

Graduate Council Meeting Minutes
June 4, 2004

Attendance: Catherine Axinn, Joseph Bernt, Duncan Brown, Leona Cibrowski, John Day, Kathrine Jellison, Peter Johnson, David Juedes, Chuck McWeeny, Averall "tootie" Overby, Marilyn Poeppelmeyer, Robert Roe, Josep Rota, Scott Sparks, Ginger Weade, Maureen Weissenrieder

Staff: Michael Mumper, Katherine Tadlock, and Anne Walker

Excused: Harvey Ballard, Scott Carson, Lisa Conrath, Heather Dagnan, Ryan Botts, Judith Edinger, Jerrel Mitchell, Julia Zimmerman

Absent: Eddith Dashiell, Walter Dekeseredy, Velugula Hemakumar, Todd Hoffman, David Kidder,

Guests: Mehta Bhavin, Cynthia Marling, Doug Goetz

Convened: 2:05 p.m. Packets with council agenda were distributed.

Sign in sheet was also distributed.

I. Chair Report: Joe Bernt, Chair

Comments:

a) A motion was made to approve the 05/14/04 minutes. There was a suggestion to correct some wording in Katie Tadlock's section concerning "OU Participation in CGS Nations Dissertation Awards" which will appear in the final approved minutes after this meeting. (approved)

b) CONFLICT OF INTEREST POLICY – (see handout) Joe mentioned that he and Michael met with the Provost regarding the question of possible conflict when faculty members take a course in the same department they work in. Joe and Michael apologized that there was no time to meet with council to discuss this issue prior to the meeting with the Provost. Provost Kopp's answer was that he does not support the action taken by Graduate Council in this matter and believes that there is a substantial distinction between faculty and staff with respect to this issue. Provost Kopp offered further explanation in a handout that Joe distributed at Council's meeting and he offered to meet with Council to further explain his decision. Michael Mumper mentioned that he thought that one of the things that needs clarification on this issue is that everyone be treated the same.

c) Michael Mumper was then asked to present his remarks to Council today.

1. MICHAEL MUMPER/ASSOCIATE PROVOST FOR GRADUATE STUDIES (see agenda & handouts)

§ REVIEW APPLICATION/ADMIT NUMBERS—(see handout) Graduate Studies continues to track this on a weekly basis. International applications continue to be significantly lower than last year, however this situation is not as desperate as it seems. There are still a number of applications to be decided on by departments.

§ MA PUBLIC HEALTH – RACGS unanimously approved this and it will be effective for the admissions of the 2004-2005 fall quarter.

§ GRADUATE STUDENT SENATE ELECTIONS: Brooke Dagnan is the new President. She was unable to attend this meeting and we will be meeting her in October. She replaces Michael Willits.

§ PROGRESSION GENERAL FEE BUY-DOWN FOR GRADUATE STUDENTS ON CONTRACTS The following is the breakdown for the 2003-2004 and 2004-2005 academic years.

2003-2004

General Fee	\$486/quarter
Buy-down	\$ 86/quarter
Student portion	\$400/quarter

2004-2005

General Fee	\$501/quarter
Buy-down	\$125/quarter
Student portion	\$376/quarter

2. KATIE TADLOCK – DIRECTOR OF GRADUATE STUDENT SERVICES –

PETER JOHNSON – CHAIR, GRADUATE STUDENT AFFAIRS AND FELLOWSHIPS SUB-COMMITTEE (see handout) Peter mentioned that he wanted to work on this because he saw a need for uniformity. Some

discussion ensued regarding what would be included in an application packet. Katie mentioned that we might want to rethink the work "project." Catherine Axim suggested we might list in the packet those student's who have received awards in the past, listing their projects and their fields.

Proposed alterations were made regarding the guidelines for fellowship applications. One proposal was to eliminate the minimum 3.5 GPA criterion, as the committee tends to take only minor note of GPAs and these numbers can vary from other schools. Changes were also suggested regarding the format of the applications package. The handout gives more detail regarding the formats suggested.

Katie said five fellowships would be available through the Office of the Associate Provost for Graduate Studies for the 2005-2006 academic year. Each of the five fellowships provides a service-free stipend and a tuition scholarship. The processes through which nominations are made was given in a detailed handout, however, in brief they include the following. 1) A nominee must have a cumulative graduate GPA of 3.0 and should represent a truly outstanding student. 2) A student must be recommended to the graduate chairperson or department/school chairperson by a faculty member. 3) To nominate a student, the department/school must forward a completed nomination packet to the Director of Graduate Studies no later than Friday, 18 March 2005. (see handout) Katie is bringing back a draft of this in the fall.

