

Graduate Council Minutes

June 5th 2009

Attendance: Catherine Axinn, Sergiu Aizicovici, Joseph Bernt, Rathindra Bose, John Day Howard Dewald, Judith Edinger, Kamile Geist, Jennifer Hines, David Juedes, Tracy Kelly, Hans Kruse, Jody Lamb, Wanda Weinberg for Jan Maxwell, William Shambora, Katherine Tadlock, Dan Weiner and Peter Wickman.

Excused: James Archibald, Gary Chleboun, JoAnn Dugan, Andrew Escobedo, Keith Gilland Jennifer Horner, Aimee Howley, Brian McCarthy, David Mould, Stephan Oechsle, Jim Rankin, Robert Staron, Gary Weckman.

Guests: Jeff Gieseey

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

1. Approval of Minutes of the May 8th meeting

The minutes from the May 8th 2009 meeting were approved.

2. Chair's Report (David Juedes)

A. Graduate Commencement: David informed members that he forwarded the memo regarding potential changes to Graduate Commencement for this year to the Provost. He added that due to the lack of time before the ceremony for this year, the appropriate changes to the commencement ceremony and the Graduate Diplomas will be made next year.

B. New TOEFL policy and Bologna Accord Degrees: David said that he has sent a memo to the Provost regarding these two policies. He added that in the memo he indicated that the Graduate College planned to implement the changes immediately unless there was an objection from the Provost.

C. Q2S Issues: David said that he has invited Jeff Gieseey, one of the coordinators of the Q2S to the meeting today; adding that feedback from the Council will be helpful to the Q2S transition team.

3. Remarks by Jennifer Hines and Katie Tadlock

Tuition Scholarship System Recommendations: Jennifer Hines informed members that Rathindra has put together a committee of Associate Deans of Research to look into the issues pertaining to tuition scholarships. She drew everyone's attention to the document in today's packet that outlines the implementation plan. She encouraged everyone to look at the report to understand why the committee came up with these recommendations. She said that the first item has been implemented.

Discussion ensued about the standardization of the 695 and 895 courses. Jennifer Hines pointed out that these call numbers are not used consistently across the programs. Joe Bernt said that some students in Journalism take 895 in the first quarter of their program. Jennifer Hines said that that is why the standardization of course designations would be helpful. She said one model could be that students take courses designated as 695 pre-candidacy and 895 post-candidacy. She said that she is aware that standardization involves procedural as well as curricular issues. Pete Wickman said that many students do not enroll over the summer because the fees are too high and the stipend does not offset a lot of those fees. He also added that some students would stay for the summer if it was possible for the nine month stipend to be paid over a 12 month period.

Jennifer Hines said that one another item that the ADR subcommittee would review is the Graduate Faculty status. She added that this was one of the recommendations of the task force for the establishment of the Graduate College. Howard noted that Graduate Faculty status is handled differently at all institutions. At some places it is merely in name, whereas at others it is very elaborately described. It seems to come across as divisive sometimes, he added. Rathindra noted that at most institutions individual units or departments developed their guidelines within the purview of the prevailing academic culture. He said that there are sometimes three categories of Graduate Faculty status: provisional (all new faculty fall under this), full, and senior. He added that it is thus a very inclusive process. He said that at Northern Illinois University, they had a very centralized graduate college of 6500 students. However, at OU there is a greater degree of decentralization. Joe Bernt said that it might be helpful to have a discussion about this at the Council meetings rather than just the Associate Deans deciding the process. Rathindra reassured members that the idea is not to bypass faculty in this decision making process. David Juedes suggested that for the next academic year, a subcommittee of this body could look at this issue. In response to David Juedes' comment about Faculty senate not having a policy about this, Joe Bernt responded saying that this policy exists in every college. David Juedes added that Jennifer Horner found a memo about this from 1989 noting that the Provost approved that each College would keep this information about the roles and responsibilities of graduate faculty. Joe Bernt added that sometimes it is the perception of how a process takes place. Having something like this be built from ground up is better; hence the talks should begin at faculty level. Rathindra said that there is no intention to force the outcome upon faculty; this will be accomplished through a legitimate process with ownership of the details at the unit level.

Jennifer said that over the summer she will send emails to all departments about the enrollment capacity analysis.

4. New Business

A. Recruitment and Admissions Requirements Committee (Catherine Axinn)

Graduate Council voted in favor of accepting the committee's recommendations about Lori Lammert's conflict of interest case with the correction of the spelling of her last name.

B. Planning and Strategy Committee (Hans Kruse)

Resolution regarding continuity of Graduate Council Functions

Hans clarified that over the summer many faculty do not have appointments so it is hard to find members to continue the functions. Graduate Council voted in favor of the resolution brought forward by the committee pertaining to the functions of the council over summer.

C. Policies and Regulations Committee (David Juedes for Jennifer Horner)

i. Minimum hours for Masters and Doctoral programs under semesters:

Members discussed the issues regarding providing clarification in Graduate Catalog regarding minimum hours enrolled per semester. Howard said that the 45 hours and 135 credit hour requirement is seen across many programs. Catherine Axinn added though each program has its own requirements, enrolling in 15 credits per quarter is pretty standard. Joe Bernt said that Faculty Senate approved that the undergraduate classes will be three credits worth. Jeff Giesey said that no standardization has yet been established for graduate courses and the three credit hour applies to undergraduate courses on the Athens campus. Joe Bernt said that even if the credit hour requirement is set, making a schedule is difficult. Jeff Giesey said that a UCC group is working on that issue. Discussion focused on the loose and/or ambiguous nature of the course credits. Rathindra said that there are many issues that come into play regarding setting the number of credit hours for a course. It depends on the faculty work load, availability of class rooms, specific course requirements, etc.

