

# Graduate Council Minutes

## June 6, 2008

**Attendance:** Catherine Axinn, Dominic Barbato, Joseph Bernt, John Day, Howard Dewald, JoAnn Dugan, Andrew Escobedo, Jennifer Horner, David Juedes, Hans Kruse, Christine Mattley, Brian McCarthy, Mike Prudich, Josep Rota, William Shambora, Katherine Tadlock, Wanda Weinberg and Peter Wickman.

**Excused:** Judith Edinger, Kamile Geist, Tim Heckman, Aimee Howley, Jody Lamb, Greg Lusk, David Mould, Chester Pach, Animesh Rathore, Robert Staron and Yinjiao Xu.

**Convened:** The meeting was convened at 3:10 pm.

### **1. Approval of Minutes of the April meeting**

The minutes from the May 9<sup>th</sup>, 2008 meeting were approved.

### **2. Chair's Report (David Juedes)**

David thanked members whose terms are ending this year for their service to Graduate Council. He reviewed the major accomplishments:

- A. Conflict of Interest Cases: David noted that Graduate Council has been very efficient in dealing with conflict of interest cases since the inception of the expedited review process. Most of the cases, he added, were handled by Katie, in the Office of Graduate Studies. The Admissions requirements committee and Graduate Council only looked at a few cases this past year.
- B. Policy changes: David reminded members that several policy changes were approved by Graduate Council. These include, revision of the conditional admit status, and graduate student registration during the quarter in which the dissertation is being defended, and the dissertation filing fee to be paid by students.
- C. Graduate Student Senate: Graduate Council voted to support efforts by Graduate Student Senate to provide additional funding for graduate education and to improve the lives of graduate assistants.
- D. Planning and Strategy Committee: David said that this committee was very active in providing significant input on the planning document for the creation of a Graduate College. This committee also was also involved in the discussion regarding the Task Force for Centers of Excellence in Graduate and Professional Education.

- E. Program Reviews: Graduate Council only completed four program reviews during this academic year. David clarified that Graduate Council only received four reviews this year. There is a backlog of reviews from previous years that needs to be addressed, he added.

David informed members that all Chairs and Directors of departments and programs should have received an email message (sent on May 28<sup>th</sup>) with the final copy of the guidelines and evaluation criteria for the self-studies. He said that the self-studies will be entered into a secure web-form that has been developed by Central IT. The form will be available to chairs/director/graduate chairs around mid-summer he said. He also added that it is possible to designate someone else to complete the self studies.

David asked members if they would not mind meeting in Baker instead of Walter Hall. With the general consensus of the Council being affirmative, David said that he would look into finding appropriate space at Baker.

### **3. Remarks by Katie Tadlock**

- A. Test of English Proficiency: Katie proposed that the score received by applicants on the Speaking section of the iBT (Internet based TOEFL) be used as an alternative to the SPEAK test to clear International Teaching Assistants for classroom duties. She told members that the handout is a part of the packet today and this can be taken up for discussion in fall 2008. In response to David's question about other schools using this test, Katie said that this has been a discussion item on the CGS listserv and that if OU decides to accept this score, then this change would go into effect for the next academic year.
- B. GERB: Katie informed members that three recommendations have been forwarded to the Provost for review.
- C. Graduate Programs: Three new cohorts of existing programs are pending and are hopeful of fall start dates. The programs are: Principalship Master's plus Licensure at Pickerington and Southern/Chillicothe campus, Instructional Technology Certificate program on the southern campus, and the Special Education Master's in Lancaster.
- D. OGA: Katie informed members that the Online Graduate Appointment system is open for the 2008-09 fiscal year. The new system includes the Graduate Assistant Health Insurance subsidy.

- E. Graduate Commencement: Katie reminded members that graduate commencement is on the 13<sup>th</sup> (next Friday) and that approximately 70 doctoral students are expected to participate in the ceremony.
- F. Thanks: Katie thanked all members of Graduate Council for their support this academic year. She said that Dr. Bose will begin his appointment on July 1.

#### 4. New Business

- A. Planning and Strategy Committee (Hans Kruse):
  - i. Resolution concerning task force on the creation of Graduate College: Hans informed members that the resolution will be attached to the report, so that it becomes a part of it. He added that the resolution is a part of the packet today.

Graduate Council voted in favor of accepting the resolution as a part of the Report for the Graduate College Task Force.

- B. Admissions Requirement Committee (Catherine Axinn): Catherine told members that the memo written by Shawn Ostermann (included in the packet today) satisfactorily addresses the concerns that the committee had about one of Ralph Kelsey's supervisors being his academic advisor as well. David said that per the recommendations of the accrediting body for EECS, an effort is being made to continue the development of Group II faculty.

Graduate Council voted in favor (16-to-1) of the recommendation of the committee to accept the memo and let Ralph Kelsey begin his master's program.

- C. Policy and Regulations Committee (Brian McCarthy): Brian presented Ohio University Policy and Procedure 20.109 (<http://www.ohiou.edu/policy/20-109.html>) for revision and review. The policy states that "*Generally, graduate students employed on Graduate Associate contracts shall not receive remuneration from departments of the University other than the department from which the student holds the contract. The Dean of the College may make exceptions to this policy upon the request of the department or graduate student.*" Brian informed members that this particular policy has not been reviewed for almost 20 years. The proposal seeks to regularize the employment of graduate students to a maximum of 20 hours per week. Katie recommended that if a department needed the services for more than 20 hours per week, then they could consider hiring the student on a Group III contract.

Discussion focused on various issues related to the policy. Howard asked that it would be helpful to have begin and end dates of the time period

listed as well. This is particularly helpful in the case of students who work in laboratories. In response to Joann's question about a student working for only 10 hours for a department and wanting to work more, Katie responded that the student would need the approval of the first department to add more hours of work per week. Jennifer said that the student's do not seem to be aware of this rule as well. Since, the letter noting their assistantship does not mention that they cannot exceed 20 hours a week, they do not always read all the information on the guidelines which are electronic. Katie said that they can probably add an affirmative check off at the portal before the student accepts or declines the appointment.

Peter said that since the start and end dates of work are not clear, some students face pressure from their departments regarding that. He asked if the awards could be disbursed over a period of 12 months versus nine months. Brian said that TAs also have the same issue about start and end dates. He asked if the first day of classes is considered as the first day of work and the last day of examinations as the last day of work. He added that this should be clarified.

Joe Bernt asked about Research Assistants working over the summer and during the winter break. Brian said that there is no cap on what an RA can be paid. The limit for the Ph.D. students is \$16,000 a year but if someone is being funded through a grant, it can be even \$20,000. Joe added that this policy has a lot of variation across departments and the enforcement and interpretation ends up being at the discretion of the department. He also said that we should look at labor laws of the state. Joe asked about employment outside the university as well. Jennifer said that they can advise against it, but it probably cannot be monitored. Also, it was noted that the process to get approvals from departments if a student wishes to work more than what his parent department has offered can be rather cumbersome. It was also reiterated that the appointment should note dates versus quarters to ensure clarity of expectations. It was also noted that it would indeed be helpful to have a policy that is consistent across Colleges.

- D. Curriculum Committee (Chris Mattley): Chris informed members that there were no new program reviews that came to the committee this month. Joe Rota brought to everyone's attention that UIC had approved the Sports Administration program with the University of Hong Kong. He said that is the same program that was earlier approved in collaboration with Sun Yat-Sen University. Sun Yat-Sen did not receive the Ministry of Higher Education approval in China, so a new partner was sought. Jennifer said that she has not seen the program proposal as well. Joe Bernt asked about this mode of receiving programs at the last minute for approval. This does not give members of Graduate Council to examine

the proposal. John Day attributed to the fact that there is no flow chart to note the process of approvals that a new program needs to receive, or, if a current program is going to be offered in a new location, etc. He said that it will be immensely helpful to have this process outlined. The proposal was tabled for the next meeting.

Catherine Axinn thanked Dominic for his work as the GSS president.

The meeting was adjourned at 4:30 pm. The next meeting is on September 12<sup>th</sup>, 2008 from 2 to 4 pm.

