete a grant proposal for the McNair Scholarship, which targets undergraduate students from low-income families that are the first in their families to pursue graduate degrees. Raymie reported that the proposal is due in the fall. If the proposal is successful, \$250,000 per year will be funded to hire a staff to implement the Scholarship process and to fund the scholarships.

2.3 A handout was provided regarding the PerryHockingEducationalServicesCenter (tentative) Schedule of Courses. This program does not lead to a Masters Degree (in Higher Education), but may become more than a certificate program over the next two years of its implementation. [See handout]

2.4 An argument has been made stating that scholarships that are state funded should not be given to international students. This issue is currently being discussed at Legislative levels.

2.5 A proposal has been submitted regarding a reduction in

general fees. It was suggested that the committee should examine the components of the general fees and form a sub-council in the fall with appropriate representation to resolve this issue.

2.6 Graduate Student Services/Appointments has hired a graduate student to serve as a web-master to update/upgrade the Graduate Student Web-Site. The appropriate Graduate offices have been notified. All updates and/or questions be directed to Linda McDonald in Graduate Student Services.

### 3.0 Curriculum Committee

3.1 Scott Sparks, Ph.D. referred the committee to the handouts on the final reports for Chemistry and Biochemistry, Teacher Education, and Women's Studies. Dr. Sparks also reviewed the guidelines for the approval process prior to the presentation and vote.

3.1.1 The Chemistry and Biochemistry report was reviewed and members of the Chem/Biochem department were available for discussion. It was stated by the representatives that the check sheet for the report is unacceptable and should be revised. Additionally, they felt that there was concern regarding time frames and evaluations of the undergraduate and graduate students together. A recommendation was made not to accept the report.

3.1.1.1 Following a brief discussion in response to the departments concerns, it was recommended that an amendment be made to the report to include the following:

3.1.1.1.1 "There appear to be inconsistencies in the rating sheet and report as found by the committee."

3.1.1.2 A motion was made and approved unanimously to accept the report with the amendment.

3.1.2 The Department of Teacher Education report was reviewed and discussed. It was recommended that the Graduate Council accept the report. A motion was made and approved unanimously to accept the report as written.

3.1.3 The Women's Studies (Program) report was reviewed. They are hoping that this certificate program will develop into its own degree program. A motion was made and approved unanimously to accept the report as written.

#### 4.0 Admission Requirements Committee

4.1 Katherine Tadlock, Ph.D. distributed a conflict of Interest Review from the Admission Requirements Committee for discussion. The Admission Requirements Committee felt that there was no conflict on this particular case. The Graduate Council expressed one issue of concern that the student has dual status in a “non-degree” program with degree status.

4.1.1 The committee determined the recommendation to be acceptable.

4.2 In addition to Dr. McKerrow’s report on the website earlier, Dr. Tadlock added that our goal is to connect graduate students to as much information as possible.

4.3 In response to issues encountered in the past Graduate Studies/Appointments and Graduate Student Services are in the process of organizing an orientation for graduate students in an effort to deal with questions students commonly have about contracts and payroll forms.

4.3.1 Additionally, Graduate Council was reminded that all contracts should be processed in a timely manner to ensure student payment.

#### 5.0 No New Business

There being no further business, the meeting was adjourned at 3:13 p.m.

Next Meeting: TBA

Graduate Council Meeting Minutes  
May 10, 2002

Attendance: Joseph Bernt, Mehmet Celenk, Howard Dewald, Katherine Jellison, Marilyn Poeppelmeyer, Edwin Rowland, Arvind Singhal, Scott Sparks, Eddith Dashiell, Glenn Doston, Charles McWeeney, Roger Radcliff, Josep Rota, Maureen Weissenriederm, Derek Bleyle, Doug Green, Louis Wright,

Staff: Raymie McKerrow, Katherine Tadlock, Anne Walker

Excused: Paula Popovich

Absent: Julie Zimmerman, Ed Yost, Harvey Ballard, Walter Dekeseredy, Bhavin Mehta, Averell Overby, Leona Cibrowski, Judith Edinger, Daniel

Innis, Roger Radcliff, Daniel Johnson, Holly Rivers

Guests: Michael Mumper, Steve Miner, Scott Hooper, Phil Contino

Convened: 2:11 P.M.

Chairs Report: Motion made and seconded to pass March minutes.  
March minutes were passed.

Associate Provost for Graduate Studies's Report

Re: Program Updates

1. Houk – as of now, we have a budget in place for next year; what will happen beyond that is yet to be determined.
2. Grad Faculty status – Faculty Senate will consider a recommendation to pull the 1986 policy from the Policies and Procedures list on the website. If a policy were to be put in place, the Senate and others would have to consider what that would be in the future. We need to confirm the 1989 position and do away with the 1986 position.
3. New degree programs – the audiology and physical therapy programs should go to the Regents in late June. The MSN proposal as well as a CSM proposal should go later this month to RACGS for review.
4. Dr. McKerrow and others are considering ways to create incentives for building graduate programs in terms of sheer numbers, as well as increasing the proportion of fee payers. Advice is welcome on this issue.
5. Professional Development Proposal program for Graduate Teaching/ Research Assistants: Dr. McKerrow passed around a draft for enhancing graduate training. He suggested that perhaps PDP could be an optional course, worth one non-graded credit, and also suggested he could teach this, perhaps as a pilot program in the beginning. The proposal is being made at this meeting (please see attachment which was handed out at the meeting), in order to leave time for a check and balance regarding any red flags that may need to be discussed.
6. New Policies//Revisions:
  - a. The Policies approved at the prior meeting have been forwarded to the university Policies and Procedures Task Force for final action.
  - b. Degree Equivalency—still working on the issues involved.

c. Catalog copy issues: as these arise, Katie and I will continue to draft suggested changes and bring them forward at the appropriate time.

d. Changes in New Program Procedures—basically, the procedures will remain unchanged from what GC has already worked out re: following the Regent's PDP. The two primary changes: clarifying the early involvement of the Graduate Studies office in order to review what the Regent's are asking for, as well as developing a draft budget to assess program viability before going through the entire process of creating a PDP. |

7. New Staff: Jennifer Francone is leaving the office May 15th. Anne Walker will handle Dr. McKerrow's schedule and the Grad Council minutes. A new employee will share ETD and Graduate Appointment related duties. At this time it has not been determined who that person will be. We are trying to move this process along as quickly as possible. Also, in Graduate Student Services, a new Assistant Director for International Admissions will be hired to replace a retiring staff member.