Hans and others brought members attention to the language in the memo in the packet for today stating that it should not read, 'be it resolved'. He added that since this will be in the catalog, it does not need to note that. However, it was eventually concluded that the term "be it resolved" referred to the corresponding Faculty Senate resolution, and that the original wording should remain unchanged. Howard said that the catalog is not consistent about noting the 135 hour requirement for a doctoral degree. Dan Weiner asked if the 45 and 135 hours are considered a good standard for masters and doctoral degrees respectively. Hans said that they are fairly common in schools that run on a quarter system. Rathindra said that 30 and 90 hours respectively are usually considered the standard in schools that operate on a

semester system. Members voted in favor of suspending a second reading of this to enable a vote today.

Graduate Council voted in favor (15-1) of the memo noting the minimum hours required for masters and doctoral degrees to be 30 and 90, respectively. David asked that the minutes include a note concerning the wording in the Graduate Catalog for semesters. David said that the wording in the Graduate Catalog should indicate that these are absolute minimum values, and that many graduate programs require more than the minimum number of hours.

- ii. Responsible conduct of Research/Thesis scans for copyright material: David clarified that this is an informational item only. He added that this has been talked about at earlier meetings and a subcommittee will be looking at some of these issues like electronic checks for copyright violations. It will be helpful to have a central repository of documentation of such actions.

D. Q2S Discussion: Jeff Giesey informed members that the transition team has not focused on graduate courses and graduate degree programs at this point in time. Rathindra asked members if they had heard concerns about change in the way yoked courses are offered. He said that some program chairs have indicated that the number of cross-listed courses offered will be reduced. That will compromise the ability of the programs to address the needs of their graduate students. John Day said that this seemed like an issue about offering service courses. In response to questions about the distribution of workload for such courses Jeff Giesey said that sometimes the graduate class is offered as one more credit hour than the undergraduate class. Joe Bernt added that it also pertains to the number of contact hours and the graduate students will typically have an extra hour for a seminar. He also noted that the switch to semesters will involve a lot more pressure on our resources. Dan Weiner noted that these concerns should be expressed to UCC and this seems like an opportunity to resolve some issues. David Juedes noted that many of these types of issues are the purview of UCC who approves the specifics of individual courses.

David Juedes said that there will be some scheduling issues as well. He said that classes that do not fit the one and a half hour class twice a week or one hour classes three times a week, are probably going to get a lower priority for classroom assignments. Hans Kruse said that most of the classes in his department are four hour classes. Jeff Giesey suggested that having a joint committee of members from UCC and the Graduate Council might be helpful in this regard. He also said that most of these issues are department and school based. Dan Weiner said that it is however, important to remember to take into account interdisciplinary programs in this transition. He added that the issue of service courses is of more concern to these programs. Howard added that since the number of times a course is offered will be reduced and Master's students might have to wait a whole year before they can take a

specific class will have implications on stipends as well. Hans Kruse added that currently it is possible to complete their program in one year, but with the switch, it will take a year and a half and to be able to fund students for the entirety of their programs will reduce the total number of students who can be funded.

Hans Kruse said that there should be an appeals process in place for students who feel that the transition hindered the completion of their program. All of these items will be taken up for discussion during the next academic year.

The meeting was adjourned at 4:55 pm.

Tentative Dates, time and locations for meetings for the 2009-2010 year:

10/9/2009 Fri	2:00 PM	4:00 PM BUC 239
11/13/2009 Fri	2:00 PM	4:00 PM BUC 239
1/15/2010 Fri	2:00 PM	4:00 PM BUC 239
2/12/2010 Fri	2:00 PM	4:00 PM BUC 239
3/12/2010 Fri	2:00 PM	4:00 PM BUC 239
4/9/2010 Fri	2:00 PM	4:00 PM BUC 239
5/14/2010 Fri	2:00 PM	4:00 PM BUC 239
6/4/2010 Fri	3:00 PM	5:00 PM BUC 239

Graduate Council Minutes

May 8th, 2009

Attendance: James Archibald, Catherine Axinn, Sergiu Aizicovici, Joseph Bernt, Rathindra Bose, Gary Chleboun, John Day Howard Dewald, Judith Edinger, Kamile Geist, Jennifer Hines, Jennifer Horner, Aimee Howley, David Juedes, Hans Kruse, Jody Lamb, Jan Maxwell, Brian McCarthy, David Mould, Stephan Oechsle, William Shambora, Robert Staron, Katherine Tadlock, Gary Weckman, Dan Weiner and Peter Wickman.

Excused: JoAnn Dugan, Andrew Escobedo, Keith Gilland and Jim Rankin.

Guests: Robert Judd and David Koonce

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

1. Approval of Minutes of the April 10th meeting

The minutes from the April 10th, 2009 meeting were approved.

2. Chair's Report (David Juedes)

- A. Task force on Centers of Excellence: David informed members that he sent a memo to the Provost about the availability of the report of the Task Force online. The final report is posted on the EVPP web-site and will be available till the end of May. Per Graduate Council's motion of last month, the report has been taken off the Graduate College website.
- B. History of the Graduate Council and the Graduate College: David mentioned that over the past month, he has had a chance to examine some of the history of the Graduate Council and the Graduate College. He mentioned that the University Archives contains a number of documents related to the old Graduate College and the Graduate Council. David mentioned the following bits of information regarding the Graduate Council and the Graduate College from the 1970s. First, David mentioned that in the 1970's the members of the Graduate Council were selected by the committee on committees in consultation with the Dean of the (old) Graduate College. David also mentioned that in the 1970's, the Graduate Student Contract Grievance Board was a standing committee of the Graduate Council. Finally, David mentioned that, in the 1970's, the criteria for being a member of the Graduate Faculty listed education, scholarly attainments and research, and experience.
- C. Graduate Commencement: David informed members that he has forwarded the resolution passed at the last meeting to the Provost.

