

Graduate Council Minutes

June 3, 2005

Attendance: Catherine Axinn, Josephine Bloomfield, Duncan Brown, Carolyn Cardenas, Scott Carson, Lee Cibrowski, Jesse Davis, John Day, Jason Hartz, David Juedes, Dina Lopez, Christine Mattley, Michael Mumper, Josep Rota, Susan Sarnoff, Katherine Tadlock, Ginger Weade, Maureen Weissenrieder, Joanne Bray for Judith Edinger, and Eileen Theodore-Shusta for Julia Zimmerman.

Excused: David Drabold, Peter Johnson, Chuck McWeeny, Tootie Overby, and Robert Roe.

Convened: The meeting was convened at 3:10 pm. Packets with agenda were distributed.

1. Approval of Minutes:

Jesse Davis's motion to approve minutes for the May 13th 2005 meeting was seconded by Catherine Axinn and approved.

2. Chair's Report (Dr. Duncan Brown):

- A. Expression of thanks: Duncan thanked all members of Graduate Council for their help in making his first year as chair very successful. He said that the chairs of all the committees especially made the work easier. He also mentioned that Michael Mumper and Katie Tadlock have been a pleasure to work with.
- B. Summary of committee responsibilities: Duncan provided a summary of tasks completed and on-going for all the five committees.
 - a) Admissions Requirements Committee (Chair: Josie Bloomfield): They had an exceptionally busy year with 40 cases (including the ones being presented today). The Provost is considering signing the new resolution regarding conflict of interest policy.
 - b) Curriculum Committee (Chair: Scott Carson): Many new programs to be offered overseas were evaluated by them. Duncan said that their job would become easier if the University International Council and the University Curriculum Council could all work together more efficiently.
 - c) Graduate Affairs and Fellowship Committee (Chair: Peter Johnson): The committee worked with Katie Tadlock to develop literature for Graduate awards and fellowships. The thesis that was entered in the Midwestern Association of Graduate Schools did not win but received honorable mention.
 - d) Planning and Strategy Committee (Chair: Tootie Overby): The committee has been working to evaluate our capacity to increase enrollment in graduate programs. They are also involved with the strategic planning process of the university.

- e) Policy Regulations Committee (Chair: David Drabold): The committee has been responsible for a lot of behind the scenes work. The committee has been involved in working on updating the graduate catalog, formalising policies for leave of absence and developing a continuous registration policy for graduate students.
- C. Visits by the President and Provost: Duncan said that he would like to regularize the visits by President McDavis (in January) and Provost Krendl (in October and April) at Graduate Council.
- D. ElectronicThesis and Dissertations: Duncan reiterated the schedule for visits by the ETD co-ordinator for November and May in each academic year.
- E. International Enrollment: Duncan brought to everyone's attention the recent article in the *Chronicle of Higher Education* about the efforts being taken by the United States towards international enrollment. He said that it would be good to see a long term commitment towards international recruitment in terms of base funding instead of the one time money received for this academic year.
- F. September meeting of Graduate Council: Duncan proposed to have the first meeting of the academic year in September versus October. He said it makes it difficult to get much accomplished given that we do not meet in December. He added that the conflict of interest applications/petitions submitted since June have to wait a very long time for a decision. Duncan said that the second Friday in September is the 9th, which is also the end of the first week of fall quarter. If the meeting is held on the third Friday then we run into the same issue as we do for the June meeting as in having only three weeks between the two meetings. Duncan said that he would work with members via email to do committee assignments. This would enable the ARC to work on the conflict of interest reviews. Josie said that our issues are on-going so a meeting on the second Friday is possible. Catherine proposed that the members whose terms were ending this year could also come to the September meeting. Duncan agreed saying that Faculty Senate also overlaps their old and new Senators which helps in spreading the work load.

3. Associate Provost for Graduate Studies, Michael Mumper:

- A. Assistant Provost for Multi cultural affairs: Michael informed Graduate Council that Dan Williams is retiring after 18 years of running the office of minority recruitment. Dr. Eddith Dashiell who is currently an Associate Dean in the College of Communication will be replacing Dan. Her title will be Assistant Provost for Multi Cultural Affairs, and her first day of work is July 1st, 2005. Michael said that Dan's efforts will be recognized at the visitation in early November. The visitation will provide Eddith the first hand opportunity to assess its effectiveness. Some points under consideration regarding the visitation will be whether it should be continued, or there should be multiple smaller ones, or

some of that money should be used for traveling (for the same purpose). Eddith will also be the coordinator of STARS, like Dan used to be.

- B. Terrie Bruscano's resignation: Michael announced that Terrie's resignation is imminent in the light of her husband's upcoming graduation (next Friday) and job offers. He said that Elizabeth Koonce, who teaches English has been hired to fill Terrie's position on a part-time basis. Terrie is training her and will also be working half-time from home. Michael added that the once half-time position has evolved into a full time position and more, as a large number of students are opting to file their theses and dissertations electronically. Some staff can be trained in departments where most students file electronically. Josie asked if more than one person in each department could be trained and Michael said that it was possible to do so. Catherine raised the question about formats of documents that have to be approved. Michael said that each dissertation and/or theses must meet the departmental format requirements and the ETD requirements. Word documents are converted to PDF. He noted that the ETD director makes sure that the documents correspond to the guidelines and then they are uploaded. He or she does not have the academic authority to approve the theses or dissertations. Michael also informed Graduate Council that the Honors Tutorial College will also upload theses of their students on the ETD system.
- C. GSS Election: Mark Mecum is the new president of Graduate Student Senate. There is no vice president, since there were no candidates for that position. Each college is required to have a Senator and departments should look for representatives as well.
- D. Strategic Planning—Working document: Michael said that the Provost is not in favor of calling the document a draft any more, it is being referred to as a working document. It is a little different from the earlier document. This document is broader than the original, it expresses the intent to support all graduate programs. It is also specific in terms of identifying areas of building national prominence. The document has been broadened based on the feedback received. It identifies areas of special focus and delineates priorities. Michael mentioned that there is still opportunity to provide feedback and that all comments should be sent to Gary Schumacher. One area under discussion is the composition of the Graduate Education and Research Board.
- E. International Recruitment: Michael said that he provided a report to the Provost about the efforts undertaken in this academic year. He is also putting together a plan for next year and to request base funding, since it was only one-time money that was given earlier this year.
- F. F. Tuition Scholarships and Fee Waivers: Michael said that he is happy to report that the reduction in tuition scholarships and fee waivers by \$800,000 has not had an impact on the number of fee paying students.

G. Thanks: Michael thanked Duncan and all members of Graduate Council for a successful year.

Duncan mentioned to Graduate Council that on Thursday June 9th, between 2 and 4 pm there will be an open meeting with the Provost to review all documents (mission and vision statements, executive summary and all). Scott asked about the latitude possible in the revisions that can be made to the document. He added that they are putting together a departmental response, and wanted to know if it would have any impact. Michael said that the document is constantly being revised, he encouraged departments to provide feedback. He also added that the interpretation and implementation group will be involved in making many critical decisions at the time of implementation. Josie said that in an interview on the radio the President said that the document will be presented next week. Duncan said that he believed that the document would be presented to the trustees in late July. Michael said that it would be, but was not sure how final the document will be then.

Jesse said that there was lots of discussion this year about the general fees and wanted to know if some decisions had been made. Michael said that it is possible to make a case to forgo the general fee, but the loss in revenue will be enormous. He said that it is a million dollars in buyout and that would be the biggest buyout so far. Jesse added that some schools do not have a general fee at all and some of them that do; charge minimal amounts. Michael responded that it makes sense to use the buyout money to put it in a pool to offset the fees.

Katie Tadlock (Director, Graduate Student Services):

Council of Graduate Schools: Katie informed Graduate Council that the Council of Graduate School award notices will be sent out shortly and that departments can think of nominees.

Program Codes: Katie said that she will be sending a list of program codes to the Associate Deans and that if there are any changes they can send those back to her. These codes will be in the new online and paper applications.

Commencement: Katie said that she looks forward to seeing everyone at commencement next Friday.

4. Curriculum Committee:

M.S. (Industrial and Manufacturing Systems Engineering): Scott Carson said that there are two aspects to each new proposal that is submitted, the academic and administration/financial aspect. We are more competent to pronounce upon the academic aspect versus the financial viability of the program. The chair of the IMSE department is working with Jack Bantle's office on budgetary issues of the program. Duncan added that a better division of tasks between the University International Council and Graduate Council will ensure a comprehensive evaluation of such proposals. Questions about where most of the courses would be taught and by

whom were answered by Dr. David Koonce. He said that some courses will be taught by adjunct faculty, but all courses will be conducted at the Athens campus. Josie sought clarification regarding the nature of the 'cohort'. David said that some courses will only have the Chinese students, while other courses will be comprised of the Chinese students and the Engineering Management students. As with any other cohort, the entire group of Chinese students will take classes together, they will not be dispersed into different sections.

Michael added that this proposal and the one presented last month (MFE at Tianjin University) are results of our recruitment endeavor. Duncan said this is yet another example that can be used to lobby for base funding for international recruitment. The motion to approve the program was passed. It was noted that the reservations that Graduate Council has about the financial aspects of the course are being handled by another department at the University.

5. Admissions Requirements Committee:

- A. Non-degree seeking students: Josie said that the three cases that had been tabled previously are being presented today. She reminded everyone of the previous Graduate Council decision to rule on those conflict of interest reviews since it did not seem fair to make those people wait for such an extended period of time. Pat said that many of their non-degree seeking students are employees. Duncan responded that a clause can be added to the review form which states that if students enrolled in the non-degree program ever want to pursue a degree, the conflict of interest application would not be approved. Katie said that as of now as well, the letter that is sent to students after their conflict of interest application is approved states that any change in their employment and degree seeking status will necessitate another review. Duncan further noted that per new policy, it is clear that these reviews would be considered to have a conflict of interest, but under the current policy, it is ambiguous. Josie added that if some one is seeking a non-degree option, it should not be an issue. Maureen said that she would like to see a way to ensure that the credits taken are not graded credits. If this can be reflected on their transcripts, in a way that they might receive a grade, but not be counted as an OU course. In essence, a mechanism should be in place that treats a non-degree course as a non-degree course. Duncan said that it is strange that we treat the non-degree seeking students the same way we treat a Group 1 faculty wanting to start a Ph.D. program. Catherine said that very often people dabble with the non-degree option just to see if they are interested in that area or not. Pat said that based on what we discussed above, doesn't that involve another review? Katie responded that it is possible for someone to slip through. She said that most of the students pursuing the Master's degree in Higher Education start as non-degree students and then convert to the degree seeking option. Maureen asked if it is possible for students to audit the class instead of registering for it. Katie said that in that case the employee benefits do not kick in. Lee added that the certificate programs offered in the College of Health and

Human Services are non-degree and that if these courses are not graded, students do not receive their certificates. Chris suggested having a new degree code, such as 'NDA' and 'NDA-', that would identify the nature of the course taken. Catherine said that she would be interested in Deb Benton's response to that. Duncan said that this clearly warrants more discussion, specially if the Provost does not sign the resolution. Maureen said she feels uncomfortable ruling a no-conflict on these unless there is a mechanism in place to keep the non-degree courses taken clearly identifiable. Katie said there is an 18 credit hours limit and a hold goes on the student's record preventing them to register for any future credits unless the hold is removed. The only issue is of tracking those students and if we know who we are looking for, it is very easy to do so.

- B. Proposals tabled previously: Based on the recommendation of the Admissions Requirements Committee Graduate Council voted that a conflict of interest exists for Ryan Clark and Elahu Gosney. Lee said that for Gerard Akindes seeking an I.I.P., the College of Health and Human Services cannot be the primary college because they do not offer a Ph.D. degree. Josie added that his academic advisor and administrative supervisor are different. Lee clarified that Gerard Akindes' supervisor, Douglas Franklin is an administrator, not a faculty, so he cannot be Gerard's academic advisor. The motion to rule this one as a no-conflict was passed.
- C. New Cases: Among the new conflict of interest reviews, Ralph Amos, Virginia Hojas, Kevin Kuwik, Krista McCallum Beatty were approved. Josie requested everyone to read Tony Adami's case. Jerrel added that many other similar cases have been approved in the past and Tony does not have any faculty responsibilities. Duncan agreed and said it would be churlish not to approve his extension. Graduate Council voted for a no-conflict.

6. Planning and Strategy Committee:

- A. Leave of Absence Policy:
- a) Need for it and impact on current students: Jesse asked if the students who are already enrolled in a program would be grandfathered under the existing policy. Katie responded that since at present there is no registration maintenance or similar fee and there is no formal leave of absence policy either, students who are not taking classes assume that they have taken a leave of absence. Pat said that their department uses the phrase 'leave of absence', when the Faculty require a student to take time off. Susan added that there is an internal policy in place for such situations. Ginger said that the new policy seems complementary to what already exists. Jerrel asked why do we require such a policy? Katie responded saying that students ask for it and we do not have a formal process to deal with that. A student who requires time off for certain reasons should be treated differently from someone who just dropped out of sight. Currently there is no guidance about handling that. Catherine said that a policy like that is very useful specially when a student has a sick parent. Duncan said that they are not going to move forward on establishing a continuous registration policy due to some

SEVIS issues. Jerrel commented that the policy would then be on a volunteer basis and that a student might not ask for it. Maureen asked what would happen if a student did not ask for it and that there is no progress being made either towards their degree. Katie responded saying then it would be the same as it is now, and that the department can ask for the student to be dropped from the program. Pat said that this seems to put students in a vulnerable situation. Katie said that the fifth paragraph can be eliminated so that the policy does not sound so punitive.