The first Graduate Student Senate Fair was a great success. Many suggestions were made, among them, perhaps having the fair in the fall quarter. These suggestions, among others will be reviewed.

#### Named Fellowship Nominations and Alternates

The committee met in April to select those student to receive named fellowships. It was the responsibility of the Committee to rank the top 5 applicants and two alternates, not to select the persons for each named fellowship. The Director of Graduate Student Services assigned specific fellowships. Each fellowship is worth \$12,000 and there is no work requirement involved. A department can supplement this amount if they desire to and this is for one year only for FWSp quarters. It was asked if there is going to be any follow-up on the students to be sure they are working on what they should be. The answer was no, however it was added that these students are the "best of the best" and based on this we can safely assume they are.

Moved and APPROVED

#### Admission Requirements Committee

Ballard, Dashiell, and Rowland reviewed the cases of 5 employees who desire to enroll in graduate programs. The committee agreed with the "no conflict" recommendation of GSS for 4 of the individuals (Legris, Mack, Wiseman, Campbell). No recommendation was made by GSS for one

other employee, Bruce Brown in Engineering. After thorough review of his file, committee members determined that there was no conflict of interest in the case. Mr. Brown is basically a technician for a faculty member who teaches in his program. Please see the attached summary sheets for the lists of employee/graduate students.

Moved and APPROVED

#### Curriculum Committee Report

The program recommends approval of the proposed Ohio Executive Master of Public Administration Program (OEMPA).

The following Self Study Reports were approved:

- a. Department of Geological Sciences
- b. Department of Environmental and Plant Biology
- c. Department of Physics and Astronomy
- d. Department of History
- e. Department of Biological Sciences

#### New Business

None was reported at this meeting.

Adjourned 3:30 P.M.

Next meeting Friday, June 14, 2002, Baker Center 334

#### Graduate Council Meeting Minutes April 12, 2002

Attendance: Joseph Bernt, Harvey Ballard, Mehmet Celenk, Howard Dewald, Bhavin Mehta, Averell Overby, Paula Popovich, Marilyn Poeppelmeyer, Scott Sparks, Leona Cibrowski, Eddith Dashiell, Josep Rota, Julia Zimmerman,

Staff: Raymie McKerrow, Jennifer Francone

Excused: Walter Dekeseredy, Katherine Jellison, Edwin Rowland, Arvind Singhal, Edward Yost, Judith Edinger, Charles McWeeney, Maureen

Weissenrieder, Derek Bleyle, Glenn Doston

Absent: Daniel Innis, Roger Radcliff, Danielle Johnson, Holly Rivers

Convened: 2:15 P.M.

Chair's Report: Popovich moved to pass the March minutes. Mehta seconded the motion. March minutes were passed.

Associate Provost for Graduate Studies's Report: Dr. McKerrow and the Houk committee are making changes on the Houk review process. The John Houk Memorial Research Grant is given out three times a year and is administered through the Graduate Student Senate. Dr. McKerrow would like the Office of Graduate Studies to be more involved in the reviewing process and notification letters. There was concern about the Houk not continuing next year due to the Research Office budget reduction. However, the Houk will continue to offer \$18,000 per year in grant monies to graduate students.

There is a greater tuition scholarship budget deficit than previously anticipated. It is believed the cause of the increased tuition scholarship expenditures is a smaller drop in contracts accepted between the Fall and Winter quarters. It is believed that more students came in the Winter quarter than in the past. The Office of Graduate Studies is evaluating how to handle the budget problem.

Dr. McKerrow will be check on the status of the seven year reviews. He currently has four of the seven or eight. University Curriculum Council has not seen them yet either.

Graduate Student Rights & Responsibilities Committee Report: The committee is proposing a web site listing information and sites that are relevant to graduate students. This is technically the first reading; however, this handout is very similar to a handout earlier this year with two additions, a link to Graduate Council and the 260 hour rule. Committee moved to suspend first reading. Sparks seconded and the motion was passed. Committee moved to pass the proposal. Dewald seconded the motion. There were suggestions of additional sites. The proposal was passed.

Policies and Regulations Committee Report: The committee is bringing forth four policies for approval: Scope and Function, Dress and Appearance, Graduate Contract Grievance Board, and Employment of Graduate Students on Graduate Contract. These policies were emailed to Graduate Council members for suggestion which were incorporated in the

second email. Most of the changes deal with updating names and offices. The committee moved that all policies be approved. McKerrow inquired which should be on the OhioUniversity main policies site and which on Graduate Council's site. Bernt felt that all should be both places. Cibrowski asked if anyone had used the grievance policy and it was noted that most issues get handled at the college. All policies were passed.

Admission Requirements Committee Report: The committee reviewed Greg Kessler, Dana Levitt, Joanne McMullen, and Laura Phillips for potential conflict of interest. It was passed that no one had a conflict of interest.

Curriculum Committee Report: The committee moved to pass a Masters in Education Administration to be offered at Lancaster, Zanesville, Southern, and Eastern campuses. This program is identical to the program offered at the Athens campus and has been offered before. The program will be using their Athens faculty. There is an online aspect. McKerrow will check if it needs to go before RACGS. The program was passed.

There has been some confusion regarding the seven year review process. There should have been a time limit. There was also confusion as to whom the reports should be sent. The committee will meet before the next Graduate Council meeting and bring forth as many reviews as they have.

New Business: Ohio Program of Intensive English (OPIE) would like to no longer test all international students who come to OhioUniversity. They are proposing that any student who is above a certain score would be exempt from taking the computer test. However, every student will still have to take the written test and departments can request that all of their students still be required to take the test. OPIE would like to implement the new policy beginning Fall 2002. Graduate Student Senate has a list of concerns that they are taking to OPIE, such as when the test is given. McKerrow moved approval of the policy and Cibrowski seconded. Rota moved that students coming from English speaking universities be exempt from taking the test. Rota, Mickelson, and McKerrow will meet to come up with a list of exceptions. The motion was passed.

Adjourned: 2:55 P.M.