3. Remarks by Rathindra Bose, Jennifer Hines and Katie Tadlock

- A. Student Recruitment: Jennifer Hines informed members that efforts are underway to increase diversity in the graduate student body. She added that Brian Bridges is working on that and Dan Weiner is involved with the efforts for increasing international enrollment. To further the goals of increased enrollment via recruiting, she added, she is discussing options with Andrea Gibson to create some unified recruitment materials. These could be in the form of e-brochures or paper materials.
- B. Application Restructuring Process: Jennifer Hines informed members that Katie is heading the application restructuring process at the Graduate College. It is anticipated that Contact Manager—a document tracking software will be ready for use by summer. This software uses the College Net online system, which we use for the online application.
- C. E-Admissions: Jennifer said that even though the e-admissions project received the highest priority rating by ATAG, we have still not been able to get started. She said that the technology team that is supposed to be working with us is currently completing a project and once that is done, they will be able to start ours. The e-admissions process will make the entire admissions process paperless. All the documents received by the Graduate College will be scanned and thus will be available electronically. Jennifer said that the staff at the Graduate College is working on cleaning out old files, so that they can be scanned and appropriately archived. She said this will be very helpful when the staff moves to RTECH in the fall.
- D. Newsletter: Jennifer informed members that a newsletter for graduate students is underway and Andrea Gibson is working with focus groups of students about what they would like to see in that.
- E. Call numbers for courses offered at the regional campuses that are not part of an approved outreach program: Jennifer informed members that the RD (resource distribution) call numbers for programs and courses offered at the regional campuses are generated by the Graduate College. Katie added that during Michael Mumper's last year as Associate Provost, the Provost had asked him to work with the regional campuses to streamline and centralize the process of assigning call numbers for the courses offered by them. Rathindra said that it is important for the Graduate College to capture student data, even if the class is offered online and it is important to have oversight to ensure quality control. In response to Howard's question, Jennifer said that about two to three requests are received every quarter for individual courses that are not part of an approved outreach program and are not workshops. She added, that is best to have a mechanism in place and a process that is clear to everyone involved. David suggested that the Policy and Procedures

committee look into this issue and develop a policy for the Graduate College to follow.

- F. Research Expo: Rathindra encouraged everyone to attend the Research Expo next week.
- G. Migration of student email accounts: Rathindra informed members that he spoke with Brice Bible about the issues surrounding graduate student with respect to FERPA because many current graduate students have teaching responsibilities. Because of that discussion, the process of migration for graduate student email accounts was placed on hold until that issue can be resolved.
- H. ADR Subcommittee recommendations: Rathindra asked John Day to discuss the recommendations of the Associate Deans for Research committee concerning tuition fee waivers and related matters. The discussion focused on the tuition waiver budget of \$1.5 million. It was noted that the money is usually overspent. It was recommended that the amount budgeted for these items reflect the actual usage. John said that the new budget would reflect the non-resident fee waivers that are used every year. There are other enrollment issues that need to be worked out as well. Rathindra said that some institutions have a different tuition rate for post-candidacy students. He said that would not be applicable to students in professional programs. But, a different formula to charge fees to students who are post-candidacy might even work as an incentive to have students complete their dissertations.

John and Rathindra impressed upon members that some of the waiver money is real money and it is important to not overspend on these. Rathindra said that a capacity survey will be conducted for each department. He said that the survey has 14 questions and he would like Graduate Council to look at it before it is sent to the departments. Joe said that in the past it was possible for students to get stipends from administrative units as long as the tuition waiver came from the department. Hans said that many programs like his have a mix of fee paying and supported students and it would not be the best idea to pigeon hole programs either as those that have only fee paying student or those that support their students.

Rathindra informed members that this will be discussed at Graduate Council at length since a multitude of details need to be looked at. He thanked the committee for their work thus far.

- I. Student Dismissal from an academic program: Katie brought members attention to the issue at hand. She informed members that the procedure that needs to be followed when a student is dismissed is not spelled out carefully in the Graduate Catalog. A standard procedure needs to be in place to ensure due process for the student. Also, a standard for separation dates needs to be

in place as well for international students. Judith said that OUCOM has its own policies and that the recommendations made by the Policy and Procedures committee would not be applicable to those students. In response to David's question about the number of such cases that are handled every year, Katie said that it is usually very few. Rathindra said that this is particularly important in the case of international students since there are SEVIS compliance issues that come into play. Katie said that there are legal implications as well; if a student sues a department then it is even harder to resolve. Howard said that the language in the catalog is long past due for standardization. David suggested that the Policy and Procedures committee look into this issue and develop a policy for the Graduate College to follow. This will likely happen next academic year.

- J. Signature Pages for Theses and Dissertations: Angie McCutcheon told members that the signature pages in a thesis and dissertation are not really required for the completion of that process. She said that over 90% of their documents are being submitted electronically and moreover 65% of the students are not here when they graduate, thus making the requirement of the signature pages even more difficult to handle. Angie said that the TAD office requests that these two pages be removed from the TAD process; it can still be a part of the process at the academic College, if so desired. She said that eliminating these two pages, will reduce the amount of paper used and will cut down on the number of signatures required from a Dean. She said that the oral defense form is used as the form that signifies complete approval process at the college for a thesis or a dissertation.

The motion to approve the request that the abstract and title pages that require the Dean's and advisor's signatures not be required to complete the thesis and dissertation approval process was passed.

4. New Business

A. Curriculum Committee (John Day)

- i. Master of Engineering Management Proposal: Before John Day discussed the merits of the proposed program, David informally asked members whether anyone knew if the standard for these types of items was one or two readings. David mentioned that he could not find in the minutes from the last several years any new programs that have come up for a vote. He asked Joe if this requires one or two readings at Graduate Council. Joe said that if there are problems and concerns that need to be addressed, then two readings are required, but that normally only one reading was required. John Day then presented the new program proposal for discussion. John mentioned that the Curriculum Committee supported the new program. Dan Weiner asked whether some of the classes were taught by the College of Business. He said that if

so, then it would strengthen the interdisciplinary nature of the program. Robert said that the Business Law course will be taught by the College of Business faculty.

Graduate Council voted in favor of the Curriculum committee's recommendation of accepting the proposal. Robert thanked the members of the committee and Graduate Council for their work.

- ii. Seven year review for Chemical Engineering: The Curriculum Committee of the Graduate Council recommended an expedited review for this program. As such, David has forwarded the proposal to UCC without a vote of the council.

