

Graduate Council Meeting Minutes
June 13, 2003

Attendance: Joseph Bernt, Scott Carson, Leona Cibrowski, Edith Dashiell, Glenn Doston, David Kidder, Bhavin Mehta, Jerrel Mitchell, Tootie Overby, Josep Rota, Maureen Weissenrieder

Staff: Raymie McKerrow, Katherine Tadlock, Anne Walker, Michael Mumper (incoming Associate Provost)

Excused: Harvey Ballard, Judith Edinger, Katherine Jellison, Paula Popovich, Edwin Rowland, Arvind Singhal, Scott Sparks, Andrea McClanahan

Absent: John Day, Charles McWeeney, Marilyn Poepelmeyer, Michael Willits, Ed Yost, Julie Zimmerman

Guests: (none)

Convened: 2:20 p.m.

Chair Report: A motion was made and approved unanimously to approve the May 9, 2003 minutes as written. Approved.

Joe Bernt/Chair --- Comments:

- a) Joe opened the meeting recognizing Raymie, as this was his last grad council meeting before he leaves his interim position in the office of graduate studies. Joe remarked that he appreciated the way Raymie "pushed" programs through the system.
- b) Joe also commented that he thought Raymie was particularly helpful with Graduate Student Senate, i.e. that body is far stronger and more assertive than two to three years ago.
- c) Funding and graduate recruitment and developing programs for TA's was helpful
- d) ETD has grown. Statistics are showing that OU is among the universities leading the state in its use; students generally are in favor of this process and had positive experience with it. It will probably be mandatory at OU in the near future.
- e) Raymie has been extremely supportive of graduate students. He has made the Graduate Studies web site a great source for information

and expects that will continue in his absence.

f) Last, Raymie has had a great respect for the role of Interim Associate Provost, has kept graduate council informed and has worked well with, and not against graduate council concerning various issues

Joe also remarked on Provost Kopp's last visit at the May 9th Grad Council meeting. He felt that Kopp did not seem to have a clear direction for where he wanted graduate studies to go, but he did encourage GC to address current domestic and international impacts and recruitment materials we use, as what is used now is inefficient. As well, the university needs to identify ways to better utilize tuition waivers. Noting that GC members had commented about taking the provost up on his suggestion that GC develop strategies for graduate studies at OU, Joe recommended that next year whoever is GC chair establish an ad hoc sub-committee of the council to work with Michael Mumper, Katie Tadlock and others in developing new recruitment strategies as well as a strategic plan for graduate studies.

1) Associate Provost for Graduate Studies Report: (see handouts)

a. TOEFL Scores: Raymie shared information with Joe Bernt and Maureen Weissenreider (re: Policies and Procedures Committee). OPIE's new policy no longer requires testing if a student's score is above 250. It may be that this information was not widely circulated to the departments and that is why the requests were made.

b. POST-BACC Inventory Data: (see handout) Raymie attached an inventory list and shared this information with Associate Deans during its construction. The data is probably about 90% accurate as these do change often. It is a broad base of information regarding various programs. A Dean's group requested this data and is continuing to work on strategies for improving graduate education efforts.

c. GRADUATE PROGRAM DATA: (see handout) A Graduate student credit hour report was submitted as a handout. It is a broad base of information regarding various programs.

2) KATIE TADLOCK: (see handout) Draft #1 was submitted regarding changes to international graduate application processing. Also, 4,205 applications were processed which is a ten year high compared to the last three years. International is 11% over last year alone. There is a problem now regarding mail delays and the fact that the state has a rule regarding international students being on contract. She will be brainstorming with Alan Boyd, Joe Rota, and Michael Mumper regarding what we to better

manage international applications. Maureen wondered if there was anything we could do to put pressure on the State Department. Katie stated that even travel agencies are experiencing problems because the person needing the visa has to go themselves now to obtain it. Raymie stated that Joe Rota is still sticking to a 30% reduction in international matriculations this fall, possibly 50%. It is, as Katie said, a political issue we are dealing with and perhaps OU needs to talk to the Ohio Congressional Delegation.

ü Katie is also proposing changes regarding how we manage applications in regards to initial screening processes. For example: perhaps passing the applications to the departments before they are completely processed by GSS and have the departments forward back the applications for those students they are most interested in. Maureen wanted to know if departments could do the processing themselves because most departments deal with the same institutions. Katie's concern in this case was fraud, as it is a problem even from the most prominent universities, and felt GSS must maintain "quality control" however, some departments already have requested they receive all applications to begin with; they then send the ones they are interested in to GSS. Katie discouraged this because of the phone calls and questions etc. and really prefers everything to initially come to GSS. Katie is trying to find ways to speed up the processing of applications and is open to any ideas you might want to share with her.

3) Scott Sparks --CURRICULUM COMMITTEE REPORT: (Lee Cibrowski, member, stood in for Scott Sparks who was excused)

a) The Graduate Council Curriculum Committee (see handout) supports the Memorandum of Understanding between Kristen Maranatha, Bandung, Indonesia and Ohio University. Presented and approved by council.

b) Educational Studies Seven Year Review: (see handout) The overall rating for this program was voted acceptable. Presented and approved by council.

c) IIP Program: (see handout) This was reviewed and the committee agreed that the IIP Program serves an important role. There were some concerns regarding the lack of structure, however the level of creativity and flexibility is very good. A few minor edits were discussed. Presented and approved by council with the idea that an addendum be added to create an advisory committee to review the program next fall.

Discussion: Glen Doston wondered what the overall numbers were.

Raymie stated that it does vary—a summary report was handed out at the March GC meeting re. present enrollment. Maureen wondered if we are doing any recruiting. Raymie said no but encouraged an advisory committee review the program and decide what changes are needed. Perhaps faculty could develop one or two prototypes and use those instead of having students create their own. We could develop these based on what students have created in the past. In addition, we might put a moratorium on the doctoral portion of the program until a review is completed. Joe Bernt questioned how different our IIP programs are compared to those in specific disciplines. Raymie said around 25 to 30 percent, not an extreme. Bhavin Mehta stated he himself is a graduate of the IIP program and stated a downside is that there is no funding and no real department and proper guidelines regarding what is the next step. Maureen hates to see the program reviewed without a clear indication of GC views, hence supported the idea of a review committee being created. Joe Bernt said he will work on writing an addendum.