Graduate Council Meeting Minutes  
March 1, 2002

Attendance: Joseph Bernt, Harvey Ballard, Mehmet Celenk, Eddith Dashiell, Howard Dewald, Averell Overby, Paula Popovich, Marilyn Poeppelmeyer, Edwin Rowland, Arvind Singhal, Edward Yost, Leona Cibrowski, Judith Edinger, Glenn Doston, Daniel Innis, Charles McWeeney, Maureen Weissenrieder, Derek Bleyle.

Staff: Raymie McKerrow, Katherine Tadlock, Jennifer Francone, Anne Walker

Excused: Scott Sparks, Josep Rota

Absent: Walter Dekeseredy, Katherine Jellison, Bhavin Mehta, Roger Radcliff, Julia Zimmerman, Danielle Johnson, Holly Rivers

Guests: Matthew Adeyanju: Professor/Director of Health Services, Health Science Curriculum

Sharon Mullen: Asst. Professor, Nursing

Sharon Denham: Assoc. Professor, Nursing

Charles Parks: Prof. Chair, Industrial & Mechanical Engineering

Convened: 2:15 P.M.

Chairs Report: Derek Bleyle moved to pass the February minutes. The motion was seconded. February minutes were passed.

Associate Provost for Graduate Studies Report: Several policies are being introduced by the Policies and Procedures committee for consideration. They are as follows:

- a. Catalog copy changes: 45/50 credit hour policy; MA level transfer policy
- b. Procedure # 20.109 Graduate Employment
- c. Procedure # 17.500 Graduate Council
- d. Procedure # 28.102 Contract Grievance Board
- e. Procedure # 20.103 Dress and Appearance Rights

The committee is continuing to deliberate on catalog copy changes with respect to second doctoral degrees, minimum hours for doctoral degree,

and the graduate certificate guidelines. Once policy is determined, the Office of Graduate Studies will notify the Registrar's office.

OPIE: Dr. McKerrow encouraged discussion regarding the change proposal handed out at the last meeting. He needs to report back to OPIE.

Dr. McKerrow included as well, a new guidelines document and two new policies for consideration. They were:

a. The International Graduate Admission Guidelines for Degree Equivalency Policy/Procedure Draft: The Associate Provost will make final decisions regarding degree equivalency. It is not certain that it is necessary for Graduate Council approval, but council needs to be aware of the proposed policy and Dr. McKerrow would like their reaction as well.

b. Procedure # 18.004 (Last revised 2/28/02) – Graduate Faculty: This is a work in progress and has received varied response from the Colleges. Some colleges oppose information on the web. There is no intent here to re-create a Graduate Faculty. That should be very clear. The goal is to again, clarify what OU, as an institution, should have (or not) on its website. We need to verify what our actual policy is—in light of the fact that the web site contains an outdated policy [procedure #18.004].

c. POSTHUMOUS GRADUATE DEGREE: (Last revised 2/28/02) This has been considered by the Registrar's office, GSS, and Dr. McKerrow. He is asking that the appropriate committee evaluate as one paralleling the existing undergraduate policy.

STIPEND: The minimum stipend level for the 2002-2003 academic year will be \$2100 per quarter.

GENERAL FEE: Dr. McKerrow believes the Provost is committed to the General Fee reduction plan. This should not be put off a year, there is no question the cost will be higher.

ADMISSION REQUIREMENTS COMMITTEE: The Admission Requirement Committee, (Ballard, Dashiell, Rowland) reviewed the cases of four employees who desired to enroll in graduate programs. The committee agreed there was no conflict of interest for the following individuals: Tim Creamer, Vicky Foster, Monica Jones, and Terence Oliver. There was a motion to accept "Conflict of Interest Reviews" and it

was passed.

#### CURRICULUM COMMITTEE REPORT:

a. The Industrial and Manufacturing Systems Engineering Program at OUEastern was proposed. The committee had no dissent regarding this proposal and this was approved. Health Care Service Administration.

b. There was a motion to approve the Master of Science in Nursing. The committee had no dissent regarding this proposal and this was approved.

c. Health Care: The committee had a positive majority vote on this program but there were a number of concerns. There was much discussion regarding the guidelines for implementing and the maintenance of the web programs, as well as concerns regarding the quality and integrity. It was mentioned that we do not want to compromise the learning process of the student. It was suggested perhaps we begin in the local areas of S.E and Central Ohio before we roll out Internationally. The general consensus was, in the end, web programs are going to be developed. OU may as well be a leader in this. Mistakes may be made but if the Integrity were not compromised, it would be best to proceed and entertain the idea, rather than say we did nothing. It is anticipated that there will be about twenty-five students. It was agreed that it would be approved on a trial basis with the condition to report back in April and to review in two years.

#### POLICIES AND REGULATIONS COMMITTEE:

CATALOG COPY CHANGES: This policy, regarding the 50 credit rule policy issue, was read. It was suggested we need to re-affirm what our policy is regarding the current graduate requirements and inform the Registrars office. This was voted on and approved.

TRANSFER OF CREDIT: The most significant change was item number four, in that no more than 25% of the total graded credit requirements may be transferred to the degree program. The change was made due to a concern that a student should not be treated differently because of a transfer of credit. The question was raised in reference to number three (transfer credits), and whether this was being checked. Katie Tadlock confirmed that Graduate Student Services confirms that the person who taught the class was indeed graduate faculty. The question was raised as to why we would restrict the amount of transfer hours for graduate students only. It was mentioned that this policy is going on the premise of "actual course work" that was completed at the graduate level. Since this

does not go to print for two years, it was suggested and supported that there is ample time for further consideration.

Due to time constraints, the following were distributed and will be reviewed in the April meeting.

Procedure #18.004 – Graduate Faculty

Procedure #28.102 – Graduate Contract Grievance Board

Procedure #20-103 – Dress and Appearance Rights for Graduate Assistants

Procedure #17-500 – Scope and Function

Procedure #20-109 – Employment of Graduate Students on Graduate Contracts

OPIE TOEFL EXAM: Graduate Student Senate President, Derek Bleyle has been collecting information from international student colleagues on a proposal for revising this. There was a fair amount of feedback, which was submitted to graduate council. There was some discussion about when the exam should be administered and the question of OPIE courses that would be paid for by scholarships.