B. Graduate Student Affairs and Fellowships Committee (Gary Chleboun):

Gary informed members that 21 nominations were submitted, these were almost twice as many from previous years. David clarified that due to budget constraints this year only four fellowships were awarded, instead of five. Gary recommended that the wording on the information seeking nominations be clarified and proposed the use of 'department/school' versus 'graduate degree program'. The committee also recommended increasing the page limit for the project plan from one to two pages. The committee also recommended posting the specifics of each award on the website.

Jennifer Hines asked about students being nominated for these fellowships if they are enrolled in interdisciplinary programs like the MCB program. Howard clarified that the student always has a home department and they are considered students of that department. Hans said that maybe the more important issue is to identify if each department has a process to handle this. Joe said that the process always begins with a faculty member nominating a student. Brian agreed with that saying that the information is sent to all faculty members, so students enrolled in interdisciplinary programs also have the same opportunities as others.

Discussion also focused on the names of the fellowships and if the names convey an unintentional message of a fellowship being associated with a particular area of study. Howard said that students make these associations and that the names just represent faculty who taught at OU and now they are all deceased. Katie agreed that it is a presumed association on the part of students and that all students have the same opportunities. She added that there is no foundation money associated with these fellowships and that they are a part of the Graduate College operating budget. David said that memos from the Graduate Council have been sent to the Provost annually to increase the amount of these fellowships, but no new money has been added to them. Joe said that this seems like a good opportunity for the foundation to talk to

the families of the professors for whom these fellowships are named to see if some money can be raised to add to the existing amounts.

Graduate Council voted in favor of accepting the committee's recommendations for the awards. The Council also voted to approve the clarification of the language for department versus graduate program and increasing the page limit of the project plan.

C. Recruitment and Admissions Requirements Committee (Catherine Axinn)

- i. Minimum TOEFL: Catherine informed members that the purpose of the proposed policy is to set a floor for graduate admissions. Discussion focused on students who test twice and do not receive similar scores. Aimee said that it seems that when someone is tested twice we tend to accept the lower score as the real score. She recommended we use an error band around a score. William said that would be feasible if there was no bias. In response to Aimee's question about bias, William said that cheating on the test would be one. Catherine said that the issue is about replication of the score and students who score 600 or higher usually replicate the score on the second testing as well. Joe said that he uses the verbal score on the GRE score to get some more information about the English proficiency of the applicant. Katie added that the TOEFL test has changed in the last few years and the iBT is a better predictor than the paper based test. The iBT is a combined test, thus it incorporates the writing and speaking components as well. She said that departments retain the ability to retest anyone and to test them for writing as well. Dan said that this process should be standardized at the department level. In response to Sergiu's question about OPIE courses not counting towards registration requirements for graduate students on an assistantship, Katie clarified that all of those courses are now designated as ELIP courses. Thus, all ELIP courses count towards registration requirements.

Graduate Council voted in favor of accepting the revised TOEFL policy with amendments about retesting. The new language thus reads, "All students may be tested for academic writing proficiency upon arrival. Individual departments may require on campus English proficiency testing for any student for whom English is not a native language. Failure to achieve a passing score may result in dismissal from the program."

- ii. Bologna Accord Degrees: Catherine informed members that many US universities accept the Bologna compliant degrees as US Bachelor's equivalent. In response to Joe's question about what signifies compliance with a Bologna degree, Katie said that all students receive a diploma supplement. This diploma supplement provides information about the nature and duration of the program pursued and future admissibility to other programs.

Graduate Council voted in favor of accepting the committee's recommendation to recognize Bologna compliant degrees as US Bachelor's equivalent.

D. Planning and Strategy: David passed out the draft of a memo to the Provost that detailed suggestions for how to change Commencement to recognize the Graduate College. Hans also presented the first reading of a resolution regarding the continuity of Graduate Council Functions over the summer. This will come up for a final reading at the next meeting.

The meeting was adjourned at 4:10 pm. The next meeting is on June 5th, 2009 from 3 to 5 pm, in Baker 230.

Graduate Council Minutes

April 10th, 2009

Attendance: James Archibald, Catherine Axinn, Sergiu Aizicovici, Rathindra Bose, Gary Chleboun, John Day Howard Dewald, Judith Edinger, Andrew Escobedo, Kamile Geist, Keith Gilland, Jennifer Hines, Jennifer Horner, David Juedes, Hans Kruse, Jody Lamb, Jan Maxwell, Brian McCarthy, David Mould, Jim Rankin, William Shambora, Robert Staron, and Katherine Tadlock

Excused: Joseph Bernt, JoAnn Dugan, Annette Graham, Aimee Howley, Stephan Oechsle, Gary Weckman, Dan Weiner, and Peter Wickman.

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

1. Approval of Minutes of the March meeting

The minutes from the March 13th, 2009 meeting were approved.

2. Chair's Report (David Juedes)

- A. Membership Updates: David informed members that Willem Roosenburg has resigned from his position on the Graduate Council and that Sergiu Aizicovici from the department of Mathematics will be replacing Willem. He said that he has invited Daniel Weiner to attend all meetings of the Graduate Council until his official status on the Graduate Council is resolved. He added that he has not heard whether the resolution from the last meeting has been approved.

David said that earlier in the year he misinterpreted the policy on the Graduate Student Contract Grievance Board and that he mistakenly appointed members to the Board who were not members of the Graduate Council. Furthermore, he mentioned that it was discovered that the policy appears in two different places (the Faculty Handbook and the University Policies and Procedures Manual), with each one being slightly different. David mentioned that Jennifer Hines contacted Legal Affairs for advice about how to proceed. The confusion regards who appoints the faculty members of the Board: the Chair of the Graduate Council or the Associate Provost for Research and Graduate Studies. After some discussion about that issue, it was decided that both Rathindra and David would jointly appoint members to the board. He added that Hans Kruse and Gary Weckman will be serving on the Board until the end of the year, and that he has asked the Chair of EPSA, Scott Titsworth, to look into the discrepancy in the policies listed in two documents (Faculty Handbook and University Policies and Procedures Online Manual) about the constitution of this board.