4) POLICY AND PROCEDURE (first reading) Maureen Weissenrieder (see handout) A handout was given with regards to the rationale and proposed changes for graduate students who are no longer taking classes but continue their relationship with the university.

a) First reading of the Dual Master's Degree policy was given. (council voted to suspend the rules; that was approved; the GC then approved the policy as presented)

b) First reading of the second policy was given. This was in regards to the continued registration policy. The handout listed various problems. There was some discussion.

Discussion: International students will be required to enroll continuously, so may as well make it mandatory across the board. One question was raised regarding general fees: "are they included?" It was decided to use only resident fees and no general fee with approval of the Provost. With respect to charging students in-state tuition only, state law prohibits this where out-of-state students are concerned. We can waive in-state tuition but will need to pay the surcharge out of the graduate studies tuition scholarship account. Katie wondered if the fee could be attached to a Life-Long Learning program to address concerns about registration eligibility. Joe Rota agreed that might be a better solution and didn't think that would pose an INS problem. Assuming we consider 1 credit under LLL as "full-time, and the Feds continue to accept that judgment, we would be OK. Raymie stated we may get around the issues of in-state and out of state tuition by moving to LLL. Maureen thought favorably of this and if this idea had a positive impact, she would like to see it go before the

council. Joe Bernt questioned how something like this would affect teachers in the summer. Maureen felt a need to go out to regional campuses as well to see how they define a full time and a part time student. It was suggested perhaps we have an appeal board, if so, where will it come from and who does the administrative work? Perhaps GSS would be a logical choice? Joe Bernt suggested this is a very complex issue and that perhaps Maureen needs to put out more detailed information, incorporate feedback, and perhaps Graduate Student Senate should review as well. Maureen was in agreement with this. Bhavin Mehta questioned how we can keep track of a student we say is full time but is only registered for one hour. Katie replied that as long as the student reports an address as to where they are, then it is not against the current regulations. And besides this same student could register for 15 hours and still disappear.

5) Ed Rowland --ADMISSION REQUIREMENTS COMMITTEE: (see handout)

a) The committee (Ballard, Dashiell, Rowland) reviewed the cases of four employees who desire to enroll in graduate courses. The committee agreed with the "no conflict" recommendation of GSS for all four of them. There was no discussion. (presented and approved).

6) MICHAEL MUMPER: (incoming Associate Provost for Graduate Studies) Michael offered the following comments:

a) A thank you to Raymie for his help regarding several issues during this transitional time period.

ü There are (3) priorities he is bringing with him in his new position as Associate Provost.

ü 1) Need to redesign the graduate applications and admission process; the discussion will include graduate chairs and deans etc.

ü 2) Move more quickly to put the graduate contracts on-line

ü 3) Develop a system regarding the myriad of phone calls to Graduate Student Services asking what the status is of their contract.

b) Michael announced that Graduate Studies offices were merging in to one building, the McKee House by the end of summer. This would include Graduate Appointments, Graduate Student Services and Minority Student Graduate Affairs, who are currently all in different locations around

campus. This will in some ways cut in half the files to be managed and phone services and be a better convenience for the student, as the staff will be better used. Michael commented that as we move forward, we can evaluate the staff size.

c) Another goal is to expand the number of Masters degrees and especially the number of available programs for those who work full time. We need to develop more creative ways to make certain programs are available for example, on-line, weekend programs. Poli Sci developed this and grew from 20 to 120 students. It is important to note that these students will be fee paying students and they understand about paying for a graduate degree and do not expect funding. While we talk about the issue of tuition waivers, we are really concerned regarding the number of fee paying students going down. However bringing in the student who pays, we can put the money back in to new programs and improve the quality of existing programs. Programs need to develop from the department on up but can be supportive as well, as graduate council suggested the approval of several programs.

d) Michael has a concern, as Raymie does, regarding minority recruitment. What we are currently doing may not be the best strategy. While Michael is not sure yet where to go, he hopes Raymie will continue to work with him on this issue. It might help Dan Williams once Graduate Studies combines and moves to the McKee House. Raymie suggested bringing Dan Williams to a grad council meeting to hear some of the concerns of Grad Council and discuss the recruitment philosophy.

7) NEW BUSINESS:

a) Raymie wished Michael good luck in his new position and Graduate Council.

There being no further business, the meeting was adjourned at 4:00 pm

Next Meeting: Friday, Oct. 10th, 2003

Graduate Council Meeting Minutes

May 9, 2003

Attendance: Joseph Bernt, Leona Cibrowski, Edith Dashiell, Glenn Doston, Judith Edinger, Katherine Jellison, David Kidder, Andrea McClanahan, Charles McWeeney, Bhavin Mehta, Jerrel Mitchell, Tootie Overby, Marilyn Poeppelmeyer, Josep Rota, Edwin Rowland, Arvind Singhal, Scott Sparks, Maureen Weissenrieder, Michael Willits, Julie Zimmerman

Staff: Raymie McKerrow, Katherine Tadlock, Anne Walker

Excused: (none)

Absent: Harvey Ballard, Scott Carson, John Day, Paula Popovich, Ed Yost

Guests: V. Ann Paulins

Convened: 2:14 p.m.

Chair Report: A motion was made and approved unanimously to approve the April 11, 2003 minutes as written. Approved.

1) Associate Provost for Graduate Studies Report:

a. GRADUATE RESEARCH: Raymie followed up on his earlier intent to commit Graduate Studies funds to support the continuation of graduate research support for next year. He included in his "handout" (also sent to Povost Kopp and others) brief information regarding the Graduate Student Senate response to this issue, including the clear evidence of the need for continued support, and also GSS created protocols that would replace the current HOUK grant.

Currently, HOUK covers both new research and conference presentation travel awards. The new protocols create opportunities for both in separate competitions. (see handout for further information.)

b. MINORITY RECRUITMENT: (see handout)

An attached composite summary regarding minority recruitment over the past 8 years (1995-2002) at the MA and PhD levels, showed comparisons regarding minority vs. white and Intl. students to be quite interesting. Less than 5 minority students have been admitted in to the doctoral programs per year in the last 8 years. Raymie strongly encouraged Graduate Council to review our approach to minority recruitment.

c. IIP POLICY CONSIDERATION: (see handout) Raymie attached a summary listing current students and those "in process." Over a two year period a total of 50 conferences were held. Current new applicants enrolled and in process are 14.

d. TRANSITION: Raymie noted that Michael Mumper will be the new Associate Provost for Graduate Studies, effective July 1, 2003. There have been several meetings to date in order to bring Michael "up to speed." He is already involved in key meetings and discussions as well.

