

Graduate Council Minutes

June 1, 2007

Attendance: Catherine Axinn, Dominic Barbato, Patricia Beamish, Josephine Bloomfield, Duncan Brown, Angie Bukley, Donna Conaty, David Drabold, David Juedes, Hans Kruse, Christine Mattley, David Mould, Michael Mumper, Chester Pach, Animesh Rathore, Bill Rhinehart (for Julia Zimmerman), Josep Rota, Susan Sarnoff, Nihar Shah, Robert Staron, and Katherine Tadlock.

Excused: Carolyn Cardenas, Lee Cibrowski, John Day, Judith Edinger, Tim Heckman, Aimee Howley, Maureen Weissenrieder, Yinjiao Xu, and Julia Zimmerman.

Guest: Executive Vice President and Provost Kathy Krendl and Eddith Dashiell, Asst. Provost for Multicultural Graduate Affairs.

Convened: The meeting was convened at 3:15 pm.

1. Provost Krendl:

The Provost thanked members of Graduate Council for inviting her to the meeting.

Provost Krendl said that the Facilities Planning Advisory Council has completed the ten year plan. The plan calls for moving campus transportation routes to the perimeter or the periphery of campus. This will encourage foot traffic for small distances. The Master plan does call for Wolfe Street apartments being razed to the ground. This will facilitate the building of the 'Clippinger Science Green'. The proposal also includes developing Scott Quadrangle as a learning community. The plan calls for creating a graduate student community at the Ridges. This will ensure that they have a quieter neighborhood on weekends and during evenings. The new community will create more adult living space. She said that the university would work with the community to have a child care facility. It is not a part of the ten year plan, but endorsement from Graduate Council for the creation of such a community can make a difference, she added.

Discussion focused on ways to create a partnership between private enterprises and the University for establishing more housing units. The Provost said that there are lots of options but it would be a good idea to begin by having a demand analysis and then floating the idea to developers. The Provost agreed with David Drabold that we do not have enough transient space to house colleagues and research collaborators who sometimes spend a few weeks in Athens. She asked if we could do a demand analysis by surveying current graduate students about options regarding acceptable space and so on. Chester added that supply would create demand, in that if

we had that basic logistic taken care of; faculty would invite their colleagues from other schools to spend time here. The Provost said that these kinds of issues prompted her to conduct an inventory of housing options on campus. She said she found that the apartments housed in various buildings on campus are managed by various university offices. Some of these apartments can be used rent free, whereas some of them cannot.

Joe reiterated the need for fully furnished temporary housing for short term use. Catherine said that the College of Business houses their Executive in Residence at the University Courtyard apartment complex. She said their Executive Advisory Board pays for that. Angie added that the apartment in Stocker is reserved for only 'Stocker guests' and it stays empty most of the time. Josie said that the apartment in Voigt Hall that they had used in the past now costs \$120 per night and needs to be reserved for two nights at least. This change has come into effect since Bromley took over its management. Prior to that, she said they could rent it for \$20 a night. She said they used to have prospective graduate students and/or faculty use that. Now, they cannot use it because it is too expensive to rent it.

Members noted that sometimes the lack of adequate housing and transportation facilities become barriers in recruiting new graduate students. The Provost said that the Housing unit runs as an auxiliary service and that we do not know if a graduate student housing endeavor can support itself. Unfortunately, it is not a part of the master plan. Provost Krendl said that one of the big things on the plan is to create gateways around campus. She said these would be along the lines of the gateway that one sees while approaching campus from Richland Avenue. These will serve to define the border of our campus. Josie and Pat noted that since the graduate housing initiative is not a part of the master plan, then it might not happen at all. Pat added that with the changes that took place at Mill Street, we lost the international community that considered that place home. The new development there does not include a park or playground for children. Provost Krendl agreed that the style of housing that caters the needs of graduate students and of students with families is very different from that of undergraduate students.

Duncan said that the idea of a website to help graduate students find housing is good, but it will take time, effort, and of course money to maintain it. David Drabold said that his friend who is a landlord prefers to rent his property to graduate students. Graduate students, he added are perceived as 'low risk' by the local landlords. The Provost asked if OU-COM already has a website, then by recreating that, we are duplicating it. Hans said that landlords who advertise on the OU-COM site have an implicit understanding that they are advertising to medical students. Duncan added that medical students also follow a different academic calendar from the graduate students.

The discussion then focused on the topic of combining the office of Research and Grants with the Office of Graduate Studies. She said that the search for a Vice President for Research is on hold for now and since Michael is leaving, it seems like a good time to have this discussion. She said that like with any such merger, there are advantages and disadvantages in combining the two offices. Members asked about the implications of the decision in the light of the possibility of a graduate college being established in the near future. Susan noted that budgetary concerns would need to be addressed, since the Research and Grants component is responsible for 'money coming in', and graduate programs do not necessarily bring in money or at least that kind of money. Angie expressed concern about the person being over extended in that job. She added that someone could be really good at the research and grants component of the job, but might not necessarily be a champion for graduate education. There seemed to be consensus about the importance of the two units working together more closely to facilitate and further the interests and growth of graduate students and graduate programs. However, there was concern that combining the positions might eliminate one site of advocacy for the broad goals of graduate education at Ohio University.

The Provost announced that Katie Tadlock is the new Interim Associate Provost for Graduate Studies. Katie will continue in this position till the end of fall quarter.

2. Approval of Minutes of the May meeting

The minutes from the May meeting were approved with a correction on page 4.

3. Chair's Report (Duncan Brown)

- A. New Members: Duncan informed members that there would be six vacancies this fall for the membership of Graduate Council. He said that each member is appointed for three years and has the choice to extend his/her term for another three years.
- B. Language requirement for students of Center for International Studies: Duncan informed Graduate Council that he had spoken to Drew McDaniel, the Interim Director of International Studies, who told Duncan that the Heads of the Area Studies programs had approved the revised Graduate Catalog language on this requirement that Graduate Council had earlier proposed.
- C. Thanks to Committee Chairs: Duncan thanked all the committee chairs for their work during the past year.

4. Remarks by Michael Mumper

Michael thanked all members of Graduate Council and particularly Duncan for being a great chairperson for the body. Michael said that the major initiative proposals submitted by the Deans for GERB will be sent to be reviewed and ranked. There is no commitment being made about the money yet.

5. Remarks by Katie Tadlock

- A. Commencement: Katie reminded members that check in for commencement is at 8:30 on June 8th. She said that this year the candidates will be hooded by their advisors on the stage and will receive their diploma or the cover when they get off the stage. She added that this year the names of the doctoral candidates are not going to be a part of the script. They will be read off of cards being handed to the readers.
- B. Graduate Catalog: Katie thanked all who had submitted changes to the catalog and said that those who had not been able to submit changes and updates can still do so by next week.
- C. New Position: Katie informed members that a position for Assistant Director of Graduate Student Admissions Operations and Orientation has been posted.

6. Curriculum Committee (Chris Mattley)

- A. Seven-Year Review of the Department of Philosophy: The committee recommended acceptance of the review. There were a couple of minor concerns; the course on Continental Philosophy did not meet the expectations, it did not deliver what it advertised. The other concern was about collegiality in the department, one reviewer used the word, 'bully'. The chair and Dean are aware of it and have said that they will be mindful of that in the future.
- B. Overview of the seven-year reviews: Chris brought everyone's attention to the handout in the packet about recurring themes from the seven-year reviews that were presented this year. She said that she did not include any discipline specific issues. In response to Chester's question, Duncan said that he will send it to the Provost after the UCC meeting this coming Tuesday.

7. Recruitment and Admission Requirements Committee (Yingjiao Xu):

Revised language on Conditional Admit Status: Members will vote electronically to accept or reject the proposal. The document presented today is not the final version of the proposed policy.

8. Policies and Regulations Committee (David Juedes for Lee Cibrowski):

Thesis and Dissertation Processing Proposals: David said a multiple number of formats for the processing of thesis and dissertations are being used at this point in time. It seems like a reasonable thing to streamline that process, he added. Michael addressed the recently raised issue of paying the \$55 UMI fee for each of the dissertations being processed. He said that Graduate Student Services can absorb the cost for this year, but he cannot guarantee that it will be possible to do so the following year. It all depends on the budget he said. Donna said that having one format for all colleges might be troublesome for the students who have to include music notes in their documents. Angie responded that the consistency in the format is only for the front of the document and not for the content. Susan reminded everyone that we need to be mindful of the property rights of these documents. Members of Graduate Council on Michael's recommendation approved the first three proposals. It was decided to hold off on the fourth one, which would need to be reevaluated next year based on the budget situation.

The three proposals that were approved were:

1. One set of Graduate Studies guidelines for formatting the front matter (for both paper and electronic documents) will be created and agreed upon by all colleges/departments/schools. Thesis and Dissertation (TAD) Services will work through the Associate Deans to create this document and seek approval.
2. Rather than submitting paper documents to Alden Library and electronic files to Graduate Studies, the submission and processing of all manuscripts, forms and paperwork will go through Graduate Studies, TAD Services.
3. To avoid identity theft and fraud issues, stop requiring students to place approval and abstract pages with signatures in the Library print copies and to stop uploading these same signatures to UMI (Dissertation Abstracts) for online viewing. (These same pages, with signatures, will be maintained by each college in the student's permanent file).

9. Graduate Catalog Revisions (Katie Tadlock):

Katie requested members to look at the handout referring to these changes. She said that the proposal today simply clarifies the existing language and that there is no change in policy. Discussion ensued about the lack of consistency regarding registering for a given number of credit hours for the quarter in which a student is defending his/her dissertation/thesis. Katie noted that she will follow up on this electronically.

10. Multicultural Graduate Student Visitation (Eddith Dashiell):

Eddith noted that a more specialized and focused, discipline specific visitation might yield better results, like the 'mini' visitation. Members agreed that

smaller groups of students visiting campus would be easy for departments to handle as well. Duncan said that the timing of the visitation usually coincides with the annual national conference of communication scholars. Catherine added that in having a small group come to campus, departments can have more say in who is invited. Hans said that it would facilitate pre-screening and thus help cut costs. Josie asked Eddith where she could have used more support. Eddith said that a full time position and another staff position would be very helpful. It is important to keep the institutional memory.

Michael informed Graduate Council that Eddith has accepted the position of Assistant Dean for undergraduate studies in the College of Communication.

Chester thanked Michael for everything that he had done to further the cause of graduate education in his tenure as the Associate Provost of Graduate Studies.

The meeting was adjourned at 5:15 pm.

Next meeting on September 14th, 2007 in the Governance Room in Walter Hall.

Graduate Council Minutes

May 11, 2007

Attendance: Dominic Barbato, Patricia Beamish, Josephine Bloomfield, Duncan Brown, Angie Bukley, Lee Cibrowski, John Day, Judith Edinger, Aimee Howley, David Juedes, Hans Kruse, Christine Mattley, David Mould, Michael Mumper, Chester Pach, Animesh Rathore, Bill Rhinehart (for Julia Zimmerman), Josep Rota, Susan Sarnoff, Nihar Shah, Robert Staron, Katherine Tadlock, Maureen Weissenrieder, and Yinjiao Xu,.

Excused: Catherine Axinn, Carolyn Cardenas, Donna Conaty, David Drabold, Tim Heckman, and Julia Zimmerman.

Guest: Angie McCutcheon

Convened: The meeting was convened at 2:10 pm.

1. Approval of Minutes of the April meeting

The minutes from the April meeting were approved.

2. Chair's Report (Duncan Brown)

- A. Michael Mumper: Duncan congratulated Michael for accepting a new position outside of OU and said that everyone would miss him.
- B. Revision in IELTS scores: Duncan informed Graduate Council that after last month's meeting, Scott Jarvis revised the document and it is in today's packet. He added that Katie will send it to all the graduate chairs and will incorporate it in other relevant print and web documents.
- C. Program Reviews: Before the June meeting the program review for Philosophy will be available online.
- D. MBA program in China: Duncan informed members that the Registrar's office will be able to make a notation on the transcripts that the program was not conducted in English.
- E. Multicultural Visitation: At the June meeting, Duncan informed members that Eddith Dashiell will provide an update about the multicultural visitation. Chester asked if we have any data about the number of applications received and number admitted. Michael said that we have data and that he will ask Eddith to bring that. He added that we have data going back several years.