- b) Re-entry process: David Juedes asked about the re-entry process, particularly for those students who have had psychological problems.. He said that it is important to know whether the students are ready to come back to school. Katie informed them about medical withdrawal. She said that a medical hold is placed on the student's record by counseling services and the student needs clearance from them before registration. Duncan said that in his experience there has been only one student who was required to have psychological clearance. He also added that about 50% of the students in his program are international students and that he refers them to ISFS to find out about appropriate documentation required. Katie said that maybe a letter from the university stating that they are permitted to take this leave of absence might be helpful for international students given their visa restrictions. Joe said that a document like that is helpful because otherwise there is only a very short period of time that an international student can be away.
- c) One time only process: Jesse asked if the leave of absence is a one time affair or it could be extended? David Mould asked whether the catalog policy of having seven years for the completion of a degree would include the time taken off for a leave of absence? Maureen said that the language of the policy should also provide an explanation of reasons for which a leave of absence can be sought. Jesse asked if having such a list would be narrowing the options for students, given that it would be difficult to have an exhaustive all inclusive list. Catherine said that the list will not be treated as prescriptive.
- d) When to apply: Ginger said that the vagueness of the language in the third line of the second paragraph bothers her. She said that students might request the leave of absence the day they want to leave. Catherine said that they can qualify the word 'prior' by saying that it has to be done say before the eighth week of the quarter. Maureen responded saying that if it is an emergency, a student would not know of it before hand. Lee said that they can say that ideally leaves of absence should be requested in advance. Susan framed the sentence by saying that all foreseeable leaves of absence should be requested prior to leaving campus. David Mould also suggested that the College office should also receive a copy of the leave of absence approval or denial. The revised leave of absence policy was approved by Graduate Council.

B. English Language Proficiency Policy: Katie said that per the previous meeting the document had to be revised. She said that she, Michael, Joe, and Dave Drabold

met to discuss the revisions. She further added that international students always ask for a minimum score required. Dina said that some departments require a higher score than others, e.g., Environmental Studies requires 600. Maureen asked if the catalog mentions a minimum score. Katie said that it does, it is 550, but it is ignored many a time. Michael said that as of now we follow departmental recommendations, but Graduate Studies may not approve an admission on the basis of a lower score. Maureen said that departments should know about it before a new policy goes into place. Michael said that a large number of departments admit students with scores between 500 and 550, occasionally departments want to admit students with a score below 500. Maureen noted that the new policy is not really changing all that much, it is simply solidifying and clarifying current policy. Katie added that we are protecting the student by denying admission on a low score because if a student comes with a low score, they have to take OPIE courses. For international students it thus turns out to be very expensive.

David Juedes asked about the equivalent scores on the IELTS scale. Katie said that the OU test scores usually are within a small variation of a student's TOEFL score. Jesse expressed concern over the possible situation for a student who does not take the TOEFL before coming to OU and then fails the English proficiency test taken at OU. Pat added that some students from a few African colleges have good verbal skills but do not do well on the OU test. Susan said that it is almost a legal issue that should be clarified to students before they arrive that if they do not pass the OU English test, they will not be eligible to start their graduate programs. Katie said that they want to avoid the double testing, because test scores show that students test within a very small range of their original TOEFL scores. Susan asked if there was a time limit in place for the point that states that if a student has received a bachelors degree from an accredited institution in the United States or a foreign college or university accredited by a Regional U.S accrediting organization (where English is the language of instruction). Katie said that it could be the same as that for TOEFL, which is two years. Maureen asked when this policy would go into effect. Katie said this will be in the new graduate catalog (2005-2007). Katie seconded Catherine's idea, about voting electronically in light of the multiple changes made in this document. Duncan added that he would use the majority vote to determine whether the revised document is passed or not.

The meeting was adjourned at 5:14 pm.

Next meeting on September 9th, 2-4 pm, The Governance Room in Walter Hall.

Graduate Council Meeting Minutes
May 13, 2005

Attendance: Josephine Bloomfield, Duncan Brown, Carolyn Cardenas, Scott Carson, Lee Cibrowski, Jesse Davis, John Day, David Drabold, Jason Hartz, David Juedes, Dina Lopez, Christine Mattley, Michael Mumper, Tootie Overby, Josep Rota, Susan Sarnoff, Katherine Tadlock, Ginger Weade, Maureen Weissenrieder, and William Rhinehart for Julia Zimmerman.

Excused: Catherine Axinn, Pat Beamish, Carolyn Cardenas, Scott Carson, Judith Edinger, Jerrel Mitchell, and Susan Sarnoff.

Convened: The meeting was convened at 2:05 pm. Packets with agenda were distributed and the sign-in sheet was passed around.

1. Approval of Minutes:

Peter Johnson's motion to approve minutes for the April 8th 2005, was seconded by Lee Cibrowski.

Joe Rota's motion to approve minutes for the special meeting of Graduate Council held on April 22nd 2005 was seconded by David Drabold.

2. Chair's Report (Dr. Duncan Brown):

1. List Serv is available now: Duncan informed members that the Graduate Council List Serv is available, though it has not been used much. He added that about three-fourths of members are on it and he is hopeful that it will be used more in the next academic year.

2. Mission Statements for Standing Committees: So far only two of the five committees have formulated their mission statements. Duncan requested the other committees to have at least a first draft of their mission statements before the next meeting. He added that it will be helpful if the committees write their mission statements and then begin to identify some of the university policies they use or refer to.

3. Next meeting: Duncan reminded the members that the next meeting is not going to be on the second Friday of the month, but on the first Friday, which is June 3rd. Also, the meeting time is 3 to 5 pm and not 2 to 4 pm.

3. Associate Provost for Graduate Studies, Michael Mumper:

1. Provost's Support for International Recruiting: Michael informed the members that the recruitment process this year will be more formal than it was last year. There is more time this year to plan for recruitment travel. He added that a review of last year's efforts will be conducted and then the request for funding will be made. The review will focus on what was done, how much money was spent and the ways to measure success of this endeavor. He also clarified that it is still a year-to-year initiative and not an on-going activity. The review process will help provide the Provost a good sense of how much funding is required.

2. Graduate and Research Priorities: Michael said that Barbara Reeves and Gary Schumacher are working on the said document. He noted that the document is a little different from what it started out as. It is a more comprehensive plan; some of the features of the plan include a commitment to graduate education, research, identifying programs that have the capacity to generate revenue (which can be shared with other programs), and focus on T.A. training, stipend enhancements and so on. The need to be specific yet inclusive is a hard one to accomplish; the document strives to be inclusive while identifying some nationally prominent programs. The packet distributed today included a handout about the National Prominence Sub-Committee. This document lists eight goals that will further the image of Ohio University by developing and enhancing the curriculum and the learning environment at Ohio University.

3. Search for Associate Provost for Enrolment Management: The search for a new Associate Provost for Enrolment Management has been called off. The Provost has created a committee which will address enrolment, including graduate enrolment in a manner it has never been included before. The members of the committee are Michael Mumper, David Descutner, and Mike Williford. He added that it is more difficult to measure progress in terms of enrolment for graduate students than it is for undergraduate students. We do not have targets like we do for incoming freshmen. David Drabold asked whether, since increasing enrolment seems to be a financially driven effort, we are expecting all of the students to be fee paying? Michael said that if we follow the undergraduate model, then it would be true.

Terrie Bruscano, Coordinator of Electronic Thesis and Dissertations: Terrie referred to the list of members of the ETD Steering committee that is a part of the package. She said that the committee has 17 members and if any department is interested in being represented on the committee, they can let her know. The role of the committee is liaison between the

Department and the ETD coordinator. Terrie informed Graduate Council that many ETD training sessions for faculty and staff were offered in this past academic year. She added that there won't be any more training sessions until Fall quarter, so if a department was interested in having her present, she would do so. Terrie said that earlier in spring quarter she did a presentation at Mechanical Engineering, which was very successful.

Terrie informed Graduate Council that the deadline set by the Registrar's Office for submissions of dissertations is May 17th. All the paperwork must be done, in order for the student to participate in commencement. So far she has received 62 submissions, the average length of a dissertation being 300 pages and that of a thesis 120 pages. Terrie apprised the members that an item for future discussion would be to devise a plan to deal with the increasing number of ETD submissions. One way to accommodate it would be to train the people at the College level who accept paper submissions or have more people at a central location, like her office under the umbrella of Graduate Studies. She expects the number of ETD submissions to grow significantly in the next couple of years. Some of the departments have made an electronic submission mandatory. Michael added that either one is a plausible model—having people trained at the college level or having more people at the central office. Either decision will affect staffing at Graduate Studies. Josie expressed concern about the time commitment required on part of the people at the College level. Ginger echoed the sentiment and said that they encourage their students to submit electronically. She added that she would also like to know what a person should look for when they are checking the electronic submissions.

4. Curriculum Committee:

Duncan informed Graduate Council that Scott Carson could not be here and that Joe Rota would provide an update about the two items that went to University International Council.

1. MBA at the Huazhong University of Science and Technology:

a) Joe Rota indicated that the cost figures presented for the HUST proposal were unacceptable. Another problem he said pertains to the language of instruction. Some of the courses will be taught in Chinese. There was no reference to this in the proposal that was presented to Graduate Council. John Day responded that this was mentioned in the full proposal. Joe Rota also expressed concern over the credit transfer policy. The same academic work is being counted for two degrees.

b) The discussion centered on the fact that the whole proposal is presented to the Curriculum committee and the committee forwards a brief document—usually less than a page. It is not possible to include all the details in the executive summary that is presented to the entire Graduate Council. Dina Lopez added that it would be helpful to have some guidelines to follow while evaluating these proposals. Also she said that, a standard format in which all proposals can be presented will be advantageous too. John Day added that if there is a prescribed set of rules that can be applied to all of these programs, they can then be applied to all programs. Maureen noted that most of these programs are going to be unique, so it is hard for them to conform to one set of structural guidelines. Katie Tadlock suggested that since she and Maureen sit on the subcommittee for UIC, crossover knowledge can be applied at the sub-committee level to ensure a comprehensive evaluation of a proposal.

c) David Drabold commented on the interesting approach taken by the College of Business about providing a venue for students from the Middle East to earn an MBA from OU in Malaysia. John Day explained that Malaysia is a good choice because of the similarity of cultures (Islamic influence) and the long standing positive relationship that OU has enjoyed with Malaysia. He also clarified that the Al-Tamini Group is responsible for marketing the program and recruiting students for it.

d) Maureen asked John Day about what criteria the College uses to decide how many of such off-shore programs they will run at any given point in time. John Day answered that the criteria prescribed by the accreditation bodies and the university rules about on-load and overload teaching assignments determine it. He further clarified that they are required to have at least 75% of the courses taught by Ph.D. faculty and the remaining 25% can be taught by adjunct faculty.

The proposal was approved by Graduate Council.

2. MFE at Tianjin University: K. Doroodian, Professor of Economics, was present at the meeting to respond to questions and concerns raised by Graduate Council regarding the above mentioned degree program. Michael Mumper informed Graduate Council that this program is an outgrowth of the recruitment travel undertaken in the Fall. Duncan said that this is a good example to cite when we request base funding for recruitment travel. In response to Peter Johnson's question about how many students will enroll for this program, K. Doroodian said 40 to 50.

The proposal was approved by Graduate Council.

3. Academic Program Review: Human and Consumer Sciences: Greg Janson was present to respond to questions and concerns raised by Graduate Council. John Day informed Graduate Council that he conducted this review. He said that in the next step the review is presented to UCC. Duncan Brown said he will write a cover letter to forward Graduate Council's decision on the review to UCC. Josie asked about the issue of faculty capacity and if that meant that the department would have to hire more faculty. John Day responded saying that it is only a recommendation, the decision lies with the department. Duncan added that this is an important point which can be useful when the program is up for the seven year review and goes to the Board of Trustees for their approval.

Graduate Council approved the report of the Program review.

4. Academic Program Review: School of Recreation and Sports Sciences: Ming Li, Director, School of Recreation and Sports Sciences was present to respond to questions and concerns. John Day said that Ming Li will be invited to the Board of Trustees meeting when the proposal is presented to them. Ming Li informed Graduate Council that the school has an endowed fund to support graduate student research.

Graduate Council approved the report of the Program review.

5. Program Reviews: Chuck McWeeny reiterated that coordination between Graduate Council and UCC is required. He cited the example of two program reviews, one for Social Work and the other for Fine Art. They both made it to only one organization each, not to both bodies as they should have. Duncan added that Scott Parks, of UCC, is working on a routing sheet to track the progress of the review process. He added that Marty Tuck is looking into it as well. John Day said that unless someone shepherds them through UCC, they get filed there and do not make it to Graduate Council. Maureen noted that the problem is not about tracking reviews on a flowchart, but the fact that there is no deadline for a review process like this. There is thus a tendency for reviews to get lost. She added that it is not necessarily a structural issue and that faculty are busy and they are not to blame when reviews get lost at UCC. Chuck McWeeny added that he found that the trail always ended at UCC. John Day commented on the meeting times of Graduate Council and UCC. Duncan clarified saying that UCC usually meets a few days before Graduate Council in the same week. So, documents from each do not get

to the other for a month. John Day suggested that UCC and Graduate Council could process documents at the same time. The parallel processing will save time. Duncan endorsed the idea and said that since UCC does not take action on the suggestions made by Graduate Council; this might be a good option to consider.