3. ADMISSION REQUIRMENTS: Catherine Axinn, Chair (see handouts)

Two "no conflicts," were submitted and voted on: PASSED

Debra Evans, Master's, Education/Community Counseling (Education)

Compensation Analyst, University Human Resources (VP Administration)

GS Comments: No conflict. Occasionally consults with Dean's offices on administrative compensation (Supervisor, Kim Greenfest, 3-1226)

Committee Findings/Comments: No conflict.

Danita Brown, Ph.D., Higher Education (Education)

Assist. Director, Student Activities (VP Student Affairs)

GS Comments: No conflict. Was approved for non-degree status in same department effective Fall 2003, now seeking Ph.D. Staff members in student activities do supervise master's students in College Student

Personnel and Higher Education in practicum experiences on occasion.
(Supervisor, Anne Lombard, 3-4024)

Committee Finding/Comments: No Conflict. Danita does not supervise and is not supervised by any individual who may also be in a position to give her a grade, be her classmate or serve on her committee.

Catherine Axim asked council how we might handle students with possible conflict for the summer months when council does not meet. Katie Tadlock said to just send a letter and complete the paperwork with the understanding that if there is a conflict, council does not meet again until October 2004.

4. CURRICULUM COMMITTEE – SCOTT SPARKS – PROGRAM REVIEWS

OF ART AND DEPARTMENT OF FILM (see handouts)

1. This committee agrees with the unit review committee's report on the School of Art as provided in the Graduate Program Review sections of the Academic Assessment Report (see handout) APPROVED Chuck McWeeney thought a couple of changes should be made in the 5th paragraph regarding the use of MFA in ART/HX/Studio. It was so noted and voted on.
2. This committee agrees with the unit review committee's report on the School of Film as provided in the Graduate Program Review sections of the Academic Assessment Report. (see handout) APPROVED
3. This committee recommends approval of a new Master of Science degree program in Biomedical Engineering to begin in the fall of 2005. This will be an IIP program administered between the Departments of Chemical Engineering, Mechanical Engineering and the School of Electrical Engineering and Computer Science and involve faculty in The Russ College of Osteopathic Medicine, The College of Health and Human Services and The College of Arts and Sciences.(see handout)
4. This committee recommends approval of the MED program in Counselor Education at the Zanesville campus. This is not a new program and has been offered before. (see handout)

Joe Bernt asked if there was any idea how other universities will respond. Scott Sparks said he has talked to OSU and there is enough need for BIO-MED ENGR. and hopefully will not be a problem. Joe Rota suggested that perhaps a full proposal could be sent to Council electronically.

5. AD HOC COMMITTEE ON STRATEGY AND PLANNING: TOOTIE OVERBY, CHAIR. `Committee members are as follows: Joe Bernt, Michael Mumper, Maureen Weissenreider, David Juedes, Ginger Weade, and Peter Johnson. (see handout)

This committee had a relatively late start this year, so it has met only once. It is recommended that this committee continue and possibly become a regular committee of Graduate Council.

Some of the items determined to be of interest were: The 260 hour rule and it's implications; the number of hours that can be transferred to graduate programs; the number of graduate programs at Ohio University and our capacity/efficiency; the total number of graduate students; the online programs that have developed; how many Ga's and Ta's in various units; money spend on graduate recruitment; consistency of graduate programs; the number of international students and programs; how to increase the number of domestic students in graduate programs and the consistency of our graduate policies with benchmark institutions.

Michael Mumper provided the committee members with data that had been collected this year, so that it can begin to be analyzed. It was proposed a survey be developed for graduate chairs across the campus to determine the following:

- 1) what problems each unit faces with recruitment of graduate students
- 2) what actions they consider effective in recruiting new graduate students (from money that had been distributed in the past)
- 3) how many graduate students are supported by faculty research grants
- 4) as for input from Council on how the money should be utilized this year for recruitment; should we do the small grants again or is there another mechanism that would get us further along?

COUNCIL DISCUSSION OF GRADUATE STUDENT RECRUITMENT NEEDS AT OHIO UNIVERSITY AND A MISSION STATEMENT THAT STRESSES THE VALUE OF GRADUATE STUDIES AT OHIO UNIVERSITY TO THE STATE OF OHIO The committee also noted that there is a recurring theme that there is no overall strategic plan for the maintenance or development of graduate programs at Ohio University. It was discussed that perhaps there needs to be a comprehensive mission statement developed for graduate programs. And the basic questions

were asked. "What is the role of the Graduate Council and what should it be in the future?"

Joe Bernt said there is X amount of \$100,000 per year to use for recruitment and we did not use it all for 2003-2004. He has mixed feelings regarding dolling out little bits of money here and there when the pot is so small. He asked if perhaps this money could be used for a web specialist and web updates? Dr. Mumper said we will be moving this way more after the on-line graduate applications process is finished. Maureen W. questioned, a) what is our goal, b) where are our problems and c) what are our needs? Also that we need to counter-act the idea that OhioUniversity is not a graduate institution.