# Graduate Council Minutes

## May 9, 2008

**Attendance:** Catherine Axinn, Dominic Barbato, Jacqueline Bennett-Hanning for Howard Dewald, Judith Edinger, Andrew Escobedo, Kamile Geist, Jennifer Horner, Aimee Howley, David Juedes, Hans Kruse, Jody Lamb, Christine Mattley, Animesh Rathore, Josep Rota, William Shambora, Robert Staron, Katherine Tadlock, Wanda Weinberg, Peter Wickman and Yinjiao Xu.

**Excused:** Joseph Bernt, John Day, Howard Dewald, JoAnn Dugan, Tim Heckman, Greg Lusk, Brian McCarthy, David Mould, Chester Pach and Mike Prudich.

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

### 1. Approval of Minutes of the April meeting

The minutes from the April 11<sup>th</sup>, 2008 meeting were approved.

### 2. Chair's Report (David Juedes)

- A. Task Force on Centers of Excellence in Graduate and Professional Education: David Juedes informed members of the Graduate Council that the task force received between 25 and 30 responses to the set of guidelines and rating criteria that were distributed at the end of March. He said that 23 responses were received for the online feedback form and several responses came via electronic mail. The overall results of the on-line feedback form were positive.

David clarified that the intent is not to rank programs and that Masters programs are not being ranked against doctoral programs. He said that within a week or two, final guidelines along with information regarding how the comments about the rubric and grading criteria were addressed will be sent. He said that starting July 1, the online and paper forms for completing the self study will be available. He recommended that the departments could get started on this now as well and that the graduate chairs could delegate parts of this to multiple faculty. The deadline to submit the completed self-studies is October 1. This will enable the Task Force to compile its report by the end of the calendar year.

Aimee noted that in the OSU report it seemed like some programs were on a moratorium and did not go forward with the self study. She asked if the Task Force had taken the fact that if a program was undergoing major

transformation into consideration. David said that the 'age' of the program question would be able to factor that in.

Andrew expressed concern about the timeline for the completion of the self-study. He said that he understands the significance of this, but since a lot of this data is only available to graduate chairs, delegation of certain parts to other faculty might not prove helpful. David recommended that members send an email to Ben Ogles, the chair of the Task Force to express concern about the timeline. He added that the December 31, 2008 deadline is the deadline for the state and that the Task Force has to be able to read the 90 or so of these self studies in two months and prepare the report for the state. He added that they will also look for some feedback from the Deans and maybe from the Dean of the new Graduate College as well.

Catherine said that some Colleges have a system where up to date vitas of faculty are available electronically. Andrew said that the College of Arts and Sciences does not have these documents available electronically, they only have paper copies. David said that the hardest part of these self-studies, he believes, is to identify the research and scholarly activities that the students have been involved in. That information will need to come from each faculty member individually. He added that Institutional Research will help with this process by making specific data available for each College. Aimee added that she was informed that Mike Williford will be putting together a packet for each College instead of making that information available online.

Hans raised the issue about the results of the feedback form, asking if the concerns of the 13% who did not consider this appropriate are being addressed or not. David replied to Hans statement/question by mentioning that the survey included section by section comments as well, and that the section by section comments were more positive.

- B. OSU Review of Graduate Programs: David said that in the last meeting Chester had asked a question about the process that OSU used to review their Ph.D. programs. This is a direct quote from their full report: "The Graduate School has carried out an assessment of all doctoral programs at Ohio State making use of data compiled by the Office of Institutional Research and Planning and the Graduate School; reports submitted by the Colleges. And a review of the reports by a committee of distinguished faculty at Ohio State and two highly respected graduate deans from Illinois and Princeton. Graduate programs are embedded in the overall research, teaching, and service activities of departments and colleges, and the doctoral assessment process also provided valuable information on those activities"

David added that he was told that they used data from the latest NRC survey.

- C. Graduate Student Health Insurance Waiver: David told members that a few days after the April meeting, he sent a memo to the Provost to express support for the health insurance waiver for graduate assistants. He added that he was happy to read in the Post a few days later that the waiver had been approved.

### **3. Remarks by Katie Tadlock**

- A. Graduate Student Health Insurance: Katie acknowledged the role of Dominic Barbato and Graduate Student Senate. She said that \$110,000 has been made available to subsidize health insurance cost for Gas/TAs/RAs and for the College of Medicine.
- B. Graduate Tuition Waivers: Katie informed members that at this point in time it seems that each College will have the same number of quarters in tuition and recruitment scholarships like last year. She added that she is still waiting for final amounts for each College which is pending final decision on shifting general fee to instructional fee.
- C. GERB: The GERB meeting next week will review proposals for the new round of “mini-GERB” funding.
- D. Graduate College Task Force: Katie informed members that the final report of the task force has been submitted to the Provost. She added that she has forwarded that version to all members.
- E. RACGS: Katie informed members that the Ph.D. proposal for Civil Engineering has been posted on the OBOR site for public comment. It will be taken off after two weeks and will then go to the Board of Regents for approval.

She said that the Governor and Chancellor are concerned about not having enough instructors to teach in nursing schools. They might make funds available to hire new faculty.

Katie informed members that an announcement for a new round of proposals for Choose Ohio First will be coming shortly (on May 13<sup>th</sup>).

Katie told members that with the state’s focus on economic growth and workplace development, we might see recommendations for modeling decreases of 5 and 10% for the next budget year.

- F. International Week: Katie reminded members that International week begins on the 11<sup>th</sup> and culminates on Saturday May 17<sup>th</sup>, with the street fair.
- G. Student Research and Creativity Fair: Katie informed members that the Student Research and Creativity Fair will be held on May 15<sup>th</sup> from 12:30 to 2:30 at the Convocation Center.

#### 4. New Business

- A. Planning and Strategy Committee (Hans Kruse):
  - i. Resolution concerning task force on the creation of Graduate College: Hans informed members that he and the committee are fully supportive of the spirit of the document. The document could however, have used a couple of more rounds of editing, he added. That would just facilitate for clarifying issues and decrease the chances of misunderstanding. He recommended adding text that includes the full mission of the Graduate Council to the document. He added that the fact that this is an advisory body to the Dean is not going to change, unless Faculty Senate proposes it.

Jennifer asked for clarification regarding starting new graduate programs. Hans said that for a new graduate program, the Dean would first need the approval of Graduate Council and then that of UCC. He added that currently we follow the same procedure as well. Hans said that since the Graduate College would be the home for interdisciplinary programs, it could be perceived that the Graduate College could initiate new programs on its own. He said that he is aware that it was not the intention of the task force to do so. But, the document as it stands currently can be misread due to the lack of consistency.

Joe Rota asked if it was too late to edit the document. Hans said that given the limited amount of time available, it was not possible to edit the document in its entirety. Following discussion on adopting the resolution, Katie recommended that another resolution can be proposed wherein the resolution put forth by the Planning and Strategy committee be included as part of the Report from the Graduate College Task Force. Catherine added that if the report can still be edited, then it is better to do so and if it cannot, then we can move ahead with the resolution proposed by Katie.

The meeting was adjourned at 3:00 pm. The next meeting is on June 6<sup>th</sup>, 2008 in the Governance room in Walter Hall from 3 to 5 pm.

# Graduate Council Minutes

## April 11, 2008

**Attendance:** Catherine Axinn, Dominic Barbato, Joseph Bernt, John Day, Judith Edinger, Howard Dewald, JoAnn Dugan, Kamile Geist, Jennifer Horner, Aimee Howley, David Juedes, Hans Kruse, Christine Mattley, Brian McCarthy, David Mould, Chester Pach, Mike Prudich, Animesh Rathore, Josep Rota, William Shambora, Robert Staron, Katherine Tadlock, Wanda Weinberg, and Peter Wickman.

**Excused:** Andrew Escobedo, Tim Heckman, Jody Lamb, Greg Lusk, and Yinjiao Xu.

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

### 1. Approval of Minutes of the March meeting

The minutes from the March 14<sup>th</sup>, 2008 meeting were approved as written. In response to the minutes, Joe Rota observed that more domestic students than international students receive financial aid. He added that it is a misconception that international students receive more aid than domestic students.