5. Admissions Requirement Committee:

1. No-Conflict: Josie said that initially they thought John Cohenour's application for pursuing a Ph.D. in EECS was a conflict of interest, but later found that it was not. She added that they are trying to follow the spirit of the resolution which is awaiting the Provost's approval. Barbara Harrison's application was ruled no-conflict as well.

2. Prior proposals: Duncan said that it is unfair to delay action on the two proposals that had been tabled in the past months. Ginger agreed and said that Council would be in error to make people wait for this long. Duncan added that he is aware of the implications involved in making a decision using the old policy or the new philosophy (yet to become policy). John Day said that Graduate Council should make a decision based on current policy and rules and these candidates will be grandfathered in even if the new policy comes into effect later. David Drabold said that the review should be based on the policy current at the time of the date of application. It was decided that the two proposals will be discussed in the next meeting. Duncan offered to schedule the presentation by the Admissions Requirements Committee earlier in the meeting to accommodate discussions.

6. Policies and Regulations Committee:

1. Continuous Registration/Enrollment Maintenance and Leave of Absence Policy:

a) Dave Drabold informed Graduate Council that the philosophy on which the new policy is based on is very similar to the existing policy. The suggested \$50 fee is reflective of that sentiment. Maureen raised the question about how it would be determined if the student should register for regular credit hours or the enrollment maintenance credit. Dave Drabold responded that it would be up to the faculty involved to be responsible for the balancing act. Maureen added that it would be nice if faculty would inform their students that they cannot provide services unless they are registered for regular credit hours.

b) Julia Zimmerman expressed concern about students who are in limbo and cannot avail library services. She noted that they would be

happy to provide library services if there was a way to activate that on their status on SIS. Dave Drabold added that having access to library services was a part of the original document and they can include that in the current one as well. Katie Tadlock said that the issue of what constitutes full enrollment comes up when we have to report to the National Clearing House. This is in regard to students who qualify for the deferral of Federal Loans. She explained this further by saying that Ph.D. (Psychology) students who are doing their internship are registered for 'zero' credits but they are reported as fully enrolled. David Drabold said that he is not aware of the revenue implications that this enrollment would have. Katie said that it is hard to make a distinction (without specific information from student advisors and their faculty) between students who are actually working towards their thesis or dissertation and those who have accepted a job and will come back to finish their degrees later. Julia Zimmerman noted that this probably has to be dealt case-by-case. David Drabold said that we could make a case for library and email services for the sake of keeping a student's status active on SEVIS. Peter Johnson commented that OU grants email privileges for life. He also said faculty will most of the times would not stop advising students if they are not registered, because it is in the interest of faculty to do so.

c) Peter also expressed interest in knowing what the policy is at our peer institutions. Michael Mumper said that he was surprised to see that many of our peer institutions have a continuous registration policy. Duncan said that a brief study of spring quarter 2004 to identify graduates yielded interesting results. There were no time gaps for international students. For domestic students the maximum time gap was 11 quarters. Brief discussion on two different sets of policies followed. Duncan clarified that two sets of policies are required because international students have to maintain continuous registration for SEVIS purposes. Domestic students do not have such requirements.

d) Josie said that Graduate Chairs might not want to be responsible for informing students that they are being dropped from their program. It was agreed that it could be called a drop from the university not the program, because the decision was not being made at the program level, rather at the central administrative level. David Drabold said we should not look at this in terms of it being punitive to students. \$50 is a modest fee. Duncan added that he particularly likes the idea because it places the onus on the student as opposed to the Graduate Chairs.

e) Duncan mentioned that Judith Edinger had brought to his notice that OUCOM has a leave of absence policy. There was brief discussion on granting leave of absence to a student who is not in good academic standing. Duncan noted that each program will have the details and

responsibility of implementation of the policy. Peter Johnson asked if students could receive an extension for their programs. Katie said that Deans have the authority to grant a one quarter extension—only for the next consecutive quarter. If a student requires more time, then he/she has to reapply.

2. Revisions to Graduate Catalog:

a) IELTS versus TOEFL: Katie informed Graduate Council about the updates regarding accepting IELTS scores at OU. She said that Charlie Michelson suggested accepting a 7.0 instead of 6.5 on a 9 point scale. Katie added that a NAFSA research document from a couple of years ago showed that most institutions in Australia and Canada and some universities in the U.S.A. accept 6.5. Most of the universities in the U.S.A. consider 7 out of 9 to be an acceptable score.

b) Waiving English proficiency tests: In reference to the TOEFL and IELTS Joe Rota said that it seems to be affront to require students from some African countries and some Indian universities (where the medium of instruction is English) to demonstrate their English proficiency by requiring them to take one of these two tests. He cited the example of the American University of Beirut which is an Anglophone university like many from African countries and India. He recommends that the English proficiency test be waived for students from such Anglophone universities. Katie expressed some reservations about each department having flexibility of waiving these test requirements. Peter Johnson suggested that alternative language might be used where, in addition to those whose native language is English, others who are exempted from the TOEFL requirement would be defined as those who have received a college degree from an accredited educational institution where the language of instruction is English.

c) Transfer of credit: Katie informed Graduate Council that for credit transfers, it has to be graded coursework (courses taken simply for credit are not transferable). Maureen asked about the process for a student taking courses as a non-degree, who decides to pursue a degree in the same area. Katie said that the student would have to go through the application process.

Graduate Council approved List One of the revisions to the Graduate Catalog.

7. Planning and Strategy Committee:

Tootie Overby informed Graduate Council about the working of the Graduate Research Priorities committee. She asked if anyone had sent feedback to the Provost for the document. Ginger said that she had sent some recommendations. Duncan added that the College of Communications made some suggestions to the Provost as well.

Tootie said that the document became too broad and it was rather hard to talk about priorities if everything is considered a priority. She said that at present it is the fifth revision and the new document will address the value of graduate education at OU and the maintenance of quality of graduate programs, identification of revenue generating programs and some programs that can be enhanced. She further added that there is still talk about whether these will be referred to as foci or categories (as they were initially called). There is also discussion about what group will be responsible for identification of such programs and the criteria that will be used by them. Graduate Council could possibly over see this process she noted. She also said that it was very encouraging to see Graduate Council mentioned at a few places in that document.

David Juedes asked about the implications of the state cap on graduate student subsidy and if that will have any effect in the identification of priorities. Michael said that the subsidy is in effect only for doctoral students and that OU will only receive a 3% cut because of our shrinking numbers. John Day said that the only way to start new Ph.D. programs would mean that students would have to be fee-payers and the program thus a revenue generator. Michael said it could also mean that some programs might have to be closed down. Duncan said that instead of identifying some programs as the blessed and some as the damned, the broader and more inclusive document seems better.

Meeting adjourned at 4:15.

Next meeting on June 3rd, 3-5 pm in the Governance Room in Walter Hall.

Graduate Council Meeting
Special Meeting with Provost Kathy Krendl
April 21, 2005

Attendance: Pat Beamish, Josephine Bloomfield, Duncan Brown, Carolyn Cardenas, Scott Carson, Lee Cibrowski, Jesse Davis, John Day, David Drabold, Jason Hartz, Peter Johnson, David Juedes, Dina Lopez, Christine Mattley, Chuck McWeeny, Jerrel Mitchell, David Mould, Michael Mumper, Tootie Overby, Josep Rota, Susan Sarnoff, Katherine Tadlock, Ginger Weade, Maureen Weissenrieder, and Eileen Theodore-Shusta for Julia Zimmerman.

Excused: Catherine Axinn, John Day, Brooke Dagnan, Judith Edinger, Robert Roe, Ginger Weade.

Convened: The meeting was convened at 3:05 pm.

Congratulations and presentation by Dr. Krendl:

Duncan began the proceedings by congratulating Dr. Krendl on her appointment as the Provost. Dr. Krendl did a brief presentation to update Graduate Council about the Presidential Task Force's endeavor to present a plan for the future of Ohio University. The Task Force is comprised of 46 members. She quoted one of the OU trustees, "Make no little plans; they have no magic to stir the soul". She presented statistics about the status of education in general in the U.S. relative to other countries in the world and the status of education in the state of Ohio.

She identified the key factors within the Guiding Principles, Mission Statement, and the Vision for Ohio University as follows:

Guiding Principles

- Accountability
- Selective investments
- Emphasis on Community
- Value of in-class and out-of-class experiences

Mission Statement

- Residential setting
- Regional campuses--- outreach and access
- Service--- address economic and cultural needs

Vision for OU

- Diverse university community
- Distinctive programs
- Service beyond region--- new definition of outreach and partnerships
- Global awareness (internationalizing the curriculum)
- Commitment to research engagement at undergraduate and graduate level

Graduate Research Priorities Committee:

Dr. Krendl mentioned that the Task Force has received feedback on these documents, which still needs to be integrated into them. She then asked Michael Mumper to present the update from the retreat held the previous day (April 20th) for the Graduate and Research Priorities committee. Michael passed a handout to all present and indicated that it was only a draft and did not incorporate the suggestions that came about in yesterday's retreat. Michael chairs the above mentioned committee and he said that the committee has four goals:

- Identify graduate research priorities
- Identify a process to invest in these priorities
- Identify promising new areas (which may be priorities later on)
- Integrate all units on campus that can participate in the achievement of these priorities.

Michael mentioned that some themes had been identified earlier. But it was realized that they were too narrow and specific and thus were not inclusive of most of the graduate programs in the university. He said he has tried to rectify that by broadening the scope of these themes and in that process he is also trying to create an organizing goal for graduate education. To build priorities from these themes, the committee identified some criteria to be used to make decisions to identify proposals to select investments. He also noted that the process of identifying a program with possibilities of becoming nationally prominent feeds into the strategic planning process. Preparing students to teach here at OU and elsewhere is an area of interest that can be developed. It also leads the way to encourage graduate research and graduate scholarship. Excellence in education and research could be the overarching philosophy for graduate education. This would be akin to having a statement of philosophy for graduate education, just as there is one for undergraduate education.

Tootie added that all the programs that get proposed for funding might not meet all the criteria. This is an ongoing process and this initiative will begin with a few programs. But later more programs can eventually be a part of this process. Dr. Krendl added that it is an inter-disciplinary document and it is a new direction for OU. This is one way we can establish the distinctive identity of OU. She added that we should facilitate crossing of disciplinary boundaries to identify intersections that could further research interests.

Jerrel Mitchell asked where engineering would fit in this. The first foci, 'Fundamental Scientific Processes and Technological applications' Tootie said would incorporate that. David Juedes noted that there is always the pressure from the state to produce graduates in the technical field. The first document had seven or eight themes that were very specific and the Arts and Humanities were not well represented. So, the scope of the themes was broadened.

Dr. Krendl informed the Council that the University of Florida engaged in a similar process a few years ago. They hired outside consultants to identify prominent

areas where there was the potential for most investment. A lot of departments got excluded in that process. She said we are doing this process ourselves, but at some point we will have to make decisions. David Juedes added that a quick read leaves out natural sciences and focuses more on the arts. Joe Rota said that the basic scientific research is primary and from there we get into specifics about solving problems and identifying specific areas. Dr. Krendl added that we have to look at our own character and identify areas that best suit our university. Commenting on the graduate experience, Jesse Davis noted that he is not sure if there is something like a prototypical graduate experience. The disparity in the programs and students is large enough to not have a common denominator in terms of experience. Dr. Krendl said that her charge is to identify the identity for OU. For graduate students, this does not mean that they all will have the same experience, but the fact that we are committed to excellence, is the common factor, whatever field the graduate education might be in.

Need for a Graduate College:

The discussion then focused on the fact that Ohio University does not have a 'Graduate College'. Dr. Krendl acknowledged that some would say that this is the reason for there being no home base for our graduate programs. There is significant variance among graduate programs. Chuck McWeeny noted that a lack of a central knowledge base sometimes hinders furthering research in interdisciplinary areas. Tootie added that, though she likes the individuality that comes with decentralization, a central body could be helpful. Jerrel Mitchell said that he too appreciates the decentralization, but a bigger central body could prove to be helpful. He cited the example of having only one ETD coordinator is hard on students. The deadline for submission of an electronic version of a thesis or dissertation is two weeks before the deadline for the submission of a paper copy. This is so because there is only one person who has to go through all the electronic submissions for the entire university.

Dr. Krendl's concluding remarks:

Dr. Krendl said that we have to identify barriers that will inhibit our success. The Dean's working groups can identify and raise some issues and they can then be discussed. Tootie added that such issues will also come out of Michael Mumper's survey. Dr. Krendl assured members that the programs they are identifying are going to be priorities in the near future, but all other areas and programs will still maintain the same status. She encouraged members to provide feedback to the document.

The meeting was adjourned at 4:05 pm.

Next regular meeting of Graduate Council is on May 13th, 2005 at 2 pm in Walter Hall.