Catherine Axim motioned that this committee be made a standing committee of Graduate Council. APPROVED – to begin in the fall of 2004-2005 Joe Bernt will send out a memo asking for volunteers. Joe will also check to see if the new incoming Provost could put a Graduate Council meeting on his agenda.

6. NEW BUSINESS: There was no new business at the close of this meeting.

MEETING ADJOURNED: 4:10 pm

Next Meeting: Friday, October 8, 2004

Time: 2pm – 4pm Place: 104 Walter Hall (The Governance Room)

Graduate Council Meeting Minutes
February 13, 2004

Attendance: Catherine Axinn, Joseph Bernt, Duncan Brown, Leona Cibrowski, Beth Clodfelter for Josep Rota, John Day, Judith Edinger, Peter Johnson, David Juedes, David Kidder, Norma Humphreys for Chuck McWeeny, Jerrel Mitchell, Averall "Tootie" Overby, Robert Roe, Scott Sparks, Ginger Weade, Maureen Weissenrieder, Julia Zimmerman

Staff: Michael Mumper, Lisa Conrath, Anne Walker

Excused: Harvey Ballard, Eddith Dashiell, Katherine Jellison, Charles McWeeney, Marilyn Poeppelmeyer, Josep Rota, Katherine Tadlock

Absent: Scott Carson, Walter Dekeseredy, Velugula Hemakumar, Todd Hoffman, Lamar Hyton,

Guests: Gary Neiman, Charlie Parks

Convened: 2:12 p.m.

I. Chair Report: Joe Bernt, Chair

-- Comments: A handout was distributed for discussion regarding allocation of funds that can be used to provide support to graduate students, in either stipends or tuition waivers, and the rules that will limit some options. This is to be up for discussion later in this meeting, along with Michael Mumpers' handout, regarding the Proposal to Reform Graduate Student Support.

a) A motion was made to approve the 01/09/04 minutes. (approved)

1) MICHAEL MUMPER/ASSOCIATE PROVOST FOR GRADUATE STUDIES (see agenda & handouts)

a) APPLICATION PROCESS --The application process is better than it was last year. Graduate Studies has a 5-8 day backlog, but not a huge backlog of applications waiting to be sent to departments. We can check the numbers weekly now and went back and looked. The applications are coming in at a decreased rate, as was expected. A small amount of Domestic applications has decreased compared to International applications. International applications are down 70% as compared to last year. This is not exclusively an Ohio University problem as others have an 80% decrease. The question was asked if the decrease in applications was due to visa problems. The answer is yes, due to Homeland Security,

some students are going to Australia. Another problem is that students in some countries cannot apply because access information to the Ohio University website is blocked by their government. A question was raised as to whether a student in China for example, could use an equivalent of our Alden Library to access the information to apply here. It was agreed that the traditional ways used by Ohio University are not working and a student might not bother at all to apply, just due to visa problems.

b) PROPOSAL TO REFORM GRADUATE STUDENT SUPPORT (see handout) Much time has been spent since starting the job as Associate Provost of Graduate Studies, meeting with Associate Deans, Individual Grad Chairs and Directors regarding the proposal to reform and would invite Graduate Council discussion on this issue. The current system and most obvious problem is that the growth of the fee waivers is beyond the level of what the University's budget will allow. Currently this is \$1.1 million dollars more than budgeted. The current system was developed when state subsidy was sufficient to cover the marginal costs associated with each new graduate student. The \$2100 minimum stipend has presented a problem as well. It has encouraged departments to keep to a minimum to get as many fee waivers as possible, and this was not the original intention. The Provost wants financial realities looked at and to do as little damage as possible to help balance the budget. There are suggestions on the handout to accomplish this.

c) COUNCIL DISCUSSION ON GRADUATE STUDENT REFORM -- It was mentioned that a target date might be a concern. Some departments cover x amount no matter what the enrollment is. Money is set aside for research and fellowships. What would be appropriate for each department? Also mentioned was the fact that financial goals need to be set, but there is the worry of "stemming the growth." Michael Mumper stated that with the current way, anyone could create assistantships. Perhaps it needs to be limited to Deans to allocate and balance the needs of different departments. It was mentioned regarding grants that are being written. And how do you allocate? Michael Mumper suggested Deans will get x allocation plus a recommended amount to match the grants. There was much discussed regarding the needs of various departments, allocation, and if it will effect the quality of the students as well. It was also asked "what would happen if we did away with special summer?" Though it would seem more discussion and analysis needs to be done concerning summer enrollment. It was stated that perhaps a rough estimate of the numbers on the handout might suggest we are trying to fix something that is not broken? Michael Mumper stated that if in the next 5 years the \$1.1 million deficit remained, this would not be a worry, but does not see that as the case, therefore it is something we need to take care of. There are a lot of students on campus who arrive here and expect to pay fees.