- F. June Meeting: Duncan reminded members that the next meeting will be on the first Friday and it is from 3 to 5 pm.
- G. Membership: Duncan told members that those members who have served one three year term are eligible for an extension. The Chair of the committee on committees of the Faculty Senate is responsible for appointment of members to Graduate Council.
- H. Graduate Affairs and Fellowships: Out of the seventeen nominations received for named fellowships five winners were announced last week. In response to questions about the amount of the scholarship, Katie said that there is a proposal to underwrite the general fees for all of the winners. That will amount to about six thousand dollars.

3. Remarks by Michael Mumper

- A. Update about replacement: Michael said that he will be leaving at the end of June. He said that the Provost has said that she will make an announcement about someone taking over as interim for six months. She will then have a search in the Fall to fill the position from January 1, 2008. Michael also said that this brings to light another issue that has been talked about in the recent past. He said that there are three possible ways to handle the administrative structure, first is to continue with the present structure, second is to merge the research operations with graduate studies—the way it was in the past, and third is to create a Graduate College and the Dean of the College would then report to the Provost, like other Deans do. Chester asked if this decision will be made independently by the Provost. Michael said the creation of a Graduate College cannot be accomplished without the approval of the Board of Trustees, but the Provost does have the authority to change reporting lines. Chester asked if there had been any more discussion about the creation of the Graduate College. Michael said that creation of the College comes with a price tag and there are all the issues about graduate stipends, housing problems, and high health insurance.
- B. Budget update: Michael said that the most recent article in the Post about funding from the GERB was a little misleading. He said that three competitions were held. The money allocated for the future growth fund was allocated as decided. The funds for program development were all disbursed per plan. The major initiatives are on hold, because of the budget shortfall. Other than that, everything went as planned.
- C. Fee waivers: He said that we need to rethink the way we grant fee waivers. We need to make adjustments in the process to ensure that we do not spend more than the allocated budget on fee waivers. Angie asked if we would have the same amount of money to make offers towards

tuition scholarships for next year. She added that if departments are encouraged to recruit, and if we do not have enough money to offer assistantships, it makes it difficult to do so. Michael said that he did not think that the amount offered for assistantships would change. He said that the two areas where we overspent are the non-resident surcharge and fee waivers for research scholars. Discussion ensued about how departments could find out the money they have to offer to graduate students. That is important information to have while writing contracts. Joe said that Graduate Council can bring to the attention of the Provost about recruitment costs. Our numbers are up and more students means more services, and issues about retention and it is not possible to continue recruitment initiatives based on one time only monies.

- D. ETD: Michael said that Angie McCutcheon is here today to provide an update on the ETD process. He said that the name is being changed to Thesis and Dissertation Services, given the larger role of the unit in that process. And, that the unit is moving to Haning Hall in June. Josie asked if a Graduate College is created, would it still be located at McKee and would it be possible to have all functions in one location. Michael said that the discussion about having a Graduate College has never reached a point close enough to where it was felt that space issues needed to be addressed.

4. Remarks by Katie Tadlock

- A. Graduate Student Orientation: Katie informed members that the new graduate student orientation will be held on August 30th, 2007. She said that we will follow the same format like last year, where we had an information session and then a service fair. The Service fair will run from 12 to 4. Katie said that she will send information to all graduate chairs in the coming week about it. She said that in the first week of July all departments will receive a list of their admitted students. This will help identify any students who were admitted, but decided not to come and informed the department and not Graduate Studies.
- B. Graduate Catalog: Katie informed members that the deadline for the draft of the graduate catalog is June 1st, 2007 and that it will follow the same ACALOG system like the undergraduate catalog.

5. Curriculum Committee (Christine Mattley)

The curriculum committee recommended approval of the review of the graduate part of the Visual Communication program. Graduate Council voted in favor of accepting the recommendation.

Judith reminded everyone that earlier in the year members had talked about identifying recurring themes from reviews to be brought to the attention of

UCC. Duncan said that it would be a good idea to follow up and he would do so.

6. Recruitment and Admissions Requirement Committee (Yingjiao Xu):

Yingjiao brought everyone's attention to the handout in the packet that shows the changes being made to the policy on conditional admission. She said that the main concern of members was that the policy was being interpreted differently and that is why they recommend adding the specific language about consequences if the conditions are not met. Discussion ensued about the time limit that students have to demonstrate that they have met the conditions. Of particular interest and concern are students who test into OPIE and sometimes take only one graduate course per quarter. For such students Chester said it would mean that they are on the conditional status for almost a year. Katie said that admission to a graduate degree program is only good for one year. Also, admission can be deferred for only one year as well. After one year, a new application is required. Joe added that the conditional admit status and admission to OPIE has implications for visa issuance as well. He said that in a recent meeting with a consular officer in Turkey he was told that it is better for an institution to grant conditional admission to a graduate degree program in cases where students require intensive English language training. Admission to graduate programs facilitates visa approval.

Graduate Council voted in favor of accepting the changes made in the language and the inclusion of two paragraphs with the inclusion of the words, 'after 12 months' in the last sentence of the last paragraph. It was also decided that the committee could bring the revised wording to the next meeting for final approval.

7. Policies and Regulations Committee (Lee Cibrowski)

Lee brought everyone's attention to the handout in the packet about language coursework and transfer of graduate credit. David asked about a department's right over the content relevant to them in the graduate catalog, since the proposed change affects the Center for International Studies. Duncan said that they would ask Drew McDaniel for a letter approving the change. Maureen asked about the call numbers that would be used to designate courses not offered at OU. Duncan said that he would ask Drew for the same as well and that Graduate Council could then take this up at the next meeting.

8. Planning and Strategy Committee (Chester Pach)

In the interest of time, discussion about the graduate housing issue was not taken upon. Chester informed members about the memo in today's packet that discusses graduate housing. Dominic asked if it would be possible to

have some sort of a room mate selection feature on the website that will provide housing information. Judith said that the OUCOM site does not have that feature. Duncan also noted that the memo does not mention the transportation issue. Chester said that he will add that to the document. Josie added that one of the questions that members were going to ask the Provost during her visit was about the recommendation for graduate housing that came from the implementation teams but was not reflected on the master plan.

9. Information Item—Electronic Thesis and Dissertations (Angie McCutcheon)

Angie provided an update to members about the ETD process. She said that since it's inception in 2001, we are now up to 84% of students submitting electronically. She said that a preliminary survey that she conducted of 12 institutions in the state, 10 of them require their students to file their theses and dissertations electronically. She brought everyone's attention to the recommendations that she is proposing to streamline the process even further. One of the recommendations is about the \$55 UMI fee that the library had been paying so far, but will not be doing so any more. The library is transferring that fee to Graduate Studies. Angie said that she is requesting that students be asked to pay that fee. Another recommendation that Angie said she would like to make is to have one template or one set of guidelines to eliminate confusion for the students.

Discussion about checking documents for plagiarism ensued. Angie Bukley said that the College of Engineering is using software for plagiarism checks and she said that she highly recommends all colleges to do the same. Also, the College of Engineering has since September 2005 required electronic submission of documents. In response to questions from members about online publication of materials and its implications for patents and original research, Angie said that there is a large period of time between the approval of a document and its availability online. She added that dissertations from this quarter will not be available online until late Fall.

Nihar expressed dissatisfaction about the recommendation to transfer the UMI fee to students. He added that students already pay many other fees and it is not fair to add yet another fee for them. Discussion ensued about the best possible way to handle the fee. Chester asked if it is possible to have only the students who intend to file paper documents pay it. Nihar said that most students are willing to file electronically and if their departments want to use paper, then the fee should be absorbed by the department.

Michael said that it seems like we should talk about it on campus and get feedback from students and faculty and the administrators in all Colleges. We can then bring it back to Graduate Council for discussion.

The meeting was adjourned at 4:15 pm. The next meeting is on June 1st, 2007 in the Governance Room in Walter Hall from 3 to 5 pm.

Graduate Council Minutes

April 13, 2007

Attendance: Catherine Axinn, Dominic Barbato, Patricia Beamish, Josephine Bloomfield, Duncan Brown, Angie Buckley, Lee Cibrowski, Donna Conaty, Dawn Deeter, Judith Edinger, Hans Kruse, Christine Mattley, Michael Mumper, Chester Pach, Animesh Rathore, Susan Sarnoff, Nihar Shah, Katherine Tadlock, Maureen Weissenrieder, Yinjiao Xu, and Julia Zimmerman.

Excused: Carolyn Cardenas, David Drabold, Tim Heckman, Aimee Howley, David Juedes, David Mould, Josep Rota, and Robert Staron.

Guests: Scott Jarvis, Ming Li, Gary Neiman.

Convened: The meeting was convened at 2:05 pm.

1. Approval of Minutes of the March meeting

The minutes from the March meeting were approved.

2. Chair's Report (Duncan Brown)

- A. Email delivery: Duncan apologized to members for the problems with email delivery. He said that he will follow up with the Information Technology professionals to solve the problem.
- B. Provost's visit: Duncan informed Graduate Council that due to standing meetings that the Provost it seems that she will not be able to attend any of the meetings for this academic year. Chester said that Graduate Council could send her a proposal about the housing recommendations.

3. Remarks by Michael Mumper

4. Remarks by Katie Tadlock

5. Recruitment and Admission Requirements Committee (Yingjiao Xu)

Conflict of Interest: Yingjiao informed Graduate Council that Liming Shi's case is similar to some of the others. Chester asked if it was possible for Liming Shi to not take any classes with Dr. Bayless. Katie said that Dan Gulino (who completed the Conflict of Interest form for Liming Shi) informed her that Liming Shi can meet all the program requirements without having to take any courses from Dr. Bayless. Angie clarified that even though David Bayless has dual appointment in Chemical and Mechanical Engineering, he does not teach any Chemical Engineering courses. Graduate Council voted in favor of

accepting the committee's recommendation in approving Liming Shi's conflict of interest case.

6. Information Item

Request for change in cut-off score for IELTS (from 7.0 to 6.5)

Scott said that based on the information received about the IELTS requirements by other schools and the format of the test our requirement of 7.0 seems high. Maureen asked about the percentage of students taking this test versus the TOEFL. Scott said that this test is more readily available in some Asian countries and is less expensive than the TOEFL. Scott said that 600 on the TOEFL corresponds to 7.0 on the IELTS. Duncan asked if this information was available to all the Graduate Chairs. Katie said that the IELTS website has a conversion table. Duncan suggested that the Curriculum Committee, Katie and Scott work together to draft some language to bring to a future Graduate Council meeting. Michael added that as we become more familiar with the test and see performance data, we can make better judgments. Catherine suggested that it might be better to change our requirements when we have this data available. Scott responded that it is hard to collect data since our requirement is so high, so only the successful candidates make it here. Also, there is a lot of inconsistency in department requirements as well. Donna said that the recommendations can be treated as suggestions and the departments can make their own decisions.

It was proposed that due to the inconsistencies in the minimum score requirement across campus units and difficulties faced in recruitment these proposed standards be used until further review.

7. Recruitment and Admission Requirements Committee

Interpretation of the Conditional Admit status:

Katie said that in the recent past she has had some conversations with students and faculty about the conditional admit status. She referred to her email to Duncan that explains the issue and is a part of today's packet. Hans said that their program is front loaded and sometimes students do not perform well in the beginning. Also, he said that at this point in time he has two students both of whom have a GPA of 2.95. But, only one of them was a conditional admit. He added that according to this policy, he could dismiss the one who was a conditional admit and not the other one. Pat asked about the duration a student could have a conditional admit status. Katie said that it is supposed to be 15 hours of graded graduate credits. She added that the traditional interpretation has been that this is a probationary status and is an opportunity for someone who may succeed now based on their ability even if their previous record does not indicate that.

Lee said that the written policy for probation is clarified at the College level. Josie said that the Dean's office at the College of Arts and Sciences sends

lists of students who are below 3.0 to the departments. Michael said that with the new budget model we need to balance integrity and revenue issues. He clarified that since students who receive a conditional admit cannot be funded, so they are fee paying students and as long as they stay on the conditional admit status, they keep paying fees. Hans said that the policy needs to be clarified, because it cannot be interpreted differently by departments or Colleges. He added that it needs to state very clearly what the conditions are and the consequences of the conditions not being met. At this point in time, it is not stated clearly and a student could challenge us on it. Duncan said that revised language about the policy can be brought to a future Graduate Council meeting for discussion and a decision.

8. Curriculum Committee (Chris Mattley)

Seven Year Review of the School of Information and Telecommunication Systems: Chris said that this was a very strong review and it was very well organized and put together. Graduate Council voted in favor of accepting the committee's recommendation to accept the seven year review without any changes.