Joe Bernt will be inviting Michael to the next council meeting on June 13, 2003.

A question was asked regarding the SARS outbreak. It was Raymie's collective belief a SARS policy needs developed and agreed that the news is not good worldwide concerning this issue. Raymie's belief was that we need to be careful in order to create a sense of openness and not to be looked upon as targeting just International students. Joe Rota noted there was a teleconference on May 8th that reported for example, California and others are considering to continue denying any student who has been traveling in these areas and/or quarantine them for ten days. Most are waiting for a national policy to be developed that will protect the 4000+ colleges. It is a "wait and see" issue at best. Joe also noted the numbers are too early to tell, but he would predict that with the terrorism, Sevis, and the war in Iraq, we may have to count on perhaps 30% less students in the fall. It could be our busiest time will be in winter quarter.

2) Scott Sparks --CURRICULUM COMMITTEE REPORT:

- a) There was no dissent to the Master of Science in Human and Consumer Sciences with a Child and Family Studies Major at Lancaster Campus
- b) Ann Pullins was present for any questions and stated that a good deal of success is anticipated of 25 students. (approved)

3) Ed Rowland --ADMISSION REQUIREMENTS COMMITTEE:

- a) Environmental Plant Biology Doctoral Program – There was no dissent from committee members and was recommended for approval. (approved)
- b) Civil Engineering Doctoral Program – There was no dissent from committee members regarding this program and was recommended for approval. (approved by grad council)
- c) There was some conflict regarding Jonathon Dale Sayre. Regarding Sayre: it was recommended that Dr. Uijt de Haag not serve as chair or official member of his MS theses committee, since Sayre works for Dr. Uijt.
- d) There was some conflict regarding Jeff Thuma. Regarding Thuma: if he wants to become degree status, it was recommended by ARC: since Thuma works for Dr. Hooper, Dr. Hooper should not serve as chair or

official member of his MS thesis committee.

4. PROVOST KOPP: Discussion of Graduate Studies and Its' Support

a) Provost Kopp was invited for discussion regarding several issues and goals, pertaining to graduate studies at Ohio University. There were several issues, i.e. questions concerning the administration side, funding and fee waivers, minority recruitment, budget cuts. The following ensued.

b) Provost Kopp was not sure what we provide or to what extent re the administration side of things. Minority recruitment should be a priority. Howard stated that he wanted Env. & Plant Bio to go back to PhD programs. Where we stand re: student imposed caps. Provost Kopp asked where will we have the greatest impact re the general population? It seems we operate more as a transaction university rather than just a research university. Money should not come from the university, but more quality should. We should grow with research graduate enterprises and capitalize on investments the university has. "Most important level in terms of realizing a goal should start at the department level to be successful."

c) Provost Kopp stated he wasn't sure why we give fee waivers in certain areas, as it is not unheard of people to pay for a high quality program, such as the MBA. "Enrollment there has increased and there are only 30 on graduate contract. OU is paying the student to come here and I have to ask myself – why?"

d) Joe Bernt brought up the state subsidy issue. One point may be student teaching rather than faculty and others using GA's and offset expenses. Provost Kopp noted three things that may need looked at to prepare for graduate student enrichment. 1) how do we package fee waivers we offer 2) what are our strategies for recruitment 3) what is the appeal to come here

e) It was asked if Kopp was satisfied with the structure of graduate education and he replied by saying it was too early yet to say. Provost Kopp would like to see a comprehensive plan. Raymie suggested that it will probably take a sub-group of grad council to do these things re recruitment.

5. KATIE TADLOCK: Director: Graduate Student Services (see handout)

a) The handout represents fall quarter and Athens campus only numbers. It was created to track international admissions. The first and

second years the domestic went up and we are already 103% overall and we are still processing. Raymie commented by saying that the Provost would look kindly to doing recruiting on our own. Maureen wondered if graduate appointments were doing orientation classes again this year. Katie stated that packets were the only thing sent this time.

6. NEW BUSINESS:

- a) Per Raymie, have not formulated a UPAC report yet regarding items as we move forward. Those that offer stipends and tuition scholarships receive apx. 250 RA's and anticipate UPAC limiting this or changing this by using a blending rate. Other institutions have this policy "you provide both". You do gain over time far outweigh the costs"
- b) Raymie mentioned we have to be careful where grant money is coming from. Have not seen significant changes in Fulbright.
- c) There was much discussion that took place prior to when Provost Kopp arrived. One subject was moving a grad student from non-res to res within one year and decreasing the tuition costs. It won't save in one sense because there is a real loss on the revenue side but it can help with books and make us look a little better.
- d) Currently we are within the tuition allocation but can't guarantee someone else from budget would look at that. Suggested by Raymie we move forward same as last year. No-one is going after the Partial and don't see UPAC making changes anytime soon.
- e) Raymie mentioned perhaps inviting Darrell Winefordner for our June meeting for a budget update re the revenue side. Joe Rota stated that "our job is to look at academics" "that academics should drive budgets, not the other way around." Raymie mentioned OU has no plan for graduate growth and we are well behind the curve. OU's program is costly compared to other places.

There being no further business, the meeting was adjourned at 4:10 pm

Next Meeting: Not scheduled. Will be Oct. 2003

Graduate Council Meeting Minutes
April 11, 2003

Attendance: Harvey Ballard, Joseph Bernt, Scott Carson, Leona Cibrowski, Edith Dashiell, Glenn Doston, Judith Edinger, David Kidder, Charles McWeeney, Tootie Overby, Marilyn Poepelmeyer, Paula Popovich, Josep Rota, Edwin Rowland, Maureen Weissenrieder

Staff: Raymie McKerrow, Katherine Tadlock, Anne Walker

Excused: Katherine Jellison, Andrea McClanahan, Jerrel Mitchell, Arvind Singhal, Scott Sparks Michael Willits

Absent: John Day, Bhavin Mehta, Ed Yost, Julie Zimmerman

Guests: Gayle F. Mitchell

Convened: 2:12 p.m.

Chair Report: A motion was made and approved unanimously to approve the March 14, 2003 minutes as written.