- B. Task force on Centers of Excellence: David said that the appeals were considered on March 16th and affected departments/programs/Deans were informed about the results. Programs whose appeals were denied have till April 20th, 2009 to submit their comments to the Task Force. He added that he has recommended to Dean Ogles to write a one-year follow up report to list the actions taken to address the concerns identified in the report.

Rathindra reminded members that he is still very concerned about having this information on the OU website. Given that this report is accessible to students, he is concerned about the ratings of departments and programs having an adverse impact on our incoming graduate class. He said that the word can spread very quickly among international students and that will hurt our departments. He said that he respectfully requests Graduate Council to have that information taken off the website. Judith echoed the same sentiment about the OU-COM ratings and supported the idea of not having the information available on the OU website. Jennifer Hines noted that the Graduate College can have a paper copy of the report available for perusal.

A motion to have the report taken off the website was approved.

- C. Graduate Commencement: David informed members that today's packet contains an email from the Registrar, Deb Benton about adding another signature line to the graduate diplomas.
- D. Q2S: David said that graduate education has not been given its due in the discussions about the transition process. David told members that per his conversation with Jeff Giesey, one of the coordinators for the Q2S project, he has been invited to attend the meetings that are being held to finalize the electronic system which will be used for this process. He added that there are a number of items in the Q2S transition that pertain to graduate education and should be addressed soon. He said that Jennifer Hines has suggested the creation of an ad hoc committee for this purpose.
- E. Program Review: David reminded members that the Curriculum committee is considering the review for the Chemical and Biomolecular Engineering and the program proposal for a Master of Engineering Management degree program.

3. Remarks by Rathindra Bose, Jennifer Hines and Katie Tadlock

- A. Q2S Transition: Rathindra brought everyone's attention to the Outlook article today about the Q2S transition.
- B. Tuition Scholarships: Rathindra noted that currently there are too many exceptions to the graduate tuition scholarship policy. He said that Jim Rankin along with other Associate Deans have looked at the process across campus and have put forth some recommendations.. He added that he would like to

see the recommendations implemented without a negative impact on the students. He said that when there are too many exceptions, it is not productive; hence the policy in place should be thorough.

- C. Suspension of admission to various Graduate Programs in the COE: Katie informed the Council that a number of programs in the College of Education have had admission suspended by their College. Some of the suspensions are for this year only, while others are for an indefinite period. Katie told members that a list of programs that are being suspended is included in today's packet. Katie informed members that the Graduate College is currently in the process of removal of the programs from the graduate application. She added that the Graduate College is working with applicants to either refund their application fees or to move the application to another program, per the applicant's request. Rathindra said that RACGS will be informed of those programs whose admission is suspended indefinitely. Rathindra also made some general remarks indicating that he thought it was wise to close programs that are not viable to be able to expand the ones that are good.
- D. Bologna Accord Degrees: Katie told members that today's packet includes a couple of sample Bologna compliant documents that the Graduate College has received recently. She said that this could probably be taken up by the Admissions Committee to discuss the implications for our graduate admissions policy. Rathindra said that at Northern Illinois University the Graduate Council had given the authority to the Graduate College to handle these on a case-by-case basis. He added that it turned out that 75% of those degrees were not acceptable.
- E. Absolute Minimal TOEFL for admission: Katie informed members that in the past few years there have been a large number of exceptions to the TOEFL policy and that the Graduate College would like to have some guidance on the absolute minimum TOEFL score required to process a graduate admission. Rathindra echoed the same sentiment noting that he would like to see a reduction in the number of exceptions. He told members that at Northern Illinois University, they had a separate category of graduate students, known as 'student at large'. These students were not admitted to a degree program, but could take graduate level course work. No more than six of those credit hours could be transferred if they were admitted to a degree program.

Sergiu asked if all international students are tested upon arrival. Katie said that if an acceptable TOEFL or IELTS score has been submitted, then they are not required to be tested unless the department wants them to be. Hans noted it is a breach of our rules and policies if a student arrives on campus without having submitted a TOEFL score. Howard said that faculty requests for waivers are sometimes based on interviews conducted with applicants.

Jennifer Hines noted that many of these are self-supported students and that there is considerable pressure exerted by the departments on the Graduate College to admit them. In response to questions about exceptions to the TOEFL requirements, Katie informed members that only the exchange students from Denmark are exempted from it. Jennifer Hines added that for the exchange students from the University of Shanghai the Speak Test is administered by faculty who travel to China, but then it is graded by the OPIE staff here.

Rathindra said that he would like to see the Graduate College with the support of the Graduate Council uphold all aspects of graduate education. He added that at NIU, all Memorandums of Understanding that involved graduate education were also signed by the Dean of the Graduate College. At OU, he said, that the Graduate College does not even receive a copy of those. A new international team has been formed and the Graduate College has representation on it. Rathindra said that he has proposed that the Associate Dean of the Graduate College chair that team. David Mould recommended using a transmittal form accompanying to a Memorandum of understanding where the Graduate College signs off. Rathindra endorsed the idea, saying that a form like that would be helpful to the Graduate College in terms of knowing what was being committed. Jennifer Hines said that presently, the UIC has been reviewing these rigorously.

Discussion focused on setting a base line score, a floor, so if someone had a score below it, they would not be admissible. Rathindra added that it is imperative to have that for us to uphold our standards. He added that it is not difficult to score a 300 on the test. Jennifer Horner said that we have to remember that we need to be fair to students and that we should not bring them here, if they will not succeed.

4. New Business

A. Planning and Strategy Committee (Hans Kruse):

Resolution regarding Graduate Commencement: Hans brought everyone's attention to the email about the change in the signatures on the graduate diplomas from Debra Benton (University Registrar) that is a part of today's packet.

The resolution regarding the signature of the Dean of the Graduate College on Graduate Diplomas and a role for the Dean in the graduation ceremonies was approved with the inclusion of the word 'osteopathic' in the name of the College of Medicine.

David Juedes will forward this resolution to the Provost. Jennifer Hines informed members that Andrea Gibson (Special Assistant to the VP for

Research) will be available to meet with the members of the Planning and Strategy committee to talk about the commencement ceremony and other aspects of graduation.