9. Information Item

Request to change the location of the MSA program from Beijing Sports University to Sun Yat-Sen University:

Dean Neiman informed members of Graduate Council that based on market considerations and pricing issues the relationship with Beijing Sports University had to be terminated. They are now partnering with Sun Yat-sen University he added. Sun Yat-sen University is a prestigious university and ranked tenth in China. This new development takes OU out of the market for offering degrees before the 2008 Olympics. But, having the program with Sun Yat-sen is still beneficial because China needs trained sports executives for the 2010 Asian games and 2011 University games. Another advantage in partnering with Sun Yat-sen University is that 80% of the tuition costs for the attendees will be reimbursed by the provincial government. Dean Neiman said that Beijing Sports University is still interested in professional development courses. Ming Li added that the delegation from Sun Yat-sen will be visiting Athens in May.

The proposal requests to waive the English proficiency requirement for the first two cohorts. There will be two cohorts of 40 students each. Only one of the instructors (Ming Li) is bilingual, the other five OU faculty members are English speaking only. Duncan noted that some of the discussion last year (when the first proposal was approved) focused on the use of interpreters and their help in completing assignments. Ming Li said that the current proposal is the same as last year's; the only difference is in the location. Maureen said that the transcript should note the fact that some of the instruction took place

in the Chinese language. Duncan asked about the request to waive the language requirement for the second cohort. Dean Neiman said that the professionals and administrators are not motivated to learn the language for fear of not making appropriate progress. He said that in the next few years, by the time the first two cohorts graduate there will be a new group of young professionals who are more motivated to learn the language and thus we will be able to enforce the language requirement. Donna asked if the College hoped that this would be an on-going relationship. Dean Neiman responded saying that there are more opportunities with Sun Yat-sen than there were with Beijing Sports University, so they are hopeful of a fruitful partnership. Maureen asked about the reason for discontinuing the partnership with Beijing Sports University. Dean Neiman said that Beijing Sports University priced themselves out of the market. He added that Australia is cornering the market and this is a pilot project for OU. He said that the College is mindful of not compromising the existing academic standards at OU.

Graduate Council voted in favor of accepting the proposal with the following changes:

The transcript 'will' not 'may' indicate that the program was not conducted in English.

The second cohort will be admitted no later than March 2009.

10. Curriculum Committee (Chris Mattley)

Request to re-start a program in Apparel, Textiles, and Merchandising:

Chris asked about the reason for re-starting the program. Lee said there is a growing national demand and by starting this program now, we can ensure that we have a niche in the market. This program will feed the doctoral program; hence it is of strategic importance as well. She added that presently they have trained faculty as well, so it is a good time to start the program. Josie said that it seems rather strange that the program was closed due to high enrollment. Lee said that enrollment increased very quickly and they did not have enough qualified faculty to teach the classes. So, they had to close the program to accommodate the growing number of the undergraduate students. Now, they have trained faculty and will be able to offer better mentoring opportunities to the Masters students.

Graduate Council voted in favor of the accepting the proposal to start the Masters program in Apparel, Textiles and Merchandising.

11. Information Item

Duncan said that he was disheartened to hear that Jim Hintz was leaving OU. He brought everyone's attention to the article in the Athens News from last week.

Judith talked about the website that OU-COM uses to list houses and apartments available for rent for medical students. She said that the software used is simple but it is a labor intensive program, since all submissions need to be reviewed frequently. Judith said that the landlords do not necessarily post the fact that the property has already been rented and is not available any more at this point in time. She said that information about a property stays on their website for 90 days, unless the landlords want it there longer. Duncan said that he liked the website and the simplicity of use. Judith said that once a year they place an advertisement in the Athens Messenger for landlords who are looking for medical students as renters. Michael said that it seems that Graduate Council would suggest the office of Graduate Studies develop a website similar to the OU-COM website. He added that the new website could be linked from the Graduate Studies home page and also from departmental pages. Michael also noted that the web address can be included in the correspondence that we undertake with admitted students. Judith said that several landlords who are members of the Athens Property Owners Association have their own websites and OU-COM lists those websites on theirs as well. She said that the staff from OU-COM will be happy to talk to the people who will work on this project.

12. New Business

Duncan said that like everyone else, he was amazed at the small amount of money that was earmarked for transportation services at Ohio University. He said that he would like to recommend to the Planning and Strategies Committee to put together some recommendations to send to the Provost. Pat asked if OU did not have an office of off-campus housing. Duncan said that till three years ago, we did not and then it was established, and this year it was renamed the office for off-campus housing and community service.

Katie informed members that the Child Care Task Force that met recently was looking into options for flexible care for infants, care for sick children, and care for school aged children when schools are closed. She said that there are child care providers in the county who have openings, but those are not convenient locations for people who live in the city.

The meeting was adjourned at 4:00 pm. The next meeting is on May 11th, 2007 in the Governance Room in Walter Hall from 2 to 4 pm.

Graduate Council Minutes

March 9, 2007

Attendance: Catherine Axinn, Dominic Barbato, Josephine Bloomfield, Duncan Brown, Angie Bukley, Lee Cibrowski, Dawn Deeter, Judith Edinger, Aimee Howley, David Juedes, Hans Kruse, Christine Mattley, Michael Mumper, Chester Pach, , Josep Rota, Susan Sarnoff, Nihar Shah, Robert Staron, Katherine Tadlock, Maureen Weissenrieder, and Julia Zimmerman.

Excused: Patricia Beamish, Carolyn Cardenas, Donna Conaty, David Drabold, Tim Heckman, Animesh Rathore, and Yinjiao Xu.

Guest: Doug Lape (Director, Transportation Services)

Convened: The meeting was convened at 2:10 pm.

1. Approval of Minutes of the February meeting

The minutes from the February meeting were approved.

2. Chair's Report (Duncan Brown)

- A. Posthumous Degree Policy: Duncan said that the posthumous degree policy that was approved by the Provost last fall is still not a part of the Policies and Procedures Manual. The process for adding it to the manual has now begun. To match the format required for the manual some minor changes in wording had to be made. However, when he and Lee looked at the revised text it was clear that there were no substantive changes.
- B. Program Reviews: Duncan informed Graduate Council that multiple program reviews are in various stages of completion and the first of those will be coming to Graduate Council next month. He added that he will try to have the review available on the website.
- C. Apparel and Textile Merchandising: Duncan said that he would forward information about restarting the program in Apparel and Textile Merchandising in the College of Health and Human Services.
- D. Graduate Student Housing: Duncan informed members that Jim Hintz could not be here today because of a meeting that he had to attend at OSU. He added that he will try to have Jim come in some other time.

3. Remarks by Michael Mumper

- A. Graduate Application update: Michael informed members that we have received more than 3000 applications by now. Applications from China

have increased a lot and there has been a moderate increase in the number of applications received from India and the Middle East. He added that domestic applications are up as well by 350 from what they were at this time last year.

- B. Graduate Tuition Waivers: Michael said that he does not have any information about the budget situation that might have an impact on departments offering fee waivers to newly admitted students. He added that he is aware that offers need to be made at this time and he recommended that departments should go ahead with it and that as soon as he hears anything from the Provost he will let members know.
- C. GERB: Michael said that there are six proposals that need to be reviewed and that the Provost agreed with him that they should hold off on reviewing them, given the current uncertainty of the budget situation.
- D. Patriot Act: Michael said that he will have some more information from Jim Kemper soon about Graduate Assistants and Teaching Assistants being considered as graduate students and not as employees.
- E. ETD: Michael informed members that the ETD unit of Graduate Studies is working with the Library to have the submission process for graduating students even more streamlined. He added that Angie McCutcheon, Director of Electronic Thesis and Dissertations will attend the Graduate Council meeting either in April or May to provide an update.

4. Remarks by Katie Tadlock

- A. Incomplete to Fail conversion: Katie referred to the handout in the packet about an update in the policy about an 'Incomplete' grade received by a student. Thus far, students usually have six weeks of the next quarter of enrollment to have an 'Incomplete' updated to another grade. If it is not done so in six weeks of the next quarter of enrollment the grade changes to an 'F'. Sometimes the next quarter of enrollment is many years after the "I" was assigned. Per the new policy the "I" will revert to "F" at the end of the next regular academic term (not including summer session) in which the student is enrolled or two years from the end of the term in which the "I" was given whichever comes first. Also, the "I" would revert to an "F" upon graduation.
- B. Language Requirement for some graduate programs: Katie said that in continuation with the discussion from the February meeting about the language coursework requirement for some graduate programs it will be beneficial to have a method of indicating competency on the OU transcript.

- C. Deadline for Named Fellowships: Katie informed members that the deadline to turn in nominations for the Named Fellowships is March 14th and that soon thereafter packet will be compiled and sent to members of the Graduate Affairs and Fellowships committee just before Spring break.
- D. CGS deadline for newly admitted students: Discussion about the April 15th deadline (that all institutions as signatories to the CGS resolution are required to comply with) sometimes results in departments losing some good students. Josie added that having to wait until midnight of April 15th to make the second round of offers sometimes results in not getting the desired group, because they have already accepted an offer at another institution. Michael said that unfortunately some institutions send letters that do not clarify that the offer will stay open until April 15th. Josie asked how long this deadline has been in place and wondered if in the present times an earlier date would make more sense. Katie said that policy has been in place since the early 1990s and that it was recently reaffirmed a few years ago.

5. Discussion Items

A. Doug Lape, Director Transportation Services

Doug informed members of Graduate Council about Transit services on campus and arrangements made with the city. He presented a brochure that has the updated map, with the new Baker Center. He said that campus transit started in 2000 with one 15 passenger van as a pilot program initiated by an Associate Vice President. He said that the budget for the program has not increased since 2001. It is 100% student operated and it runs on two routes, the West Union and the Ridges with the transfer taking place at Baker Center. At this point in time, due to budgetary constraints the bus runs from 7:30 to 5:30. He added that this winter quarter for the first time, they had to leave passengers at the bus stop, because of lack of seats. To accommodate the growing numbers they have been able to borrow another 15 passenger van from the Motor pool. This extra van is running on the West Union route and will do so until June of this year. Doug said that upper administration is aware of this now and he is hopeful that the situation will be addressed adequately.

He said that an outside company has the contract from the city to run their local bus. Doug explained that the city is eligible for grant funding but the university is not. He said that neither the city nor the university has an operation big enough to run both sets of transit vans. He said that OU is working with the city on the East State Street route. Catherine said that she commends the door to door service of the CATCAB, she said that she has used it many times. Hans noted that some areas are not covered by the

service and that some apartments run their own shuttles. In response to Duncan's question about Carriage Hill, Doug said that the city transit covers that. Doug also said that OSU charges a \$9 per quarter transportation fee to facilitate running the transit buses. Doug added that budgetary constraints prevent them from running the service in the evenings and on weekends. He said that they have been getting phone calls from apartment complexes about running shuttles there.

Doug said that they have \$97,000 in general funds and that it costs approximately \$35,000 per route per vehicle. He added that since it is a student run operation, there are no overheads in terms of benefits or high salaries. He added that the increase in fuel prices and the minimum wage have been very hard on them. Hans said that they have done a wonderful job with a small amount of money. Doug responded to Joe's question that this cost does not include the cost of the vehicle. He added that the first shuttle was purchased from the motor pool funds. David Mould asked about the possibility of people paying for the service. Doug said that they had looked into it a few years ago and both the Student Senate and the Graduate Student Senate supported a resolution about instituting a transportation fee. Doug said that if people pay as they come in the bus, it slows things down. The goal of the service is to move large numbers of people across not so large distances very quickly. He said that is the reason why most schools use a fee and not a pay per ride system.

David Mould said that most people who use the service are regulars so if a quarterly pass or some other similar method can be instituted, it will be beneficial for both the users and the operators. Doug said that they are looking at ways to offset costs and Transportation Demand Management (TDM) looks at these issues and suggests alternatives. Josie said that having a good transit system ties in with the Vision Ohio priorities about a successful first year experience and that the administration needs to be reminded about it. Catherine said that Graduate Council could send a resolution to the Provost requesting that funding not be cut for this program. Susan added that having a good system is vital for retention as well. She added that students have said that they cannot afford to pay the fees and also buy a car so that they can commute, so they would rather go to another, school such as OSU, where they have access to a transit system.

B. Graduate Student Housing

Michael referred to the handout included in today's packet about Graduate Student Housing at our peer institutions. He added that they received responses from nine out of the ten institutions. Michael said that there seem to be three models that are being followed; the university hosts a website where landlords list their available properties, residence halls designated for graduate students, and the university operates its own apartment buildings

that range from having 20 to 475 units. Michael said that none of the universities said that they had an agreement with local landlords where they would have reserved and subsidized housing for graduate students. Hans asked how many of these schools are in isolated areas like OU. Chris said that Washington State is similar to OU in that respect but they have a lot of graduate housing. Duncan said that so does Urbana-Champaign. He added that this is pretty compelling evidence and that the Facilities Planning Commission should be aware of this.