### 2. Chair's Report (David Juedes)

A. Task Force on Centers of Excellence in Graduate and Professional Education: David Juedes informed members of the Graduate Council that the email with links to the draft of the guidelines for the self-studies, a draft of the associated rubric, and the survey was sent earlier this week. He added that the Task Force will review the results of the survey and will make appropriate changes to both the self-study guidelines and the evaluation criteria. He added that the self-studies will be due sometime in the fall. David said that OSU has already completed the self-studies and recommendations have been made. He informed members that today's packet includes an article published in the Columbus Dispatch that discusses the OSU report.

Chester asked if the Task Force had looked at the self-study format that OSU used. David said that they had seen an earlier study of doctoral programs at OSU, but he did not know whether that was the one used to conduct the self-studies this time. Chester added that if it has taken the Task Force six months to put together the guidelines, the departments should have enough time to complete the studies as well. Aimee asked if the Chancellor had identified a time frame for these studies to be completed by all universities. She added that the Deans were told that

December 31, 2008 was the deadline for the completion of the self-studies, including the under graduate component. Hans said that the end of the calendar year is when the completed studies are expected.

- B. Graduate College: David told members that a print out of the final draft report of the Task Force is included in today's packet. Sergio Ulloa will give this report to the Provost sometime next week, he added.
- C. Online Courses: David informed members that UCC is working on a set of guiding principles for online education at Ohio University. He said that there will be a new instruction code for online courses. Under the current proposal, approval of online courses will go through UCC. A course that is currently taught traditionally may be offered as an online course once a course change form is approved by UCC. Under such a system, a course could be offered both online and through traditional approaches during the same quarter.

### **3. Remarks by Katie Tadlock**

- A. Ph.D. in Civil Engineering: Katie informed members that the proposal for the Ph.D. in Civil Engineering was approved at the last RACGS meeting and now it will be forwarded to the Board of Trustees for their approval.
- B. Reducing the General Fee: Katie informed members that in the current Vision Ohio implementation plan, rebalancing the general fee and tuition is a priority. The total footprint of the amount paid by students will not change, but it addresses concerns about the kinds of things funded by the general fee. The general fee will be reduced by about \$75-80 and the tuition will increase by the same amount. The general fee will be around \$513 per quarter now. The increase in tuition is not a concern for students holding appointments, since that will be waived per their contract. This requires about \$269,000 in additional funding for existing tuition waivers to support the endeavor.
- C. Graduate Tuition Waivers: Katie informed members that at this point in time no new funds are expected to be added to that pool. And that it is okay to assume a status quo regarding the graduate tuition waiver allocations for Colleges. She added that Dr. Bose might have some other ideas for graduate tuition waivers for future years, but that would be discussed later.
- D. Application Update: Katie informed members that graduate applications remain up by 7% and admits are up by 2%. Katie also said that per the preliminary report put forth by CGS, international applications have increased by 3% nationally. So, we are higher than the national average

for that statistic. She added that currently undergraduate admits are down, based on the number of housing deposits paid.

- E. Graduate Studies/Research and Sponsored Programs Transition Team: Katie informed members that the Provost has appointed a transition team comprised of staff from both units to identify potential areas for collaboration, synergy, and efficiency. This is in preparation for the upcoming merger of the two units. The report is due to the Provost in mid June.

#### **4. New Business**

- A. Planning and Strategy Committee (Hans Kruse):
- i. Discussion of documents related to Graduate Education: Hans said that the role of Graduate Council seems to be about the same as it was noted in the previous draft. He said that he has sent some edits to Sergio, and that the Task Force is planning to submit the document to the Provost on Monday. He encouraged members to send feedback to Sergio. David added that if members feel that something does not seem right and needs to be corrected, then they should send their comments to Sergio. He said that we are an integral part of graduate education and we can have our voices heard by providing feedback.
- B. Graduate Student Affairs and Fellowships Committee (William Shambora): William informed members that the committee received 21 applications. He said that three of those were from the Center for International Studies and that it would have been appropriate to have had only one from the Center. This put the burden of selecting one out of the three on the committee. He added that for the future, this recommendation might be made to the Center. In response to Chester's question about the stipend amount, Katie said that she is hoping that the Office of Graduate Studies (?) will be able to underwrite the general fee for all the recipients. She also said that this year the number of applications was higher than it has ever been in the past. Typically 15 to 17 applications have been received in the past.

Graduate Council approved the recommendations made by the committee regarding the Named Fellowships.

- C. Curriculum Committee (Chris Mattley):
- i. Overview of Second MSW Cohort: Katie informed members that the Ohio Board of Regents has already been informed about this. Graduate Council voted in favor of approving the delivery of the existing MSW program in Cohort format at Ohio University-Zanesville's Cambridge Satellite.

- D. Student Health Insurance (Dominic Barbato): Dominic informed members that the Graduate Student Senate is in the process of renegotiating the Health Insurance Plan. A few of the items that are under discussion are increasing the outpatient drug coverage from the current limit of \$1000 to higher values and increasing the coverage for catastrophic illness from \$50,000 to \$100,000 annually. He said that the students are locked in with the current plan for the next academic year as well, but for the future years a different plan can be worked out.

Dominic said that some members of the Geography department at Penn State University calculated the living wages for all parts of the country and based on that, the living wage for Athens is \$14,002 per year. He said that at this point in time, only 140 graduate students receive that much. Chester said that he applauds these efforts. He presented an example of the quality of health care available at Hudson. He said that one of the students from his department was involved in an accident. He went to Hudson, where they did an X-ray and told him that it was a sprain. When he went home to Canada and had another X-ray he was told that he had a fracture. Upon his return he went for follow up back to Hudson and he was told that the X-ray machine was broken, and no referral was given to him either. Chester said that he hopes that the increase in the premiums will be used appropriately for providing better health care at Hudson.

Graduate Council moves to strongly recommend bearing in mind the competitiveness of the graduate programs to provide additional support to Graduate Assistants in the form of fee waivers for health insurance. David Juedes will draft the resolution to send to the Provost.

- E. Reasons for not accepting admission offers at OU: There was a general discussion about the question of whether stipends for graduate students at Ohio University were competitive in comparison to our peers in the state and nationally. Joe Bernt said that it would be helpful to conduct a survey of graduate chairs to identify and list reasons noted by admitted students who decline admission offers. He said even anecdotal information will be helpful. Chester agreed that it would be helpful to have that kind of information, but also stated that usually this kind of information is not forthcoming when admissions are declined. Animesh said that if a department requires that the acceptance or denial be communicated in writing, then that might increase the chances of getting this information. David Juedes said that the stipend at one of the schools in his discipline is \$30,000 a year.

Peter said that sometimes it is hard to determine the financial footprint, since the scholarship packets have so many other fees and insurance charges associated with them. Dominic added that this problem is compounded by the fact that some students have a half or three-quarter

assistantship. Catherine said that data akin to this was a part of the GERB proposals, so it can be gleaned from those documents. The comparative data was compiled by researching competitive programs. Chester added that some of this data will be a part of the self-studies that the programs will be conducting. David said that the national bodies for most disciplines usually have such data.

Dominic said that today, 5 pm is the deadline for submission of outstanding faculty award. He said that so far 31 applications nominating 26 faculty members have been received.

The meeting was adjourned at 3:25 pm. The next meeting is on May 9<sup>th</sup>, 2008 in the Governance room in Walter Hall from 2 to 4 pm.

# Graduate Council Minutes

## March 14, 2008

**Attendance:** Catherine Axinn, Dominic Barbato, Joseph Bernt, Joanne Bray for Judith Edinger, Howard Dewald, JoAnn Dugan, Kamile Geist, Jennifer Horner, Aimee Howley, David Juedes, Hans Kruse, Jody Lamb, Brian McCarthy, David Mould, Chester Pach, Mike Prudich, Josep Rota, Robert Staron, Katherine Tadlock, Wanda Weinberg, and Peter Wickman.

**Excused:** John Day, Andrew Escobedo, Judith Edinger, Tim Heckman, Greg Lusk, Christine Mattley, Animesh Rathore, William Shambora, and Yinjiao Xu.

**Guest:** Sergio Ulloa

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

### 1. Approval of Minutes of the February meeting

The minutes from the February 8<sup>th</sup>, 2008 meeting were approved.