Meeting was adjourned at 3:58 P.M.

Graduate Council Meeting Minutes  
February 8, 2002

Attendance: Joseph Bernt, Mehmet Celenk, Walter Dekeseredy, Howard Dewald, Katherine Jellison, Bhavin Mehta, Averell Overby, Edwin Rowland, Arvind Singhal, Scott Sparks, Edward Yost, Leona Cibrowski, Eddith Dashiell, Judith Edinger, Glenn Doston, Maureen Weissenrieder, Julia Zimmerman, Derek Bleyle, Holly Rivers.

Staff: Raymie McKerrow, Katherine Tadlock, Jennifer Francone, Anne Walker

Excused: Paula Popovich, Charles McWeeney, Josep Rota

Absent: Harvey Ballard, Marilyn Poeppelmeyer, Daniel Innis, Roger Radcliff, Danielle Johnson

Convened: 2:08 P.M.

Chairs Report: Rowland moved to pass the January minutes. The motion was seconded. January minutes were passed.

Associate Provost for Graduate Studies Report: As of now, the fee reduction plan is in the 2002-2003 budget. The goal would be to cut the amount paid by students on stipend support to the \$200 per quarter range within the next 4-5 years (even with increases in the general fee).

The minimum stipend level for the 2002-2003 academic year will increase by \$50 per quarter. Now it will be \$2100 per quarter or \$6300 for Fall, Winter, and Spring.

Again this year, there will be two levels of mini-stipends for summer: \$470, \$375. These two levels are designed to help accommodate departmental budgets since the general fee increases at a greater rate than the stipend pool, which houses the mini-stipend dollars.

Graduate Studies personnel and Payroll are meeting with graduate directors and graduate staff to review processes, time lines for contracts, etc.

The Office of Graduate Student Services is experiencing more transfer problems in relation to late contract signing/cancellation than in the past. The Office of Graduate Studies will be re-evaluating current policy to see if changes need to be made in how cancellations and charges to the student are handled.

The Doctor of Physical Therapy proposal has undergone initial review. The full proposal will be reviewed later this Spring. It should be before the Regents Advisory Committee on Graduate Studies (RACGS) in June.

The Graduate Councils Policies and Procedures Committee is looking at a number of policy changes. These include catalog copy issues as well as web-based policies. Dr. McKerrow is in the process of working on new policies and procedures to bring before the committee. Some are:

1. Graduate Faculty: A policy based on a 1989 memo from Provost Bruning has been written and is currently being reviewed by Deans. This memo dissolves a policy from 1986 that is currently on the web. Dr. McKerrow will be sharing the policy with Graduate Council for review. In essence, the policy indicates that the designation of who teaches/directs at the graduate level is determined by departments/schools in consultation with the Dean.

2. OPIE test policy: Charles Mickelson has drafted a policy change with respect to TOEFL testing. Currently, all international students are required to take both the TOEFL and the Test of Written English (TWE). The new policy would be that students who meet a baseline or above would not have to take the TOEFL but would still have to take the TWE. The hope is to reduce the discrepancies between test scores taken off-campus and on-campus. Charles Mickleson is asking for Graduate Council's consideration of this change.

3. Degree Equivalency: Drs. McKerrow and Tadlock are working on a set of procedures to handle those cases where an international student's degree does not meet BA/BS equivalency. Once this is finalized in draft form, they will present it to Graduate Council.

4. New Programs Procedures: Dr. McKerrow has drafted and shared with the Graduate Council Curriculum Committee Chair and Graduate Council Chair a more comprehensive policy and procedures document in introducing new graduate programs. The document addresses internal procedures, and follows the guidelines for a preliminary development plan with respect to the program rationale, outline, etc., as required by the Regents Advisory Committee on Graduate Studies.

5. International Agreement Review: Dr. McKerrow handed out a potential policy and procedures for Graduate Council's review of international agreements. Elizabeth Clodfelter from the Center of International Studies has reviewed the document and approved it. There are loose timelines built into the procedures. When there is not enough time for Graduate Council to review an international agreement, the Associate Provost for Graduate Studies and the Director of Graduate Student Services would respond and then report their decisions to Graduate Council. Dewald inquired about what would occur with existing agreements. Dr. McKerrow responded that the University International Council is reviewing current policies and trying to determine who the initial parties were.

Admission Requirement Committee Report: The committee reviewed Dawn Bikowski, Catherine Cutcher, Douglas Grammer, Michael Lafreniere, Diane Lucas, Todd Myers, Christopher Sandford, Robert Capuozzo, Amy Collins, and Monica Silverthorn for potential conflict of interest. It was passed that no one had a conflict of interest.

Adjourned: 2:33 P.M.

Graduate Council Meeting Minutes  
January 11, 2002

Attendance: Joseph Bernt, Mehmet Celenk, Howard Dewald, Katherine Jellison, Bhavin Mehta, Paula Popovich, Marilyn Poeppelmeyer, Edwin

Rowland, Edward Yost, Leona Cibrowski, Eddith Dashiell, Glenn Doston, Daniel Innis, Charles McWeeney, Josep Rota, Maureen Weissenrieder, Derek Bleyle, Holly Rivers.

Staff: Raymie McKerrow, Katherine Tadlock, Jennifer Francone

Excused: Walter Dekeseredy, Julia Zimmerman

Absent: Harvey Ballard, Averell Overby, Arvind Singhal, Scott Sparks, Bobbi Conliffe, Roger Radcliff, Danielle Johnson.

Convened: 2:12 P.M.

Chair's Report: Cibrowski moved and Rowland seconded to pass November's minutes. The minutes were passed. Chair Bernt wanted to discuss two policy matters that Dr. McKerrow brought before Graduate Council: the awarding of posthumous degrees and an appeal involving the twelve hours of transfer credit for master's degrees. Bernt decided that the University had a policy on posthumous degrees at the graduate level in place and that is that we do not award posthumous degrees since we do not have a policy stating otherwise. Bernt decided that we will not write a policy on posthumous degree awarding unless someone on Graduate Council requests that we do so. Chair Bernt spoke with several people on campus regarding the appeal of the twelve hour transfer policy who recommended it be appealed to the college involved first before it would come before Graduate Council.