- 1) Associate Provost for Graduate Studies Report:
 - a. BUDGET: Raymie mentioned there are still serious budgetary implications for OU if the current legislative agenda is approved. There was no further discussion on this at this meeting.
 - b. GRADUATE STUDENT FUNDING: (see handout) Raymie stated he will roll forward to commit resources from his budget to graduate student research and travel. This commitment will come from funds that would otherwise go to support other graduate initiatives.
 - c. OPIE: Raymie has asked Policies and Procedures Committee to consider current practices and policies, as it seems a better relationship between OPIE and some academic units could be improved.
 - d. IIP POLICY CONSIDERATION: The Curriculum committee will be receiving a report that will raise several questions. Raymie suggested that the committee might consider placing a moratorium on new PhD applicants for one year. In addition, it might consider recommending that an IIP advisory committee consider the report and recommend actions to grad council next year. Another suggestion might be to consider taking the word "individualized" out and create 2-3 programs run by faculty and an Ad-Hoc advisory committee.

e. OTHER NEWS & NOTES:

f. MSN – Masters of Science program was accepted by RACGS. A “nurse practitioner” track will not be initiated until a new faculty member is in place.

g. UPAC – Has created a new sub-committee to look at broad issues regarding fee waivers. Will be meeting and reporting to grad council. Raymie is sensitive to the fact that commitments have already been made for next year, so may need to phase in any changes.

h. ENV. & PLANT BIOLOGY - A report will be presented to the Trustees concerning the status of the self-study and BOR review, and will ask for formal approval at the June meeting.

i. GRADUATE RECRUITING – Raymie received a CD from Wayne State University’ graduate school that is an intriguing approach to the graduate recruiting issue. It may be an alternate route to the graduate program/admission process. Raymie would like to try and fund the production of a CD for our uses. Joe Rota stated he has a DVD that he uses on his trips to Asia that is well received and links are nice to have as well. Raymie is still interested in developing a shorter “brochure” that simply lists contact information and programs available at OU.

2) Katie Tadlock: Director of Graduate Student Services

a) GRADUATE APPLICATIONS: (see handout) The numbers on the handout do indicate a reference to the year 2001. Due to concerns about accuracy of prior data, GSS reverted back to the reference point of the 2001 data. While figures are not final, we should be about where we were last year, if not a bit ahead. Joe Rota cited several items that mostly came down to a question of perhaps this is due to the recruitment that OU just doesn’t do, and perhaps this is due to SEVIS not working and that we should have already been in batch mode by now. Katie said we cannot do several at a time, but yes, in terms of a six month time line, we are still behind. Based on these terms, we could be facing an extremely difficult fall quarter.

3) Lee Cibrowski (for Scott Sparks): CURRICULUM COMMITTEE REPORT: The following programs were submitted for review. (see handout)

a) Environmental Plant Biology Doctoral Program – There was no dissent from committee members and was recommended for approval. (approved by grad council)

b) Civil Engineering Doctoral Program – There was no dissent from committee members regarding this program and was recommended for approval. (approved by grad council)

4) Tootie Overby: Graduate Student Affairs and Fellowships report: (see handout)

a) There were 12 nominations and 5 awards given with a unanimous vote by the members of the committee. Please refer to the handout for the individual award listings as well as the two alternates listed. It was asked if each recipient receives the same amount of money and where the money came from. Katie said they do receive the same amount and it does come from GSS. Joe Bernt commented that it is pitiful that the number is so low and he will make a pitch for more. Tootie reiterated however, that there were only the 12 nominations. (approved by grad council)

5) Discussion Document; Policies and Procedures; Continuous Registration Credit (see handout)

a) The current policy of students registering in the quarter they complete their defense or graduate was brought up for discussion, with two alternatives to provide improvements to the current policy suggested. This produced much discussion regarding advantages and disadvantages to these alternatives. Joe Rota also pointed out that the new immigration system requires a minimum amount of hours for the student to stay in the country. Katie mentioned however, if we go to the credit enrollment policy, it would satisfy IMS and allow international students to be on the same level as domestic students. Raymie suggested perhaps we could talk to the Registrar's office regarding alternative fees per quarter per credit hour. It perhaps could be set to "offset" the general fee.

b) Further discussion: Joe Bernt inquired as to whether we have a sense of what other people do in terms of dollars. Maureen's impression was that Arts & Sciences wouldn't be viewed as popular if "viewed as a money maker" and would suggest keeping it as simple as possible. Joe Bernt also wondered if a current student could be "grandfathered" in to whatever we decide to do and that also we don't want to punish domestic students because of international problems as well. Paula said it sounds like most people support the ideas of change but it will become an administrative task as well and then the question arises as to who handles those duties, as well as the cost that would surely be involved. Joe Bernt mentioned that when he was in school you simply had to be registered for one hour or you were not in the program. It was that simple. Maureen suggested that we make sure all voices are heard and know how many of

those voices are violently opposed to continuous registration. Joe suggested that we might think of where the money goes in terms of selling this program, as some departments won't want their student bothering to pay for something they already have to do in the first place.

6) Ed Rowland: Admission Requirements Committee (SEE HANDOUT)

a) The committee of Ballard, Dashiell, and Rowland reviewed the cases of five employees who desire to enroll in graduate courses. The committee agreed with the "no conflict" recommendation of 4 of them. They were: Candace J. Boeninger, Jennifer Flowers, Jennifer Hall-Jones, and Brian Thompson.

b) The fifth employee, James (Jack) Epstein is actually a 2nd Bibliographer, so he does not have as much interaction with faculty and he works for the library. Joe Bernt did not see a problem. Raymie said that "at some level you have to trust people to have good sense." (approved by council)

7) New Business:

a) Raymie, Kopp, Bantle did a report regarding a graduate research survey. (see handout) It is revealing in terms of graduate students indicating "we don't think we have any funding." This survey provides valuable insight into OU graduate student issues in relation to funding research, artwork and travel. Additionally with the discontinuation of HOUK, graduate students are left with only a single grant, the (SEA), Student Enhancement Award. The SEA is valuable but only serves four students per year and certainly would not meet the needs of the entire graduate student body. Dawn Ford is an exceptional individual and is working with HOUK issues.

b) The money proposed for new research grants would be \$5,000 for the research portion and \$3,000 for conference travel. Michigan State has \$50,000 per semester, to give you an idea. Maureen suggested perhaps we should look at how we have budgeted in the past and look at why we didn't budget more in the first place. She asked the question "is our lack of success due to the way things are budgeted?" Raymie stated that this is a system where we have no control and no way to fix it within the parameters we have to work in. Also, grad council created problems as well regarding the 260 hour rule.