### 2. Chair's Report (David Juedes)

- A. Task Force on Centers of Excellence in Graduate and Professional Education: David Juedes informed members of the Graduate Council that the Task Force is completing work on a draft of the self-study format along with an evaluation rubric that will be used to grade each self-study. He added that the self-study format and the evaluation rubric will be ready for a round of comments within a week or two. David Juedes said that the Task Force will solicit comments via a feedback form.
- Hans said that the kind of information required seems akin to required for a seven-year review. David said that similar comprehensive reviews have been carried out at other schools (for example at OSU and Western Michigan) and we can use this information for those reviews. Joe Bernt recommended having the review due in the Fall and not in the summer. Jennifer said that the document notes 'excellence', but excellence has not been defined. She added that a list of criteria will be very helpful to have so that everyone knows what they are being graded for. Jennifer also felt that some of the data required for this process can be accessed from the Office of Institutional Research, instead of each department trying to compile that on their own. David Juedes responded saying that an evaluation rubric will be included in the self-study form, so the criteria will be listed there. He also added that the Task Force has been working with Mike Williford, and he will have the relevant tables easily accessible. David Mould said that the departments that compiled data for the NRC

survey, found that some of the data received from the Institutional Research was unreliable.

Howard suggested including the current graduate chairs as a constituent group as well. He added that since the College of Arts and Sciences does not have any graduate faculty, the graduate chairs will be the ones completing the self-study. Discussion focused on the criteria for the designation of graduate faculty. Howard said that currently even Group two and four faculty can also serve on dissertation committees in their College. David Juedes added that it will be up to each College to generate their own criteria for designation of graduate faculty.

David Mould expressed appreciation to Katie and David Juedes for serving on the Task Force.

- B. Program Reviews: David told members that Graduate Council should see some program reviews shortly, namely Journalism, EECS, Chemical Engineering and Communication Studies.
- C. Graduate Student Contract Grievance Board: David informed members that Hans and Catherine have agreed to serve on this board. He added that two graduate students have been appointed to the board by GSS. Katie added that since the year 2000, there has not been a reason to have any meetings since there has been no complaint or grievance. Joe Bernt added that historically the Policies and Regulations committee used to deal with the grievances, if ever there was one.

### **3. Remarks by Katie Tadlock**

- A. Mini-GERB Future Growth Fund: Katie informed members that proposals for the Mini-GERB Future Growth Fund are due by April 11. The award will be a one-time-only \$250,000; the focus is on the regional Master's or fee-paying Doctoral programs.
- B. Enrollment Update: Katie informed members that currently graduate applications are 7% above at this time last year. She added that we have seen a significant increase in numbers from countries where we recruited. Katie said that with the increased numbers we have seen an increase in diversity and visa types and many complex immigration issues. She added that with ISFS is understaffed to handle these increasing numbers. Joe Bernt asked about recruiting in Ohio and other neighboring states. Katie said that since there has been no centralized effort for that, there is no funding for that initiative. She added that it is typically left to the departments to do so. Joe added that sometimes it is easier to bring fee-paying domestic students instead of international students. Most of the international students look for funding and in the absence of funding it is

hard to attract them. Domestic students however, are not always dependent on funding offered by the departments.

- C. Graduate Student Health Care Subsidy: Katie informed members that this is a priority for GSS and they will be meeting with John Day the following week about it.
- D. Named Fellowships: Katie informed members that the deadline for nominations for the Named Fellowships is March 19<sup>th</sup> and that packets will be provided to committee members by March 21<sup>st</sup>. She added that the awards will be announced at the April meeting.
- E. Ph.D. in Civil Engineering: Katie informed members that she will be presenting the proposal for the Ph.D. in Civil Engineering to RACGS on March 28<sup>th</sup>.
- F. SIS Update: Katie said that the new product, PeopleSoft will replace the existing SIS. She said that the Fit/Gap sessions will begin soon.

#### **4. Task Force on the Creation of Graduate College**

Sergio informed members that the members of the Policies and Regulations committee worked with the Task Force. Hans added that the committee went through a draft of the document that is a part of today's packet. Sergio noted that the document has a better structure now and the focus has been on getting the language right and the details clear. Joe Bernt said that it is noted in the document that the Graduate Council is a legislative body for the Dean of the College. But, the document does not seem to be infused with that notion. He also added if the Dean represents one area of academe, then the Associate Deans should represent other disciplines, this would make for a good complementary administrative structure.

Joe Rota cautioned about duplication of services. He said that some of the international services noted in there will already be housed in the new proposed Division of International Affairs. He also said that the Directors from the Center for International Studies have been concerned about having oversight by the Graduate College. The Center has been an autonomous body with degree granting authority since 1967. It was noted that it is important for programs to have a 'home' college. The other academic departments do not have that problem.

Discussion also focused on the role of UCC and Graduate Council in the program review process. Hans said that the timeliness of the reviews and the process needs some tweaking to ensure that the process is carried out efficiently. Catherine said that there isn't much training for faculty when

they get assigned to the review process. She said that the delay in the reviews is not a function of malice but rather happens due to neglect and not enough knowledge about the process. The only remuneration involved in this process is for the external reviewer, and sometimes even they are too busy to present their reports on time. David Juedes added that the Provost's office could enforce a timeline and also provide resources to faculty for the review process. Mike Prudich added that an external reviewer for their program was on campus in early January and so far they have not received the report. Joe Bernt added that information does not get disseminated to the people who actually have to do the work. Sergio said that there is concern about the graduate faculty status and since every College will have its own guidelines, it might be appropriate for Graduate Council to approve those. Joe Bernt said that this body ought to establish minimal standards at least. David Juedes asked if one would have to have the graduate faculty standing to be able to serve on Graduate Council. He also asked if the rights and responsibilities of a graduate faculty designation are noted in the document. Sergio said that when they tried to include such information in the document, it seemed to be rather limiting in nature and it was then decided to let the schools set their own guidelines.

Catherine Axinn brought member's attention to the list of goals of the graduate college. She said that if they are not listed in an order of priority, then that should be clarified, so that there is no room for misinterpretation. Jennifer Horner said that it is also important to clarify the difference between the approval and acceptance of a thesis and/or dissertation. She added that it is for the academic college to approve the document and the role of the TAD office would be to accept it.

Chester asked about the mandate that all schools and departments have an ethical code for graduate students. Sergio said that several department chairs explicitly requested that to be added. Hans said that it might be worthwhile to revisit the document to see if it indeed is the right place to have ethical guidelines for students. It might streamline the document to eliminate some things that are not central to the mission of the document. He added that the deleted items can take the form of a to-do list for the Dean or this body. Chester said that this document ought to be like a constitution, i.e., establish basic principles and procedures where required and leave the rest to the legislative bodies. Joe Bernt added that the student handbook addresses academic honesty and ethical policies and that Student Affairs could look into it. Catherine Axinn added that much of the language of the document is an embodiment of discussions that take place in this body. So, it is definitely a good idea to ensure that there is no duplication of efforts.

## **5. New Business**

- A. Admissions Requirements Committee: Graduate Council approved the proposal put forth by the committee regarding Diane Bouvier's conflict of interest case.
- B. Program Development Plan for Master of Engineering in Engineering Management: This program development plan was approved by the Russ College of Engineering and Technology in the Fall and has had two readings at UCC. The Department of Industrial and Systems Engineering is already offering essentially the same program to students at the branch campuses under its Master of Science in Industrial and Systems Engineering major. This program development plan seeks approval from the state to get permission to complete a full new program proposal for this new degree program. The new degree name (M.E instead of the M.S.) better represents the nature of the program. Joe Bernt said that the document notes the date for the Vision Ohio document as 2004, he said that does not seem correct. Joe Rota said that he could easily get a cohort for this program in Dubai. Katie said that the separation of the M.S. and M.E. follows the national trend to separate the theoretical knowledge building programs from the professional programs where this would be a terminal degree for someone not wanting to pursue a research option.
- C. Student Health Insurance: Dominic Barbato said that per the new proposal all graduate students who have a graduate appointment will pay \$89 less every quarter. He added that the University of Cincinnati has a similar program. So, if OU institutes this measure, it will put us ahead of some of the other schools. Aimee said that graduate assistantships are disproportionately distributed across campus and as a result of that the fee paying students bear the burden of a high tuition rate. Dominic said that he would eventually like to see this waiver be applied to all graduate students irrespective of them having an appointment. But, at this point in time, this proposal only seeks to provide the waiver to graduate students with an appointment. Joe Bernt asked if graduate students had any comments about the coverage provided by the insurance. Dominic said that the coverage has a ceiling for \$50,000 for one illness, there is no dental coverage and there is extremely limited vision coverage. Brian McCarthy added that the current insurance plan hinders recruitment because it does not cover pre-existing conditions. David Juedes said that in the Fall Graduate Council had voted to support an earlier, comprehensive resolution by GSS that included statements about graduate student health care, and so he could draft a letter to the Provost reiterating Graduate Council's support for these efforts.