The meeting was adjourned at 3:30 pm. The next meeting is on May 8th, 2009 from 2 to 4 pm, in Baker 240.

Graduate Council Minutes

March 13th, 2009

Attendance: James Archibald, Catherine Axinn, Joseph Bernt, Rathindra Bose, Gary Chleboun, Howard Dewald, Judith Edinger, Kamile Geist, Jennifer Hines, Jennifer Horner, Aimee Howley, David Juedes, Hans Kruse, Jody Lamb, Brian McCarthy, Jim Rankin, Willem Roosenburg, William Shambora, Robert Staron, Katherine Tadlock, and Peter Wickman.

Excused: John Day, JoAnn Dugan, Andrew Escobedo, Keith Gilland, Annette Graham, Jan Maxwell, David Mould, Stephan Oechsle, and Gary Weckman.

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

1. Approval of Minutes of the February meeting

The minutes from the February 13th, 2009 meeting were approved.

2. Chair's Report (David Juedes)

- A. Reorganization at OU: David informed members that due to the reorganization at OU, Josep Rota has resigned from the Graduate Council. He thanked Joe for his service to the Council for the last 13 years and wished him well in his new position on campus.
- B. Task force on Centers of Excellence: David said that the final report of the Task Force will be issued at the end of this month. He said that the task force is currently considering appeals. He added that 23 out of the 87 programs appealed their ratings. David said that he had forwarded the comments made by this body regarding the professional and interdisciplinary programs to the members of the Task Force.
- C. Seven year review for Chemical and Bio-molecular Engineering: David informed members that the seven review for Chemical and Bio-molecular engineering is complete and has been posted on the Graduate College web site.

3. Remarks by Rathindra Bose, Jennifer Hines and Katie Tadlock

- A. Task Force on Centers of Excellence: Rathindra informed members that the intent of this review was good and it helped identify the strong programs at OU. He added that the report also brought to light some programs that are doing well despite the lack of resources. He said that a typical program review takes place at the department level, but this review was different from that perspective. He said that as a university we should be careful about not

wanting to overly publicize a 'satisfactory' rating that a program received. There could be unintended consequences like being potentially detrimental to recruiting good students. He encouraged the members to look at the report from a broader perspective as well.

- B. Graduate College: Rathindra informed members that the Graduate College lost three employees just before he came to OU. He said that the budget cuts have hit the unit hard, so much so that the position of the Associate Dean is only a half-time position. He said that he is requesting guidance and support of the members of Graduate Council to implement the recommendations made by the Task Force on the establishment of the Graduate College.
- C. Graduate Commencement: Rathindra reminded members that commencement will be upon us soon and Graduate Council should be able to advise the Provost about it. He said that in many institutions the Dean of the Graduate College presents the candidates for the doctoral degree and the candidate is hooded by the advisor and the Dean of the Graduate College. Hans said that the bigger issue behind the ceremonial aspect is about who confers the degree. Joe agreed saying that it is important to know who signs the diploma. Catherine said that the Dean of the Graduate College should have a role in commencement. Joe added that commencement is about the academic achievement of the candidate and should be able to carry through that symbolism in the ceremony. Willem said that we should get the students perspective on this, since commencement is about them after all. Pete asked who is typically on stage and James asked who signs the diploma. Hans recommended that students can think about it, but noted that, for this to happen; it would be advisable to notify Printing Services that the signature line on the diploma will be different from that of last year's.

There was some additional discussion about the changes to Graduate commencement. The general consensus was that the doctoral diplomas will be signed by both, the dean of the academic college and the dean of the graduate college. The general consensus of Council was that the advisor and the graduate dean will hood the candidate. The Planning and Strategy subcommittee was tasked with bringing forth a resolution regarding changes to Graduate Commencement for the next meeting.

Howard informed members that the year 2009 is the fiftieth anniversary of the first Ph.D. awarded at Ohio University.

- D. Graduate Student Research Expo: Rathindra requested members to consider his proposal of Graduate Council being the sponsor for the keynote speaker at the Graduate Student Research Expo. He said that Mark Hughes has accepted the invitation. He said that Dr. Hughes has an MD and a Ph.D. and is known for his work in genetics. The consensus of the members of Graduate

Council was that they strongly supported the idea of the Graduate Council being the sponsor for the keynote lecture.

- E. MA in Communication Studies: Jennifer Hines informed members that the School of Communication Studies will be offering an MA in Organizational Communication at the Pickerington campus. She added that RACGS has been informed and that member institutions (of RACGS) have 30 days to send comments about the program. If any members express concerns, they will be discussed at the next meeting.
- F. Contact Manager: Jennifer Hines said that the Graduate College is moving forward with Contact Manager. She added that Contact Manager is the data and document tracking component of the online application that is run through the College Net system. She said that a couple of departments will participate in the beta test that will begin in spring quarter. Contact Manager will be available for all departments by summer quarter. In response to David's question about the entire admissions process being online, Jennifer said that is still a little further down the road. She explained that the project has received the highest rating from ATAG (Academic Technology Advisory Group), but there is only one person at OU who can help with this project. Currently, the undergraduate admissions office is going through this process.

Rathindra said that with the entire process being online, there will be no paper folders and all documents will be in the student's electronic folder. He added that he anticipates this system to be in place in the next two to three years, hopefully before the switch to the semester system.

Commenting on the reorganization of some positions and the elimination of the Office of international affairs, Rathindra informed members that the Provost has moved the International Recruitment Coordinator's position (currently at the Graduate College) to the office of the Vice Provost for Enrollment Management.

- G. Minutes of the Graduate Council: Jennifer said that once the approved minutes are posted on the website, graduate and program chairs are informed about it.
- H. Multiple Ohio University Ph.D.s: Katie informed members that the issue and some past discussion about this is noted in her handout which is a part of the packet today. She said that currently there is no text in the graduate catalog that addresses the issue when a student is seeking admission to a second Ph.D. program. In response to questions, Katie said that some institutions do not allow it, while others strongly discourage it. Jennifer Horner said that if the content is sufficiently distinct, then she does not see any reason to not allow it. Rathindra said that to be eligible for admission in a graduate program, a similar background is expected and thus one would think that the degrees will

be in similar areas. Members recommended looking at best practices at other schools in Ohio and in the country. Katie added that she would rather not see a student waste the \$50 or \$55 application fee, if the department or college would not admit him/her to the program. That is why, she added, some language addressing this issue will be helpful to have in the graduate catalog.