There being no further business, the meeting was adjourned at 3:35 pm

Next Meeting: May 9, 2003 Baker Center, 334

Graduate Council Meeting Minutes
March 14, 2003

Attendance: Joseph Bernt, Leona Cibrowski, John Day, Andrea McClanahan, Charles McWeeny, Bavin Mehta, Jerrel Mitchell, Averell Overby, Marilyn Poeppelmeyer, Edwin Rowland, Arvind Singhal, Scott Sparks, Maureen Weissenrieder, Michael Willits, Ed Yost, Kent Mulliner for Julia Zimmerman

Staff: Raymie McKerrow, Katherine Tadlock, Anne Walker, Terrie Bruscano

Excused: Harvey Ballard, Scott Carson, Eddith Dashiell, Glenn Doston, Katherine Jellison, David Kidder, Paula Popovich, and Josep Rota

Absent: Judith Edinger

Guests: Terrie Bruscano/ETD/Staff

Convened: 2:13 p.m.

Chair Report: A motion was made and approved unanimously to approve the February 14, 2003 minutes as written.

1) Associate Provost for Graduate Studies Report (SEE HANDOUTS)

a. BUDGET: A memo was sent to the Deans and Associate Deans regarding stipend budgets for next year. Key points: (Raymie was interested in input from council)

i) Base money for stipends, a reserve in stipend allocations, holding 10% of OGS commitments. Raymie was interested in councils' input regarding:

ii) Should the minimum stipend level be increased?

iii) Should we move toward eliminating partial stipends?

Raymie reminded council that once again, we will experience a significant deficit in the tuition scholarship account. It is costing less at both ends, due to student dollars, if the department can show and maintain the numbers at the \$2100 level of support. At some point, we can't continue to have a deficit in the tuition scholarship account. There was much discussion about whether the current approach to funding tuition in

relation to the question: "Is there a runaway train here?" Raymie suggested we need a better picture as to where the money is going. "Are there any non-academic scholarships out there, as these units do not pay for the tuition scholarships." "How many grants are we paying?" Joe Bernt wondered if we "gain or lose revenue by giving the tuition scholarships away?" He felt we needed an answer to these questions before we can continue with this. Maureen wondered, "Are we thinking of cutting the very things that are in fact making us money?" Again, there was much discussion. Joe Bernt suggested that since we have a new provost now, that perhaps we invite him to come to a grad council meeting before the budget cuts are done. It was mentioned that grad council never has done this in the past. This idea was very favorable and it was decided Joe will invite him.

2) International Conflict: (SEE HANDOUT) Raymie handed out suggested guidelines we might use in responding to specific issues. It is hard to know what impact international issues will have on students here. It was noted this is definitely not a good time for recruitment due to the conflict. In addition, Raymie is asking faculty to assist in making sure students can be reached via their OAK accounts. Keeping in mind, the following points:

- i) If student leaves, will need to address the issues case by case
- ii) We have policies but they do not address everything
- iii) Ask the panel review to have some lead way

3) MINI-STIPENDS: Updated guidelines will be distributed soon.

4) Program reviews: Raymie's concern is that we have not addressed some of the issues raised last spring with respect to the "evaluative outcome." Assoc. Provost Kaul has been working on some initiatives, and Raymie has submitted some suggestions for his consideration. Raymie feels he should be more involved in the review process and needs to stay on top of things more, in this regard.

5) New Programs:

- i) MS in Nursing review at RACGS at the end of this month on 3/28/03
- ii) Civil Engineering proposal has been forwarded
- iii) MA in American Studies is forthcoming

- iv) RACGS is reviewing guidelines for program review at the state level

Joe Bernt asked if the “RACGS review elimination was only for successive iterations of unchanged programs.” Raymie said “if Ed runs the 14th program in Zanesville, we have to let RACGS know.” “We are looking at not needing RACGS approval, and the possibility of just needing to notify them instead.” IIP is also becoming a relevant issue in RACGS reviews.

6) ETD: Terrie Bruscano/ETD coordinator was present. Terrie is our newly appointed staff member handling ETD. She was introduced to council and shared information regarding the process of filing electronic thesis and dissertations. There was discussion regarding what the “original mission” of ETD was: Terrie believed it was addressing a goal to make filing electronically mandatory at Ohio University. Joe Bernt thought that the “original mission” was simply to offer individuals a choice. Joe did not think this was ever approved and that some departments will be opposed, due to copyrighting and publication issues. Terrie spoke of the information sessions set up and encouraged those to attend to learn more about ETD. Raymie mentioned that OSU has moved to compulsory ETD submissions. He suggested perhaps OU may wish to take baby steps toward this position or just leave things as they are. Raymie stated he “has made a commitment to have in place an ETD trainer for the next year, and though he has to fund it 100% right now, he is committed to moving forward.”

- 7) Katie Tadlock: Director of Graduate Student Services: Remarks

- i) SEVIS Update: The system continues to be very slow due to everyone using the same national system. Having pretty much the same problems. On a good day they can get maybe four done. On a bad day maybe one. As of this meeting, the system has been down a week.

- ii) There is a one to two day turn around on admission letters.

- iii) There is a six week backlog in regards to international applications, particularly chemical engineering. Again, if there are any questions feel free to come in and have a look or send someone up with a list (please call first) and GSS will try to help you. There are some departments who have taken advantage of this.

- iv) Fall application process: 1,132 were entered by February 1st and as of this meeting, 2,891.