Much discussion prevailed with the end concern being what figures will come from Darrell Winefordner's office. It was suggested that any document that comes out include an addendum to conduct an impact study. Council concluded its discussion recommending more feedback from Michael Mumper before Darrell Winefordner comes forth with his formula.

2. ADMISSION REQUIREMENTS: Catherine Axinn, Chair (see handouts)

a) Several "no conflicts," were submitted and voted on: PASSED

The following students voted on: Mikhail Dobyin, Non-degree EECS (ENT), Matthew Phillips, Non-degree, Instructional Technology (Education), Erin Shannon, MA, Early Childhood Devel. (HHS), Jason White, Ph.D., IIP/Bio Sci, Education, Human & Cons. Sci. (A&S is degree-granting college)

b) Four "potential conflicts" were submitted and voted on: PASSED

Those students voted on: From Jan. 04 meeting: Patrick Curran, MS, Mech. Eng. (Engineering), Chrysty Rusch, Non-degree, Modern Languages (Arts and Sciences) For Feb. 04 meeting: Vic Matta, Ph.D., IIP/Int. Engineering, Educations, Marketing (ENT is degree-granting college)

3. CURRICULUM COMMITTEE REPORT: Scott Sparks, Chair (see handout) Guest: Gary Neiman/Sports Administration

a) MEMORANDUM of UNDERSTANDING- between Beijing Sport University and Ohio University for offering the Executive Master of Sports Administration (EMSA) in China. APPROVED BY COUNCIL.

b) MASTER of SCIENCE in INDUSTRIAL and MANUFACTURING SYSTEMS ENGINEERING- Russ College of Engineering and Technology. APPROVED BY COUNCIL

4. NEW BUSINESS: More feedback from Michael Mumper regarding the Reform for Graduate Student Support.

MEETING ADJOURNED: 3:44 pm

Next Meeting: Friday, March 12, 2004

334 Baker Center

Graduate Council Meeting Minutes

January 09, 2004

Attendance: Catherine Axinn, Joseph Bernt, Duncan Brown, Scott Carson, Leona Cibrowski, John Day, Judith Edinger, Peter Johnson, David Juedes, David Kidder, Chuck McWeeney, Jerrel Mitchell, Marilyn Poeppelmeyer, Robert Roe, Josep Rota, Scott Sparks, W. Rhinehart for Julie Zimmerman

Staff: Michael Mumper, Katherine Tadlock, Lisa Conrath, Kathryn Sylvia for Anne Walker

Excused: Katherine Jellison, Anne Walker, Michael Willits

Absent: Harvey Ballard, Eddith Dashiell, Velugula Hemakumar, Todd Hoffman, Averal "tootie" Overby, Ginger Weade

Guests : Bob Stilagagorence

Convened: 2:00 p.m.

- Chair Report : Joe Bernt, Chair

-- Comments:

- A motion was made to approve the 11/14/03 minutes. There was a question regarding full time conflicts, which was resolved. (approved)
- MICHAEL MUMPER/ASSOCIATE PROVOST FOR GRADUATE STUDIES (see agenda & handout)
- ENROLLMENT APPLICATIONS - Working well on them partly because there is a smaller amount than last year, especially International, which is 30% down. It was mentioned however, that domestic applications are up.
- STATE LEVEL BUDGET CONCERNS – (see handout) The budget is stabilized but there remains a concern over the one-cent sales tax. There is a concern (see handout) that funding, regarding the possible 30% cutback on grad funds would hurt OU.
- CAMPUS BUDGET PROCESS – Documents being prepared for how Deans would handle 2-4-6% funding without cutting faculty. Note: the PhD programs have already been hit with a 20% cut. Michael mentioned, in regards to the working draft he handed out, there are some radical ideas. e.g., no salary caps

- TUITION WAIVER BUDGET – Have been arguing that we cannot change the way funding has been done for this year. Move for a 2-step program for next year to handle fee/tuition issues for the following years, so appropriate changes can be made. Hopefully future changes will allow units more flexibility to allocate money, as they want, so programs can create a good class package in the most effective ways.
- PROJECT STIPENDS – There is a concern regarding staff losing students because other colleges can give stipends and OU cannot. It is Michael's belief that OU does not provide enough stipend money.
- RACGS – Civil engineering preparing a full proposal
- NEW PROGRAM REPORT – MA in Economics in Pickerington is moving along very well.
- CONTINUOUS ENROLLMENT – There continues to be an on-going need. The question was asked, “who lobbies for graduate education?” as it appears there is no specific group to speak for graduate education.