Associate Provost for Graduate Studies' Report: Dr. McKerrow and Dr. Tadlock are proposing revisions in the Graduate Catalog relating to masters and doctoral level policies and procedures, as well as the creation of a new 'Certificate' policy. Drs. McKerrow and Tadlock have drafted policies to give to the Policies and Regulations Committee. They want to meet with the committee to discuss the policies. University International Council has decided any proposal going before them with a graduate component would also come before Graduate Council. Dr. McKerrow is working on procedures on how this would work and for which programs. This will also help to keep Graduate Council informed on international graduate issues.

The Graduate Studies Office will be scheduling sessions with Graduate Directors and support staff in the coming month. These sessions will be an opportunity to review current procedures, discuss recent payroll and other issues, and present updates on Electronic Theses and Dissertation processes.

The Proposal Development Plan for the Doctorate in Physical Therapy is undergoing review at the Regents Advisory Committee for Graduate Study (RACGS). There is a new Masters of Science in Nursing proposal that will be undergoing internal review. The Doctor of Audiology final proposal is being developed and should be presented to RACGS for review later this academic year.

The Office of Graduate Student Services will continue to monitor application and admissions issues. The impact of any changes in visa clearance processes is still unclear. Drs. McKerrow and Rota will be composing a memo addressing the issue of international student recruitment. It is currently speculated that it could take six months to get a visa. Graduate Student Services is currently seeing visa change requests made in October just now being approved. The memo will recommend to graduate chairs to be mindful of the Council of Graduate Schools (CGS) policy date of April 15. It is recommended that the admission process be started early because international students will need to apply for visas by February 1st to have a chance of being here for fall quarter. Dr. Rota stated that the CGS policy does not prevent early admissions. The Center for International Studies has two admissions deadline dates to help with decisions. If a department waits until after April 15, international students will most likely not make it here by September 1st. Departments should implore international students to accept early but tell them that they can change their mind. With the new laws, universities will need to send papers to the embassy instead of directly to the students. This will reduce the number of visa forms around because a student could get several forms from different universities. However, this does add time to the visa process. Students will need to schedule an appointment with the embassy and this could be as much as six months out. The embassy will perform a background check and the student will have to decide on one university before a visa will be granted. Universities will need to report to INS the international students who have arrived on campus, otherwise INS will try to find the students and handle as appropriate. The Council of Graduate Schools will need to talk about their policy and how it will affect international students. The policy is designed to protect students. It is recommended that departments might consider making more offers than they have to help insure enrollment. The Office of Graduate Studies will try to help cover any additional tuition scholarships if a department gets all of their recruits.

OhioUniversity is one of five institutions participating in a collaborative graduate program funded by the National Science Foundation (NSF): the Appalachian Collaborative Center for Learning Assessment and Instruction in Math (ACCLAIM) will enhance math instruction. The five-year grant is for \$10 million and includes University of Tennessee,

University of Kentucky, University of Louisville, and Marshall University.

Preliminary projections for student enrollment show a normal drop from Fall to Winter, with the decrease somewhat less than usual. Once numbers have firmed up, Dr. McKerrow will share those with you. There are no obvious reasons why this year's enrollment numbers are down. It could possibly be a cycle issue with certain programs going offline. Another issue is that Ohio University is not in an urban area and therefore we will probably not see a boost in enrollment due to the declining economy. Other universities in Ohio are seeing their enrollment numbers increase.

Budget proposals are due next week. Dr. McKerrow will be arguing for more support for stipends, as well as for a reduction in the general fee amount for students on graduate contracts. Now is a critical time to implement a general fee reduction due to the continual increase in tuition charges. The Provost is very interested in making this happen in this budget cycle.

Ad Hoc Committee on Graduate Student Rights and Responsibilities' Report: The committee's purpose is to look into graduate student rights and responsibilities. Drs. Popovich and Tadlock met to discuss the list of issues sent to Dr. Popovich by Chair Bernt. Drs. Popovich and Tadlock discovered that most of the issues are addressed by some source somewhere within the university; however, it is difficult to know where the information is. Dr. Popovich recommends that a web site be created compiling the information and getting the information out to students. The site would also have Frequently Asked Questions (FAQs). Dr. Weissenrieder commented that faculty senate is addressing the issue of students rights on paper publications. Dr. Popovich commented that most students expect to find this sort of information on the web. The committee will begin to compile FAQs and other topics. The Office of Graduate Studies will be in charge of creating the web page. Chair Bernt said that his concern is that information important regarding graduate student rights and responsibilities be located in or accessible at a single location and a web site would serve this purpose well. He thanked Dr. Popovich for her committee's work thus far.

Admission Requirements Committee Report: The committee reviewed Sandra Baker, James Epstein, Kristin Mazzeo, William Mullins, Erin Shannon, Sarah Hina, Donald Sebera, Timur Skeini, and Kumika Toma for potential conflict of interest. It was passed that no one had a conflict of interest.

Policies and Regulations Committee Report: The committee is to review

three policies: rights of teaching assistants, and employment of graduate student employed on graduate assistantship contracts. The committee would like to go over their charge and meet with Dr. McKerrow before presenting anything to Graduate Council.

New Business: Dr. Tadlock presented information on application trends. She stated that applications seem delayed this year. Applications usually begin to come in about a week before Christmas until about the end of January.

Dr. Dewald was wondering if there was any way that departments can find out sooner when students are transferring either to another department or institution. Dr. Tadlock stated that there was no mechanism in order to track transfers. She noted that Alan Boyd's office handles the paperwork for international students (i.e., visa changes). It was noted that this can cause problems with graduate contracts.

Adjourned: 3:14 P.M.

#### Graduate Council Meeting Minutes November 9, 2001

Attendance: Joseph Bernt, Harvey Ballard, Mehmet Celenk, Howard Dewald, Averell Overby, Paula Popovich, Marilyn Poepelmeyer, Edwin Rowland, Scott Sparks, Edward Yost, Leona Cibrowski, Bobbi Conliffe, Daniel Innis, Charles McWeeney, Josep Rota, Julia Zimmerman, Derek Bleyle, Danielle Johnson

Staff: Raymie McKerrow, Katherine Tadlock, Jennifer Francone

Excused: Katherine Jellison, Arvind Singhal

Absent: Bhavin Mehta, Glenn Doston, Roger Radcliff, Maureen Weissenrieder, Holly Rivers

Convened: 2:10 P.M.