The meeting was adjourned at 4:10 pm. The next meeting is on April 11<sup>th</sup>, 2008 in the Governance room in Walter Hall from 2 to 4 pm.

# Graduate Council Minutes

## February 8, 2008

**Attendance:** Joseph Bernt, Joanne Bray for Judith Edinger, John Day, Howard Dewald, JoAnn Dugan, Andrew Escobedo, Kamile Geist, Jennifer Horner, David Juedes, Hans Kruse, Jody Lamb, Christine Mattley, Brian McCarthy, Mike Prudich, Josep Rota, William Shambora, Katherine Tadlock.

**Excused:** Catherine Axinn, Dominic Barbato, Judith Edinger, Tim Heckman, Aimee Howley, David Mould, Chester Pach, Animesh Rathore, Robert Staron, Wanda Weinberg, Peter Wickman, and Yinjiao Xu.

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

### 1. Approval of Minutes of the January meeting

The minutes from the January 11<sup>th</sup>, 2008 meeting were approved.

### 2. Chair's Report (David Juedes)

- A. Candidate Forums: David encouraged members of the Graduate Council to attend the forums for the candidates for the VP for Research/Dean of Graduate College. He said that two candidates have already been on campus and two more are slated to arrive next week (11<sup>th</sup> and 12<sup>th</sup> of February) and the following week (19<sup>th</sup> and 20<sup>th</sup> of February).
- B. Task Force on Centers of Excellence in Graduate and Professional Education: David told members that the progress on the questionnaires for the self-study has been slow and steady so far. He said that he expects to present a meaningful draft of the questionnaire to Graduate Council at the next meeting.

### 3. Remarks by Katie Tadlock

- A. GERB Awards: Katie informed members that the two awards were made to the Creative Writing Program in the Department of English and to the Nanoscale and Quantum Phenomena Institute. The money made available to them is going to be added to their base budget.
- B. Mini-GERB: Katie informed members that the Provost has asked that this initiative move forward. The focus is on the regional Masters and fee-paying Doctoral programs. The programs will receive one-time-only program enhancement money.

- C. Graduate College Task Force: Katie said that during the last few meetings the Task Force has been focused on identifying metrics and they will share some of this information at the Founder's Day celebrations.
- D. CGS—April 15<sup>th</sup> deadline: Katie said that questions have arisen about enforcing the deadline for students starting their programs in the summer. She clarified that departments can ask students to make a commitment at an earlier date, if the starting date of the program is in the summer. She added that, per CGS, "A few months ago we had a similar inquiry about the interpretation of the resolution for offers to begin in the spring session. As you know, the language in the resolution is for the next academic year. There is probably general agreement that a spring term is in the same academic year as the previous fall term. Some institutions treat summer terms as the beginning of a new academic year and some as the end of the academic year starting previous fall. So, the strict interpretation of the resolution depends upon how your institution treats the summer session".
- E. Dean/VP Interviews: Katie informed members that Dr. Paul Sanberg and Dr. Jack McIver have already been on campus. Dr. Mark Welker and Dr. Rathindra Bose will be on campus on the 11<sup>th</sup> and 12<sup>th</sup> and 19<sup>th</sup> and 20<sup>th</sup> of February respectively.
- F. Enrollment Update: Katie informed members that graduate applications are up by 267 from last year at this point in time. Out of those 234 are international applications.
- G. Graduation Fair: Katie informed members that a graduate fair will be held on April 15<sup>th</sup> and 16<sup>th</sup>. This is modeled after similar fairs at other institutions. The focus of the fair is on graduating seniors, but it is intended to be a one-stop affair with the Bursar, Registrar, Alumni, and Public Occasions offices all being represented there. Staff members from the office of Graduate Studies will also be there to answer questions and provide information about participation in commencement to doctoral students. A major change from last year is that the academic regalia will now be available for pick up at Baker Center rather than Memorial Auditorium.
- H. Five Year Academic Plan: Katie brought member's attention to the handout about the five year plan in the packet. She said that the document lists increasing strategic investment in targeted graduate education and professional programs, investing in financial support for graduate students, and strengthening research and creative activity in targeted areas as some of the objectives.

#### 4. New Business

- A. Policies and Regulations Committee (Dissertation Filing Fee): Brian McCarthy presented the proposal on behalf of the committee that the filing fee be paid by the students starting Fall 2008. David asked who would collect the fee. Katie said that the fee will be paid at the time of the submission of the dissertation and the Thesis and Dissertation Services office will collect the fee.

Graduate Council approved the proposal for the fee to be charged to the graduating students with two members dissenting. Two members voted against the measure: Joseph Bernt and Chester Pach (as communicated by David Juedes).

David informed members that the proposal will now be sent to the Provost for her approval.

- B. Admissions Requirements Committee (Conflict of Interest): Per the recommendation of the Admissions Requirements committee, Graduate Council approved the management plan proposed by the department for Greg Polgar's conflict of interest case.

- C. Curriculum Committee (MBA program in China): Per the recommendation of the Curriculum Committee, Graduate Council approved the proposal for the MBA program to be offered in association with the International College of Beijing at China Agriculture University.

Andrew asked about the credentials of the faculty who will be hired in China. John said that the faculty will go through an approval process. Katie said that the North Central Association also needs to be informed that OU will be offering this program in China. She added that this process can happen at the time the campus processes of approval are taking place.

The meeting was adjourned at 2:40 pm. The next meeting is on March 14<sup>th</sup>, 2008 in the Governance room in Walter Hall from 2 to 4 pm.

# Graduate Council Minutes

## January 11, 2008

**Attendance:** Catherine Axinn, Dominic Barbato, Joseph Bernt, Joanne Bray for Judith Edinger, John Day, Howard Dewald, JoAnn Dugan, Andrew Escobedo, Kamile Geist, Jennifer Horner, Aimee Howley, David Juedes, Hans Kruse, Jody Lamb, , Brian McCarthy, Chester Pach, Mike Prudich, Animesh Rathore, Josep Rota, Robert Staron, William Shambora, Katherine Tadlock, Wanda Weinberg, Peter Wickman, and Yinjiao Xu.

**Excused:** Judith Edinger, Tim Heckman, Christine Mattley, and David Mould.

**Guest:** Sergio Ulloa

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

### 1. Approval of Minutes of the November meeting

The minutes from the November 9<sup>th</sup>, 2007 meeting were approved, with a correction that David Mould attended the meeting. He was wrongly listed as excused.

### 2. Chair's Report (David Juedes)

- A. New Members: David welcomed Kamile Geist and Jennifer Horner, the two new members of Graduate Council. David also thanked Maureen Weissenreider and Lee Cibrowski for their many years of service to the Graduate Council.
- B. Graduate Student Senate Resolution 0708-04: David informed members that he conveyed Graduate Council's support about the resolution to the Provost. He believes that it might have paid off, since some money has been proposed for Graduate Studies in the current budget planning process.
- C. Task Force on Centers of Excellence in Graduate and Professional Education: David told members that today's packet includes a summary (by Dean Ben Ogles) of the progress made by the task force so far.
- D. Individual Interdisciplinary Program: David informed members that UCC voted to suspend admission to the IIP program as on January 10<sup>th</sup> 2008. A report is included in the packet.