Graduate Council Minutes

April 8, 2005

Attendance: Josephine Bloomfield, Duncan Brown, Carolyn Cardenas, Scott Carson, Lee Cibrowski, Jesse Davis, John Day, David Drabold, Jason Hartz, David Juedes, Dina Lopez, Christine Mattley, Michael Mumper, Tootie Overby, Josep Rota, Susan Sarnoff, Katherine Tadlock, Ginger Weade, Maureen Weissenrieder, and William Rhinehart for Julia Zimmerman.

Excused: Catherine Axinn, Pat Beamish, Brooke Dagnan, Judith Edinger, Peter Johnson, Chuck McWeeny, Jerrel Mitchell, David Mould, and Robert Roe.

Convened: The meeting was convened at 2:05 pm. Packets with agenda were distributed and the sign-in sheet was passed around.

1. Approval of Minutes:

The minutes for the March 11th 2005, meeting were approved.

2. Chair's Report (Dr. Duncan Brown):

- A. Conflict of Interest Resolution: Duncan informed Graduate Council that Faculty Senate voted on the Conflict of Interest Resolution and that it was approved unanimously. For it to become University policy the Provost will now have to sign it.
- B. Special Meeting of Graduate Council: Duncan apologized for not engaging in a wide consultation regarding setting a date for the meeting. Given, the Provost's schedule, there were only two choices of dates. Duncan said he picked the one when most members of Graduate Council could attend. He added that discussion with Tootie's committee will prepare Graduate Council for the meeting with the Provost.

3. Associate Provost for Graduate Studies (Dr. Michael Mumper):

- A. Graduate Applications: Michael said that the number of graduate applications look almost exactly like they looked at this time last year. Like last year, there was an increase in the number of domestic applications received. The number of applications received for engineering programs, and applications from India and China were down. Michael asked members of Graduate Council to comment on the status of applications and admission decisions in their departments. He indicated that people should not worry about the 'scary statistic' mentioned on the institutional research website which indicates that the number of admits for this year is way less than what it was for last year. Michael added that since, at the undergraduate

level, the number of housing contracts signed, are an indicator of number of incoming freshmen, they know that the number is significantly (almost 600) less than what it was last year.

- B. Fee Increase: There has been only a 3% increase in graduate tuition for next year, compared to 6% increase for undergraduate tuition. Michael mentioned that since there has been no increase in the non-resident surcharge at the graduate level, it might attract more fee paying students (from outside of Ohio). He also informed Graduate Council that the Provost's Office has made a commitment regarding reducing the general fees. It was decreased this year and will hopefully go down again next year.
- C. Graduate Contracts: Michael told Graduate Council that there would be no cuts in the number of fee waivers or assistantships, so departments should make offers to prospective students the way they have been doing in the past.
- D. Academic Priorities: Michael informed Graduate Council about the new committee which he is chairing. The committee has to identify three to five programs by April 21st 2005 to be considered as academic priorities. Tootie added that these will be interdisciplinary themes and will thus span over multiple units.

4. Director of Graduate Student Services (Dr. Katie Tadlock):

- A. Midwestern Association of Graduate Schools: Katie informed Graduate Council that even though the Ohio University entry did not win the distinguished master's thesis award, Alane Smith's (from Communication Studies) thesis was ranked very high among the entries received.
- B. Revision of Application: Katie is revising the graduate application. She informed the Council that once the application is revised, there will be only one application---it will be the same for domestic and international students. The new application will be online and in print by the end of summer (after being approved by the departments of Legal Affairs and Institutional Equity). Katie requested feedback from departments regarding their program codes. Michael added that no paper applications will then be sent from the Office of Graduate Studies to the departments. Departments will download their own applications. This year almost 50% applications were received through the online system.
- C. Admit/Deny Letters: Katie said that all admit and denied letters are now automated and are being done by Computer Services Center. The automation has reduced the turnaround time significantly.

5. Graduate Affairs and Fellowships Committee (Jesse Davis for Peter Johnson):

Jesse Davis informed Graduate Council that the Fellowships Committee met on April 1, 2005 to review the nominations received for Named Graduate Fellows. There were 13 applications from five colleges and the Center for International Studies. Jesse gave a brief description of the dissertation topics of each of the five students selected. Graduate Council approved the decision made by the committee. Katie Tadlock said that official letters to all the recipients will be sent the following week.

6. Curriculum Committee (Scott Carson):

- A. MBA at the Huazhong University of Science and Technology School of Management, China: Scott Carson presented the report of his committee about delivering an existing MBA program at the Huazhong University of Science and Technology School of Management (HUST) in China. John Day explained that this is a two-year dual degree program, with an overlap of six courses. Faculty from the Athens campus will travel to China to teach these courses. He explained that is more of a shifting of resources than creating new responsibilities for faculty. The program in Brazil has slowed down, which will enable faculty to divert their attention to this new program. This alleviated concerns expressed by members about the overload on faculty. Responding to Maureen's question about language requirements, entrance and graduating qualifications, John noted that each potential student will be required to: go through a personal interview, have a 250 on the TOEFL, and maintain a 3.0 in the course work they do prior to starting the OU component of the degree. A total of 13 courses will be taught, 60% will be taught by OU faculty and the rest by the HUST faculty.

Joe Rota mentioned that the fee structure must be examined closely to make sure that we are in compliance with the Board of Regents policy, that states that students outside of Ohio do not pay (for the said degree) less than what it would cost Ohio residents. William Rhinehart asked if the students will be a part of the SIS database and if they will have access to library services. He mentioned that they can facilitate remote access of some library resources. John said that since there is significant blockage of many foreign websites in China, remote access of library facilities to those students will not be possible.

Graduate Council voted in favor of recommending approving the proposal contingent upon the condition that the final version will match the transfer of credit and other policies mentioned in the Graduate Catalog for 2005-2007. Michael Mumper clarified that international programs do not need RACGS approval because they do not have any impact on the subsidy received by a university. The proposal has to be approved by the International Council though.

- B. Master's degree in Education at the Lancaster Campus: Duncan requested Ginger Weade to clarify issues and answer questions that members of Graduate Council posed regarding the above mentioned

program. In response to a question from David Drabold about the tuition costs, Ginger clarified that since the courses are registered using the same call numbers as are used on the Athens campus, the tuition charged is also the same amount (as charged on the Athens campus). Maureen asked if these students will be eligible for scholarships. Ginger said that so far that has not been discussed, though most of these students will probably receive some help from their school districts. Since, these students are full time employees (elsewhere) hence they are not offered graduate assistantships. Classes are held from 5 to 10 pm two nights a week. Most faculty will teach the courses as an overload. Josie was concerned about how the overload would affect the faculty duties on the Athens campus. Ginger also mentioned that the department of Special Education has more faculty than some other departments, so it is possible for them to offer these cohorts. Also, she clarified that the university places limits on overload and usually only one class per quarter is taught as an overload. Duncan brought to everyone's attention that this program is already working well at the Zanesville and Chillicothe campus and the College of Education is only seeking approval to offer (the same program) at one more campus. Graduate Council voted in favor of approving the proposal to offer the Masters in Education (Special Education) at the Lancaster campus. Duncan noted that in future we must invite a representative of the program that is under review. He also listed the items that Graduate Council has to focus on in the next two meetings: catalog revision, other program reviews, and the leave of absence policy.

7. Admissions Requirements Committee (Josie Bloomfied):

- A. No-Conflict of interest: Graduate Council voted in favor of the recommendation made by the committee regarding no conflict of interest for Lisa Flowers-Clements.
- B. Conflict of Interest: The committee recommended tabling this issue in the interest of observing the spirit of the new Faculty Senate Resolution (which still needs the Provost's approval) which states that graduate coursework within a professor's department falls under the conflict of interest policy. However, Maureen Weissenrieder mentioned that, in the specific case of Dr. Burstein it clearly seems to be a financial issue. Dr. Burstein is requesting graduate course credit so that the employee benefit will off-set the cost of the trip. She had earlier been advised by Katie Tadlock to take the course for undergraduate credit. Graduate Council voted in favor of finding that there is a conflict of interest if Helaine Burstein registers for a graduate course in the department in which she teaches.

8. Policies and Regulations Committee (Dave Drabold):

There was a brief discussion about the continued efforts on the part of Michael Mumper, Katie Tadlock, and Alan Boyd regarding continuous registration for graduate students. Michael noted that his conversation with Mike Williford revealed that there are multiple definitions of a 'full-time' student. 'Full-time' refers to different credit hours for different offices on campus, be it payroll, financial aid, registration, or for reporting subsidy and so on. Michael said that it would be a good idea for the curriculum committee to create something, like a template (according to Maureen) which would kick in automatically for all Masters and Ph.D. students if they registered for say, zero hours. Duncan asked Dave Drabold to send to all members, issues that have come up so far and that it would be the first item on the agenda for the May meeting.

9. Planning and Strategy Committee (Tootie Overby):

- A. Presidential Task Force: Tootie informed Graduate Council that she was their representative on the Strategic Planning Task Force initiated by the President. In the following weeks, the task force will determine undergraduate and graduate academic priorities. She added that several focus areas will emerge as a result of the deliberations of the task force. Some of these areas will maintain current funding, whereas, others might receive enhancement funding. Three to five academic research priorities will also be identified as a result of the discussions that take place among the members of the task force. These areas will be determined based on our current strengths. Tootie explained that so far no decisions have been made and thus input is being sought from everyone. The themes that are being identified are going to be over-arching themes. Most of the Deans, she noted agreed that these themes are responsive to the needs of our region and state. Michael added that members of the task force were asked to generate a couple of different kinds of lists. One of the lists identified our nationally prominent areas, and another one identified where we have the most probability of receiving external funding. He explained this as a simple idea of branding; we have to showcase what we do well by capturing our strengths and getting more and more units together in this endeavor. Maureen mentioned that the Associate Deans can play a major role in this by seeking from their departments input on specific challenges to their programs, influences on their programs, and future of the department. She also added that the survey conducted and analyzed by Michael can be further analyzed at the department level to help identify crucial issues.
- B. International student population: Duncan mentioned that many of our academic programs would not survive without the international student population in those areas. Joe Rota added that Graduate Council should mention to the Provost the significance of having international

students on campus. Duncan further added that he has been viewing the front pages of many of our academic peer institutions and that most of them have the word, 'research' on them. He commented that if it does not scare them, why should it scare us?

- C. Mission and Vision statements: Tootie requested members of Graduate Council to seek input from faculty from their departments regarding the mission and vision statements of Ohio University. She said that would help her provide input to the task force. It was also recommended by David Drabold that if those members who cannot attend the special meeting with the Provost can send substitutes. Tootie proposed the idea of having a listserv for Graduate Council to facilitate expression and exchange of ideas.

The meeting was adjourned at 4:05 pm.

Next meeting, May 13th 2005, 2 - 4 pm in Walter Hall.

Special meeting with the Provost, April 22nd 2005, 3-4 pm in Walter Hall.

Graduate Council Meeting Minutes
March 11, 2005 Meeting

Attendance: Catherine Axinn, Pat Beamish, Josephine Bloomfield, Duncan Brown, Carolyn Cardenas, Lee Cibrowski, Brooke Dagnan, Jesse Davis, John Day, David Drabold, Peter Johnson, David Juedes, Dina Lopez, Christine Mattley, Chuck McWeeny, Jerrel Mitchell, David Mould, Michael Mumper, Tootie Overby, Robert Roe, Josep Rota, Susan Sarnoff, Katherine Tadlock, Ginger Weade, Maureen Weissenrieder, Julia Zimmerman.

Excused: Scott Carson, Judith Edinger

Absent: Liz Miller

Convened: The meeting was convened at 2:05 pm . Packets with agenda were distributed and the sign-in sheet was passed around.

- Approval of Minutes :

The minutes for the February meeting were approved after some corrections and changes were suggested.

- Chair's Report (Dr. Duncan Brown):

- Resolution regarding funding for International Recruitment : The proposal that was made during the February 11 th meeting to continue base funding for international recruitment received overwhelming support from members of the Graduate Council. Duncan informed the Council that he sent letters to Dr. Krendl and Dr. McDavis to inform them about the decision (see attached letters and resolution). He also sent emails to Dr. Phyllis Bernt and Brooke Dagnan about the same.

- Conflict of Interest : Duncan informed the Council that he will attend the Faculty Senate meeting on Monday (March 14 th) when the Professional Relations Committee will present the revised wording of the Conflict of Interest forms to Faculty Senate. He said that the revised wording which will appear in the Faculty handbook will be helpful to Graduate Council in making decisions about Conflict of Interest issues for staff and faculty of Ohio University . The Professional and Relations Committee has specifically outlined those persons who cannot pursue a terminal degree in their own department or college. Per an earlier discussion, Duncan reminded members that the Professional and Relations Committee borrowed language from the Penn State manual.

- Leave of Absence/Continuous Registration : Duncan told the Council that the Policy and Regulations Committee is working with Dr. Alan Boyd, Director International Student and Faculty Services to make sure that the new policy will work for international students. He added that he has adopted a first and second reading format for this to ensure time for feedback from all units. Also, he added, that makes it a formal process and gives us the opportunity to keep a record.

- Associate Provost for Graduate Studies (Dr. Michael Mumper):

- Graduate Applications Received : Michael informed Graduate Council that so far the Office of Graduate Studies has received 2007 applications for the next academic year. He added that this number is around the same like last year. The most noticeable change so far is that International applications are lower by 50 applications whereas domestic applications have increased by 150.