- vi) Two things offered for discussion: Consider using ILETS: International Language English Testing Service to replace TOEFL. This is

what the British use. Some U.S. universities already accept this, i.e. Cleveland State being one. A meeting will be scheduled with Katie, Raymie, and Charles Mickelson/OPIE, regarding the proper language we would want to use to envelope the use of ILETS. Joe Bernt suggested it would make sense to accept it if it's pretty much what the world is using, and asked what kind of English is used. Katie said the Kings English. Scott Sparks asked if there were any statistics comparing ILETS and TOEFL. Katie said they will also be working on this as well.

vii) Graduate Catalog comments: Had discussions last fall regarding printing out anew one. The last time this was done, 5-10,000 old ones were destroyed. It is time to look at this again, particularly with the budget cuts. Katie offered, "This provides a good opportunity for all of us to look around and see where we can save not only money but time as well." Katie stated that the catalogs have never been sent out internationally because of postage costs. As of now, it has been decided GSS will not print new ones and will refer to their website. Katie will be meeting with Mary Dillon and Raymie regarding mailing documents with viewing pages, to focus on program strength. It is certainly more cost effective to update a web site as well. Scott Sparks offered that when the program changes requirements, we may need to look at archiving the catalogs. It was suggested we perhaps separate the catalog and recruitment ideas and was suggested as far as the web site goes, to update quarterly rather than real time. Joe Bernt stated he has done recruitment before. He suggested 1) might think of inserting a piece of paper into a catalog with an update and 2) it has been his experience that centralized view books have not been real productive-more pitch but not really informative. Might be more effective to develop a series of materials to showcase individual programs.

8) Maureen Weissenrieder: Proposed Policy on Curricular Oversight of International Programs (SEE HANDOUT) The first reading was done at the 2/14/03 meeting and was to be reviewed by council for a vote at the 3/14/03 meeting. It was read and voted on. There was no discussion. It was approved by council.

9) 260 Rule: Policy Clarification: It was suggested we look long term for other limits. Katie said "It is 5years to complete a masters and 7 years to complete a doctorate." The student is taking a fair amount of time to reach a degree. Maureen stated "There are many profiles, and there should be limits." The 260hour rule seems more monetary and not academic. Raymie said "Regarding the language of stipend support, it could read "the limit of quarters"to be supported. Maureen stated "Programs are very different, i.e. the sciences and engineering." Raymie suggested perhaps not to change it now but just to review it. He wasn't

suggesting it be changed. Other campuses don't bother with this rule. Maureen said she has no problem with the current 260 rule. Joe Bernt said, "We need to get numbers from Raymie before we do anything further."

10) Scott Sparks – Curriculum Committee report (none for this meeting)

11) Ed Rowland: Admission Requirements Committee (SEE HANDOUT)

a) The committee of Ballard, Dashiell, and Rowland reviewed the case of one employee who desires to enroll in graduate courses. The committee agreed with the "no conflict" recommendation of GSS for Jerry Reed (see handout) Approved by council.

12) New Business:

ü Katie is giving the staff two in-service days during Spring Break in order to handle the large volume of work they have at this time processing applications. Phone lines will be open but the doors will be closed.

ü Michael Willits stated the two year Constitutional and By Laws revision process was ratified on 3/13/03, and will be sent out. It was also noted that the graduate research survey is delayed, but announcements will be coming very soon.

There being no further business, the meeting was adjourned at 3:54 pm

Next Meeting: April 11, 2003, Baker Center, 334

Graduate Council Minutes
Friday, February 14, 2003

Attendance: Harvey Ballard, Joseph Bernt, Leona Cibrowski, John Day, Judith Edinger, Katherine Jellison, Jerrel Mitchell, Marilyn Poeppelmeyer, Josep Rota, Edwin Rowland, Arvind Singhal, Scott Sparks, Maureen Weissenrieder, Michael Willits, Jan Ross for Ed Yost, Julia Zimmerman

Staff: Katherine Tadlock, Anne Walker

Excused: Scott Carson, Eddith Dashiell, Glenn Doston, David Kidder, Andrea McClanahan, Raymie McKerrow, Charles McWeeney, Averell Overby, Paula Popovich

Absent: Bhavin Mehta

Guests: Mathew Adeyanjur, Steve Flaherty, K. Doroodian

Convened: 2:00 p.m.

- 1) Chair Report: A motion was made and approved unanimously to approve the January 10, 2003 minutes as written.
- 2) Katie Tadlock: Director of Graduate Student Services: Remarks
 - a) SEVIS Update: (SEE HANDOUT) The system continues to be very slow due to everyone using the same national system. Maureen asked if we could make ourselves competitive somehow and/or hire more people to enter the data. As Katie mentioned, it is the slowness of the system presenting the problem as well as everyone using the same system. Also, there are only certain people who can enter the information. We are now compliant with SEVIS and once the new batch systems are up and running, then the job of entering the data can actually be turned over to the data entry personnel. This will free up Katie, as she has had to take some of her time away from the International transcript evaluating process. Katie also noted because of the SEVIS reporting requirements, students needing to withdraw or drop below full-time status or students who have changed addresses need to contact ISFS.
 - b) Active Duty: (SEE HANDOUT) there are various rules concerning students called to active duty. Prior to the last day of classes, a student can cancel current quarter registration. A copy of their orders needs to be sent to the Veterans Certification Clerk in the Office of the Registrar. Students called to active duty after the fifth week of the quarter have the options of arranging for incomplete grades. If final exam week has begun, neither cancellation nor withdrawal is an option. Students may be able to complete final exams. For more information, refer to the Registrar's Office. If a student is on graduate contract, it will need to be figured out how much work has been done and notify Graduate Appointments so that appropriate prorating of stipend can be done.
 - c) Language recommendations for admissions letters: (SEE HANDOUT)

Please read the handout regarding concerns and recommendations.

- d) CGS- Council of Graduate Schools: (SEE HANDOUT)

There was some discussion again about changing the April 15th deadline to perhaps March 1st. There is concern about the April 15th deadline, as it is beyond the recommended date for issuing I-20s to foreign students for

fall enrollment.

Katie isn't sure yet what Raymie found out at his last meeting, but remembers that this was brought up a year ago and they wouldn't change the date.

It was asked if all this information is sent to the departments. Per Katie, yes it is sent to the Grad Chairs and the departments as well. Katie encouraged departments looking for specific files or information to either send over a list of missing information or send a staff member to come look through the files. The latter is preferred. Mornings and Fridays are the best; Monday-Thursday 10-3 are not good times.

3) Maureen Weissenrieder: Proposed Policy on Curricular Oversight of International Programs Health Insurance (SEE HANDOUT) The following first reading was done and will be reviewed by council. There was no discussion. This will be brought up again at the March Grad Council meeting.

a) First Reading: It is proposed that a link be forged between the University International Council and Graduate Council so that any new international graduate program proposal or proposal to change the delivery channel or site of an existing graduate program be routed to the Curriculum Committee of the Graduate Council for their review and subsequent recommendation to the full Graduate Council. Currently, the Curriculum Committee of Graduate Council is authorized by the University Curriculum Council to review newly proposed graduate offerings or already existing programs that a unit wishes to offer on a site other than the Athens campus.