### 3. Remarks by Katie Tadlock

- A. Enrollment Update: Katie informed members that application numbers are up by 322 from this time last year. At this point in time, applications from China are up by 87, from India by 59 and from Indonesia by 6. She added that undergraduate applications and final admits are also up over January 11<sup>th</sup>, 2007.
- B. Search for Vice President for Research & Creative Activity/Dean of Graduate College: Katie informed members that airport interviews have been completed and four candidates are being invited to campus in late January and early February.
- C. Five Year Academic Plan: Katie informed members that she does not have specifics about the proposed investment amounts. She added that per her last conversation with the Provost, she is not identifying specific student areas of support. The Provost would like to leave that for the new Dean and the advisory bodies (Graduate Council and Graduate Student Senate) to decide that. Katie said that the Planning and Strategies committee and the Graduate Student Affairs and Fellowships committee might be able to discuss some options.
- D. Mini GERB: The Provost is hoping to fund a mini-GERB this year.
- E. NRC Survey of Doctoral Programs: Katie informed members that the survey has encountered difficulties in data analysis. She added that a third of the recent CGS meeting was devoted to discussion about it. Katie said that an additional round of data checking will happen by early spring and the final results will not be available until summer.
- F. Assessment of the ProQuest/UMI dissertation filing fee: Katie said that due to a budget cut last year, Alden Library could not pay the \$55 filing fee per dissertation. Michael had said that Graduate Studies would pay the fee this year. But, there is no plan for the future years. This fall the fee is going to increase to \$65. There has been a significant growth in dissertation filings over the last few years. In 2000-01, 106 dissertations were filed (\$5830); by 2006-07, 162 were filed (\$8910).

Katie said that in May 2007, Angie McCutcheon (from TAD Services) and Lee Cibrowski conducted a campus-wide survey of graduate advisors regarding who should pay the fee. More than 70% of the faculty surveyed supported charging this fee to the student. In some colleges, over 90% of the faculty supported charging this fee to the students. Katie informed members that statewide, eight out of eleven doctoral institutions charge the fee to the student. Wright State University and Kent State are the

other two schools that do not charge the student. Kent State is having similar discussions as well, she added.

Katie said that retaining this item in the Graduate Studies budget has ramifications for providing support in other areas, like recruitment, orientation, launching a Preparing Future Faculty program, or named fellowship enhancement. She recommended that the Policies and Procedures committee review this issue and make a recommendation about who will pay the fee beginning Fall 2008.

#### **4. New Business**

- A. Progress Report on the Task Force on the Creation of a Graduate College (Sergio Ulloa): Sergio informed members that the Task Force views the Graduate College as being an advocate of graduate education on campus. They also see the Graduate College as the body that will house the policy and criteria for each school and department about their Graduate Faculty status. He also mentioned that the Graduate College will be represented on university committees like the UCC, UCI, and GERB. Sergio noted that he also sees the Graduate College taking over some of the responsibilities that lie with the Graduate Council, e.g., the Review of Conflict of Interest cases.

Joe Bernt asked about the structure of the Graduate College. Sergio said that for the most part, they see it as the current office of Graduate Studies with increased responsibilities and authority. The Graduate College will not have any faculty of its own; in essence it will be similar to University College. A big advantage there is that the College is led by a Dean, and that Dean by virtue of that position, will have a seat in all the Deans groups on campus. This will facilitate him/her to be an advocate for graduate education. He added that the Graduate Council has been an advisory body to the Provost through the Associate Provost of Graduate Studies. The Graduate College will also be able to participate in the Graduate Program Reviews.

Chester asked about the role of Graduate Council in the new set up. He said that it sounds like a more enhanced role is envisioned for the Graduate Council. He asked if any specific responsibilities had been identified. Sergio said that the specifics had not been worked out as yet. He suggested that Graduate Council can work on devising a list of day to day activities that the Council is involved in and identify some policies that it could/would be able to work on if members had the time to do so.

Catherine asked if the search committee had been able to convey the progress made by the Task Force to the interviewees about the structure

of the Graduate College. Joe said that the merger of Graduate Studies with the Research Unit is a good idea, but who would drive the agenda of that larger unit. He said that he would like to see Graduate Studies driving the agenda. But, he had heard that most of the candidates' primary interest and experiences lie in the field of research and not necessarily graduate education. Dominic added that once the search for the combined position was announced, they added another student member to the search committee.

David asked about any potential cost savings in having a graduate college. He added that at the institution where he got his doctoral degree, many administrative responsibilities were handled by the graduate college like the approval of thesis and so on. Katie said that she does not think there will be any cost savings immediately, but it would improve efficiency by centralizing some processes. Chester asked if any start-up costs had been identified. Katie responded that some funding for hiring staff for specific jobs had been identified in the five year plan. She said that position of the Assistant Director of Thesis and Dissertation is an example of that. Hans said that the Planning and Strategy Committee will meet the Task Force early next month. He said that the committee can draft a list of specific questions to ask the Task Force. That might enable adding some more details in that document.

Animesh asked about having a centralized source of funding opportunities available on campus. Katie responded that there is a link from the Graduate Studies website that the departments can post their available graduate appointments. But it has not been used much by the departments. Sergio added that the Task Force is concerned about increasing support for graduate students.

- B. Policies and Regulations. Brian McCarthy presented three proposed changes to the Graduate Catalog from the Policies and Regulations committee. The three proposed changes dealt with (i) conditional admission status, (ii) registration, and (iii) grad mass hours. The approved changes are attached to these minutes.
- a. Conditional Admit Status: Katie informed members that Graduate Council had prescribed policy for English language proficiency. She added that recently Saudi Arabia instituted a scholarship program through which students attend an institution for one year for English study and then pursue a graduate program after that. Katie said that the experience at OU and other schools has been that these students have had trouble achieving English proficiency in one year. By adopting the proposed change in policy, we will be able to create a category of admission for such students.

Katie informed members that since everyone's goal is to see the student be successful, OPIE, the department, and Graduate Studies sometimes have to work on a case by case basis to identify the specific needs of a student. Katie said that the impetus for this policy comes from the fact that the applicants from all the new scholarship programs that we have seen recently do not present a TOEFL score at the time of application.

The proposed changes to Graduate Catalog regarding the conditional admit status was approved subject to minor changes.

- b. Minimum number of hours required for registration: Katie informed members that this policy is applied differently across colleges. Per policy, masters students are required to register for one credit hour and doctoral students are required to register for two credit hours at the time of graduation. However, one of the two hours can be waived for the doctoral students, if permitted by their college. The proposal to standardize the requirement to only one hour was approved, with the inclusion of Chester's suggestion to keep the style consistent. Members decided to use 'you' instead of 'student'. David asked about the placement of this policy in the catalog. On Catherine's suggestion, it was decided to place it in the transfer of credit section in the list of policies.

The proposed changes to the graduate catalog were approved subject to the aforementioned minor changes.

- c. Grad Mass Hours Transfer: Currently, when a student enters a PhD program, 51 "grad mass hours" are billed against that student who has previously attained a Masters degree elsewhere (regardless of the number of credits obtained there). This has been a long standing practice and conforms to the state of Ohio subsidy requirements; it is not mentioned in the graduate catalog.

Graduate Council approved the addition of the text to the graduate catalog as proposed by the committee to have 51 grad mass hours be reflected on the DARS for students who have obtained a masters degree elsewhere and 120 grad mass hours for students who have obtained a PhD elsewhere.

The meeting was adjourned at 3:40 pm. The next meeting is on February 8<sup>th</sup>, 2008 in room 135 in Walter Hall.

Revised Language in the Graduate Catalog, as approved by the Graduate Council, January 11<sup>th</sup>, 2008.

## **1. Rewording of the Conditional Admission Policy.**

### **Conditional Admission**

Students who have some deficiency in the entrance requirements may be recommended by the department for conditional admission. Conditionally admitted students must meet the stipulations set forth at the time of admission to achieve unconditional admission status. Failure to meet terms of admission will result in dismissal from the degree program. Students are eligible for University-Funded assistantships, fellowships, and scholarships only after they have received unconditional admission. The two specific policies below are not mutually exclusive.