Catherine said that all of these seem to be flagship schools from these states. OU is not the flagship school of Ohio, OSU is; and in this aspect these nice schools are probably not the best examples to be our peer institutions. Hans said that since we are not the flagship school then we have to work harder to get a good class and to keep them here, which might mean spending more on this than the flagship schools do. Michael said that since the freshman class has grown, there has been no room for single graduate students in the dormitories. Judith said that on the OU-COM website landlords can list their properties and students can check out these pictures. She added that it is very low maintenance; it just requires a short review time of the listings provided. She added that these landlords like graduate students as tenants so it works out to everyone's advantage.

Michael asked if this operation would be housed in Graduate Studies or with the Off-campus housing office. Judith said that they host the website because the office of Off-campus housing wanted landlords to pay a large amount to have their properties listed on their website. The landlords were not interested because they always have enough people to rent their properties. Chris said that some schools like Colorado also let you find roommates through these websites. Duncan noted that if someone from OU-COM can attend the next meeting to talk about this, it will be helpful and will save us time and energy by not having to reinvent the wheel. Nihar said that the graduate students have a list-serv that they use to find room mates and that could perhaps be expanded. Hans said that the system needs to have some staying power and that could be possible if Graduate Student Services can facilitate it.

Discussion focused on access to such list-servs and making people's addresses and phone numbers available online. Lee noted that several years ago oak identification records were assigned to everyone who made a housing deposit. Katie said that there are federal and university policies regarding this and students are issued a temporary ID until they come in person and show a photo identification to verify and validate who they say they are. Aimee asked if some sort of password protection can help with this. Michael said that some progress was being made about this, but then the data security issue happened and the focus of that department shifted. Duncan said that it will be good to have some of this based in Graduate

Student Services and maybe parts of this can be based in departments. He added that a number of different approaches are possible. Josie asked if Graduate Council could talk to the Provost about this and how the priorities that were identified did not make it into the Master Plan. Duncan said that he was going to invite the Provost to a meeting this year and it is good to have a specific topic to talk to her about. Joe said that he would also like to get specific information about international students. He said that in all of his travels abroad all the alums mention how wonderful it was to have the Mill Street community. Susan said that housing, transportation, and child care are all interrelated and need to be addressed together.

6. Recruitment and Admission Requirements Committee

Proposal to waive TOEFL requirements for students in the exchange program with the University of Southern Denmark:

Josie said that this program has been in place for many years and that the English proficiency of these students has never been questionable. Katie said that an informal agreement has been in place to waive the TOEFL so this proposal is not about a change in policy. She added that these students are English majors and they are all non-degree seeking. Josie said that every year two to four students come through this program.

Graduate Council approved the proposal put forward by the Recruitment and Admissions Requirement Committee to waive TOEFL requirements for students in the exchange program from the University of Southern Denmark.

The meeting was adjourned at 3:40 pm. The next meeting is on April 12th, 2007 in the Governance Room in Walter Hall from 2 to 4 pm.

Graduate Council Minutes

February 9, 2007

Attendance: Catherine Axinn, Dominic Barbato, Patricia Beamish, Josephine Bloomfield, Duncan Brown, Angie Buckley, Carolyn Cardenas, Lee Cibrowski, Dawn Deeter, Tim Heckman, David Juedes, Hans Kruse, Michael Mumper, Chester Pach, Animesh Rathore, Nihar Shah, Robert Staron, Katherine Tadlock, Maureen Weissenrieder, and Julia Zimmerman.

Excused: David Drabold, Judith Edinger, Aimee Howley, Christine Mattley, Josep Rota, Susan Sarnoff, and Yinjiao Xu.

Convened: The meeting was convened at 2:10 pm.

1. Graduate Student Housing and the University's Housing Master Plan (With Pam Callahan, University Planner)

During the recent presentation of the Master Plan for Ohio University, there was no mention of graduate student housing. The Wolfe Street apartments were shown marked for academic buildings. Pam said that she looks at the plan like a tool to help describe the future plan of the expansion process at the university. It suggests areas of development for the university. It marks the Clippinger area for demolition. There is a need of housing for graduate students. They are at a disadvantage because they arrive late in the cycle and the international students arrive even later. Another issue that some graduate and international students face is that they do not have vehicles, so proximity is definitely an issue for them. She added that the Facilities and Auxiliaries offices cannot renovate more than two dorms a year. They are not in a position to take on an economic enterprise of building apartments. She said that the plan identifies \$700,000,000 in needs and they can generate maybe \$300,000,000 in ten years. So, making good decisions is imperative. Pam said that graduate housing is important, but it is not a priority on the plan, repair and renovation of buildings is.

Pam said that the real estate strategy has not been worked on much, but conversations are taking place. One of the developments has been proposed on a site on Dairy Lane. Another one has been proposed at the Ridges. OU might partner with a private builder for the Dairy Lane development. But, no decision has been made so far. The developers are working on the financial aspects. Hans said that the transportation issue needs to be looked at as well. He said that graduate classes sometimes end at 9 and 10 pm and if no buses are running at that time, students have to walk in cold temperatures to their homes. Duncan said that the transportation issue is also important from the perspective of spouses who are alone at home all day. Dominic said that \$10 of the general fees of all students at Penn State goes to transportation

services, because not all the development happening on that campus is in walking distance as well.

Josie expressed her disappointment with the master plan. She said that when the implementation teams were working on the proposal, graduate housing was on there and at least four if not more of the committees had graduate housing on their priority lists. She added that now a year later, graduate housing is not on the plan any more. Josie said that she is aware that undergraduate housing needs attention, but so does graduate housing. Duncan said that a partnership between OU and a private builder is suggestive of the prioritizing at OU and also that OU is not willing to commit its resources to graduate housing. Pam responded saying that there are limited resources and everyone is competing for them.

This is a ten year Master Plan which will be presented at the Board of Trustees meeting in April. This plan will be re-visited every two years and every year in a less formal manner. Michael added that there have been discussions and many iterations of the appropriate housing for graduate and married students. He said it is important to be specific about the needs of students with families. Pam said that OU can use the negotiating power to achieve that. Dominic added that subsidized rent is one of the things to negotiate for.

2. Approval of January Minutes

Hans said that in the discussion on January 12th, about academic honesty it was not decided that the Curriculum committee would bring some language for discussion for the next meeting (February 12th). The minutes were approved with the deletion of the words, 'next meeting'.

3. Chair's Report (Duncan Brown)

- A. Thanks to Chester: Duncan thanked Chester for chairing the January meeting.
- B. Posthumous Degree Policy: Duncan said that it appears that the policy has not been posted online yet. Josie noted that some things in the Provost's office got behind schedule due to the untimely death of Miriam McLaughlin.
- C. Honor Code: The Curriculum committee will work on creating an honor code and will have a discussion whether program reviews should touch upon academic honesty.

4. Remarks by Michael Mumper

- A. Patriot Act: Michael informed members that he spoke to Jim Kemper and Jim said that everyone who is a part of the payroll system was asked to sign the form. That is why Graduate Assistants and Teaching Assistants were included in it as well. He also added that other schools besides OU and University of Akron in the state of Ohio are requiring their graduate students to complete this form. OSU does not have its graduate students sign it and legal affairs is looking into it to see if graduate students can be exempt from signing it at OU.

Maureen noted that she is still concerned about new faculty being required to sign it.

- B. Graduate Education Research Board: Michael referred to the handout that lists the proposals that were funded. Four out of the 30 proposals received for the Program Enhancement Competition were funded. Two out of the 12 proposals received were funded by the one-time only funding of the Future Growth Fund.

Chester asked about the budget situation at the university. He said that a few months ago, the President said that the university was fiscally sound and the message has changed radically over a period of a few months. He asked if the review process for the other GERB proposals will be affected. Michael said that the Provost asked him to continue to review with the assumption that funds will be available at some point in time, later if not sooner. Chester also asked if there was any reason to worry about the graduate student stipend, since all departments are in the thick of making admission decisions and offers to potential graduate students. Michael said that departments should not change anything at this point in time.

- C. Graduate Catalog: Michael told members that just this week he was informed that Communications and Marketing is not going to print the Graduate Catalog this year. This is a catalog revision year. Michael noted that the understanding was that the undergraduate catalog would not be printed this year and this would be the last iteration of the mass quantities of the printed version of the graduate catalog. Now that Communications and Marketing is not going to print the catalog, the Office of Graduate Studies has to come up with funds for the printing of the catalog. He added that it is a significant cost saving endeavor if the catalog is online, but doing it at short notice makes it hard. The number of the printed catalogs has been decreased every cycle since 2001. From 20,000 in 2001 it went down to 12,500 in 2003 and then to 7000 in 2005.

Michael said that it might be a good idea to print the first part of the catalog, that pertains to OU policy and then the College specific information can be available online. Michael said that he would like input from members about the importance of the hard copy of the catalog for

departments, and if members felt that moving the catalog online would cause any potential problems. He added that OU has purchased new software that undergraduate admissions will be using. This software gives the capability to the departments to update material. Maureen noted that it is hard to maintain the currency of websites. She asked about the checks and balances that would be in place if the process of updating material is going to be decentralized. Katie responded that some departments still note that the office of graduate studies is located in Wilson Hall. She explained that the process of making changes in the printed catalog used to begin at the department level by the chair and then it would be forwarded to the College and then to Communications and Marketing. Finally, the document comes to her for the last edit. Carolyn noted that the catalog is an historic document and it would be a good idea to have at least some printed copies available, for each graduate chair and rest of the material can be online. Michael said that up till a few years ago, the catalog was the only printed material mailed to potential applicants. Josie said that she likes the idea of the Policy and Procedures book. Michael said that the university is in the process of negotiations for signing the contract with the software company.

Maureen asked about the approval process for changes in the course offerings. Josie added that in the present system all courses have to be a part of the master list and hence courses get listed that have not been taught for a while. If a course that is no longer offered is deleted from the list of offerings, the process to have it included again is very lengthy. Lee said that in their College they have worked with that issue by flagging certain courses with comments such as 'on demand' or 'on request'. Duncan said that there are certain courses in his school that have not been taught for a while and they are trying to recruit faculty to teach those courses. That is why they do not want these courses deleted from the master file, since once deleted, the same course number cannot be used for ten years. He added that he will not be able to attend the upcoming UCC meeting, he encouraged those present to raise this issue. Hans noted that it is nice if incoming students could get a copy of the policies, though he does not necessarily use the catalog for advising purposes. Duncan added that he has referred to the catalog on occasion to look up information; sometimes it is faster than trying to find it online. Michael said that as he receives input from everyone he will put together a proposal for Graduate Council to review.

5. Remarks by Katie Tadlock

- A. Named Fellowships: Katie informed members that the Graduate Studies website has a link for the fellowship information. She added that all graduate students received an email from her yesterday informing them about the fellowships. Katie said that she will be sending an email to

graduate chairs today about some more information about the process. The deadline for submitting nominations is March 15th.

- B. SIS replacement project: Katie encouraged members to attend the overview session that the second vendor will be conducting next week. She said that various offices on campus use many different systems that somehow connect to information that is housed in the SIS. SIS is an old system and has limited capabilities. She said that both vendors have clients among our institutional peers.

6. Recruitment and Admissions Requirements Committee (Catherine Axinn):

Julia said that she appreciates the work that the committee has put forward towards Gary Ginther's case. Graduate Council approved the modified recommendation.

Graduate Council also approved the modified policy on Conflict-of-interest reviews for librarians applying for advanced degrees in their area of specialty. Katie confirmed with Graduate Council that cases that fall directly under this policy can go through the expedited process. Carolyn noted that some other people could find themselves in similar situations and this might be a good time for departments to think about it. Katie said that coaches applying for programs in coaching education could be one such example.

7. New Business

Katie drew the attention of members to the last handout, Language Coursework and Transfer of credit. Discussion ensued about whether departments can waive the language requirement. Chester asked if the reason for having the language coursework in place is to fulfill credit hour requirement for their degree or to demonstrate competence in that language. Members agreed that it might be worthwhile for the Policies and Procedures committee to look at the transfer of credit policy to try to make the language a little more flexible.

The meeting was adjourned at 4 pm. The next meeting is on March 9th, 2007 in the Governance Room in Walter Hall from 2 to 4 pm.