2. KATIE TADLOCK/DIRECTOR OF GRADUATE STUDENT SERVICES

(see handout)

- STAFF CHANGES – Passed out an updated list of Graduate Studies Staff. Introduced Tawna Rogers and Susan Spence as part of the fulltime records management team. There are now two people for International and for domestic. Terrie Bruscano continues maternity leave. Lori Poston is helping with Terrie's contract issues. Lori may be contacted if you need any help in this area.
- GRADUATE APPLICATIONS – Application turn-a-round time has been one week. International applications a bit longer because of SIS and the shifting of responsibilities. It was mentioned that the best way to communicate at present with the “records management team” is by email.
- CONTINUOUS ENROLLMENT ISSUE – Katie and Michael discussed the need for recommendations for policy committee to be formed. The question was asked and there is a need to put together some ways for continuous enrollment to be discussed.

3. ADMISSION REQUIRMENTS: Catherine Axinn, Chair (see handouts)

- Several “no conflicts,” were submitted and voted on: PASSED

The following students voted on: Joanne Bray, MSN (HHS), Catherine Cutcher PhD, Cultural Studies (Educ), Patrick Fatica, MFA, Photography (Fine Arts), Charolette Rae, Non-degree (Education), Adam Yulish, M.A., TComm (Commun.)

- Four “potential conflicts” were submitted and voted on: PASSED

Those students voted on: Patrick Curran, MS, Mech. Eng. (Engineering), Marie Robinson, Non-Degree, Cultural Studies, (Education), Chrysty Rusch, Non-degree, Modern Languages (Arts & Sciences)

** Marie Robinson OK as long as remains non-degree

** Not enough information on Chrysty Rusch and Patrick Curran; possibly need to interview to see how they would manage conflict, but council did accept with conflict

1. CURRICULUM COMMITTEE REPORT: Scott Sparks, Chair (see handout)

- PROGRAM – SCHOOL OF THEATER - It was agreed the program is acceptable and generally agrees with the conclusions of the Unit Review Committee. The School of Theater offers 5 graduate programs and the outside reviewer considered two exemplary. APPROVED BY COUNCIL.
- PROGRAM - ENVIRONMENTAL STUDIES – It was agreed the program is acceptable and generally agrees with the conclusions of the Unit Review Committee. The orientation of this program toward serving Southeastern Ohio was seen as a particularly significant strength. APPROVED BY COUNCIL

5. POLICY AND REGULATIONS: Marilyn Poepelmeyer, Chair

No report at this time.

6. GRADUATE STUDENT AFFAIRS and FELLOWSHIPS: Peter Johnson, Chair

No report at this time.

7. PLANNING and STRATEGY COMMITTEE (ad hoc): “Tootie” Overby, Chair

No report at this time.

8. Council member Joe Rota distributed a handout regarding International enrollment and trends. (see handout) The number of international students and countries has been declining. Enrollment in 1992 was at 9% compared to 5.6% in 2003. The national trend has been increasing, but data shows OU is not following this trend. One key explanation for this seems to have to do with recruitment programs. OU does not have recruitment programs or any investment in recruitment, especially when competition to recruit international students is increasing. Joe feels that Ohio University should have a mission statement for International students and encourage them by creating centers (Islamic Center) for students to feel safe. Most on council agreed after some discussion, that our campus can get the students but the stipends we offer do not keep them here. A point was made that if it were not for international students in the college of engineering, this college would be forced to close. There continues to be discussion to address the issues concerning international enrollment and funding at Ohio University.

9. NEW BUSINESS: Katie mentioned that some students are being charged tech fees when they are not even in the program. No new business to report at this time. Motion for adjournment was made and seconded at 4:00 p.m.

Next Meeting: Friday, February 13, 2004

334 Baker Center

Graduate Council Meeting Minutes
November 14, 2003

Attendance: Catherine Axinn, Harvey Ballard, Joseph Bernt, Duncan Brown, Scott Carson, Eddith Dashiell, John Day, Norma Humphreys for Chuck McWeeney, Jerrel Mitchell, Averell "Tootie" Overby, Marilyn Poeppelmeyer, Robert Roe, Josep Rota, Scott Sparks, Maureen Weissenrieder, Michael Willits, Julie Zimmerman

Staff: Michael Mumper, Katherine Tadlock, Lisa Conrath, and Anne Walker

Excused: Lee Cibrowski, Judith Edinger, Peter Johnson, David Kidder, Charles McWeeney

Absent: Walter Dekeseredy, Katherine Jellison, and David Juedes

Guests: Ed Yost, Richard Greenlee/Social Work

Convened: 2:15 p.m.

l) Chair Report: Joe Bernt, Chair

-- Comments:

a) Thanks were made to volunteers of the Review Committee for reviewing programs.

b) A motion was made to approve the 10/10/03 minutes. (approved) (see handout)

c) An updated handout was distributed regarding Grad Council membership for 03-04. A few minor corrections were made. (see handout)

1) Associate Provost for Graduate Studies Remarks: Dr. Michael Mumper

(See agenda & handout)