- Online Applications : Michael added that half of the applications received this year were online applications. Based on the graphic that he had from College Net, he said that the February 1 st deadline held significance for many potential students. Next year, he said all the applications will be run through the College Net system. Given the data tracking capabilities of the College Net system it can prove enormously helpful to the Dean's offices. Applications can be tracked by city, state, zip code and many other criteria. A communication plan to set up an automatic electronic response can also be initiated.

- Professional Development Workshops : Michael said that he will be putting together some Best Practices Seminars/Professional Development workshops for Graduate Chairs. These workshops, he added will also serve as a forum for a dialogue among then Graduate Chairs. He noted that OPIE issues can also be discussed in these seminars/workshops. If these workshops are successful this year, then a proposal can be made to the Provost to continue them in the future.

- TA orientation for fall quarter 2005 : Michael announced that the date for TA orientation for Fall of 2005 is August 30th.

- Director of Graduate Student Services (Dr. Katherine Tadlock):

- Policy Clarifications and Updates : Katie mentioned that some of the policy issues that are in practice should be in print and some matters that are in print need to be clarified. She referred to the document titled, List One, Policy Clarifications and Updates (Advise and Content) in the package and requested feedback in the next meeting. Katie noted that she

has not found documentation about Transfer of Credit, (under the heading Academic Policies) in the above mentioned document (last page). She added that this issue might belong on List two, since it warrants discussion. Duncan added that this above mentioned document does not have controversial issues and that they would move to List two, Issues for Graduate Council Discussion/Action.

- TOEFL : Some discussion ensued about the requirement of TOEFL as the required test of proficiency in English for all international students. This was in response to the list of countries (mentioned on the document, List two in the package) exempt from TOEFL. Joe Rota noted that it does not make sense to require a TOEFL score from students whose native language is not English, but the medium of instruction is English in the schools and colleges they attended in their countries (particularly South Africa and India). Katie responded that most institutions in the United States , including our peer institutions require a TOEFL score for students from the above mentioned countries. Jesse felt that Quebec should not be excluded from this list, because he noted that the residents of Quebec are bilingual. Duncan responded saying that technically they are bilingual but the northern part of the province is more Francophone, while the southern part of the province is more Anglophone. David Mould wondered if Bermuda could be on the list as well. Katie said that the list of countries is taken from the one used by the Masters in Public Health program (by OU and its partner institutions in the consortium offering this program).

- International English Language Testing System : It is proposed to accept either the IELTS or the TOEFL to demonstrate proficiency in English language.

- Non - degree admit status : There was discussion about the current policy on the non-degree status. Katie clarified that the policy states it is a six year and (not or) 18 credit hour limit. Students in the College of Education run into this issue more commonly than students from other colleges. Ginger noted that if students are seeking licensure, then they should be admitted to a degree status. Pat indicated that it is not a requirement for counseling, students can register as non-degree if they are seeking licensure. Also, so far the assumption has been that this six year and 18 credit limit is renewable every six years.

- Readmission : Another area where policy clarification is required is regarding extension of program versus restarting the program.

- Early admission : Katie brought to everyone's notice that the policy on early admits to graduate program needs clarification as well. At this point in time, there is no catalog policy that states that students are required to

complete a certain number of credits before their status can change from undergraduate to graduate. She added that it was probably not the intent of policy makers but it is possible for students to finish all their coursework requirements even for the master's degree while working on their bachelor's degree.

- Curriculum Committee:

The proposal to offer the M.Ed. in Curriculum and Instruction at the Lancaster and Ironton campuses was discussed. Ginger explained that this is going to be administered on a cohort model at the regional campuses. At this point in time they are seeking approval for the above mentioned two places. Later on it can offered at other branch campuses as well The program will be beneficial to teachers in helping them meet requirements for professional development and improve current practices. The coursework focuses on pedagogy and it is no different from the program offered at Athens . The faculty will teach it as an overload to their present assignments. That is why at this point, they can only offer it as a cohort at two places. And, the expansion of the program is contingent upon its demand. Ginger clarified that the state does not require all teachers to have a master's degree. But, to keep their teaching license they are required to take some professional development courses. Also, taking such courses extends the range of their teaching repertoire.

Duncan said that Scott had sent a one page summary of the above mentioned proposal and Graduate Council's Curriculum Committee's recommendation. Given the fact that it is an existing program on the main campus, it does not need to be approved by the University Curriculum Council. Michael added that he would like to receive the one page proposal so that he can forward it to RACGS. It is not so much for their approval as it is for the Board of Regents to be aware of this development. Jesse said that he is not familiar with the program, but he was concerned about the budgetary impact, stretching the faculty resources, and the option of offering it as a distance learning course. Ginger clarified that, since it is based on a cohort model, it is going to be face-to-face instruction. Also, this is an income generating program she added. These are fee paying students, either they are paying or their schools are paying on their behalf.

Graduate Council voted to approve the proposal to offer the M.Ed. in Curriculum and Instruction at the Lancaster and Ironton campuses.

- Planning and Strategy Committee:

Tootie informed the Council that about two years ago, the then Provost

had addressed the Graduate Council and had initiated discussion about support for graduate education. The Provost also wanted to get a comprehensive idea of what graduate education looks like on this campus because departments are often not aware of what others are doing. Dr. Tymas-Jones headed the Dean's working groups which were formed to collect information. Surveys were sent out in November, 2004.

Michael said that there were 35-40 questions on the survey and the printouts in the package do not summarize the results, but present more of a broad overview. There were pages full of comments which have interesting and relevant information. He added that he will do similar tables for TA use. Tootie noted that the Associate Deans have been asked to respond to the survey results. This will inform the strategic planning process. The knowledge of the survey results can help the Associate Deans and Deans work through problems that faculty might have.

The most important strategic issue is to understand why graduate programs are required. John Day noted that the three main reasons to look for are how they support the research mission of the university, how do they help in marketing the university, and what are the financial implications of having graduate programs. Maureen mentioned that if we look at our peer institutions we realize that we do not have the mix that most of them have---the balance of undergraduate and graduate education. This took the discussion to the next issue, the mission and vision statement that came from the Provost's office.

David Mould said that The Athens News had an article summarizing these Core Values and there was no mention of international education on it. Joe Rota added that the handout lists only 16 points under the core values and that there was a 17 th point which was about international education. Tootie brought to notice that the vision statement has been amended, the word 'research' has been deleted, and now it reads, 'nationally prominent university'. There was some discussion about the omission of the word, research and that it was done to allay the fears of students who were not comfortable with the idea. Maureen said that this document is probably more about 'image-making' and marketing, than anything else. Julia Zimmerman added that an undergraduate student expressed concern over the fact that if the focus of the university is on research, the quality of teaching might suffer. Jesse Davis said that all the nationally prominent universities, like UNC, Maryland , Virginia and so on have research in their vision statements. He added that the fear on part of the undergraduate students is more of a perceived one, rather than actually being grounded in reality. Everyone was of the opinion that we should focus on the mix of undergraduate education, graduate education, and research and not on one thing over the other.

Brooke informed the Council that she is on one of the subcommittees responsible for formulating the guiding principles of Ohio University . She requested input from all present so that she could take back that information with her. Ginger said that we should look at it in terms of a Venn diagram instead of a listing and that hopefully an iconic representation will get us out of a linear mode. She added that we describe ourselves by dividing ourselves. Jesse said that when you read the list, it goes in this order undergraduate, graduate, research---that implies a hierarchy of sorts. David Drabold responded saying that it is a tacit acknowledgement of who we are. We are primarily an undergraduate institution. Catherine said that everyone likes to see themselves reflected in something like this. Labels facilitate that, they give such documents more of a human face.

Duncan said that he will get the most recent version of the document and circulate it electronically so that it can be discussed in the April meeting as well. David Mould added that he would share with everyone the condensed version of the document. He said that he deleted about a third of the words. Joe Rota said that if international education is not on the most recent version then Graduate Council should recommend it to the Provost to add it.

- Admissions Requirements Committee Report:

- Old Business : The following conflict of interest reviews were passed:

James McKean, and Shelley Ruff.

- New Business :

- I. The following conflict of interest reviews were passed:

Courtney Gould: with a change in the name of her degree from Early Childhood Development to Intervention Specialist.

Terrie Bruscano: Michael was asked if it would be possible for another employee at Graduate Studies to take care of ETD submissions of her colleagues from Art History.

- II. Everyone voted in favor of waiting till the next meeting for the following two reviews:

Ryan Clark and Elahu Gosney.

They are both employed in the college in which they want to graduate level courses. Faculty Senate is scheduled to meet on March 14 th , and will be passing a resolution regarding new policy about the above mentioned scenario.

- Policies and Regulations Committee:

- Leave of Absence Policy : David Drabold presented the Leave of Absence policy to Council.

- Continuous Registration : Maureen asked whether students register on time. Katie said that about 95 to 98 % register by the 15 th day of the quarter. The discussion centered around monitoring if a student is on campus or not and students using this option instead of registering for one credit hour. It will be cheaper for students to participate in this policy versus registering for one credit hour. Jerrel Mitchell noted that it is important to consider the revenue implications in such a situation. It is also impossible to monitor the service component on the part of faculty for students who are not present on campus. Katie added that she has spoken to Alan Boyd about the visa requirements for international students and that most of the changes suggested by him can be accomplished easily.

- New Ph.D. in Engineering:

Council was informed that the proposal for a Ph.D. in Engineering was withdrawn from the previous Trustees' meeting due to budgetary reasons.

Meeting Adjourned at 4:10 pm.

Next Meeting: April 8th , 2005 at 2 pm in the Governance Room, Walter Hall.

GRADUATE COUNCIL MINUTES
February 11, 2005

ATTENDANCE: Carolyn Cardenas, Catherine Axinn, Josephine Bloomfield, Duncan Brown, Scott Carson, Lee Cibrowski, Brooke Dagnan, David Drabold, Judith Edinger, Peter Johnson, David Juedes, Liz Miller, Bill Rhinehart (for Julie Zimmerman), Josep Rota, Susan Sarnoff, Ginger Weade, Maureen Weissenrieder, Christine Mattley

ABSENCE: Patricia Beamish, John Day, Natalia Matukhno, Chuck McWeeny, Jerrel Mitchell, David Mould, Averell Overby.

EXCUSED: Dina Lopez, Robert Roe, Usha Matta

GUEST: none.

CONVENED: 2:11 P.M.

Packets with agenda were distributed, and the sign-in sheet was passed around. Anne Walker, due to Usha Matta being in India, did the minutes.

CHAIR'S REPORT: DUNCAN BROWN A vote was taken to approve the January minutes. (See handout) They were approved with an agreement regarding a revision that was suggested on Page 3 regarding Carolyn Cardena's statement. The minutes will be updated to reflect those changes and forwarded to graduate council members.

Duncan said we hope to eventually post the graduate council minutes on a website that is our own or on the Faculty Senate website, along with what each committee does.

Duncan sent a thank you to President McDavis for attending the Graduate Council meeting in January with mention that it would be nice for a visit from him to become an annual event in the fall of each year. President McDavis was very open to this suggestion and said he would be happy to come anytime.

Duncan passed around a hard copy of an article that was in The Chronicle: (See handout), regarding American Universities stepping up recruitment in order to hunt more aggressively for International students. It was also agreed in council that many of us travel and could be combining our efforts. There was more discussion regarding President McDavis's remarks at the last council meeting. There are many ideas regarding better visibility concerning graduate level academics and how to promote those ideas.

MICHAEL MUMPER/ASSOCIATE PROVOST REPORT: Domestic applications are up by 450 compared to February 10, 2004. International applications remain down in numbers. This is the first time in 15 years that there are more US applications than International. We continue to address this issue in terms of recruitment methods. Usha

is in India and due to return the first week of March. Beth Clodfelter is in the Middle East and Karla Schneider is in Malaysia. We will be receiving input from them upon their return.

The Grant Competition is going well. Sixty people applied for the lottery.

The Strategic Planning Process the capacity of graduate programs to increase enrollment. Perhaps a small investment could help regarding recruitment. A large majority of units want to expand but do not have enough funds or manpower. Want to submit survey results to academic deans for meetings of the National Prominent Subcommittee. Work is being done and hopefully a survey will help give guidance. The Provost asked regarding programs that rated high. Please submit this information to Michael as soon as possible and he will pass it on to the Provost. At this point it is not important who is doing the rankings.

KATIE TADLOCK/DIRECTOR GRADUATE STUDENT SERVICES: The Fellowship brochures should be out next week. They will be sent out to all Grad Chairs and will also be available at OGS for students to pick up. Five fellowships are funded through the Office of the Associate Provost for Graduate Studies each year. Each of the five provides a service-free stipend and tuition scholarship, which are awarded through Graduate Council on a competitive nomination basis. The five fellowships are:

The John Cady Graduate Fellowship
The Donald Clippinger Graduate Fellowship
The Claude Kantner Graduate Fellowship
The Anthony Trisolini Graduate Fellowship, and
The Graduate Fellowship

The Graduate Student Affairs and Fellowships Awards Committee “mission statement” draft was presented. (See handout) This draft was to address the functions of this committee, such as formulating guidelines, reviewing applications and recommending awards for the five annual Graduate Student Fellowships provided through OGS.