Graduate Council Minutes

January 12, 2007

Attendance: Catherine Axin, Dominic Barbato, Patricia Beamish, Josephine Bloomfield, Angie Bukley, Lee Cibrowski, Donna Conaty, Dawn Deeter, Judith Edinger, Aimee Howley, David Juedes, Hans Kruse, Christine Mattley, Michael Mumper, Chester Pach, Animesh Rathore, Joe Rota, Susan Sarnoff, Nihar Shah, Robert Staron, Katherine Tadlock, Maureen Weissenrieder, and Julia Zimmerman.

Excused: Ben Allen, Duncan Brown, Carolyn Cardenas, David Drabold, Tim Heckman, David Mould and Yingjiao Xu,

Convened: The meeting was convened at 2:10 pm.

1. Approval of November Minutes:

The minutes for the November meeting were approved.

2. Chair's Report (Chester Pach for Duncan Brown)

Posthumous degree policy: The Provost approved the posthumous degree policy. Each department will now need to set and/or add to the criteria. Angie asked if the final version of the policy has been posted on the Ohio University website. Chester said he will check and will send the link.

3. Remarks by Michael Mumper

- A. Graduate Priorities Implementation Team: Michael informed Graduate Council that the team received many recommendations and they are now going over those proposals.
- B. Graduate Education and Research Board: The Provost will announce the winners of the competition held for the small GERB proposals next week. The six big proposals (that are listed in the handout circulated) will be evaluated during the spring quarter. Chester asked if there was a change in the amount of money allocated for the smaller proposals. Michael said that there is still some ongoing discussion about it and that the Provost has said that for now we will continue with the same format and if there isn't an adequate number of the larger proposals, then she will move all of the money to the smaller ones.
- C. National Research Council: Michael said that the National Research Council survey is being conducted. This body ranks doctoral programs offered nationwide. Some of these surveys need to be completed by faculty, while some of them are being completed by graduate students, those who have achieved candidacy.

4. Remarks by Katie Tadlock

- A. Named Fellowships: Katie informed Graduate Council that the information for the nomination process, applications, deadlines for the Named Fellowships are available on the Graduate Studies website and on the graduate student list-serv. This goes along the Graduate Studies initiative of doing more things online. She added that this will prevent lost forms and last minute hassles.
- B. Change in I-20 amount: Katie informed members of Graduate Council of the recent update in the amount required from international students before an I-20 can be issued to them. She said that Dr. Rota convened a meeting to discuss this and the new figure represents tuition for three quarters and living expenses for nine months. So far, we had been asking students to show living expenses for 12 months. Based on our high I-20 amount, living costs in Athens were appearing to be more than that in New York or San Diego. The new figure reflects a 20% reduction in the amount asked for. Katie noted that another advantage of this lower amount is that it brings the stipends offered closer to showing that a student is fully funded. This makes us more competitive for recruitment. She added that there will be information on the website to indicate that if students plan on spending the summer in Athens or buying a car, it will cost more. Maureen agreed that this is a great idea; she added that it also might be worthwhile to conduct a survey at the end of the year to get feedback (from students) about the accuracy of the amount.

Katie added that undergraduate expenses are higher because they factor in residence halls and meal plans for students. The undergraduate I-20 will continue to reflect that, so it is significantly higher than that for graduate students. Maureen asked if each university determines its own amount and if there are any external reviews regarding the I-20 amount. Katie and Michael assured Graduate Council that the new policy follows federal guidelines. Michael added that Valerie Young had compiled data about I-20 amounts from some other schools and our amount was higher than places like Virginia Tech.

5. Curriculum Committee (Chris Mattley)

Seven year review of the Department of Mechanical Engineering: Chris said that the committee did not have any questions or concerns about the review. However, since the department has been the focus of discussion, it seems fitting to open the matter for discussion here. She added that the College has responded well (based on the letters from the Dean and the Chair that are included in the review) to the questions that were raised. Chris said it is important to remember that the review had been completed by the time these issues surfaced. David said that he is surprised that only the Dean's letter mentions the issue. He noted that Graduate Council should address it, because if we do not, then which other body will. Discussion centered on the process followed in conducting seven year reviews and if there is any way of discovering such issues via the review process. It was

concluded that there is no component of the review process that involves looking at thesis and dissertation content.

Susan, who is the co-chair of the academic honesty committee, noted that they are happy with the remedial measures taken by the department. She added that they have recommended that the trustees receive a full report of the remedial measures that have been taken. The review covers the period from 1998 to 2004. Catherine said that the review is rather vague about the infractions. Angie said that most of the issues were about student copying entire introductory paragraphs, and not about copying research. Most of the research is good and original. Aimee and Dominic asked about the process of review that would look at the content of the thesis. Hans asked if such a process does not exist at this point in time, then could it not be added to it. He added that it seems like a two part process, one is what should be reviewed and two, how UCC can make it a part of the review process. Chester said that maybe the curriculum committee could draft some language for Graduate Council to approve and to forward to UCC. Susan noted that it seems like if we discuss it more it might just end up in The Post. David said that he did not mean to be hard on the department, given that he is also a member of the same College, but it needs to be addressed and not only at the graduate level, but also at the undergraduate level.

Graduate Council voted in favor of accepting the review with the addition of the word academic to read 'academic integrity' in the third line. The Curriculum committee will work on creating a document to address academic honesty and plagiarism for Graduate Council to discuss.

6. Ohio University Librarians pursuing advanced degrees (Julia Zimmerman):

Julia informed members of Graduate Council that during the fall quarter one librarian applied for a Ph.D. program. There are many new and young librarians who are interested in pursuing either a Masters degree in a subject area that is relevant to their job or a Ph.D. She added that the M.L.S and the M.L.I.S are considered terminal degrees for librarians, but it is easier to advance if librarians have a subject Masters or a Ph.D. Each librarian or bibliographer who is assigned to a particular department gets to know the people in that department very well. There are about 40 such people in these positions. Interaction between a department and a bibliographer/librarian differs from department to department, for example, in some departments the bibliographers order all books. In other departments, like History, all decisions about book orders are made by faculty. Librarians also provide research support and perform other duties as required.

Julia added that she is thankful that the administration understands the inflation in costs of library materials that takes place every year. She noted that as a reason for the library's acquisition budget to have never been reduced. In fact, the budget has always had \$100,000 to \$450,000 added every year. If some money is not added every year, then in essence it means that a part of it is being taken away. She noted

that once a budget is allocated for a department, it does not change, i.e., they cannot move money back and forth between departments. This maintains the integrity of the process. She said that given the nature of the policies and procedures followed for acquisition of materials and providing support to all academic departments; it makes sense to offer to the librarian/bibliographers the opportunity to pursue further degrees.

Catherine noted that she is not concerned about misappropriation of funds, but her concern is about relational leverage. She added that she is concerned about the protection of students. If a student finds himself/herself being pushed by his/her professor to order certain materials, then what recourse would a student have. Donna said she would like to look at the recommendation that the committee drafted. She added that if an electronic version could be circulated it would help all departments review it. She said that one of the ways to avoid having decision making powers vested in one person, would be to create a faculty group that would review all purchases made.

Joe said that since Graduate Council already voted on approving Gary Ginther's admission, would we now rescind the previous vote. Hans said that to rescind would mean to withdraw the permission given to the student to register, and that is not fair to the student. Chester added that we do not need to take a new vote, but we should circulate the new language drafted by the committee.

Aimee asked if some guidelines have been established in the past about similar applicants. She noted that they have a bibliographer in their College who is working on his doctoral degree and that when his case was first presented to Graduate Council, there would have been some discussion about similar issues like the present discussion. Julia added that six or seven cases have come up in the past few years, but each one was dealt as a case by case basis.

7. Discussion Item--Ohio Patriot Act

Dominic said that students have been concerned about the vagueness of the law. Faculty and staff are required to sign it, but he is not clear why Graduate Assistants and Teaching Assistants are required to sign it as well. The University of Akron is the only other university in the state besides us that has GAs and TAs sign the document. Chester asked about the process in which this decision was made and that if there was any communication with our legal counsel regarding it. Michael responded saying that last year when the law was passed and OU applied the policy to all faculty and staff he asked Human Resources if GAs and TAs should sign it as well. At that point the HR staff did not have the answer, but they called him later to say that GAs and TAs should sign it. Catherine said she wonders why it only applies to new employees. Angie said that she had to sign it this past fall, since the nature of her appointment changed from that of a visiting Professor to full time. She said that her pay was on hold until she signed the document. Susan said she wonders why other universities are not doing it and maybe this has thwarted some of our

faculty searches. Catherine said that it would be a good idea to raise this issue at a faculty senate meeting and asked if those members of Graduate Council who are also members of faculty senate would do the same. Hans noted that the law is confusing and it does not include a definition of terms used, like many other laws do.

Graduate Council approved the motion for Michael to have a conversation with Jim Kemper regarding not treating graduate students as employees for the sake of signing the form.

8. New Business (TA Handbook):

Alyssa Thomas, a doctoral student in the department of Chemistry presented her idea to Graduate Council. She noted that new Graduate Assistants have a GA handbook to refer to, but new TAs do not have a resource manual. Some departments have created their own handbooks for their TAs, but TAs from those departments that do not have such a handbook have to struggle to find the right resources. She said that she has looked at TA handbooks from various institutions like Stanford, Brown, UC Santa Barbara and all of their Graduate Assistant handbooks specifically address TAs. In response to Chester's question about who is responsible for this, Michael said that it would be the Center for Teaching Excellence. Alyssa said that the Center could create a generic resource book and each department can then add its own specific components to it. Michael encouraged her to contact him and Tim Vickers from the Center for Teaching Excellence to set up a meeting to develop the idea.

Adjourned: The meeting was adjourned at 3:35 pm. The next meeting is on February 9th, 2007, from 2 to 4 pm in the Governance Room in Walter Hall.

Graduate Council Minutes

November 17, 2006

Attendance: Dominic Barbato, Patricia Beamish, Duncan Brown, Angie Bukley, Carolyn Cardenas, Donna Conaty, Aimee Howley, David Juedes, Hans Kruse, Christine Mattley, Michael Mumper, Chester Pach, Animesh Rathore, Joe Rota, Susan Sarnoff, Nihar Shah, Robert Staron, Katherine Tadlock, Maureen Weissenrieder, Yingjiao Xu, and Bill Rhinehart for Julia Zimmerman.

Excused: Catherine Axinn, Josie Bloomfield, Lee Cibrowski, John Day, David Drabold, Judith Edinger, Tim Heckman and David Mould

Convened: The meeting was convened at 2:10PM.

1. Approval of October Minutes:

Minutes of the October 13, 2006 meeting were approved. Duncan thanked Lisa Michna for doing an excellent job.

2. Chair's Report (Duncan Brown)

- A. November Schedule: Duncan noted that the reason the November meeting is scheduled today instead of November 10, 2006 (the second Friday in November) is because November 10th was the holiday for Veterans Day. He said that this is a particularly bad time of the quarter for most faculty because of it being final's week. He added that last year also Graduate Council faced the same issue of low attendance like today. He asked members if they were aware of the rule that was followed in identifying a day as a holiday for Veteran's Day (November 11th) if it falls on a weekend. Angie said that she believes that if Veterans Day falls on a Saturday, then the preceding Friday is declared a holiday, whereas if it falls on a Sunday, the following Monday is declared a holiday. If Veteran's Day falls on any other weekday, then that day is observed.
- B. Chair for January Meeting: Duncan informed members of his absence for the January meeting due to a conflict in his schedule. He will be away at a conference. He added that Chester will chair the meeting.
- C. Proposed Provost's Visit: A potential visit by the Provost has been scheduled for the February meeting. Duncan said that some of the topics for discussion or questions of the Provost could focus on the Vision Ohio initiatives. He said that personally he would like to ask the Provost about the use of ad hoc committees versus existing committees. He noted that the institutional memory that Graduate Council possesses by virtue of its members is lost if all the committees are comprised of new members.