STATUS OF CHANGES RE: ADM/CONTRACT PROCESSES - January 1, 2004 will be the first date that graduate applications will go on-line. Many changes are being made internally that will also help to streamline the process. However, the graduate application can still be made on paper, if the correct application is received and normal processes are followed.

a) Graduate on-line contracts - will be available for testing on January 1, 2004 regarding contracts for the 2004-2005 academic year. On-going review with departments will continue at this phase, and graduate appointments will move forward as soon as is possible.

b) APPLICATION INCREASE – The graduate application fee increase from \$30.00 to \$45.00 has been approved, and will be effective on January 1, 2004. The increase is designed to offset the higher cost of processing. There will be appropriate grandfathering until June 2004.

c) RACGS – Attended first meeting as Associate Provost. It was very interesting to meet everyone and start to understand the processes. Will keep council informed. As of this reading, there are two current OU Proposals to be reviewed. The MPH proposal and the Ph.D. in Civil Engineering; it is hoped this process can be accomplished by year-end.

d) PRESIDENT'S BUDGET COMMITTEE – There has not been a meeting as yet. Will keep Council informed. Deadline for action if February 2004. It remains to be seen if this date can be reached as of this reading.

e) ENROLLMENT MANAGEMENT TASK FORCE – (see handout) As stated in the 10/10/03 minutes, per request of the President and the Provost, this task force will be put in place to look at the balance of undergraduate and graduates. There has not been a meeting as of this reading. Council will be informed and is asked to review the handout of a DRAFT from the Provost titled “Enrollment Management Planning Considerations.” This will give everyone a better idea of the Provost’s thinking on this.

f) FEE WAIVERS – The Provost and Darrell Winefordner have concerns regarding the minimum stipend that is currently required for a fee waiver. Council will be informed on this issue.

g) IIP PROGRAM – A seven-year review has been done. The review had many “harsh” things to say and any comments from Council are welcome. The review basically said, “either provide efficient administration support and fee waiver support or do not have the program.” An area of interest is that 2/3 of the IIP students are OU employees. Michael Willits suggested that the program might have a more “interdisciplinary focus”, and “needs to be better known”. Joe Bernt mentioned that there was discussion among council about this last year and it was suggested that it might strengthen the program by using people from departments and including these people under the Graduate Studies umbrella, to help manage same. The downside here perhaps may be more revenues needed, which is doubtful to obtain, due to the current budget cuts. It was also mentioned that the IIP students tend to be “homeless” as in not really belonging anywhere, and that the Doctorate program particularly is used to bring people in to participate, but where? Joe Rota commented, “He felt the program really should stay and we should not do away with it. The direct supervisor should be Dr. Mumper and not the department and perhaps should be put up for further discussion.”

2. Director of Graduate Student Services: Dr. Katie Tadlock: (no handouts)

a) STAFF CHANGES - Usha is now on board as our temporary evaluator. She has a graduate degree in Interpersonal Communication. She provides in-depth knowledge of India particularly and has already been a tremendous help as we move in to our busiest time of the year.

b) GRADUATE APPLICATIONS - Applications were pulled out of the new graduate catalogs. If anyone wants to look at the “new” application before it is processed, please feel free to do so. Joe Bernt can send the text to review via email.

c) INTERNATIONAL APPLICATIONS - They are all caught up as of this reading and were sure council would be pleased to hear that. Joe Rota commented that the "International applications are down as expected; compared to last year by 9 1/2 % and he does look for things to improve. Does not want to see more erosion. He continues to see the numbers drop, and stressed we need to do something now, and not do anything, as in the past." The numbers may go up some in winter, but not much. Alan Boyd said that there is too high a proportion that has not received an I-20. Katie stated that the I-20's they have went out weeks ago. Also stated, that GSS can make financial decisions as close to the point you determine admission. If GSS receives the Form-18, and if the student is self-funded, an I-20 can be done right away. However, for example, if an award from the department comes weeks later, a new I-20 has to be done, and thus you have the problem of the information not matching up to SEVIS. Katie mentioned that she is ready to turn around applications more quickly if the financial information is correct and with the application or not. Also noted was that students need to realize as well that the I-20 has nothing to do with a GA. The GA is based only on merit. Joe Rota suggested perhaps continuing this area of discussion at the January 9th council meeting.

d) ADMINISTRATIVE MANAGEMENT POSITION – This position still has not been filled. The Executive Hiring Committee did not meet last week. We are still hopeful that Claudia will be replaced. If not, we will have contingency plans in place and will get through the season fine.

2) CURRICULUM COMMITTEE REPORT: Scott Sparks, Chair (see handout)

(Guest – and Rich Greenlee present)

1. Masters in Science in Human and Consumer Sciences with a Child and Family Studies Major at the Lancaster Campus. This program has been approved but could not be delivered in the original format. The program has been adjusted to accommodate compressed video Presentations. The committee felt that this change was appropriate and voted to reaffirm the original decision to approve. Maureen W. asked if this would cause any overload for faculty. It will, but only regional campuses. Any kind of faculty overload caused by a program should be presented. APPROVED BY COUNCIL.