ADMISSIONS REQUIREMENTS COMMITTEE/JOSIE BLOOMFIELD:

Shauna Switzer, Ph.D., Instructional Technology (Education) Approved

Matthew Hyclak, Ph.D., Instructional Technology (Education) Approved

Gerard Akindes, Ph.D., I.I.P. (T Comm/Comm, Educ, Rec & Sports Sciences/HHS)
Holding for more review.

James McKean, Ph.D., Higher Education (Education)
Not enough information. Voted to hold for more review.

Shelley Ruff, MBA (Business)
Approved

A handout was given regarding Admission Committee responsibilities. (See handout)

2

The review of responsibilities seemed to suggest there were some other areas in which the committee could be involved as well as a possible name change.

Discussion of International enrollment and recruitment:

Graduate Council urges President McDavis and interim Provost Krendl to provide continuing base funding for the recruitment of funds provided to OGS for recruitment of international students.

Again there was much discussion regarding International enrollment and recruiting efforts. Michael Mumper mentioned that one half of the students in our country who are undergraduates go on to graduate school. We might make recruitment pitches to them, to those who will not have visa problems. Recruit students who are at other colleges as well who again, do not have visa problems. Duncan mentioned that we need to reach out to communities such as Columbus.

International Student Enrollment Issues/JOE ROTA presentation: (see handout for Power Point presentation) This presentation was regarding current enrollment, trends, challenges and benefits concerning International students. A final note on this presentation addressed Graduate Council and the University International Council's responsibility for policy making. The two Councils collaborate in a number of important areas.

No new business.

Meeting adjourned: 4:00 pm.

Next meeting: March 11, 2005, 2 —4 pm
Governance Room, Walter Hall

Graduate Council Minutes

January 14, 2005 Meeting

(As corrected February 11, 2005)

Attendance: Catherine Axinn, Pat Beamish, Josephine Bloomfield, Duncan Brown, Carolyn Cardenas, Scott Carson, Lee Cibrowski, Brooke Dagnan, John Day, David Drabold, Judith Edinger, Peter Johnson, David Juedes, Dina Lopez, Christine Mattley, Natalia Matukhno, Chuck McWeeny, David Mould, Michael Mumper, Tootie Overby, Robert Roe, Susan Sarnoff, Katherine Tadlock, Maureen Weissenrieder, Julia Zimmerman.

Excused: Jerrel Mitchell, Josep Rota, Ginger Weade, Liz Miller.

Guest: President McDavis

Convened: 2:05 pm. Packets with agenda were distributed and the sign-in sheet was passed around.

1. President McDavis:

President McDavis said that when he came here and talked with OU faculty he found that the undergraduate programs at OU were well known. Graduate programs offered by OU have less visibility. He said that one of the goals he mentioned in his inaugural address about making Ohio University a nationally prominent research university goes hand in hand with excelling at the graduate level academics. He noted that we must look for programs that are exemplary and promote them. He also added that we are in the 21st century and this goal cannot be achieved independently. This goal requires partnerships among departments; we need to focus on multidisciplinary areas.

He informed the Council about a meeting conducted by Governor Taft which was attended by other Presidents of universities from Ohio as well. Governor Taft wants enrollment to increase by 30% in the next ten years. This is not going to be easy, President McDavis said, because this increase in enrollment will have to be achieved without any new money coming in from the State. We have to rely on self-help measures. He said that we can accomplish it by raising money from the private sector, facilitating economic development in South Eastern Ohio, and promoting the development of an entrepreneurial spirit for our academic units.

President McDavis said that we have to answer the questions: "What do we want to be?" and "Where do we want to go?" Once we answer those questions, we need a blueprint to help us get to that goal. One way of identifying what we can do is to develop niches. We need to figure out where we can excel in research. We have a good foundation, but we have to be better known for our graduate programs. This goal is within our reach. Good planning and dedicated faculty will help us get there.

We also need to ask whether our very decentralized structure is the best structure for us to move ahead with developing our graduate programs. President McDavis said he did not know the answer to that question but it needed to be asked.

President McDavis then opened the floor for a question and answer session.

The first question was raised by David Drabold. He said that most universities that have research money have a major research site in their medical schools. What about at OU? The President acknowledged it and said that the commitment to do so exists, but we must link engineering departments and the local hospitals in the region with the medical school.

The second question was raised by Peter Johnson. He said that identifying niches in the past has not been a very successful endeavor because it gets personal and feels like it would antagonize some people. The President responded to that concern by stating that we have to start at the unit level to eliminate that. The decision to identify a niche should not come from top down; it has to happen at the college level, at the faculty level, at the department level. They can start with one research idea and a little bit of seed money. Since we do not have a wide research portfolio, we can work towards galvanizing the interests of faculty. Collaboration, Co-operation and partnership among the academic units are crucial he indicated.

The third question was raised by Maureen Weissenrieder, she asked what role does the President see the Graduate Council playing in helping the President reach his goal? President McDavis said that the members of Grad Council have a good idea of where excellence exists, and that they can make recommendations to him. He said he is very open to all kinds of ideas and suggestions. He said that he is happy that we have a group to think about graduate education.

The fourth question was raised by Susan Sarnoff. She said that she appreciates the decentralization that exists at OU, though she said she would not mind seeing a more centralized role to meet research goals. It could be a unit that would not just expect the faculty to do research, but also support it, like providing more grant writers for faculty research interests. The President supported that idea and said that we must pick up on the advantages of both systems; a centralized administration and that of a decentralized system and come up with a model of our own which serves us best.

The fifth question was raised by Natalia Matukhno. She said that it was hard to find good research classes for graduate students. The President responded by saying that this is an area where Grad Council can be very helpful. It can identify areas and classes from various departments. Duncan also responded to that

saying that in some Colleges decisions have been made to cut a graduate research class when a similar course was being offered in a different department. The intent was to free up a faculty member to teach more undergraduate courses. President McDavis said that we have to strike a clear balance with the undergraduate and the graduate education so that there is not a “subtle” or “not so subtle” pressure on faculty to teach one class instead of the other. He added that when he came to OU, he was talking about growth. Then he realized that there would not be any money coming in from the state for this new growth, so he said, he slowed down on it a bit. But he said he is now all about growth again. It has to be planned growth and the three areas where we can grow to create a “win-win” situation is to get more out of state students, more graduate students, more international students (they contribute to the above two). He added that Columbus would want to see us grow in domestic undergraduate enrollment, but we are not really likely to grow that much in that direction. We are more of a regional university; we need to be a national university.

The next comment was made by Susan Sarnoff. She said that some niches that we have had are some of our programs that serve local communities. We also offer good services on campus for students with disabilities. But these things are not promoted. The President said that, people respond to what they perceive. They hear about our excellent undergraduate programs and we get students for them.

President McDavis also said that to be a research university we need to have a research budget in triple digits. We have to double our research budget. He also said that we have to identify some peers as well. He added that he hoped that he had laid to rest the comparison of OU to Miami University. He said Miami is a research intensive university, and we are a research extensive university.

David Drabold commented that we definitely have to target excellence, but we also need to make some allocation for increasing the standard of some of our lesser known programs. President McDavis agreed and said that he too feels we should build on strength. He said that a “rising tide lifts all boats”, so if we can garner national attention on some programs, that will bring attention to all other programs. Everyone should be rewarded for excellence, it could be excellence in research or in teaching. We have the College of Osteopathic Medicine, it can carry some other departments along with it. We cannot get to the top without the College of Osteopathic Medicine taking the challenge, and they are up to it. They can get lots of outside funding for research, especially through partnerships.

Carolyn Cardenas raised the next question. She asked how we would assess quality. She observed that President McDavis had repeatedly said that the number of research dollars they attracted was a way to measure the success of a program. She then asked how we would find a ruler to measure excellence in programs that do not have access to the same resources. For example, NEA is

currently underfunded, unlike NIH, and that Fine Arts, consequently, could not raise millions of dollars in research funding as could the sciences. President McDavis said that money is not the only metric that would define how well a department is doing. Each unit will provide a metric which will be discipline specific. Research dollars are important but they are not everything. We are ranked 98th among all U.S. doctoral granting universities by the *U.S. News and World Report*, and we have to identify where we want to be in the next ten years and how that will translate for all our units. It is not a one size fits all.

Duncan Brown raised concern over the fact that we have high non-resident tuition and we do not have reciprocity with other states. President McDavis said that he is aware of this problem and is considering possible solutions. He also said that he is very concerned about the increase in fees and that at OU we have a fee for everything. He said that when we are decentralized, each unit can charge fees. He informed the members of Grad Council that the Board of Trustees has said that they would not be likely to agree to any more unplanned blanket increases in fees.

Tootie Overby raised the issue of money being diverted from academic units to administration. The President said he is not in favor of pitting administration against academics. We are one university. He said we have to conceptually agree to redistribute money. He said that unless there is pain, there won't be much in terms of redress from the legislators. He said that he has not received a single complaint regarding the tuition hike from any students or parents. When our budget is cut, we still find ways to do what we do. But there is no indication of the pain it has caused to still achieve these goals. This conveys to the legislators that we really did not need the money in the first place. Another comment he made was that, if we have budget cuts, let us not run to protect our own units, let us all work together.

2. Chair's Report:

- a. November Minutes: Minutes from November: No changes were recommended in the November minutes, they were passed.
- b. February Meeting: February meeting will be in this same room. The other meeting that was going to take place in this room has been cancelled so the room is available for the Grad Council meeting.
- c. Conflict of Interest Reviews: Duncan Brown reported that he, and Joe Bernt (the previous Chair of Graduate Council), had met with the Professional Relations Committee of Faculty Senate to review the language in the *Faculty Handbook* on Conflicts of Interest. He was pleased that the PRC committee has picked up very quickly on the problems that we have discussed so far.
- d. Roles of Committees: Duncan also said that he will send an email to all members to remind the committee chairs regarding the self-description of the roles of each committee. He added that it will be interesting to

see if there are any gaps or overlaps in the functions each committee performs.

2. Michael Mumper:

- a. Graduate Recruitment Fund: \$105,000 was distributed to more than 30 departments. There were many interesting ideas that came through in these proposals. After a brief follow-up with everyone, a report will be submitted which will then be shared with all the Grad Chairs so that everyone can benefit from this pool of ideas.
- b. Stipend Enhancement Fund: \$200,000 was distributed in Stipend enhancement funds by early December.
- c. International Recruitment Update: Karla Schneider is in Malaysia. Usha Matta will be in India next month.
- d. Enrollment: Michael referred to the handout in the package that indicated that applications are 40% higher this year at this point in the year than last year. We will know later in the year what the actual increase or decrease was. The increase may have been due, at least in part, to quicker processing of applications.

Katie Tadlock: Katie introduced the two brochures that were attached with the package that was distributed to all the members. Both these brochures contain information about Graduate Fellowships. One is for students and one for Grad Chairs. She informed the Council that these brochures will be sent out to all Grad Chairs and will also be available at OGS for students to pick up.

- 3. Admissions Requirements Committee**: Two no conflict of interest reviews were presented and passed. Josie Bloomfield said that she has been working with Katie Tadlock to work on the wording in the forms so that the key information can be elicited without causing confusion. She said that in most cases they found that the student had more or better information than the academic advisor and/or administrative supervisor.

- 4. Policy and Regulations Committee**: David Drabold thanked the committee and Maureen Weissenrieder for their work on the issue of identifying a fee for continuous registration. The basic idea that this fee stems from is that the students who leave when they are close to completion of their programs is neither good for the department nor for the students themselves. Catherine Axinn noted that it was an interesting choice to have Lifelong Learning as the fee recipient and not the parent department of the student. She noted that even if the student is not physically present in Athens, he/she might still be receiving help from their advisor via email. The reason for picking Lifelong Learning was because it enjoys more flexibility than most other departments

in terms of fee collection. However, the intent was not that Lifelong Learning would retain all of the fees collected.

Julia Zimmerman noted that if a student is not registered they cannot use the library facilities. She recommended this policy to Graduate Council because it would help resolve this problem. There was discussion about how much do students actually pay if they register for one quarter and are not really receiving any services in that quarter. Duncan Brown noted that international students pay a lot more for relatively minor services. There is variation in funding at the department level, students can be funded for one to four years. David Drabold asked if there was a general policy about when a student is dropped from a program. Katie Tadlock said that it is not an automatic drop, the Office of Graduate Studies takes that action when the department asks for it. Judith Edinger said that the College of Osteopathic Medicine has a leave of absence policy which she would share with the members.

Carolyn Cardenas expressed concern about part-time students and the fact that there are a lot of Public School Teachers who take one class a quarter. She asked if there would be a grace period before a student would be dropped from the program. Katie Tadlock said that in researching policies of other institutions the expectation of minimum registration holds till the final stage when a thesis, project, or dissertation may be undertaken. Based on our peer institutions this minimum registration requirement is often three semester hours, which would be one class per year. There was some discussion on how to keep track of all the students. There is no way to find them if they do not keep in touch. Robert Roe said that an advantage of this policy is that the onus of staying in contact would be with the student. Katie also added that three out of ten schools have a similar policy to ours, but the majority of the schools have a minimum registration policy in place. Duncan asked Katie if she could find some of the "language" from the policy used by these schools to help us formulate our own minimum registration policy. There was also discussion about whether a student needs to register in the quarter he/she will be participating in commencement. If that is the only university activity a student is participating in then it might not be necessary to require students to register for one hour to enable them to "walk".