4. New Business

A. Planning and Strategy Committee (Hans Kruse):

- i) **Centers of Excellence:** Hans informed members that this committee has met every week during this quarter to review the report of the Task Force on Centers of Excellence. He said that it might be a good idea to pull the most recent seven year reviews for the programs that have appealed their ratings. He added that the seven year reviews might be able to provide some background information which will help them develop recommendations for these programs.
- ii) **Status of Graduate College:** Hans informed members that the committee met with Jennifer Hines and they understand a lot has already been done to serve students and the campus better. He said that he would like to seek the help of the Policy and Procedures Committee to identify high priority items and implementation strategies for them. He said that he has received an updated list of tasks in process and those that have been accomplished from Jennifer Hines.
- iii) **Resolution regarding composition of Graduate Council:** The resolution was passed with the following corrections: each college is listed with its appropriate name, item # 5 is deleted, and item #6 thus is numbered as #5.
- iv) **Summer Representation:** Following the discussion about the composition of Graduate Council, Hans reminded members that given that this body does not meet in the summer we should look at an alternative form of representation. He added that maybe a subset of this body could be in place to represent the entire Graduate Council. He added that with the first meeting being in October sometimes, it makes it a four month gap from the last meeting in June. He added, until a new Graduate Council is in place, the previous group still exists. Joe said that it is not always easy to find faculty to serve on this body. Willem said that he had volunteered to be on the Graduate Council at the end of Spring quarter last year, and he received his letter of approval two days before the first meeting. Hans, added that it is important to have something in place for the summer to help the Graduate College. He recommended having a subcommittee with the appropriate mix of faculty and administrators.

The meeting was adjourned at 3:30 pm. The next meeting is on April 10th, 2009 from 2 to 4 pm, in Baker 239.

Graduate Council Minutes

February 13th, 2009

Attendance: James Archibald, Catherine Axinn, Joseph Bernt, Rathindra Bose, Gary Chleboun, John Day, Howard Dewald, Judith Edinger, Annette Graham, Jennifer Hines, Jennifer Horner, Aimee Howley, David Juedes, Hans Kruse, Jody Lamb, Jan Maxwell, Brian McCarthy, Mike Prudich for Jim Rankin, Willem Roosenburg, Josep Rota, William Shambora, Robert Staron, Gary Weckman, and Peter Wickman.

Excused: JoAnn Dugan, Kamile Geist, Andrew Escobedo, David Mould, Stephan Oechsle, and Katherine Tadlock.

Guests: David Ingram, Susan Sarnoff, and Angie McCutcheon.

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

1. Approval of Minutes of the January meeting

The minutes from the January 9th, 2009 meeting were approved.

2. Chair's Report (David Juedes)

- A. Task Force on Centers of Excellence: David informed members the initial draft of the Centers of Excellence report had been published, and that the Provost asked him and Jeff Connor to attend a Faculty Senate meeting to answer questions about the report. At that meeting several questions were raised. Most of the questions were about the appeals process and the categorization of programs. David told members that section E of the report will need to be revised to clarify the numerical values of two items. In particular, David mentioned that the numerical ratings for sections 2 and 3, and section 4 used the same scale (1-4), but that vastly different meanings were associated with those values. He said that this was clarified at the Faculty Senate meeting, and that the final report would fix this mistake.

Rathindra noted that the questions about professional graduate programs being treated unfairly were also raised at the Faculty Senate meeting and that he has heard from many departments about it. Rathindra noted that since the same metrics were used to rate all programs, whether research based or professional, his sense was that the professional graduate programs feel that they were treated unfairly. In one case, the discussion focused on the discrepancy in rankings of the programs by an accrediting organization versus this report. David Juedes clarified that in his experience accrediting agencies just list whether a program meets the minimum requirements or not, and they do not rank programs. Joe Bernt noted that the criteria used seemed to be heavily weighted in favor of research programs and did not fit the professional programs appropriately. David Juedes added that this was a very difficult process and that he will bring all of these comments back to the task force. David also said that the rankings were based on the self-studies completed by the departments. So, if a table was void of any data, then that did not leave much room for discussion in allotting a rank.

In response to a question from Jennifer Horner, David noted that to preserve the independence of the voting members of the Task Force, it was decided that all questions regarding program appeals be directed to Ben Ogles, Jeff Connor, or himself. Joe Rota said that one other complaint against the report is that it treated the interdisciplinary programs like the programs offered by the Center for International Studies unfairly. He added that these programs achieve very high rankings nationally, but the ranking in this report did not reflect that. Rathindra said that the Task Force did a wonderful job and that at this point in time, it is not fair to complain about the criteria used. He added that it could not have been an easy task to rank these 87 programs, even though the rankings were based on the self-studies. Gary Chleboun noted that program goals should also be taken into account. William Shambora added that this report allows us to look at programs macroscopically, and it probably not the best way to compare individual programs.

David Juedes said that in the process of reviewing the 87 graduate programs on campus, he became aware of many great things that are happening all over campus. He added that even though a program might not be satisfied by their ranking they can look at the report for areas for improvement and hopefully this will help them move forward.

3. Remarks by Jennifer Hines and Katie Tadlock

- A. Named Fellowships: Jennifer Hines informed members that information regarding Named Fellowships will be sent to departments shortly. She also noted that due to budget cuts, the "Graduate Studies" Fellowship might not be able to be funded for the coming academic year.
- B. Admissions Data: Jennifer Hines told members about the two items in the packet for today that pertain to admissions data. She added that this is not a comprehensive picture of the current numbers. This data was collected for a CGS survey and that is why it only reflects what that survey asked for.
- C. Outreach Form: Jennifer informed members that the application form for new delivery format or location of a previously approved graduate program is available online, through the outreach website. She said that form will soon be linked from the graduate college website.