2. Masters of Business Administration to be offered at all OU regional Campuses. This program is to be delivered 25% on compressed video and 75% via weekend residencies rotating from one regional campus to the next. The committee supports this proposal and recommends its'

approval. APPROVED BY COUNCIL

3. Masters of Social Work pilot of a modified, part-time cohort program to be offered on the Eastern campus. Seen as a primary way to recruit students and provide social work professionals in Southeast Ohio. The Committee supports this proposal and recommends its approval.

APPROVED BY COUNCIL

a) Joe Bernt asked how many MBA programs were in various areas. It was stated there were three domestic, two international, and possibly China, creating a possible total of six. Joe Rota commented the quality is high and many people do benefit from what is being done. Scott Sparks wondered if there was a limit. There is when we run out of staff, but getting a lot of very good feedback.

4) POLICY AND REGULATIONS: Marilyn Poepelmeyer, Chair (see handout)

a) Recommendation from this committee regarding the proposed "Segmented Transcript Policy for Graduate Students." This committee recommends this policy, Resolution 0304-04, as submitted by the Graduate Student Senate, and not be adopted by the Graduate Council.

APPROVED BY COUNCIL

5) ADMISSION REQUIREMENTS: Catherine Axinn, Chair (see two handouts)

a) Several "no conflicts" were submitted and voted on: PASSED

The following students voted on: Eric Anderson, Bojinka Bishop, Komal Bandyopadhyay, Danita Brown, Stephani Burcham, Thomas Conley, Ronald Cullums, Colleen Girton, Michelle Godek, Jennifer Hall-Jones, Janelle Harmon, Jason Howard, Janice Howman, Matthew Hyclak, Sarah Lude, Candice Morris, Laura Nadeau, Polly Sandenburgh, Cheryl Schroer, Kathryn Taylor, Shane Tilton, Daniel Trout, and Serena Wolfe

b) Four "potential conflicts" were submitted and voted on: PASSED

Those students voted on: Santanu Bandyopadhyay, John Cohenour, Melissa Freeman, Donald Sebera

6) GRADUATE STUDENT AFFAIRS and FELLOWSHIPS: Peter Johnson, Chair

No report at this time.

7) PLANNING and STRATEGY COMMITTEE (ad hoc): Tootie Overby,
Chair
No report at this time.

8) NEW BUSINESS: No new business at this time. Motion for
adjournment was made and seconded at 3:35 p.m.

Next Meeting: Friday, January 9, 2004

334 Baker Center

Graduate Council Meeting Minutes
October 10, 2003

Attendance: Catherine Axinn, Joseph Bernt, Duncan Brown, Scott
Carson, Leona Cibrowski, Eddith Dashiell, John Day, Walter Dekeseredy,
Judith Edinger, Katherine Jellison, Peter Johnson, David Juedes, David
Kidder, Jerrel Mitchell, Averell Overby, Marilyn Poeppelemeyer, Josep
Rota, Scott Sparks, Michael Willits, Julie Zimmerman

Staff: Michael Mumper, Katherine Tadlock, Anne Walker

Excused: Harvey Ballard, Charles McWeeney,

Absent: Todd Hoffman, Velugula Hemkumar, Robert Roe, Maureen
Weissenrieder,

Guests: (none)

Convened: 2:00 p.m.

Chair Report: Joe Bernt, Chair
- Comments:

a) Joe opened the meeting recognizing new and returning members.
Committee assignments were made. (see handout)

b) A motion was made to approve the 06/13/03 minutes. (approved)

c) A second hand out was distributed regarding the number of Graduate
Programs in Ohio. Joe remarked that there are six graduate programs up
for review this year, "Math" and "Business" being two of them. Six
members of Grad Council are needed to form a committee for this. Joe
asked that you email your intent to him. (see handout)

1) Associate Provost for Graduate Studies Report: Dr. Michael Mumper (see handouts)

a) MCKEE HOUSE MOVE: Consolidation of Graduate Appointments, Graduate Student Services and Minority Graduate Student Affairs has been completed. Stop by anytime. There will be an open house on Thursday, November 6th, from 2:00 – 5:00 pm. There is a nice conference room that can seat 12 comfortably with an internet connection and tools you might need for a meeting. Council was invited to use this room and to contact Anne for any scheduling purposes.

b) Training has been taking place with various Grad Chairs by invitation. This is to review their procedures and the procedures of Graduate Studies, to work towards the goal of more awareness and efficiency between these areas.

c) Enrollment is stable in Athens but has dropped at the regional campuses.