Chairs Report: Minutes were moved for approval and passed. Chair Bernt passed out final Graduate Council members list and committee assignments.

Interim Associate Provost for Graduate Studies Report: The latest figures put us at 575 doctoral students (a loss of one from last year) and 1952 masters students (a loss of 106 from last year). Of these, 898 are international students (as compared to 930 last year; the proportion

remains the same [35% international]). Dr. Rota stated that no major university has lost a majority of its graduate students for this year. Next year is the primary concern. It is estimated that could be a loss of 10-30% in international enrollment which may affect subsidy. This will impact some departments harder than others (e.g., physics, engineering, international studies). Dr. Rota stated that departments should try to increase United States recruitment efforts, understand that most international late admits will not come, and target students from countries that are less affected by current international situation. Drs. McKerrow and Rota will send out a memo to departments stating the implication of a decrease in international enrollment. Dr. Rota also stated the U.S. Department of Education has more money for international students, however, the State Department has implemented more barriers for international students to come to this country to study. Dr. Tadlock stated that international students are aware that visas are more difficult to get now. Dr. Rota also stated that I-20s have to be sent to embassies and they are asking to meet with the student. This requires more time because the embassy also does a background check before meeting with the student.

Decisions have been made and monies distributed for the recruitment and program development award.

Proposals for the graduate stipend grant totaling over \$500,000 have been received and will be reviewed. Decisions will be made, if at all possible, by the end of the month. There is a committee to review the proposals with each college represented.

At the moment it is still too early to indicate implications for next year regarding tuition scholarship support. Dr. McKerrow will have a better sense of the budget, both for this year and next, at the February meeting.

A proposal for general fee reduction plan will be going forward to the Provost to initiate a phased reduction in the current \$430 per quarter fee not covered by tuition scholarship. There is an ad hoc committee reviewing the proposal. The committee is looking at a gradual 50% reduction over the next five years which will be a cost of \$1.2 million for the university. Dr. McKerrow is hoping to get the proposal into this year's budget consideration. Approximately 25% of institutions do not charge a general fee. Ohio University charges a higher rate than most other institutions.

Dr. McKerrow suggested a priority list of the issues from the previous meeting. He broke them into two lists. The first is:

1. 50 credit hour rule
2. continuous enrollment
3. posthumous degree. Chair Bernt inquired as to why it was important to have such a policy. Dr. McKerrow explained that there was one at the undergraduate level and it would make awarding one easier. Dr. McKerrow offered to help draft an initial policy.
4. second doctoral degree
5. TOEFL requirements/catalog language
6. 135 PhD rule and transfer rules at doctoral level
7. readmission policy clarification on time to degree This policy deals with how to handle students who have not completed their degree in the appropriate amount of time (six years for masters and seven for doctoral). Dr. Sparks inquired about how this applies to the 260 hour rule. Dr. McKerrow responded that it has no direct affect, however, if a student receives an extension to complete their degree, the hours continue to accumulate. Currently the policy is unclear about whether the clock starts over or if it is just an extension. Dr. McKerrow would like for the language to be clearer, possibly suggesting the department and student having a contract for completion time. Chair Bernt believes that it is important that students complete their degree and not to have a policy that discourages that.

The second list is:

- a. graduate faculty status
- b. bridge courses
- c. part-time/non-degree enrollment
- d. compensation for off-campus programs
- e. program reviews

Graduate Certificate Program Review: Certificate programs are non-degree programs. The following is an attempt to provide an overview of the central issues involved in considering new certificate proposals that will come before the Graduate Council. Some of the information reported here is from a recent national study of certificate programs (1998). An increasing number of online certificate programs are being offered by Ohio University's Regional Higher Education and Lifelong Learning. The benefit to these programs is that they bring back dollars to the university since most participants are fee-payers and it could increase enrollment. Dr. Sparks inquired about who grants permission to offer a program and Dr. Cibrowski stated that the college grants permission. It is easier for

interdisciplinary programs to be offered at the certificate level versus the degree level.

1. Types: Some are linked to an existing degree program, some are stand-alone and some are both. 76% of universities surveyed report both as common in their programs. For example, Ohio University's Gerontology Certificate program admits both types of students.

2. Degree level required: Some require only a bachelor's degree, while others require a master's degree. Approximately 70% of institutions offer both varieties.

3. Single or multi-disciplinary orientation: Approximately 65% offer both varieties

4. State requirements for review of certificate programs (and RACGS policy permits both "linked" and "stand-alone" programs) are as follows:

1. Certificates awarded with an existing degree do NOT require further review at the state level.

2. Certificates requiring less than 31 quarter hours, where all courses have gone through normal institutional review do NOT require further review at the state level.

3. Certificates requiring more than 31 quarter hours MUST submit proposals to RACGS for review/approval. Criteria for review are provided in the RACGS policy/procedures guidelines.

5. Credits required: This varies considerably across programs. Ohio University's gerontology program requires 23 credits, health policy requires 21 credits, music requires 30 credits, and women's studies is "linked" only and requires 17 credits. This is consistent with other institutions requirements nationally, the average minimum/maximum is 14-22 semester hours.

6. Admission requirements: This is consistent with normal institutional non-degree practices. For example, a program may require GREs and recommendation letters, essay, resume for non-degree applicant or not per their usual practices for other degree and/or non-degree students entering their graduate programs. The minimum Graduate Student Services requirements: for post-bacc., official transcript from institute granting bachelors degree. Nationally, some programs may permit credit prior to admission (75% allow inclusion of courses prior to admission? up to one-third of total certificate can be earned this way). Dr. Sparks inquired if the number of hours limitation that is imposed on non-degree students affects students in certificate programs. Dr. Tadlock stated that students in certificate programs are coded differently and are, therefore, not affected by the restriction. Dr. Cibrowski noted that students cannot take any additional hours after completing a certificate program without being admitted to a degree program. Chair Bernt inquired about if the certificate program is campus based and whether or not O.U. receives subsidy. Dr. McKerrow replied that it depends on the delivery of the

certificate program. If the program meets once on the Athens campus, then O.U. receives subsidy.