- D. Seven Year Reviews: An expedited seven year review was conducted for the first time. Duncan will send a letter to UCC noting the acceptance of the review. Duncan said that the procedure is not clear in the case of non-acceptance of a review. He said that he would try to glean some nuggets of information relevant to graduate education to better serve the interest of Graduate Council. He added that an item of interest in the review of Civil Engineering was the lost money; they lost a half time administrative position and one faculty line. In response to Maureen's question, Duncan said that he was informed by Marty Tuck that the trustees now receive the entire packet not just the executive summary as was the custom in the recent past.
- E. Conflict of Interest: Duncan said that Julia informed him via email that the process to deal with the current case (Gary Ginther) is standard procedure. It has been dealt with in the past and there will be similar ones in the future as well, she added. Carolyn said that the way faculty senate drafted specific language about Group 1 faculty not being able to receive a terminal degree from their own college; perhaps there is a need to draft a policy about this as well. She added that once we have that, we could disseminate this to inform hiring; ensuring that we are being judicious in promising the kind of degree a future employee can receive. Duncan agreed and added that this might be a useful thing to do since these employees are a part of the administrative senate. Katie said that such cases have come up previously, where there were coaches supervising Graduate Assistants and the Environmental Health and Safety employee who had responsibility for all computer labs on campus.

3. Remarks by Michael Mumper

- A. Recruiting: Michael informed Graduate Council that the recruiting season is now ending and the focus is now shifting to admission. He said that the focus will now be on the impact of the recruiting process. There was a 30% increase in the number of new students, but the data from Institutional Research does not match this. They will now look at the statistics country by country. Maureen asked about the criteria for choosing venues for recruiting. Michael responded that it is a combination of two major factors, departmental feedback and fair sites. He said that the process began by identifying four or five major geographical areas, East/South East Asia, Africa, India, China & the Middle East. The next step was to pick locations to fit our budget. Michael said that he knows that departments are interested in recruiting in Africa, but there are no tours or fairs in the countries that we want to go to. He said that he has had many conversations with Steve Howard about initiating a program there. Michael said it is critical to have an optimal balance among the target areas, our budget and departmental interests. Maureen asked if there is some information about interest in certain programs. Hans asked if there were any plans for looking at the success rates of the recruited students.

Michael said that it is not easy to identify why a person decided to attend Ohio University, it could be a result of the recruitment efforts or coincidence. Institutional Research has conducted a retention study for the first time for graduate students. Duncan said that the waiver of application fee for students applying through fairs could be a good tool to track the success of recruitment efforts. Michael said that is evidence of direct impact, but a significant amount of indirect impact also takes place. Animesh said that there are a large number of international students, particularly Indian students in the engineering disciplines and asked if OU was engaged in efforts to attract students in other disciplines. Michael said that the fairs are not discipline specific and that historically we have had program specific interests from certain countries.

- B. Multicultural Recruitment: Michael informed Graduate Council that the multicultural recruitment efforts (the visitation was November 3rd to 5th) were very successful. He thanked all the departments for helping with it. He said that the visitation was attended by 125 students from 40 institutions. He added that this year the students came from a wider range of institutions than in previous years. Chester asked about the composition and criteria for defining the targeted groups. Michael said the groups are African-American, Hispanic, Native-American, Domestic Asian and Asian-Pacific Islanders. He added that there were not many Hispanics and Asian-Pacific Islanders. The event itself has a history of looking at African Americans, he said but we are expanding the focus. He noted that the idea is to keep up what was good in the old program while adding new dimensions to it. Chester asked about the process to track the recruits. Michael said that this process is easier compared to tracking recruits from international recruitment. For the multi-cultural visitation we have detailed information about everyone who visited the campus, hence making it easy to track them.
- C. GERB: Michael told all members that the proposals for funds from the departments should go to the Dean's Office. Department chairs can talk to their Associate Deans about it. In response to a question about the status of the Sports Administration program in China, Joe said that there has been a request for a site change from Beijing to Hong Kong.
- D. Graduate Contracts: Michael said that he wanted to clarify the nature of graduate contracts. He said that there are three 11 week contracts, but some departments have the expectation that students should also work in December. He said that results in students not being paid for their work during winter break. He said it is one standard contract, but it is interpreted two different ways. Maureen said that the issue could be program specific, because if the contract is for a teaching assistantship, then work ends at the end of the quarter. But for something else requiring a lab situation, the work might not end at the end of the quarter. Also, she noted that she views the work performed and remuneration received more as a stipend for professional development and not as paid work. Michael said that

departments should explain the contract clearly regarding the beginning and end dates and the nature of the payment.

- E. IIP Review: Michael said that the IIP review was written five years ago. He said that before a recent meeting of the trustees he got a call from David Thomas (Chair of UCC) that they were sending that review forward and that in its current form, it would probably be rejected. Michael responded to Tom saying that the IIP has gone through a significant overhaul and that we should have a new review for it. This one would be earlier than the usual seven year period. This new evaluation can depict the changes made. Duncan said as far as he remembers it was the Ph.D. component that had issues, the Master's program fared moderately well.

4. Remarks by Katie Tadlock

- A. Policy on Three Year Degrees: Katie told Graduate Council that she attended a workshop about the implications of the Bologna agreement earlier this month which was sponsored by the Council of Graduate Schools and American Association of Collegiate Registrars and Admissions Officers. She said that there is no consensus in Europe and U.S.A. regarding the evaluation of the new three-year bachelor's degrees from the European Union. All U.S. schools are currently looking for direction in this matter from CGS and AACRAO. This is a bigger issue than it seems because it also has implications for the three year bachelor's degrees from countries like India, Canada and Australia. Katie noted that one of the key things to remember is the difference in evaluation a degree for equivalence versus evaluation for admissibility. She said that this difference in the interpretation can be looked at in terms of someone who has a Bachelor's degree in Biology from the US might be able to switch to a graduate program in say, Political Science because of the completion of general education requirement in the Bachelor's degree. But, if a person has a three-year degree in a specific discipline (which is the case with the European degrees); it is harder to make the switch. There isn't much difference in the fields of study pursued at the Bachelor's level and wanting to pursue at the graduate level. Katie added that the decision made by Graduate Studies has implications for undergraduate studies as well because of the variance in secondary school credentials. The Bologna accord, on the one hand seeks to remove disparity in educational degrees in different regions of Europe as they become a cohesive federation. On the other hand, it leaves the U.S. schools to interpret these degrees as they deem fit for admitting students to their institutions. So far, there is no standardized response to this issue in the U.S. Maureen asked about the use of experimental evidence in resolving this issue. She noted that maybe some universities in the U.S. have demonstrated that certain degrees proved to be more adequate than the others. Katie responded saying that some schools have created new rules like having 1% or a certain number of admits can come from non-standardized educational credentials.

- B. Graduate Student Housing Deposit: Katie said she wanted to let Graduate Council think about the need/feasibility for a housing deposit from admitted graduate students. She said that all new freshmen are required to pay it. Transfer and local students are exempt from this requirement. If the housing deposit is not paid, the newly admitted undergraduate students are not sent any pre-college or other similar information. Katie said that by 2008 all undergraduates will be required to pay an enrollment/housing deposit. She said that it could be one of the items that Graduate Council could look at as well.
- C. New Catalog: Katie informed Graduate Council that this is the catalog revision year, and that more information on this issue will be coming soon.
- D. Midwestern Association of Graduate Schools: Katie said that she has brought along nomination forms for the MAGS outstanding thesis awards.

5. Graduate Student Child Care Needs

- A. Child Care Needs: (Wayne Chiasson represented the newly formed committee) A committee chaired by Terry Conry was formed by Provost Krendl to research childcare needs of faculty, staff and students. This is in response to the needs expressed by several Vision OH committees. Contact with the Chamber of Commerce and COAD (Corporation for Ohio Appalachian Development), which collects data on childcare in and around this area, was initiated. Human Resources will be posting a link for COAD on their website. Wayne said that most of the information that the committee has is anecdotal, like the waiting list at CDC. Soon, a survey will be distributed to assess the child care needs and the current situation. He added that another sub-committee is looking at RPFs of other proposal out there, like having a community forum attended by local providers and other interested parties. Wayne said that they have engaged in talks with the CDC and the College of Health and Human Services. He clarified that the committee is not trying to suggest competition with the CDC but to actually assess the need. Chester said that he is sure that there is a need, but is data being collected to assess the extent of that need. Wayne said they were hopeful of gathering that data and are planning on meeting with providers in our area. Chester also noted that the focus should not be the availability of services, but the cost and whether they would be affordable to graduate students. He also said that we would also need to look into the role the University can play in this matter. Hans brought up another relevant issue, location. If the facility is not easily accessible, it loses significance for graduate students. He also asked about the process in which the survey will reach graduate students. Katie said that the survey can be sent (electronically) to graduate students using her list.

Carolyn asked about the criteria to get on the CDC waiting list and the process in which the queue is maintained. She said that some people have talked about favoritism as well. Wayne said that this committee is independent of the CDC.

Also, it is important to remember that the CDC is a teaching facility. Katie added that it is a laboratory operation versus a private daycare. To enhance and fulfill the teaching experience, the CDC needs to ensure that it has a wide representation of children of all ages. Hans also noted that another important aspect with the waiting list is that the graduate students do not have the luxury to plan ahead. They usually move into town a few weeks before the beginning of the quarter and are faced with the challenge of finding adequate child care. Wayne said that new faculty and administrators face the same challenges as well. Chester asked about the charge of the committee, besides collecting this very important data. Wayne said that the committee is supposed to make recommendations to the Provost about trying to fill a niche/need as identified by the data. In response to questions about the timeline, he said that they expect to have the survey completed by the beginning of March and then shortly thereafter make their recommendations. Duncan thanked Wayne for coming to the meeting and wished the committee well.

6. Recruitment and Admissions Requirements Committee

Conflict of Interest (Gary Ginther): Graduate Council discussed Gary's case, which was not addressed at the October meeting. Maureen asked if Gary hires the student assistants who work in the department. Bill responded saying that for student hiring the budgets are allocated at the Dean or the Associate Dean level. Gary does not develop the budget, he authorizes time sheets. Carolyn noted that it was their understanding that Gary does not have the authority to hire students. Bill added that one student could potentially work in many different departments in the library, hence could have more than one supervisor. The overlapping supervision reduces the likelihood of anyone trying to misuse their supervisory power. Graduate Council approved Gary's case and noted that the committee could work with Julia on creating some guidelines about similar cases to guide future course of actions.

7. Curriculum Committee

Graduate Council approved program reviews for Civil Engineering, Industrial and Manufacturing Systems Engineering, and Physical Therapy. Discussion centered on the new expedited process used to accomplish this. Hans said that there might be some merit in pulling out some nuggets of specific information that might be beneficial to the reports. Chris noted that it also might be beneficial to revisit the reviews at the end of this year to look for any emerging patterns.

Adjourned: The meeting was adjourned at 3:50pm. The next meeting is on January 12, 2007, from 2 to 4 pm in the Governance Room in Walter Hall.

Graduate Council Minutes

October 13, 2006

Attendance: Catherine Axinn, Dominic Barbato, Patricia Beamish, Duncan Brown, Carolyn Cardenas, Lee Cibrowski, Norman Humphreys, John Day, Aimee Howley, Judith Edinger, Tim Heckman, Hans Kruse, Michael Mumper, Chester Pach, Animesh Rathore, Susan Sarnoff, Nihar Shah, Robert Staron, Katherine Tadlock, Maureen Weissenrieder, Yingjiao Xu, Julia Zimmerman

Excused: David Juedes, David Drabold, Chris Mattley, David Mould, Josie Bloomfield, Angie Bukley, Joe Rota

Convened: The meeting was convened at 2:05PM.

1. Approval of September Minutes:

Minutes of the September 8, 2006 meeting were approved.

2. Chair's Report (Duncan Brown)

- A. Outlook: Graduate Council has been asked to advertise existence of Graduate Council. The Graduate Council meeting appeared in 10.13.2006 Outlook. Duncan will try to get it in the top stories for the next meeting.
- B. Membership: Duncan sent the membership list of graduate council electronically.
- C. College of Education Representative: Aimee Howley will be representing the College of Education. She replaced Glen Dodson on planning and strategy committee.
- D. Committee Membership: Duncan said that committee assignments can still be changed.
- E. Listserv: The listserv is not currently being used. Duncan said that he was having technical problems and is working with IT to clear up list. He will send email this weekend with subscription instructions for those people not currently on listserv. On Tuesday, Duncan will send out three stories from Chronicle of HE on Bologna agreement to standardize degrees in European Union and other European countries. This agreement affects admission requirements. Katherine Tadlock will speak later on current policy. The Bologna agreement is becoming a significant issue in higher education in the United States.
- F. Electronic Documents: Several members of graduate council indicated that they would like to receive documents electronically. Duncan is more than happy to do that. Electronic documents will also be printed out in packets that are distributed

at Graduate Council if they are not too large. Duncan will send out the electronic documents on the Thursday afternoon before graduate council.