d) RACGS -- There have not been any meetings yet. Two programs are under review, one being a PhD in Chemical Engr., but are not scheduled for the first meeting.

e) New application fee: The increase from \$30.00 to \$45.00 has been approved, however, no decision has been made yet as to when this will go in to effect. It may be that the best time will be the fall of 2004-2005

f) Minority Graduate Recruitment (see handout) will have visitation weekend the end of October. Dan Williams is doing this and we hope there will be good success from this regarding minority enrollment.

g) Enrollment Management Task Force – Per request of the President and the Provost, this task force will be put in place to look at the balance of undergraduate and graduates. Who should determine it and where should we be moving. There are three priorities in mind:

h) Set up an Advisory Committee -- This committee has been set up to obtain several things.

i) On-line graduate contracts to facilitate the process and make this a smoother process for everyone, particularly the graduate students. We are not sure when this will be available yet. There are meetings taking place with the committee along with a future meeting with payroll.

j) On-line graduate applications -- as with on-line graduate contracts, the

advantage will be that certain information will be directed to Graduate Studies, the department and SIS, to better inform and streamline the process.

k) Staff changes -- (see handout) Taking the staff we have at Graduate Studies and make it so whoever has an application sees that particular application all the way through, including the graduate contract process. Training will be necessary and the idea again, is to streamline the process from the time the student applies to grad school until the time they leave.

l) Graduate enrollment and recruitment - We will be looking for input from Tootie Overby and Joe Bernt.

m) Problem Solving – (see handout) Need to bring the amount of fee waivers awarded in line with fee payers.

2. Director of Graduate Student Services: Dr. Katie Tadlock: (see handout)

a) Staff Changes -- We are moving towards a case management staff of four people to handle domestic and international applications. This will provide a better work flow and cross-training as well. Also we will be hiring a “temporary” application evaluator to help during our busy season.

b) Graduate Catalog -- The catalog for the 2003-2005 will be available the end of October. There are still old catalogs left. The shipment of the new catalogs was delayed due to the move to McKee House. New programs are reflected in the catalog. Catalogs are no longer being mailed, though GSS never mailed Internationally. The graduate application materials have been removed from the back of the catalog. They can be downloaded on-line at the GSS site.

Much discussion arose regarding the catalog in terms of when courses are added to the catalog; that perhaps some have not been approved curriculum yet or are just proposed courses. Katie stated that the editor is just assuming that whatever information he receives from a college is updated. Joe Rota commented that he had a student that wanted to take a course that wasn't really offered. Maureen commented that the curriculum process and the grad catalog process were separate entities, which need to be cross referenced. She mentioned that perhaps the UCC could send information to file so we can have updated information before the printing is done. Duncan Brown commented that he would not want the UCC making the decisions about what curriculum is used. Michael Willits suggested that we track down who is involved in the process and develop a central depository for this type of information.

c) Michael Willits -- Katie is working with him (see green handout) regarding Grad Council consideration reference the policies of returning graduate students. Michael said the James did most of the research, so he is not sure at this meeting whether or not he looked at other schools. Maureen brought up the issue of GPA.

The issue of second chance students is to design a policy that would help the student who had to leave because of life's realities and not because of a low GPA. Katie mentioned that the second chance processes are already in place, concerning withdrawal from the university and the fact that e.g. if a student fails engineering they can go to Math and be admitted provisionally. Maureen stated that then you have the issue that the student can not receive any financial aid on a conditional admission. Joe Bernt thought it would be much better to see what the student's problem actually was. Gerald Mitchell stated that this is different between UG and Graduate level and is there a question of maturity? Edith asked if Katie would want full disclosure and yes, Katie did. Michael stated that regardless of the maturity level, things do happen. He welcomed any comments he received at this meeting and will bring it back to council.

*** Joe Bernt stated that this issue will now go forward to the Policy and Regulations Committee.

d) Contact List -- An extensive contact list of Grad Chairs is being done. Also GSS is using the NOTE screen on the SIS system to provide more proficiency. You might check the NOTE screen for example, if the student has a HOLD on their account; e.g. for registration due to not having an I9 done.

3) CURRICULUM COMMITTEE REPORT: Scott Sparks, Chair
No report at this time.

4) POLICY AND PROCEDURE : Marilyn Poeppelmeyer, Chair
No report at this time.

5) ADMISSION REQUIREMENTS: Catherine Axinn, Chair
No report at this time.

6) GRADUATE STUDENT AFFAIRS and FELLOWSHIPS: Peter Johnson, Chair
No report at this time.

7) PLANNING and STRATEGY COMMITTEE (ad hoc): Tootie Overby, Chair

No report at this time.

8) NEW BUSINESS: No new business at this time.
There being no further business, motion for adjournment was made and seconded at 3:15 p.m.

Next Meeting: Friday, Nov. 14th, 2003

334 Baker Center