4) Scott Sparks – Curriculum Committee report (SEE HANDOUT)

a) Program review of School of Interdisciplinary Arts PhD Program. The Graduate Council Curriculum Committee agreed that the School of Interdisciplinary Arts PhD program is acceptable.

This report was approved by council.

b) MBA Program with China Northern Jiaotong University and the Chinese Academy of Railway Sciences.

This report was approved by council.

c) Executive MBA Program for the Wuhan Iron and Steel Company & Other Participating Chinese State-owned Enterprises (Hubei Provincial

Government) There was a question as to whether OU's program was comparable. Dr. Doroodian was there in the fall of 2001 and said it is definitely comparable.

This report was approved by council.

d) Master of Public Health Consortium Proposal

This report was approved by council.

e) Master of Science at Lancaster/Pickerington Campus of Ohio University

This report was approved by council.

f) Master of Economics – Financial Economic Track at Lancaster/Pickerington Campus of Ohio University

This report was approved by council.

5) Ed Rowland: Admission Requirements Committee (SEE HANDOUT)

a) The committee of Ballard, Dashiell, and Rowland reviewed the cases of 5 employees who desire to enroll in graduate courses. No conflict was found with all five, which was, Terry L. Douds, Robert Harrington, Ayanna Jordan, Greta Oliver, and Douglas Orr. There were no conflicts.

6) New Business:

a) Michael Willits, Graduate Student Senate will be announcing the official results of the Outstanding Graduate Student & Faculty Award at the March meeting. GSS continues to work on HOUK to make the process yet more efficient. Looking for ways to perhaps have 2 grants, 1 for original funding and 1 to fund travel/research. Maureen Weissenrieder suggested, and Joe Bernt agreed, checking with donors regarding endowments might be a good way to find the money for this. Also, Mike also mentioned that much work has been done on their website and suggested checking that out at www.ohio.edu/~gss

b) Anne asked that she be the one to make any copies of things that need to be passed out at the meetings. This way she can be sure to have a copy of everything for the Graduate Study's files. Just let her know by calling 593-4122 or e-mailing her at walkera1@ohio.edu

c) OU-Office of Institutional Research (SEE HANDOUT) Statistics were discussed briefly in the February meeting and Raymie had the brief statistic report, regarding International Students enrolled for fall 2002, handed out at this meeting. More details can be provided, although they are quite lengthy.

There being no further business, the meeting was adjourned at 3:00 pm

Next Meeting: March 14, 2003, Baker Center, 334

Graduate Council Meeting Minutes January 10, 2003

Attendance: Joseph Bernt, Scott Carson, Leona Cibrowski, Eddith Dashiell, John Day, Glenn Doston, Judith Edinger, Katherine Jellison, Andrea McClanahan, Norma Humphreys for Chuck McWeeney, Bhavin Mehta, Jerrel Mitchell, Marilyn Poeppelmeyer, Paula Popovich, Josep Rota, Edwin Rowland, Scott Sparks, Maureen Weissenrieder, Michael Willits, Ed Yost, Julia Zimmerman

Staff: Raymie McKerrow, Katherine Tadlock, Anne Walker

Excused: Arvind Singhal

Absent: Harvey Ballard, David Kidder, Averell Overby

Guests: (none)

Convened: 2:00 p.m.

- 1) Chair Report: A motion was made and approved unanimously to approve the November 8, 2002 minutes as written.
- 2) Associate Provost for Graduate Studies Report (SEE HANDOUTS)
 - a) Raymie McKerrow discussed the new process regarding Fellowship payments. There were some "glitches" experienced, causing a short delay in getting payments to some of the students, but that have since been remedied, Forty percent were without problems and the rest were due to insufficient hours for the account to disperse payment. Computer Services has been very helpful with their technical programming abilities to make the necessary changes.
 - b) The Full MSN Nursing proposal is under review by RACGS.

c) Council of Graduate Schools grant submission of \$10,000 was not approved. One grant is awarded per year.

d) Health Insurance (SEE HANDOUT) was discussed regarding changes in the way eligibility lists are submitted. The problem was if a student had a claim early in the quarter, but their eligibility status had not been reported until 4-5 weeks in to the quarter, it would cause many difficulties processing the health insurance claim. Graduate Student Senate has been active in these changes. The bursar's office will change their process so that lists will be sent twice to the insurance carrier. The first list during the 2nd week of the quarter and the second list after the last day to register for classes.

3) ISSUES were discussed concerning the following: (SEE HANDOUT)

Discussing recruiting opportunities: an online international recruiting will be taking place in early February. The cost for participating, depending on level and extent, will range from \$2,000 to \$11,000. Further information will be sent out if this appears to be an item of interest.

a) Mini-Stipends –(SEE HANDOUT) The central issue is should we continue as we have in the past, or consider changes in the way we encourage summer enrollment. It was suggested perhaps we take a second look at how these funds are used, since this was “base” funding. It has increased as the base stipend pool increased, but has not matched increases in tuition costs. As we move toward summer 2003-2004, we can continue the same approach or consider other options, with the idea to make it easier for students to remain here in the summer. Keep in mind the consequences of decreased summer enrollment can also lead to decreased state subsidy income.

b) International Agreements and New Graduate Program reviews:(SEE HANDOUT) regarding a memo written last year that outlines a means of coordinating Grad Council and UIC reviews on matters relating to graduate programs. The specific impetus for this arising again is a “new” graduate MBA offering in Northern China. And Dr. McKerrow asked the question, “under what conditions should “repeat”offerings in alternate sites come under GC review?” Who will receive these, who will process them?

c) OPIE Graduate Writing Waivers --(SEE HANDOUT) continues to be a vexing issue. Grad Council needs to look at the issues on both sides. Dr. McKerrow sees an urgency as he sees more of an adversarial relationship rather than collegial. Things need to be considered, such as should the student be required to take OPIE in the first quarter they

attend, as it can take a toll psychologically and/or otherwise? Should the writing tests have a different focus for say a science vs. an engineering student?

d) HOUK –(SEE HANDOUT) Graduate Student Senate has been active in refining and revision processes. They also have been investigating the broader issue of what funding opportunities exist across the university to support graduate research.