The meeting was adjourned at 4:00 pm.

Next Meeting on February 11, 2005 at 2:00 pm in the Governance Room, Walter Hall.

Graduate Council Meeting Minutes

November 12, 2004

Attendance: Duncan Brown, Carolyn Cardenas, Scott Carson, Lee Cibrowski, David Drabold, Judith Edinger, Dina Lopez, Christina Mattley, Chuck McWeeny, David Mould, Michael Mumper, Averell Overby, Robert Roe, Katherine Tadlock, Wayne Chiasson (for Maureen Weissenrieder), William Rhinehart (for Julia Zimmerman), Brooke Dagnan, and Liz Miller.

Staff: Usha Matta

Excused: Catherine Axinn, Pat Beamish, Josephine Bloomfield, John Day, Peter Johnson, David Juedes, Natalia Matukhno, Jerrel Mitchell, Joseph Rota, Susan Sarnoff, Ginger Weade, Maureen Weissenrieder, and Julia Zimmerman.

Guest: Terrie Bruscano

Convened: 2:10 pm, Packets with the agenda were distributed and the sign-in sheet was passed around.

Chair's Report: Duncan Brown

1. Approval of Minutes: A motion was made by David Drabold to pass the October minutes. Lee Cibrowski seconded the motion.
2. President McDavis's Visit: President McDavis will be present for the first hour of the January 14th meeting.
3. Standing Committees: Duncan mentioned that once the roles of each of the standing committees are clearly identified it will be easy to come up with a description of the role of Grad Council.

Michael Mumper, Associate Provost for Graduate Studies

1. Review of Proposals for the Graduate Recruitment and Program Development Fund: Michael reported that the Planning and Strategy committee reviewed and funded all the proposals that were submitted for the above mentioned. More discussion about it follows on page 3.
2. Stipend Enhancement Competition: The winners of Stipend Enhancement Competition will be announced in the first week of December. This will give the departments enough time to inform students about the kind of support they can expect for the next academic year.
3. International Recruitment: Promotional materials for International recruiting have been developed. One of the brochures was attached to the packet that was distributed to all members. Michael noted that in the interest of saving time he did not seek input from all the Associate Deans regarding the content of the brochures. The 10,000 brochures, 10,000 fact sheets, and 2000 posters are meant to be used

this year. He said that all departments will receive some of each so that they can add them to their mailings.

He also mentioned that one of the most common requests from departments was for funds to develop brochures and update their websites.

He then introduced Terrie Bruscano.

Terrie Bruscano, Coordinator, ETD.

1. Annual Report: Terrie reported on the status of the ETD program. She informed the audience that the first upload on OHIOlink took place in September 2001. There were 22 submissions that year. In 2002 there were 72 submissions and 91 in 2003. In 2004, so far there have been over 175 submissions already.

2. Meetings with Graduate Chairs: Beginning Winter quarter, Terrie will request meetings with representatives from each College to address issues and concerns about the ETD program. She mentioned that at that time she will provide reports to each department about the usage of their theses and dissertations.

3. Steering Committee: The Steering Committee for the ETD program was dissolved sometime in the Fall of 2001. Terrie noted that it will be helpful for her to have something like that in place and sought input from those present if they thought it will be beneficial to the departments as well.

Duncan said that it will be a good idea to have such a committee which would primarily have an advisory role. He asked Michael about the membership of the committee. Michael said he would make some recommendations. Lee Cibrowski mentioned that she was a member of the original Steering Committee and so was Julia Zimmerman. Terrie added that she would like someone from OHIOlink to serve on the committee as well.

Katie Tadlock, Director, Graduate Student Services

National Awards: Peter Johnson could not be present at the meeting, so Katie reported on the status of the participation in the most recent award, Midwestern Association of Graduate Schools—Distinguished Thesis Award. Katie mentioned that as a University we have not participated in any national competitions and therefore, there has been no place to house them. Coordinating a university wide effort to seek nominations requires administrative support and OGS is doing their best at bringing information about awards to the departments. This year Ohio University participated in two such awards and for both those awards there was only one nomination each from the entire university. Both those works were forwarded to the respective national/regional bodies. She mentioned that participating in these awards gives us a chance of promoting our work (and the Ohio University name) on a broader level.

Tootie Overby, Chair Planning and Strategy Committee

1. Deadline Extended: Tootie informed that Michael Mumper had sent a memo to everyone earlier today stating that the deadline for submitting proposals for the Recruitment and Program Development Fund has been extended. Also, the amount for next year has been reduced to \$50,000 from \$100,000 for this year.

2. Recommendations made by the Committee: Given that a large number of the proposals received by the committee, were those for brochure development and website enhancement, the committee proposed that OGS will review the possibility for obtaining a full or part time position for a communications person who can advise graduate coordinators on items such as brochures, websites, posters etc that would have a unifying Ohio University identification.

The idea of having a 'unifying Ohio University identification' generated discussion about the nature of this identity. Carolyn Cardenas asked if this would be akin to a 'corporate identity' for OU. She informed that having a centralized direction for creating brochures and websites will not undermine the funding that departments will receive to create their own promotional materials. Duncan Brown suggested that having a common thread would be similar to having a house style for all promotional materials coming out of OU. Tootie Overby alleviated concerns that some members had about the department/school identity. She added that this is not meant to take over the unique characteristics that departments enjoy. Chuck McWeeny asked that if each department expresses its own identity, then what will be the unifier for all. Tootie Overby responded that the person who is hired will have the ability to create some mock-ups and help departments come up with their own material. She noted that it would be wise to have some general information about Graduate Study at Ohio University on all these brochures (no matter what department they come from). Duncan Brown said he appreciates having someone who is knowledgeable in this area. David Mould agreed that it would be helpful since this person will be aware of university policy on issues like some colors or font style.

The discussion still focused on whether university wide standards will be imposed in the creation of these promotional materials. Carolyn Cardenas noted that it is the unique designs that attract potential students. Michael Mumper assuaged the concerns by saying that the OGS communication expert will just provide them with options of some templates. The content, language, and graphics will be decided by the departments. He also indicated that the maintenance of the departmental websites will be the responsibility of the departments. Some departments have not updated their websites in the recent years. It seemed like everyone was comfortable with the idea of investing more in the development of websites, since people everywhere are using the web more and more. Also, high mailing costs (for posters and brochures) are prohibitive for mass mailings. Lee Cibrowski proposed that the person who is hired should be a skilled web-designer. Carolyn Cardenas added that a large number of PACE proposals seek funding for web-design, and it would be a good idea to have some PACE students help the person hired by OGS.

The motion to hire a communications person was passed unanimously.

3. Strategic Planning survey for Grad Chairs: Tootie informed that all documents pertaining to the survey that will be administered to all the Grad Chairs were submitted to Michael Mumper.

Robert Roe and Carolyn Cardenas, Academic Review Committee

1. Charles Hart: His conflict of interest case was discussed in the light of some more information that was received by the committee following the discussion in the October meeting. Carolyn Cardenas said that despite the information the committee has, they were unable to have someone from Environmental Safety confirm to them that another person could do Charles Hart's job. This is critical, since his expertise is required in the maintenance of labs where he has academic interest. Robert Roe noted that Charles Hart is already taking classes and there is a time limit as to how long an audited course is valid. Katie Tadlock confirmed that Charles is not registered for his classes, but has definitely made progress towards his degree. Duncan proposed to retable it, the motion was passed unanimously.

2. Christopher Lewis: Robert Roe informed that Christopher Lewis presented a correction stating that he has been assigned a new academic advisor, so his work supervisor and academic advisor are not the same person anymore. Katie added that Christopher is sitting in classes and wants to register, but he cannot until the committee clears him. Chuck McWeeny observed that this particular case is problematic because Christopher is seeking a degree from the same unit that he is employed in and that the department seems to be giving a degree to one of their own. Robert Roe said that the committee is still waiting for some more information from the student and his supervisors. Questions regarding Christopher's salary were raised in the October meeting and they remain unanswered. Duncan Brown noted that the policy and procedure manual does not really include ways to ameliorate a conflict, which is what we seem to be doing. He added that we are an educational institution and we would like people to further their education.

Robert Roe noted that it is the responsibility of the committee to make the best decision possible in a case by case scenario. This might sometime mean that the conflict cannot be resolved. Carolyn Cardenas added that being in a geographically isolated location; it is hard to go out of OU to receive a degree. Hence our Conflict of Interest policies should be able to maintain the integrity of the degree awarded. She said that in the previous year, the Admissions committee researched policies at other institutions. Working in one college and seeking a degree from another college is an option; but with a College as big as the Arts and Sciences and specific areas of research that is difficult to accomplish.

The discussion then centered on the fact that the Provost can overrule a decision made by this committee. In the recent past, two decisions were overturned by the Provost. A motion to re-table Christopher Lewis's request was passed.

3. Edward Nugent: Robert Roe informed Grad Council that this was just a case of the wrong people signing the forms. The committee did not perceive any conflict of interest. Edward Nugent is seeking a degree through the College of Education and he works in the department of Lifelong Learning. His work supervisor and academic advisor are not the same (not even from the same college) and his salary decisions are not made by his academic advisor. There was no discussion on this case, the no conflict motion was passed unanimously.

4. No Conflicts: Bruce Tong, Liesta Walker, and Patrick Beatty's cases were also passed.

5. Akil Houston: Robert Roe informed that there are some incomplete forms for this case and requested re-tabling it. Katie Tadlock mentioned that she has been trying to get information from the student and the department but has not had much luck with it. This generated discussion on ways to resolve conflict and Robert Roe said that there might be no way to resolve it. The motion to re-table it was unanimous.

Duncan Brown said that he would like to discuss the Conflict of Interest forms (the one for the Graduate Chair and the one for the Supervisor). He mentioned that we convey the notion to people that we will be supportive of them furthering their educational goals. However, when someone decides to pursue a degree, they are faced with multiple hurdles.

Tootie Overby asked about the nature of the missing information in the forms. Robert Roe said that, they might check 'yes' on one of the statements and then not provide an explanation of how they will resolve that conflict. Brooke Dagnan suggested that instead of having just two lines for explanations, they can be advised to add an extra page. Judith Edinger noted that if someone checks Yes, for a question and then fails to provide an explanation, that application should not be considered. Liz Miller added that it might be helpful to provide some information about how to present the relevant material. Katie Tadlock said that they would eventually like this form to be electronic. Duncan Brown suggested having it similar to the expense form, where if all the required fields are not checked and if explanations are missing, it won't let you submit the form. Chuck McWeeny expressed surprise over the fact that the Conflict of Interest form only requires the signature of the Graduate Chair and not the Dean's.

There was some discussion about including a course plan with the conflict of interest statement and also identifying where the salary is coming from. Katie Tadlock also brought to notice that the Conflict of Interest only applies to people on full contract with OU. It does not apply if someone is working half or three-quarter time.

Registration Fees for ABD Students

Duncan Brown initiated discussion about the registration requirements for students who are ABD. The current policy requires students to be registered for either one or two hours in the quarter in which they receive any service from the University. One of the proposals was to charge a minimal amount of \$50 every quarter. This will also serve as a reminder to the student that he/she needs to finish the degree. Katie Tadlock mentioned that the system allows domestic students to fall out of sight, but not the international students. International students are required to maintain their student status (F1 or J1 visas) with SEVIS. She also added that some of our peer institutions and aspirational peers have already been charging a maintenance credit, which is less than the cost of registering for one credit hour. There was speculation about when this fee would go into effect. It was suggested that as soon as a student stops registering for the regular course load, this maintenance credit could be activated. Also, there would need to be a way to identify full-time versus part-time students. Duncan Brown mentioned that it was not possible to resolve all of these issues at the present moment and that it would be helpful if the Policy and Regulations Committee could look at this.

International Student Recruitment

Chuck McWeeny expressed concern over the drop in International student enrollment. Duncan Brown mentioned that during the October meeting we ran out of time and thus could not include the presentation that Joe Rota had prepared. Michael Mumper informed that the Provost has asked for a university wide effort and it will require coordination with all the departments to make a positive impact on incoming students in the next couple of years.

Meeting adjourned at 4:00 pm.

Next Meeting on January 14th, 2005 in the Governance Room (Walter Hall).

Graduate Council Minutes October 8, 2004

Attendance: Duncan Brown, Patricia Beamish, Josephine Bloomfield, Carolyn Cardenas, Scott Carson, Christine Mattley, David Drabold, Peter Johnson, David Juedes, Averell Overby, Robert Roe, Susan Sarnoff, Lee Cibrowski, John Day, Judith Edinger, Jerrell Mitchell, Michael Mumper, Josep Rota, Ginger Weade, Maureen Weissenrieder, Brooke Dagnan, Elizabeth Miller, Natalia Matukhno.

Staff: Katherine Tadlock, Usha Matta, Anne Walker

Excused: Catherine Axinn, Dina Lopez, David Mould, Julia Zimmerman

Guests: Michael Tedesco

Convened: 2:15 pm, Packets with the agenda and sign in sheet were distributed.

Chair Report: Duncan Brown

1. Approval of Minutes: A motion was made to approve the June 4, 2004 minutes with one correction on pg. 2. MA in Public Health, to be changed to Masters in Public Health.