3. Remarks by Michael Mumper

- A. Enrollment: Michael informed Graduate Council that graduate student enrollment up from last year. There are about 75 more students enrolled this fall than a year ago.
- B. Graduate Application: Application for Fall Quarter 2007 is up and available in online, paper, and downloadable format. The Office of Graduate Studies has already received 175 applications for Fall Quarter 2007.
- C. Graduate Student Senate Grant Program: Graduate Student Senate travel and original work grant program operated with \$24,000 last year. The Provost has agreed to a one-time only increase to \$50,000 in anticipation of allocation of money through Vision Ohio. Nihar Shah remarked that this is an opportunity to give graduate students a better opportunity to receive funding. Nihar added that graduate students spend at least \$750 per trip and that the additional funds will allow Graduate Student Senate to increase the amount given to students per award and the number of awards.
- D. Recruiting: Recruiting is underway. Usha Matta is in India right now. Vick Seefelt West just returned from Southeast Asia. Jerry is going to Southeast Asia. Eddith will speak later about Multicultural Student recruiting.
- E. GERB: Michael indicated that there are two new requests for proposals. The future growth fund is \$250,000 in one-time only funds to encourage development of graduate programs that will generate revenue. The graduate enhancement fund is to increase quality of graduate education. Michael also discussed the larger GERB major programs initiative. Sixteen proposals are being worked on around campus. Michael will post proposals to GERB website next week to encourage dialogue. Susan Sarnoff expressed concern over the short time period to submit proposals. Michael said that he will go back to committee with her concern. The due date was obtained by working backwards from the date required to implement the new money for recruitment initiatives. Catherine Axinn remarked that the committee started out with shorter time frame and that their goal was to prevent timelines from conflicting with major program reviews. The proposals were not intended to be complex proposals. Maureen Wissenrieder asked if there will be stipend enhancement & recruiting funds and Michael answered that this process replaces those in a move from stipend enhancement to program enhancement where stipends are a major way to improve programs, but will also allow for other enhancement of programs. Chester Pach asked if it is possible to get partial approval of requests and if asking for more or less money affect chances of getting proposal approved. Catherine Axinn and Michael

remarked that they are unsure of how the process will work this year because it is new.

- F. Eddith Dashiell: Eddith began by describing her role in aiding in recruitment of United States citizens that are members of underrepresented populations. She has been traveling to graduate fairs throughout the country. At the fairs, she has students fill out information form. Academic departments receive prospective student information. There has been an annual visitation for past 20 years. This year it will be held November 1 - 3. This year is the first time for her to plan it from beginning. There are many changes this year. This year the visitation will not take place on a weekend. It will start on Wednesday and end on Friday to give departments and current graduate students a better opportunity to be involved. It will provide students with an opportunity to visit real classes and get a better of idea of what it is like to be a graduate student at Ohio University. The contact list has been expanded and announcements were sent to all 4-year public and private historically black colleges and universities and other graduate director recommended institutions. This year is the first year for online registration. 107 students have registered so far: 29 from Arts & Sciences, 16 from Business, 26 from Communications, 10 from Education, 5 from Engineering, 8 from Fine Art, 10 from Heath & Human Services, and 3 from International Studies. 35 institutions. Graduate Directors are being notified of students interested in their programs so that they can attend events. Some programs host their prospective students all day Thursday. Deadline for registration is October 20. However, due to limited hotel space, registration may have to close sooner. Tim Heckman asked if students are reimbursed for their expenses. Eddith replied that travel expenses up to \$300 are reimbursed. Food and hotel accommodations are provided. Eddith added that Graduate Council members should have received an invitation to opening dinner.
- G. New Degree Offerings: Two new degrees have been approved by RACGS. Ohio University will have the authority to offer the degrees as soon as Ohio Board of Regents approves the programs.

4. Remarks by Katie Tadlock

- A. Online Application: The online app has been updated. Applications are now on a yearly update schedule. Online letters of recommendation are available. Katie will send a follow-up email will include a list of departments that have decided to use online letters of recommendation. If any departments or colleges need training on CollegeNET, please notify Katie. Susan Sarnoff asked how online letters of recommendation are verified. Katie replied that the student has to fill out email address of recommender. Departments should look at email address supplied by student to determine if they are coming from a reputable email address (for example a .edu account). Departments can search for recommender at the institution and send them email directly if there is a question about the recommendation. Katie explained the online letter of recommendation process.

The student provides the recommender email address on the application. Collegenet sends the recommender an email. Susan Sarnoff remarked that until agencies break up email accounts for individual people, this creates problems for Social work. Katie added that these are the same problems that could be encountered with letterhead. Chester Pach asked how people login to write recommendations. Katie replied that Collegenet embeds the login in an email. Duncan Brown said that departments print notices on letterhead on bulletin boards and these could be copied. Katie said that Georgia Tech & Virginia Tech have used online letters of recommendation for years and that user conferences indicate that people have been happy with them and report little misuse of online letters of recommendation. Departments that try it will report back in a year about the process. Duncan Brown said that he recommends trying the online recommendations. Chester Pach added that faculty members sometimes fail to send letters and that electronic recommendation may increase response rate. Katie added that the recommendation does allow people to copy and paste recommendations into form. Carolyn Cardenas asked if departments can have unique recommendations. Katie replied no due to the cost of developing the unique recommendation forms. However, Collegenet does have the ability to attach unique recommendation forms to an emails that are sent to students. Katie added that the Admissions Requirements Committee could survey departments to determine if blank slate recommendation is adequate or if more specific information is needed because the evaluation of the letter of recommendation has never been raised.

Duncan asked that Katie wait to talk about speaking about the policy on three year degrees until later.

5. Graduate Student Housing Issues (Jim Hintz)

Duncan remarked that Jim's visit was prompted by Graduate Priorities Implementation Committee & Graduate Student Senate's resolution about creating a website for graduate housing.

- A. Graduate Student Off-Campus Living Issues: Off-Campus living is an office within the Division of Student Affairs. It was created in 2004 to work with off-campus student population. The goals of the office include preparing undergraduate students to transition to off-campus living and deal off-campus issues. However, the office is finding that it works with more than just undergraduate students. Graduate students have come to office seeking help. The graduate student search process takes place when the majority of quality housing is taken a year in advance. Graduate students don't make the decision to come to Athens until spring. Report found that 80% of Athens housing is rental. This is not true in most communities. Occupancy rates are also higher than normal. The high demand for housing affects price and quality. Students are able to look outside Athens for better quality and lower prices. However, this creates transportation issues. Additionally, international students are trying to find

housing from outside United States. There are over 800 landlords in Athens. The search process is hard even for undergraduate students. There is no centralized way of searching for housing. At one time, the office contracted with third party vendor to provide software to create a searchable database at no cost to institution. The cost was passed on to landlords. However, it was a struggle to get buy-in from landlords because they didn't need to advertise outside of newspaper to get renters. Housing registry contract canceled. The AthensNews made a proposal to provide a searchable database. However, the deal was not approved. Some academic departments have created their own websites. Maureen Weissenrieder asked when the report was done because some complexes opened. Jim answered last winter. He added that the market is loosening up. However, larger incoming classes could decrease it. Dominic Barbato asked if President McDavis has followed up on his priority to improve housing. Jim answered that he has not had any conversations with President McDavis or his office. Carolyn Cardenas asked what a reasonable price of efficiency is and if the price has gone up. Jim answered that generally, price has leveled off. On average, rent is \$1500 a quarter per person and that efficiencies a little bit more than that. He added that landlords are trying to rent by bedroom and this creates problems for families that can't afford to pay that much per bedroom. Duncan added that international students are confused by renting per person and that Mill Street Apartments had a large group of international students from his program living there. Duncan asked Jim if he was involved in discussions to remodel the complex. Jim replied that his office was created about time decision was being made and that he was not involved in conversations. He added that if his office were in existence at the time, he would not have necessarily been at the level to be involved with the conversations. Duncan asked if Graduate Council could be involved in future discussions about ensuring that communities such as these were preserved. Jim said that there isn't a specific place where conversations have happened in university. The private sector is looking to make money and conversations happen based on that. No one group at the university is in charge. Duncan asked if the campus master plan has off-campus graduate student housing. Dominic remarked that the master planning meetings have been cancelled until January and that Ohio University is already a year behind on master plan. Dominic asked if it would be more effective to work with private developers or own the buildings. Jim answered that it depends on funding, but he is not involved in discussion. There are some debt capacity issues with institution. Private partnerships are probably the best option. The undergraduate student market is driving market. Dominic remarked that on a generous stipend, he can't afford to live at the Mill Street Apartments. Timothy Heckman asked if dorms are available to graduate students. Jim said that it is limited, but yes. However, many grad students aren't looking for that option. Animesh Rathore said that the major problem is that dorm is at least \$550 per month. The stipend is not enough to cover the expenses. Apartment complexes create transportation issues. Jim said that graduate students have said that stipends aren't enough. Housing market spending dollars are high. The problem can be solved by working on the housing market or increasing stipends. Duncan

said that he would like to add housing to graduate affairs committee and that Graduate Council should take their own experiences living in graduate student housing into consideration. Susan Sarnoff asked about information resources for families for a prospective student. Duncan said that he would get the student in touch with a current student with a similar background. Catherine Axinn added that the visitor's bureau and chamber of commerce have information. Animesh Rathore said that the graduate student handbook has some information and it is available online. Jim said that the City of Athens website also has information. Duncan asked members of Graduate Council to find other institutional policies that may work as a model at Ohio University.

6. Policies and Regulations Committee (Lee Cibrowski)

- A. Cross Listed Courses: Lee spoke with the registrar. The new software can determine if courses are double listed. The Registrar is looking in SIS to get a list of double listed courses. One possibility is that courses are cross listed between departments or there are multiple lectures in same room. Patricia Beamish added that courses also can be listed at masters and doctoral level.

7. Curriculum Committee (John Day)

- A. Seven Year Review Process: John Day motioned to accept expedited review process with only the changes from the last meeting. No need for 2nd since it is coming from a committee. All in favor. The changes will take effect with the next review process.

8. Remarks by Katie Tadlock (Continued)

- A. Bologna Accords: Duncan said that the European Union is trying to harmonize degrees across Europe. The system is based on a three year degree. He will send articles from The Chronicle of Higher Education that will explain more about what is happening. Katie said that most admissions favor 16 years from elementary to bachelor's degree. This can be 13 years + 3 years or 12 years + 4 years. Many Europeans argue that the United States' first year of college is equivalent to the European last year of high school. In Germany, 4th year of college study is 1st year of graduate study. The level of specialization in countries varies. The European system does not rely as much on liberal education as much as the US system does. The European system is more focused on research. At this time, there is no consensus on how schools are going to accept bologna accords. There is an invited discussion being held in Washington, DC. At the conclusion, there will be a workshop to discuss the issue. Katie is going to workshop. There has been no consensus from CGS discussion. Because graduates are starting to come to us, we have to decide how to evaluate these degrees. Katie suggested that this is another issue for the Admissions Requirements committee to look at. Duncan asked Katie to report on the workshop at the November Graduate Council. Michael Mumper added that some

departments want to admit students with 3 year degrees to get an edge on competition for students. Graduate Studies would like guidance from Graduate Council. Katie added that the issues with the European system are different than the issues with the Indian system. Michael added that there are also issues with institutions in the former Soviet Union. It is an 11 years + 4 years system. We need to be consistent. Carolyn Cardenas asked who will be attending the invited discussion. Katie said that it is being held by ACRO – the professional association for admissions personnel and registrars. They have experience with credentialing. Carolyn Cardenas asked what OU's peer institutions are doing. Katie said nothing yet, but they may be represented at the workshop.

9. Recruitment and Admissions Requirements Committee (Yinjiao Xu)

- A. Conflict of Interest Case: One case – Gary Ginther. The committee has two concerns: faculty members may receive different treatment and students may receive different treatment in hiring process or while working. However, graduate students are not usually hired as workers. The committee is mostly concerned about purchasing responsibilities. The committee recommends a committee be set up to make purchasing decisions. This could possibly be incorporated into an already existing committee. Julia Zimmerman said that Betsy usually makes the hiring decisions, but she can be sole person in the future. Julia also said that Jan Maxwell is willing to oversee Gary's responsibilities and that it is not unusual for librarians to seek advanced degrees in their areas. Julia said that it is not seen as a conflict and that she feels that this can go forward. Duncan said that the committee can amend the draft with changes and recommend that this go forward with the changes. Julia Zimmerman added that Gary doesn't have discretion to allocate money between departments. There is a set amount of money for each department. Duncan asked the committee to redraft and include revisions. With revisions, Duncan asked Graduate Council if they could accept the recommendation of committee. Catherine Axinn added that it should be worded that the conflict can be managed in order to minimize pressure on Gary. Hans Kruse agreed that this wording should be used. Julia added that Gary says that faculty are in control of what is purchased. Patricia Beamish asked that the draft have clear directions for dealing with purchasing. Duncan summarized that the committee proposes that Gary can register and specific provisions will be made to deal with potential conflicts. All voted in favor.