#### **Conditional admission due to academic deficiency**

Students who have some academic deficiency in the entrance requirements, such as a low grade-point average or missing prerequisite coursework, may be recommended by the department for conditional admission. Students admitted conditionally based on an academic deficiency must achieve unconditional admission status by satisfactorily completing a prescribed program to remove any academic deficiencies and attaining a 3.000 or better grade-point average in the first 15 hours of graded graduate course credit. Unofficial withdrawals (FN/FS) are factored into this calculation. The department graduate committee will specify whether undergraduate courses required as further preparation for admission will be taken for audit or credit. Grades earned in such courses may be used by the graduate committee in evaluating a student's capability for graduate work. Undergraduate or audited courses will not satisfy requirements for any graduate degree.

#### **Conditional admission due to deficiency in English language proficiency**

Non-Native speakers of English who have a deficiency in English language competency (below university and department entrance requirements) may be recommended by the department for conditional admission with concurrent admission to the Ohio Program of Intensive English (OPIE). Students admitted in this category must achieve unconditional admission by satisfactorily completing a prescribed program to attain the required level of language proficiency. A student who fails to achieve unconditional admission within four quarters of the original admission will be dismissed from the academic program. Readmission to the academic program requires a new application. Students who will be visa holders and are admitted conditionally with concurrent admission to OPIE must demonstrate they have sufficient funds for the first year of study before a Form I-20 or DS-2019 Certificate of Eligibility can be issued.

## **2. Registration**

You must be registered for a minimum of one graduate credit in any quarter in which you receive any service from the University or use its facilities, and the

quarter in which you will graduate.

If you have completed all degree requirements prior to the start of the first day of classes in the term you will officially graduate you do not have to register for that term if you meet the following conditions: (1) you have enrolled in all required coursework, (2) you have completed all final projects and deposited the final copy of the thesis or dissertation, and (3) you have removed all incompletes.

### **3. Grad Mass Hours**

Students who enter Ohio University with post-baccalaureate degrees granted by another accredited university will receive graduate credit hours per State of Ohio subsidy requirements. This is reflected on the Degree Audit Report (DARS) as Grad Mass hours. Master's equivalent degrees are credited as 51 Grad Mass hours. Doctoral equivalent degrees are credited as 120 Grad Mass hours.

# Graduate Council Meeting Minutes

November 9, 2007

**Attendance:** Catherine Axinn, Dominic Barbato, Lee Cibrowski, John Day, Howard Dewald, JoAnn Dugan, Andrew Escobedo, David Juedes, Hans Kruse, Jody Lamb, Christine Mattley, Brian McCarthy, David Mould, Chester Pach, Robert Staron, William Shambora, Katherine Tadlock, Wanda Weinberg, and Peter Wickman.

**Excused:** Joseph Bernt, Judith Edinger, Tim Heckman, Aimee Howley, Mike Prudich, Animesh Rathore, Josep Rota, and Yinjiao Xu.

**Guest:** Steve Howard

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

## **1. Approval of Minutes of the October meeting**

The minutes from the October 12th, 2007 meeting were approved.

## **2. Chair's Report (David Juedes)**

A. Committee Chairs/Thanks: David introduced the chairs of all the committees. He also thanked Hans for chairing the meeting in October.

B. Task force on the Centers of Excellence: David discussed the progress made during the meetings of the Task Force on Centers of Excellence in Graduate and Professional Education. David mentioned that the task force has been meeting regularly. David mentioned that he would keep the Graduate Council informed of the progress of this task force at subsequent meetings of the Graduate Council.

## **3. Remarks by Katie Tadlock**

A. Enrollment Update: Katie informed members that based on preliminary numbers there is a 2.87% increase in enrollment from last year. For fall quarter 2007, 520 new graduate students were admitted, 75% of them are Master's students. She added that applications for fall 2008 also show an increase from this time last year.

B. Search for Vice President for Research & Creative Activity/Dean of Graduate College: Katie informed members that the search committee is reviewing applications. She said that airport interviews are slated for January 2008. She added that Baker and Associates, a search firm based in Atlanta has been hired to facilitate this search.

C. Thesis and Dissertation Services: The program continues

to report significant growth. In fall of 2006, 50 documents were approved, and for fall 2007, 104 documents have already been approved thus far.

#### **4. Old Business**

A. Policy on Language Coursework and Transfer of Graduate Credit: Katie informed members that many students pursuing a Master's degree in the Center of International Studies are required to study a secondary language in a related area. If that language course is taken at Ohio University, then students receive credit for that on their transcripts. These courses are cross-listed, so students receive graduate credit for them. However, there are some languages that are not taught at OU and are taken at other schools. These language courses are only offered as undergraduate classes in many schools, like Yale, where many of our OU students take these classes. Katie recommended revising the catalog language so that it reflects the reality of the situation. She added that it is a very limited revision of policy to cover an extremely specific set of needs.

In response to Howard's question about the credit appearing on the transcript, Katie said that it will be noted with the graduate call number. Steve Howard informed members that the Center for International Studies only sends students to Ministry of Education approved programs and to the ones with those we have had long standing partnerships.

It was noted that this policy was discussed at length during last year's Graduate Council. After additional discussion, this policy was approved and the appropriate wording will be placed in the Graduate Catalog.

B. IIP program status: Katie informed members that Marty Tuck convened a meeting in the summer to discuss the status of the IIP since the program was up for its seven year review. The discussion focused on the fact that since none of the recommendations made in the previous review were implemented, it was not the best idea to have it be reviewed again. One of the recommendations that came from that meeting was to suspend admission to the program temporarily. This would not have an impact on students currently pursuing the program.

Some of the problems with the program are that the students feel isolated, and that there is no funding for the program. Katie added that with the creation of the Graduate College, there will be a home for the program. There are about 20 students in the program at this point in time. Howard asked if the

recommendations have not been implemented for five years then why is the program being suspended hastily. Hans added that he perceives it as a matter of quality control. He added that we knew five years ago that this program needs improvement and we have not been able to implement the recommendations, yet we have continued to admit students to the program. So, it is a good decision to suspend admissions and evaluate the program. Katie added that this is the fourth program in the last seven years to be suspended. JoAnn recommended informing applicants about the upcoming changes, since they have submitted their applications knowing the current status of the program.

## **5. NewBusiness:**

A. Curriculum Committee: Chris informed members that the committee recommends approval of all four reviews (English, Linguistics, Mathematics and Telecommunications). She said that she has included the policy on expedited review in her handout (part of the packet for today) to apprise new members of it. She said that none of the programs come across as having any academic concerns. However, the erosion of infrastructure and resources seems to be the common theme for all of these views. She added that after the June meeting, Duncan was going to send a letter to the Provost outlining the common themes among all of the reviews from last year. David Juedes noted that it is important to keep the Provost informed about the state of graduate education.

The Graduate Council voted to approve the recommendations of the Curriculum Committee to approve all four program reviews.

B. EMBA: John informed members that they are redesigning the program to have a more integrative approach will enable the program to be more competitive in the market. In response to David Juedes' question about the program being approved by UCC, Catherine said that since this is not a new program it does not need UCC approval. John added that admission to the program will be resumed once there are enough applicants.

C. Recruitment and Admissions Requirements Committees: Catherine informed members that Dean Irwin will be Aaron Wilson's supervisor and Michael Braasch will continue as Aaron's academic advisor, thus eliminating the potential for conflict of interest.

The Graduate Council voted to approve the recommendations of the Recruitment and Admissions Requirements Committee for this conflict of interest case.

D. Centers of Excellence Review Committee: The Task Force on Centers of Excellence is looking at the models followed by

other universities and the criteria used by them. This is a working document at this point in time and will go through multiple revisions. David Mould said that initial deadline of January 28, 2008 for a self-study to be completed by all the departments does not seem to be feasible. This ties in with the announcement of the creation of the University system of Ohio. David Mould said that he is happy that their view is not taking the snapshot approach, and that using data from the last five years is a better comprehensive approach. David Juedes said that the group is still working on the format for the self studies and the rubrics that will be used to evaluate programs. Hans said that it seems that the task force has to accomplish two goals, comparing the programs internally at the university level and evaluating them for the university system. Chris echoed the sentiment and said that one set of metrics might not be able to accomplish this two-fold purpose. Catherine suggested recommending to the task force to identify two different ways of evaluating programs.