2. Introductory remarks: Duncan Brown, thanked Joe Bernt for his hard work as Chair for the last three years. He also indicated that for future meetings we will have name tents.

3. Nominations for Committees: Duncan passed out nomination sheets for standing committees. He requested members of committees to stay on the committees they were a part of in the previous year for maintaining institutional memory. He also noted that the extra space on the nomination sheets was meant for comments from committee members, because several people served on two committees last year.

4. Introduction of new student representatives: The new Graduate Student Senate Representatives were introduced, Brooke Dagnan (President, GSS), Liz Miller, Natalia Matukhno

5. President's Office: Duncan informed the Council that he is working with the President's Office to have President McDavis attend the January 14th, 2005 meeting.

6. Role of Grad Council and Committee responsibilities: Duncan said that he was unable to find descriptions of the responsibilities of each standing committee. He noted that this fits well with the question raised in the final discussion at the June 4th, 2004 meeting: What is the role of Graduate Council and what it should be in

the future? He would like to return to this discussion at another time, and with that he asked Michael Mumper to address the Council.

Michael Mumper, Associate Provost for Graduate Studies

1. Introductory remarks: Michael started his address by thanking Anne Walker for being the Office of Graduate Studies liaison to the Graduate Council for the last three years. He also introduced Usha Matta as the new liaison.
2. Decline in international student enrollment: The focus of Michael's address was the concern about the drop in the international student applications. He mentioned that last spring he presented monthly reports to the Council about number of applications coming in. Michael drew attention to two hand outs (part of the packet) that list graduate student enrollment by College and by standing (Master's and Ph.D) respectively. The decline in international admits was less than what was anticipated. Michael also highlighted the results of the survey conducted by the Council of Graduate Schools. The survey presents statistics about the decline in international graduate student applications and a corresponding decline in international graduate admits. Institutions that develop specific practices to make the admission process easier for international graduate students are likely to fare better than those that do not change their admission processes.
3. Planning for recruitment of International students: Michael informed the Council about the Provost's decision to give a one time amount to have an impact on the incoming applications for 2005. Since, applications have already started coming in, it is rather difficult to have a major influence on the applicant pool for 2005.
 - a. He emphasized that it needs to be a campus wide effort and that Graduate Studies will support all departments in their efforts. Graduate Studies is in the process of developing promotional materials that describe the admission process, list programs and degrees offered at OU, enhancing existing websites, creating new websites, and linking department websites to a central link that will provide all the required information.
 - b. Michael also informed the Council about travel plans of some Office of Graduate Studies and International Studies staff members to China, India, and Malaysia for recruiting international students.
 - c. He also indicated that they would try to make some funds available to support faculty in their endeavors in this area as well.
 - d. He also proposed to hold some 'Best Practices Workshops' for graduate chairs and sought requests for participation in them. Michael mentioned that the Provost has assembled Dean's working groups on issues of concern and for strategic planning.

4. New Graduate Application: Michael mentioned that the new graduate application will be unveiled on October 18th at the first meeting of all Graduate Chairs. Katie Tadlock addressed the Council next.

Katie Tadlock, Director Graduate Student Services

1. New Graduate Application: Katie's presentation included the demonstration of the new self-managed web application that is live on the web now. Katie informed the Council that this is the first significant revision of the application in a decade. The application was moved out of the Graduate Catalog in its last printing cycle. Using the self-managed web application will reduce the paperwork for the Office of Graduate Studies, departments, and the paperwork traffic between departments and OGS. Applicants are instructed to mail their documents in two separate envelopes and they can refer to the checklist provided to ensure that each envelope has the required contents.
 - a. For Fall of 2006, there will be a common application for international and domestic students. Since the graduate catalog is no longer mailed to applicants, this application provides information about putting the packet together. This will help applications reach their destinations and will eliminate the problems created by misdirected applications. The application also includes letters of recommendation.
 - b. There is a new Transient Student Application as well. Joe Rota asked if international students are eligible to be Transient students. Katie responded that only those international students who are already in the U. S. are eligible. A Transient Student application cannot be used for obtaining a visa to come to the U.S.
 - c. The new application has more information about Residency status. This will help us in implementing the Ohio Board of Regents guidelines.
 - d. Katie asked the Council to send her information about changes and updates that departments would like on the applications. These will be implemented in January, when the application will go through a first revision.
 - e. The application is at the printers, but the link on the web is live. The revisions made to the online version in January 2005, will be reflected on paper copies that will be available by June 2005. The new catalog will also have all the new information.
 - f. Katie also informed the Council that the Grad Chair handbook is being revised and will be sent to Graduate Chairs by the end of this quarter.
2. Council of Graduate Schools Nomination 2004: Katie informed the Council that OU nominated one dissertation for the CGS International Dissertation Award, 2004. The title of the dissertation was 'Transcription Inhibitors as Anti-Adhesion Agents', written by Nilesh Dagia (Chemical Engineering). She also reminded the Council that on September 30, 2004 OGS forwarded information and guideline about nominating Master's theses for the 2005 Midwestern Association of Graduate Schools Distinguished Master's Theses Award.

3. Graduate Application/Admission Statistics: Katie discussed the handout on Graduate Studies Application Statistics. She told the Council that these are soft numbers and are good for identifying trends only. The number of domestic graduate students has increased significantly from last year. The number of international graduate students matriculated also increased from that of last year. Funded students find it easier to obtain visas than students who do not receive university support. She indicated that the new \$100 SEVIS fee is a deterrent to international students and some schools in conjunction with their recruitment efforts have offered to reimburse that fee if the applicant matriculates.
4. Changes in the Conflict of Interest policy: Katie discussed another handout that she had passed to the Council. This outlines the Conflict of Interest Policy and problems associated with it. Most applications are submitted in the summer, but the first Grad Council meeting does not take place until October. Students cannot register till they are approved by the Grad Council. But, some classes require the use of 'Blackboard' and students need to be registered for Blackboard, but if there is a registration hold on a student's account, they cannot sign up for Blackboard. Faculty Senate is going to review this process as well and make recommendations to improve the process to facilitate early registration in classes.
5. Proposed Changes in TOEFL: Another handout that Katie had passed to Council pertains to expanding the OU policy on TOEFL.
 - a. She proposed that we should also accept the International English Language Testing System (IELTS). Many institutions in the U. S. accept IELTS and by not accepting IELTS we might be losing potential students to them.
 - b. TOEFL currently costs \$130 and perhaps serves as a deterrent to students who have already paid for, and taken the IELTS.
 - c. Also, Katie proposed to waive the TOEFL for natives of Canada (except Quebec), UK, New Zealand, Australia, Commonwealth Caribbean, Belize, and Liberia. She indicated that this list parallels that of the Consortium of Eastern Ohio Master of Public Health degree, of which Ohio University is a member.
 - d. Joe Rota asked about the acceptance of the Michigan Test and Katie said that she was not sure if that was as widely accepted as the IELTS.

Peter Johnson

Peter informed the Council about the change in the Graduate Fellowship policy. He drew attention to the tri-fold handout in the packet. Previously nominees were required to have a minimum cumulative GPA of 3.5; that has now been changed to 3.0. Also, the old policy excluded Master's students from the nomination process, because of the time frame of the application process. The new policy is inclusive of Master's students, the requirement being, that the

nominated student should have completed one full year of graduate study at Ohio University. The new policy for Graduate Fellowship was voted on and approved.

Josie Bloomfield

Josie presented the report on the Conflicts of Interest reviewed by the Academic Requirements Committee. The following 14 conflict of interest reviews conducted by Katie Tadlock and the ARC found no conflict. The key is as follows:

Name, degree pursuing, college
OU position (Unit)
GS Comments
Committee Comments

Julie Allison, MBA, Business

Assist. Director Facilities Management, Budget & Finance

GS Comments: No Conflict. No collegial or resource relationship between work and degree program. *Supervisor Terry Conry, 3-2928*

Committee Comments: No conflict

Sara Boyd, Non-degree, Research & Evaluation (Education)

Project Manger, ILGARD, Voinovich Center for Leadership and Public Affairs

GS Comments: No Conflict. No collegial or resource relationship between work and degree program. *Supervisor Diane Duffy, Mike Finney, 7-1949*

Committee Comments: No conflict

Melissa Cardenas, Ph.D., Cultural Studies (Education)

Assist. Director of Undergraduate Admissions

GS Comments: No Conflict. No collegial or resource relationship between work and degree program. *Supervisor Jean Lewis, 3-4104*

Committee Comments: No conflict

Ivan Chang, Ph.D., Physics (A&S)

Web Programmer, Computer Services

GS Comments: No Conflict. No collegial or resource relationship between work and degree program.

Committee Comments: No conflict

Jennifer Cochran, Non-Degree, Visual Comm (Communications)*

Assist. Director, Center for International Studies

GS Comments: No Conflict. No collegial or resource relationship between work and degree program. *Supervisor Joseph Rota, 3-1839*

Committee Comments: No conflict

Quentin Derryberry, III, Non-degree, Cultural Studies (Education)
International Trade Counselor, Voinovich Center for Leadership & Public
Affairs.

GS Comments: No Conflict. No collegial or resource relationship between
work and degree program. *Supervisor Mike Finney, Diane Duffy*

Committee Comments: No conflict

Michael Edler, Non-Degree, English (A&S)
Teaching English, Visiting H.S. teacher

GS Comments: No Conflict. Teaching freshman composition. *Supervisor
Josephine Bloomfield 3-2838*

Committee Comments: No conflict

Shannon Edler, Non-Degree, English (A&S)
Teaching English, Visiting H.S. teacher

GS Comments: No Conflict. Teaching freshman composition. *Supervisor
Josephine Bloomfield 3-2838*

Committee Comments: No conflict

Jeffrey Harmison, MCTP, Comm Tech (Communication)
IT Admin/Tech Support (A&S)

GS Comments: No Conflict. No collegial or resource relationship between
work and degree program.

Committee Comments: No conflict

Tim H. Johnson, MBA, Business

Business Development Workforce Specialist, OU Eastern

GS Comments: No Conflict. No collegial or resource relationship between
work and degree program. *Supervisor 740-699-2494*

Committee Comments: No conflict

Patrick O'Regan, MCTP, Comm Tech (Communication)

Assist. Director of Undergraduate Admissions

GS Comments: No Conflict. No collegial or resource relationship between
work and degree program. *Supervisor Jean Lewis, 3-4104*

Committee Comments: No conflict

Rebecca Petty, M.Ed., Computer Ed & Tech (Education)

Director, Computer Services, Lancaster

GS Comments: No Conflict. No collegial or resource relationship between
work and degree program. *Supervisor John Furlow, 740-654-6711 x202*

Committee Comments: No conflict

Matthew Phillips, Ph.D., Educational Instruction & Technology (Education)*
Education Technology Coordinator, Dept. of Chemistry/Biochemistry
(A&S)

GS Comments, No Conflict. Student cleared by Graduate Council for conflict regarding non-degree admission to Education. Has been admitted to degree program, so review must be redone. No collegial or resource relationship between work and degree program. *Supervisor Carolyn Khurshid, 3-1737*

Committee Comments: No conflict

Matthew Tragert, Non-degree, Computer Ed & Tech (Education)
Instructional Technology Specialist, College of Fine Arts

GS Comments: No Conflict. No collegial or resource relationship between work and degree program. *Supervisor Raymond Tymus-Jones, 3-1809*

Committee Comments: No conflict

*Originally presented to the ARC for summer review, no conflict found at that time.

Josie Bloomfield presented three cases that the ARC felt required further discussion. The first case was that of Charles Hart, who is Director of Environmental Health and Safety and wishes to pursue a doctoral degree in Biological Sciences. The major issue that the Council was concerned with was potential repercussions that Hart might suffer from faculty in the program, given his authority to declare an area unsafe. The Council asked Josie to speak to Larry's supervisor Larry Corrigan to receive more information with which to clarify the jurisdiction of Hart's authority, should he become a student.

The Council voted to deny Christopher Lewis's request to study for a master's degree in Biological Sciences based on a conflict of interest between such study and his position in the Edison Biotechnology Institute. The review indicated three areas of potential conflict, but Lewis and his supervisors did not offer a plan to manage that conflict.

Regarding Edward Nugent, who is employed by Lifelong Learning and wishes to work toward a doctoral degree in the College of Education, the Council voted to temporarily table the case while Josie seeks clarification regarding the signatures on the form and the relationship of the Lifelong Learning Program by which Nugent is employed to the College of Education. Because Tom Davis signed the form both as job supervisor and academic supervisor, while the text of the form listed Michael Greenfest of Lifelong Learning as job supervisor, Josie will contact Tom Davis for clarification.

The three cases generated discussion about Conflict of Interest forms, for Council members argued that the forms need to offer a space to clearly delineate where the employee/student's salary comes from. Although that issue is mentioned on the form, Council members noted that often the question is either not answered or not answered clearly. To be able to fairly assess the possibility of conflict between the work responsibilities

and academic demands on an employee, the Council concluded that this information needs to be presented clearly and that perhaps a further revision of the form is in order.

Unfortunately, there was no time left for Joe Rota's presentation, 'International Students at OU: Current Enrollment, trends, challenges, and benefits'.

Meeting adjourned at 4:10 pm

Next meeting: Friday, November 12, 2004

Time: 2pm—4 pm

104 Walter Hall