4) Ed Rowland – Report for the Admission Requirements Committee

a) Four cases were reviewed by Ballard, Dashiell, and Roland. The committee agreed with the “no conflict” recommendation of GSS for 3 of the individuals (Lassiter, Oliver and Rose). No recommendation was made for Neng Yang by GSS; after further review it was determined there was no conflict of interest in this case. Summary information was provided at the meeting for committee comments. It was also noted at this council meeting that there was no conflict involving Douglas Franklin

This report was approved by council.

5) Scott Sparks – Curriculum Committee report (SEE HANDOUT)

a) The Graduate Council Curriculum Committee supports the proposed Special Education MED Program to be offered at the Zanesville Campus of Ohio University.

This report was approved by council.

6) New Business:

a) Katie Tadlock added that Graduate Student Services has received over 500 graduate school applications in just the past few days. GSS is doing pretty well considering the volume, however she asked that departments be patient. If there is an impending deadline for a particular department, those applications would be moved to the top of the pile. International enrollment appears as of now, to be much the same as last year, considering the visa problems that have developed since 9/11 last year.

b) Other news: If you look on the SIS system and go to the “test” screen, the GRE Score you see there is the official score. Student supplied copies are no longer being forwarded as they are too easy to use in a fraudulent manner.

There being no further business, the meeting was adjourned at 4:00 pm

Next Meeting:

February 14, 2003, Baker Center, 334

Graduate Council Meeting Minutes
November 8, 2002

Present: Joseph Bernt, Scott Carson, Leona Cibrowski, Glenn Doston, Judith Edinger, Andrea McClanahan, Charles McWeeney, Bhavin Mehta, Marilyn Poeppelmeyer, Paula Popovich, Josep Rota, Edwin Rowland, Arvind Singhal, Scott Sparks, Maureen Weissenrieder, Michael Willits, and Ed Yost

Staff: Raymie McKerrow, Katherine Tadlock, and Anne Walker

Excused: Harvey Ballard, Eddith Dashiell, John Day, Katherine Jellison, David Kidder, Jerrel Mitchell, Averell Overby, and Julie Zimmerman

Guests: None

Convened: 2:10 p.m.

- 1) Chair Report: A motion was made and approved unanimously to approve the October minutes as written.
- 2) Associate Provost for Graduate Studies Report (SEE HANDOUT)
 - a) Raymie McKerrow discussed RACGS related issues still under discussion and review by State Legislature. The Board of Regents is more optimistic. It is an election year. It is difficult to have a guess as to what they will do.
 - b) DPT and AuD should go forward to Regents this month.
 - c) The Full MSN Nursing proposal will be going to RACGS before the end of the year.
 - d) Consideration is still being given as to whether we will move forward regarding last year's recommendation on reinstating the Environmental and Plant Biology doctorate. The 1995-96 terminology is under review and a meeting will be scheduled to determine what is next.
 - e) A summary report was handed out regarding the 260 hour rule. Of

interest is whether or not we should have a limit on quarters beyond 260 for stipend support. Joe Rota suggested that perhaps an * could be used showing which are from grant monies. Maureen Weissenrieder mentioned that about half from Arts & Science are grants. Joe also mentioned that perhaps we should entertain the idea of support for grad courses over the “winter im” (winter session). Raymie thought perhaps this would be something we need to put forth. Maureen wondered about the effect on budget and faculty etc.

f) There was some discussion on ETD becoming mandatory for Ohio University. Joe Rota will be sending Raymie a copy of an e-mail he received regarding same. Maureen Weissenrider stated the obvious, that if ETD remains optional, then of course there is no controversy but otherwise, there would be more issues to comply with.

g) An update was given on SEVIS. There is no argument that this is indeed a serious issue that Katie Tadlock and others are working on, in order to achieve compliance by January 30, 2003. Katie reviewed the issues during her remarks for council. There is a zero-tolerance with respect to a failure to comply. Failure of compliance could mean ALL international students leaving the campus within weeks after a non-compliance notice is issued. It doesn't need to be pointed out how negatively this would affect the university.

h) The IIP program, directed through Raymie McKerrow's office, is under review. The internal and external reports will go through the normal process re: GC and UCC consideration.

i) The 90+ page McNair Grant has been submitted to secure funding for a Ronald McNair Achievement program. If funded, it would be administered through Raymie McKerrow's office, as the APGS would be the PI. This is a request on the order of 1.2 million over 4 years.

j) A handout was given regarding Sick Leave/Family Leave. The handout was borrowed from the University of Illinois Graduate Handbook. This was handed out to keep council informed of what other universities are doing and to perhaps consider asking ourselves if this is something we should consider doing.

k) In regards to Report Sharing, Raymie McKerrow mentioned that as fee-paying, credit hour and other similar reports are generated, and shared with Colleges, he thinks it would be useful to be more conscientious in sharing that information with the GC. If there is no objection to this, his plan is to distribute copies as new reports come in. In general, there was not a great deal of discussion about this during the

November meeting.

3) Curriculum Committee

a) No Report this meeting.

4) Admission Requirements Committee

a) Ed Rowland gave a handout regarding "Conflict of Interest Reviews" There were 12 cases (employees) reviewed who desire to enroll in graduate courses. The committee agreed with the "no conflict" recommendation of GSS for 10 of the individuals (Alvarado, Amos, Brooks, Elliott, Fares, Malone, Sampson, Shutt, Waltje, and West). No recommendation was made for two other employees, Bowie and Kurz. Thorough review of their files showed no conflict for Kurz, however, in the case of Bowie, there was some potential conflict. It was suggested that Bowie's supervisor, Andrew Snow, not serve as Chair of his Master's Committee.

b) Maureen agreed, Snow not serving as chair on the committee and questioned, can he serve at all? Raymie McKerrow suggested a fourth person regarding conflicts and other problems. Paula suggested using the same format used at the doctorate level so the fourth person is aware of the responsibilities. Ed suggested adding a fourth person, using the same model as the PhD program. Joe will draft a letter to that effect and work with Edith Dashiell regarding same.

5) No new business

There being no further business, the meeting was adjourned at 3:30 p.m.

Next Meeting: January 10, 2003, Baker Center, 334