7. Tuition costs: 96% of institutions charge the same tuition as for other graduate courses. This may vary in specialized on-line/distance education offerings.

8. Delivery mode: At the time of the survey, only 20% indicated using internet for certificate courses and about 12% offered courses via video/cable.

9. Approval process: Whether a program needs to go to RACGS or not, it requires institutional approval. That process includes review by Graduate Council, University Curriculum Council, and finally Trustees approval as a new program. Nationally, 90% require Graduate Council approval, 70% require academic Vice President approval; interestingly, only 35% require Trustee approval. Dr. Cibrowski commented that O.U. requires potential new certificate programs to go before the Trustees.

10. Post-Certificate Graduate Admission: Nationally, in 40% of cases, completion of a certificate may assist in gaining admission to a degree program; in 50% of the cases, it has no effect. The possession of a certificate becomes one more piece of information in making a decision; how many hours to transfer will vary depending on the program applied to. Depending on the department offering the certificate program, transfer hours could be an issue. Students can use a certificate to benefit or augment their degree.

One issue is academic integrity. Also, the faculty's willingness to participate in the offering of a certificate program. Due to the current economic climate, some universities are seeing a growth in enrollment. However, due to our geographical location, we are not seeing this trend.

The tuition revenue from certificate programs may offset any potential subsidy loss. The Resource Distribution Plan is designed to encourage departments to offer off-campus programs by putting some of the dollars earned back into the department's budget.

Admissions Requirement Committee Report: The committee reviewed Krista Antle, Jodi Black, Karen Deardorff, April Henderson, Heather Humphreys, Christopher Morris, Sharran Parkinson, Amy Young Swatzel, Sergio Ulloa, Sanjeev Gunawardena, Allyson Kozak, Gayle Matheny, and Loyd Mbabu for potential conflict of interest. It was noted that Loyd is now pursuing a Ph.D. and that Kozak has withdrawn her application. It was passed that no one had a conflict of interest.

New Business: Dr. Dewald asked why health insurance was taken out all in the fall quarter for graduate students on contract. Ms. Francone explained that it was because the student is billed for it in the fall and also

that not every department writes a three quarter contract.

Adjourned: 3:03 P.M.

Graduate Council Meeting Minutes  
October 12, 2001

Attendance: Joseph Bernt, Mehmet Celenk, Howard Dewald, Katherine Jellison, Bhavin Mehta, Averell Overby, Paula Popovich, Arvind Singhal, Scott Sparks, Leona Cibrowski, Bobbi Conliffe, Glenn Doston, Josep Rota, Maureen Weissenrieder, Derek Bleye, Danielle Johnson, Holly Rivers.

Staff: Raymie McKerrow, Katherine Tadlock, Jennifer Francone

Excused: Charles McWeeney

Absent: Harvey Ballard, Marilyn Poeppelmeyer, Edwin Rowland, Edward Yost, Daniel Innis, Roger Radcliff, Julia Zimmerman

Convened: 2:10 P.M.

Chair Bernt did greetings and introductions.

Associate Provost for Graduate Studies Report: An ad hoc committee has been formed by the Interim Provost to look into ways OU might reduce the impact of the General Fee. As of now, stipends are effectively reduced by the payment students make—currently \$430 per quarter for full-time students. Also, students must pay for a medical plan whose costs are \$490 for domestic students and \$648 for international students.

As of the last report, we are down about 4-5% or 100-125 graduate students from this time last year. As soon as the impact of this decrease is known, Dr. McKerrow will pass that information on to the council. Dr. McKerrow will be meeting with programs to explore reasons for specific drops in enrollment. One major concern is that the decrease in fee-paying students is greater than the drop in enrollment. This may have serious implications on the budget. Most of the enrollment drop is at the masters level due to cyclical programs and therefore will not affect the 85% doctor enrollment requirement for state subsidy. This is not a statewide problem. This could affect the number of OGS stipends available to departments and how flexible the Graduate Studies office can be for exceptions.

The second item in the new presidential mission statement relates to masters and doctoral education. Dr. McKerrow will be meeting with programs to see what creative approaches might be used in delivering

existing and new master's programs as well as to examine ways to enhance the university's doctoral programs. With respect to the latter, Dr. McKerrow and others will be taking a hard look at how to prioritize efforts in improving existing doctoral programs as well as beginning new programs.

Regents Advisor Committee on Graduate Studies (RACGS) has approved three off-campus OhioUniversity programs (Counselor Education at the Southern campus, Political Science at Pickerington, and Industrial and Manufacturing Engineering at Ironton and Chillicothe). Hearing and Speech Sciences is working on the full development plan for the Doctor of Audio logy to submit to RACGS.

The Office of Graduate Studies is offering recruitment grant and stipend enhancement grant opportunities again this year. The Office of Graduate Studies will be awarding approximately \$50,000 in one time only monies for recruitment and \$200,000 in base stipend enhancement. The deadline dates for the grant opportunities are October 12 for the recruitment grant and November 5 for the stipend enhancement. This award may not be available next academic year.

There was a complicated issue about graduate stipend checks that arose in part due to the new Oracle system, and in part due to signed student contracts coming in later than the September 10 deadline that was published last Winter/Spring. The Graduate Appointments office worked out a progressive payment plan with Payroll (otherwise students would not have been paid until November 1). Dr. McKerrow plans to meet with Payroll to discuss ways to avoid the issues that arose earlier this month.

Dr. McKerrow would like Graduate Council to consider the following issues.

There are several credit hour issues that need to be addressed. The first is a 50 credit hour master's rule. There is a belief that a policy related to master's thesis/non-thesis programs exists, but it is not written as such in the catalog. In essence, the policy requires that in those cases where master's thesis programs require 45 credits, the non-thesis option requires an extra five credits for either a seminar paper, project, or other task. The second is the 135 credit hour PhD rule. This issue is should this be the minimum credits for doctoral degree. If so, it should be stated as such in the catalog. The third is the twelve hour transfer rule. First, is this sufficient at the master's level or should the transfer be based on a percentage of hours in a degree program (e.g., 70 hour master's program vs. 45 hr. program). Second, should there be a parallel rule governing transfer hours at the doctoral level. With respect to master's programs,

exceptions to the twelve hour rule have been made in some individual instances, and as part of a consortia agreement. With respect to the PhD, should there be a limit such as 1/3 of Doctoral hours may be transferred in.