E. Graduate College: Katie informed members about the process thus far. She said that one of the items under discussion has been the designation of certain faculty as graduate faculty. She said that the Graduate College would be responsible for maintaining a list of those criteria that are created at the department or College level and making sure that the members of the thesis or dissertation committees for graduate students are graduate faculty. Andrew said that a Graduate College is envisioned as performing more functions than currently performed by Graduate Studies. It would seek to centralize some activities for the sake of efficiency. Howard said that not all departments want to create the designation of graduate faculty. Katie responded that departments would be expected to follow the guidelines and criteria they submitted to the Graduate College. David Juedes asked about any more Information Technology resources being available to minimize the use of paper. Catherine said that some documents still need a signature page. Katie said that the online appointment process is a good example of a paperless process. She added that it was very cumbersome to create it. But, more and more documents and forms are being made available online, so they can be signed and be made available as PDFs.

F. GERB: Katie said that the three proposals that were submitted for external review received positive feedback and that Sergio will share that discussion with the Provost. Catherine said that hearing the proposals made her cognizant of the high level of research activity being conducted at OU and it

made her proud to be a member of the faculty here.

G. Graduate Student Senate: Members of the Graduate Student Senate presented and discussed Graduate Student Senate Resolution 0708-04. This resolution supports the graduate education and research priorities laid out in the report by the Graduate Priorities Implementation Team of Vision Ohio. The members of the Graduate Council received this resolution very favorably, and voted unanimously to endorse this resolution by the Graduate Student Senate. Chester said that this is a fairly modest request and if we can accomplish it, it will attract more graduate students and contribute towards graduate education at Ohio University. Dominic said that most of these recommendations were a part of the report on graduate priorities.

**The meeting adjourned at 4:00 pm.**

The next meeting is on January 11th, 2008 in the Governance Room of Walter Hall from 2 to 4 pm.

# Graduate Council Minutes

## October 12, 2007

**Attendance:** Dominic Barbato, Lee Cibrowski, John Day, Howard Dewald, JoAnn Dugan, Judith Edinger, Aimee Howley, Hans Kruse, Jody Lamb, Christine Mattley, Brian McCarthy, David Mould, Chester Pach, Mike Prudich, Animesh Rathore, Josep Rota, William Shambora, Katherine Tadlock, Peter Wickman, and Yinjiao Xu.

**Excused:** Catherine Axinn, Joseph Bernt, Andrew Escobedo, Tim Heckman, David Juedes, and Robert Staron.

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

### 1. Welcome message

Hans welcomed all members to the first meeting of Graduate Council for the 2007-2008 academic year. He informed members that he will be chairing the meeting since David Juedes is at a conference.

### 2. Approval of Minutes of the June meeting

The minutes from the June meeting were approved.

### 3. Chair's Report (Hans Kruse for David Juedes)

- A. Graduate College: By the end of this academic year, there will be a Graduate College and the Dean of the Graduate College will also be the Vice President of Research and Creativity. Sergio Ulloa, who chairs the Task force on the establishment of the Graduate College, will provide regular updates to Graduate Council.
- B. Task force on the Centers of Excellence: David is one of the three members of the executive council that manages the task force. The executive committee has met once.
- C. Program Reviews: There are four program reviews that are ready to be looked at by Graduate Council. They will be available on the Graduate Studies website. Chester asked about the expedited process that was followed last year. Hans responded saying that the expedited process is only at the Graduate Council level and does not apply to the rest of the bodies that need to approve the reviews. The graduate portion of the review is first looked at by Graduate Council, and then it is sent to UCC. Hans added that it might be a good idea to look for common themes in all reviews, like we did last year.

#### 4. Remarks by Katie Tadlock

- A. New Graduate Student Orientation: Katie informed members that the new graduate student orientation seems to have been successful. She said that some departments had made it mandatory to attend the orientation. Katie added that the on-site responses were positive and that they are in the process of assessing the program to keep it relevant and have it be even more successful next year.
- B. Multicultural Visitation: Katie informed members that Eddith Dashiell is now at the Scripps College of Communication and that position is not being filled immediately. Once someone has been hired to fill the new position, Vice Provost for Diversity, Access, and Equity the office will be reorganized. Based on Eddith's report, the large visitation did not yield much for the cost incurred, she recommended small visitations. The Colleges have some funds to bring in students who they are interested in. Howard said that Arts and Sciences is having a competition to split the \$2500 that the College has received for this. Katie recommended that if departments feel that they have a qualified candidate, then they can check with the Provost for additional funding.
- C. GERB: Three proposals have come back from being reviewed and the allocations will be made shortly.
- D. Five year academic plan: Open forums are being conducted for the Five year academic plans and Katie encouraged members to attend those.
- E. Assistant Director, Graduate Admissions, Operations, and Orientation: Katie informed members that Pong Thongratana has been hired for the above mentioned position. He will be responsible for working with College Net to update the online application and other projects to further streamline the admissions process.
- F. Graduate Catalog: Katie reminded members that since the Communications and Marketing office is not going to print the catalog anymore, the graduate catalog is going to be available online by the end of this quarter.

Chester asked if it was only a rumor or if there was some credence to the idea of all the institutions in Ohio adopting a semester system. He said that he had heard that since the Chancellor had put forward the idea of the University system of Ohio, the first step towards that would be standardizing the calendar. Katie said that she had also heard about it, but is not aware of any official communication about it.

David Mould asked about communicating the information about the Thesis and Dissertations processes that were approved at the June meeting of Graduate Council. Chester said that the department of History has incorporated that information in their graduate student handbook, they talked about it at orientation, and have been reminding students about it. Hans noted that students tend to rely on other students who have gone through the process before for such information, so it becomes all the more imperative to disseminate this information in an effective manner and multiple times. Katie said that she maintains the graduate student list serv and will include this information. She also recommended that Dominic could spread the word around to all the Senators, who in turn could take the message to their Colleges and departments. David Mould said that he was happy with the way the process to centralize the Thesis and Dissertation and standardize the front of the document took place; he added that it was a very inclusive process.

## **5. Old Business**

- A. UMI Filing Fee: This was discussed in the June meeting. The library will not pay that any more. Graduate Studies will pay it for all students for the academic year 2007-2008. But, beyond that, there is no plan of action at this point in time.
- B. Minimum hours required at the time of defense: This was also briefly discussed last year. Master's students are required to register for one credit hour in the quarter they are defending their thesis. Doctoral students are required to register for two credit hours in the quarter they are defending their dissertation. However, the College can waive one of the two quarters off, hence requiring only one quarter of registration. The policy would also need to address the situation when a student misses the filing deadline and has to reapply for graduation. The \$5 reapplication fee cannot be waived.
- C. Transfer of Credit for less frequently taught languages: This item was a part of the packet for the May meeting. No decision was made last year.
- D. Conditional admit status: This was also discussed at the meeting in May. Katie said that the policy needs to address both kinds of conditional admits---the academic conditional and the language conditional. The language conditional refers to students being admitted without documentation of English language proficiency. These students enroll in English classes and at the end of the time period specified by their sponsors are supposed to have achieved English language proficiency to begin their academic programs. This however, has not been the case for many students.

- E. Postbaccalaureate status: Katie informed members that the postbaccalaureate status is akin to a non-degree status and thus the students do not have a home department and it is hard to track them. The committee can look at the issue to identify a better way of finding a home for them.

## 6. New Business:

- A. Catalog language for 51 graduate mass hours for Master's students: Katie informed members that if a student comes to us with a Master's degree already conferred, we add 51 graduate mass hours to his/her account. There is nothing in the graduate catalog that states this policy. She recommended drafting some language to include it in the new catalog.
- B. Accreditation issue for existing programs now offered internationally: Katie informed members that any time a new delivery system is used for an existing program, our accreditation body needs to be informed about it. At this point in time, the North Central Association needs to be notified about the M.Ed. program being offered in Ghana and the M.S.A. being offered in China. She added that Marty Tuck is looking into that.
- C. Standing Committees: Hans brought everyone's attention to the self-nomination form in the packet. He requested members to complete the form.

The meeting was adjourned at 3:25 pm.

The next meeting is on November 9<sup>th</sup>, 2007 in the Governance Room in Walter Hall.