Adjourned: The meeting was adjourned at 4:14PM. The next meeting is on November 17, 2006, from 2PM to 4PM in the Governance Room in Walter Hall.

Graduate Council Minutes

September 8, 2006

Attendance: Catherine Axinn, Dominic Barbato, Josephine Bloomfield, Duncan Brown, Angie Bukley, Lee Cibrowski, Donna Conaty, John Day, Glenn Doston, Tim Heckman, David Juedes, Hans Kruse, Christine Mattley, Michael Mumper, Animesh Rathore, Josep Rota, Robert Staron, Katherine Tadlock, Maureen Weissenrieder, Yingjiao Xu, and Bill Rhinehart for Julia Zimmerman.

Excused: Pat Beamish, Carolyn Cardenas, David Drabold, Judith Edinger, David Mould, Chester Pach.

Convened: The meeting was convened at 2:05 pm.

1. Approval of May Minutes:

Minutes of the June 2nd, 2006 meeting were approved.

2. Chair's Report (Duncan Brown):

- A. Welcoming new members: Duncan welcomed new members, Tim Heckman, Robert Staron, and Dominic Barbato. He also thanked Catherine Axinn and David Juedes for extending their membership for another term.
- B. Committee List: Duncan thanked Chairs of all five committees for their work in the last academic year.
- C. Agenda via Outlook: Duncan said that starting next month he would distribute the agenda for the meeting via Outlook, the Wednesday before the meeting. This will help the university learn about our work and initiatives.
- D. Listserv: In the next few months, Duncan said that he would like to use our existing listserv to share articles in a quick and easy manner.
- E. Letter to University Curriculum Council: Duncan said that he will be sending a revision to the letter sent to UCC about the Hearing, Speech and Language Sciences program review.
- F. M.A. in Art Education: Duncan said that over the summer we voted electronically about the phase out of the above mentioned program. He said that we can avoid this from happening again by working more closely with David Thomas, chair of UCC. Duncan said that he would like to retain this option in a matter of emergency, though.

- G. Council of Graduate Schools: Given, that the deadline to submit a dissertation for the distinguished dissertation award (through CGS) is in the summer and most faculty are unavailable during that time, Duncan proposed that we identify a group at the June meeting to be involved in this process. In the past, the members of the Graduate Affairs and Fellowships committee have performed this role. This year, it was not an issue because there was only one dissertation that was submitted and it was a very strong one, so it was a fairly easy decision.
- H. Long-term goal for Graduate Council: Duncan said that the overall goal is to move towards Graduate Council spending more time on strategic issues rather than getting bogged down in things like conflict of interest cases for faculty and staff or the seven-year reviews. He added that we have already successfully begun the two track system for dealing with conflict of interest cases and it seems to be working well. And, later today we will consider implementing a similar system for seven-year reviews.
- I. Redefining the roles of some of the committees: Duncan said that he would like to continue the process of redefining the role and scope of our existing five committees. He said that we could consider renaming the Admission requirements committee, the Recruitment and Admission requirements. He informed members that Eddith Dashiell, Assistant Provost for Multicultural Graduate Affairs will attend the October meeting. She will provide an update about the change in the visitation that is held annually to facilitate minority recruitment. Another change in a committee role that Duncan suggested was for the Graduate Affairs and Fellowships committee. He noted that while we retain the name we can change the focus a little. He said that instead of spending more time on fellowships, we could spend more time on a discussion about graduate affairs. He said that some decisions made in previous years had a negative impact on the international graduate student community particularly those with children, but there was no discussion about it in any forum or group. Duncan said that having the President of Graduate Student Senate on that committee will be very helpful. Duncan said that he is hopeful that with most of the work for Vision Ohio being completed, central administration will not leave the standing committees out of the loop by operating through the multiple ad hoc committees that were created. He hopes to see a revival of the existing standing committees.
- J. Roles of the five committees of Graduate Council: In response to questions from new members, Duncan briefly described the roles of all the five committees. The Admission Requirements committee used to have to spend most of their time evaluating conflict of interest cases. But, with Faculty Senate's clarification of the policy regarding faculty seeking an

advanced degree from the college they are employed in and the expedited process of evaluating cases, this committee will have more time to attend to other issues. The Curriculum committee looks at issues about graduate curricula; this includes the seven-year reviews. The committee goes over the seven-year reviews and presents its recommendation to UCC. Graduate Affairs and Fellowships committee evaluates the applications for the nominated fellows. Last year, they sent a recommendation to the Provost to increase the number of named fellows and also the amount of scholarship offered. He added that we have not heard back from the Provost about it. The Planning and Strategy committee is fairly new; it came into existence two years ago. The idea was that since the other committees deal with day to day issues, this one could look at the big picture and the broader view regarding graduate education. Duncan added that he is hopeful that we will be able to assert our role this year in matters of strategic importance for graduate education. The Policies and Regulations committee works on either updating old policies or creating new ones. Last year, the two big accomplishments were the revision of the 260 hour policy and the initiation of a new one about granting posthumous degrees.

- K. Graduate courses offered as cross listed courses: Duncan said that he hoped that the Planning and Strategy committee could get involved in looking into the survey conducted by GSS about the number of cross-listed courses offered. He said it will be a helpful if we can flag all of the yoked courses.

- L. Graduate Priorities and Implementation Team: Duncan asked Josie to present an update about the work done by the team. Josie said that the heads of the teams met all summer long and have submitted their report to the Provost. Dru Evarts, who works in the Provost's office, created a spreadsheet with names of all recommendations, the cost and so on. There were 180 recommendations, and creation of the Graduate College was an important one, but somehow got missed from being listed on this spreadsheet. Josie added that members were unhappy when they found out that they had voted based on an incomplete list. She said that there are three major categories under which recommendations have been made, faculty resources, undergraduate education, and graduate education. She added that based on the information in today's Outlook, nine of these 180 recommendations will be implemented this fall.

3. Remarks by Michael Mumper:

- A. The new class: Michael informed Graduate Council that the number of graduate students is up from last year for the incoming class of graduate students. The number of international graduate students has also

increased from last year. This year there are 228 new international students, compared to the 151 last year. 186 out of 228 are graduate students. Michael said that is possibly the result of a combination of two factors, the relaxing of the rules of the U.S. visa policy and our recruitment travels.

Michael also informed Graduate Council that the call numbers for graduate classes at the regional campuses now have Athens call numbers. This is a change from the previous years. The responsibility has shifted from the Regional Campuses to Graduate Studies (Annette Love is the person to contact for this).

- B. Graduate student recruitment: Michael said that this is going to be the third year in our efforts to recruit international students. He added that we have \$95,000 in one time only funds for this. Efforts are on to make it a part of the base funding through the operating budget at Graduate Studies. The countries that recruiters are focusing on this year are China, India, Malaysia, Indonesia, Thailand, Korea, Turkey and Kazakhstan. Michael also informed Graduate Council about the changes in the multicultural recruitment process. Eddith Dashiell will attend the October meeting and will be able to give members more information about it. Michael said that this year there is a substantial change in the way this is being conducted. In the past (for about 20 years) about 100 to 110 candidates would come to campus and out of those 7-8 would enroll in the following fall. But, if we get 50-60 candidates to attend and about 20 to enroll, then it is a more cost effective measure.
- C. Tour of the new website: Michael Tedesco, Web Specialist at Graduate Studies showed the new Graduate Studies web site to members. He said that instead of waiting for a new website to be completed and then put into effect, the new one was being built and used parallel to the old one. He added that his efforts have focused on making the site user friendly. He noted that if members want any pages linked from the existing ones, to inform him about that. Michael said that Mark Mecum, the past president of Graduate Student Senate has created this new website and is still working remotely from Columbus to help trouble shoot. Michael added that this is the first update since 1998. In Fall 2004, the online graduate appointment interface was created and last fall we introduced the online application for graduate study at Ohio University. Michael also informed Graduate Council that the Chinese government had prevented access to ohio.edu site and now that things have been moved to the ohio.edu site, they can access Ohio University information.
- D. RACGS update: Michael said that over the summer the Board of Trustees approved the following graduate program proposals, transitional Doctor of Physical Therapy, the Masters in Financial Economics and Masters in

Biomedical engineering. These are due for their final presentation at RACGS on September 28th, 2006.

E. GERB update: Michael asked Catherine to present an update about the GERB initiatives. She said that the group worked over summer and was hoping that towards the end of the month, an announcement would be made by the Provost's office about the grants that would be available for programs. There are two kinds of grants, smaller and large amounts. She said that some grants would be on a recurring time frame, as in every other year. Michael added that he is hopeful that the request for proposals will go out sometime in the end of September, with proposals slated to come in by the end of the quarter. This would enable the disbursement of grant money by sometime in January, at least for the smaller amounts.

F. Remarks by Katie Tadlock:

i. Graduate Student Orientation: Katie informed members that with their packet today they received copies of the brochure and the program from graduate student orientation that was held on August 31, 2006. Katie said that the program was kicked off by the Provost and Michael Mumper and Dean Hogan spoke to students as well that day. Katie and Vicky Hixson did a presentation about policy that pertains to all graduate students. More than 350 students attended that event. There was a full service fair where many offices from campus participated and provided information to students. Breakout sessions were held on topics of relevance for graduate students. Campus tours could not be held because of rain.

Katie noted that this event was driven by the results and responses received from students who participated in a survey sent to incoming graduate students last year. She added that we received a good response from local businesses as well. They donated items for door prizes and gift certificates. Katie said that they have already planned a stakeholders meeting for later this fall and evaluations are being sent to students and participants of the service fair. She said that she hopes that departments will continue to support this initiative by informing their students about it and encouraging them to attend it. Katie said that having students receive all the general information at this venue can be helpful to the departments as well, so that they can focus on the department specific information in their orientation. She said that the weblink with a checklist will be accessible from the Graduate Studies webpage. She said that she would be happy to receive feedback from departments about this event.

- ii. Conflict of Interest Cases: Katie indicated to the printout that all members received about the conflict of cases that were processed since February 2006. She said that due to the expedited review in place, 28 cases were processed without them having to be presented at Graduate Council. Duncan added that this policy has been successful and he would therefore like to see a similar one in effect for the seven-year reviews.
- iii. 2007-2008 Application for graduate study: Katie informed members that the new web application for Fall 2007 will be available September 20th, 2006 onwards. She added that the new paper application will also be available soon.
- iv. Named Fellows: Katie informed members that one of the Named Fellows, Yuping Huang (from Physics) has declined the fellowship because he is leaving the university. Mark Leeman (from Communication Studies) who was the first alternate has accepted the fellowship.
- v. Staff Changes: Katie informed members that Tawna Rogers was no longer working at Graduate Studies and Betty Kincade is now the records manager for domestic applications with last names from A-L. Malinda Handy is now working at the Front desk and Anne Walker, who used to be at the Front desk, is now staffing the 593-2800 telephone line and helping Angie McCutcheon with ETD. Lisa Michna has joined the staff as Interim Assistant Director for Graduate Admissions and Orientation.

4. Curriculum Committee:

Chris explained the background behind the new proposal that is on the agenda today about initiating a two step process for the evaluation of seven-year reviews. Members discussed the best method of distribution of reviews to maintain confidentiality until the process was completed. Donna noted that if the reviews are sent as email attachments, they can be forwarded easily. She recommended having a secure log-in site to access it. Maureen suggested perhaps using Blackboard for it. Duncan noted that an email could be sent to all members that the review has been uploaded to the given site. It was recommended to change the 'could' to 'would' in the proposal in two places in the proposal. Members voted in favor of accepting the proposal.

5. Discussion:

Duncan said that he would like to continue the discussion about the role of all the committees of Graduate Council.

Hans noted that the absence of web mail has had an enormous impact on graduate students. He was hopeful that the issues could be taken care of soon, so that graduate students could access their emails from off campus.

Katie said that the Registrar and Bursar's offices rely on email to distribute grades, bills, class schedules and so on.

The meeting was adjourned at 3:50 pm. Next meeting is on October 13th, 2006 from 2 to 4 pm in the Governance Room in Walter Hall.