Another issue to discuss is students with a doctorate in one field from OhioUniversity currently can be admitted for a second doctoral degree. It is unclear whether there is a clear policy against such practice were the degree in a same or similar field. Should OhioUniversity have a policy that permits, discourages, excludes or otherwise governs admission to a second doctoral program? Currently the language is ambiguous regarding this issue.

There is a 1986 policy on graduate faculty status on the web site <http://www.ohiou.edu/policy/18-004.html> , and a 1989 memo from then Provost Bruning confirming the dissolution of a Graduate Faculty designation. One question is which policy is in force (or should be). Options in tackling this issue range from confirming Bruning's memo as current policy to establishing a new set of criteria for graduate teaching/advising. In the original policy, the Associate Provost for Graduate Studies was to keep a list of all graduate faculty. Currently, each college establishes its own guidelines for who qualifies as graduate faculty. Because of this, criteria may vary greatly from college to college.

There is a policy (<http://www.ohiou.edu/policy/22-001.html> ) that governs the process for posthumous awarding of degrees at the bachelors and associates degree levels. Dr. McKerrow has been asked to develop guidelines for awarding graduate degrees posthumously since there is currently no policy.

An issue has been raised regarding the current requirement that any student taking graduate courses must be fully matriculated. The issue is that this may discourage otherwise potential enrollment in courses to meet licensure requirements, etc. Whether current non-degree requirements are responsive enough to this issue, or whether other procedures should be developed to manage such enrollment is an item for discussion.

A number of programs use 100/500, 300/500, and 400/500 'bridge' courses for simultaneous teaching at the undergraduate and graduate level. The extent to which this may compromise quality at the masters or PhD level is an open question. During the recent review process, this issue has been raised by outside reviewers. The reason for 100/500 and some of the 300/500 level courses are for skills courses that are not program requirements (e.g., foreign language courses). Most of the 400/500 courses came about due to graduate programs growing out of

undergraduate programs. The numbers are not pure numbers. There is currently no policy on the number of bridge courses a graduate student can take.

As the number of off-campus programs grows, workload may be a faculty senate and/or grad council issue. Dr. McKerrow would like to look into compensation options for off-campus and distance programs.

With the first round completed and a second round underway, the issue that remains to be discussed is: "what happens once the review is completed?" More specifically, what should be the Graduate Council role, once the reviews are completed, in seeing that recommendations for support, etc. are addressed. Another question is how the programs are to receive increased resources. Graduate Council has the ability to follow up on recommendations that it made by requesting an additional review. Departments use the review in order to request additional monies for improvements. Because Graduate Council has no budget, it cannot offer any financial assistance. It was recommended that Graduate Council goes through the review process one more time, and then establish a review policy for Graduate Council.

The policy in place specifies that programs can determine conditions beyond a one-quarter 'college' approval for readmission. The policy does not specifically address how long a student is permitted to remain in "readmit" status beyond the expiration date for a Masters or Doctoral program. Should there be more precise language governing the length of time or a recommendation that a time limit be established and agreed to by the student?

Continuous graduate enrollment and the issue of differential fee structure for students who only need to complete their thesis or dissertation. Drs. McKerrow and Tadlock have talked about allowing students who have finished their program of study and left campus while continuing to work on their degree requirements to register for "continuous enrollment" under a different fee structure than that currently required by 1-2 credits. Should there be a different arrangement than now exists for "continuous enrollment" (e.g., students might pay \$50-\$75 fee per quarter between leaving the program and graduating). This policy is not in effect throughout campus. The fee would only be for students finishing their graduate degrees. Dr. McKerrow has not looked into the budgetary impact of such a fee. Also, they could change the requirement to one hour for everyone.

The language in our catalog regarding TOEFL requirements may need to be more specific with respect to whether departments wish to require a

TOEFL in all cases from international students whose native language is not English. In addition, some institutions scale TOEFL and admission, in granting conditional admission only to students with TOEFL scores (or writing scores) below a certain level. A concern is what happens if a student takes the TOEFL once they arrive and the score is low. Also, there is a concern about the reliability of external scores. Students have a passing external score and then come to campus and take the test again and need to take courses.

Dr. Rota brought up a concern about international student admissions. With the current political climate, it is becoming more difficult for students to get visas in a timely manner or at all. Dr. Rota would like Graduate Council to look into ways of attracting international students. The U.S. government is trying to implement a computer database in order to track international students. If this does get implemented, it could add months to the visa process. Also, consulates have either been closing or restricting visas. The earlier departments can make admission decisions and forward the appropriate paperwork, the better the chances are that international students will be able to attend. Most international students who are late admits will not be able to attend OhioUniversity. This current situation may increase the number of transfer students because international students may go to the first school that admits them and then transfer once they are here.

Director of Graduate Student Services Report: Dr. Katherine Tadlock introduced herself and explained her duties. She does the international transcript evaluations for graduate students. She receives between 2500-4500 international transcripts each year. Also, Dr. Tadlock handles the conflict of interest determination and paperwork. Conflict of interest is when an Ohio University employee takes courses or is a department that they work in or with or they have a particular position title (e.g., associate provost, vice president). Most employees are not considered to be a conflict of interest. Dr. Tadlock is trying some new procedures in order to expedite the process. She is attempting to catch conflict of interest applications and send the paperwork out at that time. Drs. Tadlock and McKerrow do the initial review before sending the information to Graduate Council. Dr. Tadlock also handles the named fellows. Dr. Tadlock handed out preliminary dates for winter graduate contracts. The first check for winter quarter is issued January 1. As soon the dates are finalized, Graduate Studies will send them to departments. Dr. Tadlock is not aware of how removing the late fee for preregistration has affected registration trends. She encourages departments to have their students register as soon as possible. The advantages are that courses may not be dropped if they get enough students and that contract assignments can be determined earlier.

Chair's Report: Chair Bernt handed out Graduate Council member list and committee assignments. He also created an ad hoc committee to look into graduate student rights. Currently, Graduate Council is short one faculty member. Chair Bernt would like to see more fluid conversation this year in addition to committee reports.

Adjourned: 3:38 P.M.