In response to a question from Aimee about completing this form for every new cohort, Rathindra said that this form will help the Graduate College collect data that needs to be reported to OBOR. He added that this is a twofold process, where both of the offices, Outreach and the Graduate College need to be informed about it. Catherine said that flowchart to describe the process might be helpful to all departments. Jennifer Hines said that she and David are working on that process. Joe noted that as much as he appreciates all the new programs that are offered, however, there seems to be a commercial quality to the process. He added that due to the pressure to deliver, sometimes, adjunct faculty teach in these programs. Rathindra assured members that even though the financial pressure is always going to be there, he is not willing to compromise the academic quality of the programs.

- D. ELIP courses: Jennifer Hines drew everyone's attention to the handout in today's packet that notes the new course call numbers for the Graduate Writing and Oral

Communication Courses for Spring quarter onwards. She informed members that the five courses with the prefix ELIP that are noted on the handout do not cost extra to students as long as they are registered for a full course load. She said that this will help reduce the confusion that used to occur when all of these courses had the OPIE prefix.

- E. iBT versus Speak Test: Dawn Bikowski (from OPIE) put together some data from the test scores received from students in the last two years to show the correlation between the institutional Speak test score and the Speak score component on the iBT. More information about the test scores will be sent to all members to help them make decisions about awarding teaching assistantships to international students.

4. **New Business**

A. Thesis and Dissertation Services:

Angie reminded members that since the fall of 2007, all thesis and dissertation services have been centralized with one website to download all forms and instructions, one set of guidelines and procedures to be followed, and all training materials have been computerized.

She informed members that recently they were contacted by an attorney from Pearson Publishing because they found two instruments in an appendix of a dissertation that were used without permission. The discussion then focused on the process followed to identify plagiarized material and the consequences thereafter if someone was known to have engaged in the act. Catherine Axinn noted that she finds 'Turnitin.com' very helpful in this regard. David Ingram added that SafeAssign accomplishes a similar task.

Aimee Howley said that the process whereby, if a student has been found to plagiarize and is informed about it and then asked to 'fix' the said text, puts the pressure on faculty, with not much responsibility on the student. Gary Weckman said that Turnitin really helps in this regard. It is able to catch citation errors, which very well could have been genuine mistakes and not intentional. He also added that all graduate students in the College of Engineering are required to take the ET602 course (Technical Writing). That course covers basic information about writing conventions to be followed. Discussion focused on using a centralized service to subject documents to a service like Turnitin. Jennifer Hines cautioned members that if this were to be centralized at TAD services, it will involve extra costs to the unit, which might not be feasible at this point in time.

Joe Bernt said that it is usually apparent upon reading a manuscript if the text was written by the said student or not. He said that if a student plagiarizes in his class, he fails that student. David Ingram said that it is hard to draw the line in terms of providing help in the writing process. Also, he added reiterating Joe's point, that faculty judgment plays a big role here in terms of identifying whether the intent was to deceive the reader or not. He added that he is one of the three members of the Academic Honesty Committee and since 2006 they have processed 60 cases. Aimee echoed the sentiment about helping students and said that as advisors it is their obligation to help students write well and research well, but not to help make a dishonest student's endeavor honest by helping them if their intent was not honorable. Jennifer Horner said that 98% of our students do not engage in these

practices. And, the more education we can provide upfront, the better it is for them and for us. Catherine Axinn reiterated the responsibility of faculty and the time and energy it requires on their behalf. Rathindra said that it seems like it would be a good idea to institute a course that all graduate students will be required to take. Jennifer Horner said that the goal is to not just prevent plagiarism, but to give students writing skills and impart training for conducting research responsibly. Susan Sarnoff added that there should be some discipline specific training as well. Angie said that she has some mini-courses on appropriate methods of citation and paraphrasing etc. on her website.

Peter Wickman said that he would like to take these recommendations back to GSS. He said that he would like to see an office where a student who was in this situation could go and talk to someone to seek help. Jennifer Hines said that if a case is brought to Angie's attention, she talks to the student in person and does not approach the student with the assumption that he/she is guilty. Mike Prudich said that ever since the ET602 class became mandatory, they have not had major issues. David Ingram added that some of the students had very good lawyers and in an extreme situation, a degree can be revoked. Rathindra said that all of this comes at an enormous cost to the institution in terms of faculty and administrative time. Jennifer Horner said that plagiarism is an ethical issue, improper citations are more of a rule based issue and that we should maintain the distinction between the two. Gary Weckman added that when students take the ET602 in their first quarter, it helps them throughout their program, not just when it comes to writing the thesis or dissertation.

B. Planning and Strategy Committee (Hans Kruse):

- i) Status of Graduate College/Graduate Council Efforts: Hans Kruse informed members that the task force that put together the report on the Graduate College was disbanded after the report was delivered. He said that the committee and one member of the task force will meet with Jennifer Hines over next few weeks to revisit that report.
- ii) Centers of Excellence: Discussion focused on using the information presented in the report to inform the seven year review process, and ensuring that if a program was rated as excellent, it is treated so. Rathindra reminded members that this process was undertaken as a response to the OBOR initiative and that he hopes that no programs are cut. He added that the seven year review process has its own merits. He also noted that this gives us an opportunity to look at programs that have been struggling for many years. By keeping a program alive that is not recognized nationally, we are not doing any service to the students. Joe Bernt said that enormous amount of time was spent on this process and this was as thorough (if not more), a process as the seven year review. Aimee said that the seven year review process involves departments, but the College of Education has departments that have multiple programs. John Day agreed that this process was more rigorous than the seven year review process.
- iii) Resolution regarding composition of Graduate Council: Hans informed members that the discrepancies regarding the composition of Graduate Council need to be resolved. He said that the Center for International Studies does not have any representation on Graduate Council. Also, the library representative that Graduate Council has is not mentioned in the Faculty handbook. In response to Howard's question about definition of faculty, Joe Bernt said that anyone who can

vote at faculty senate is defined as faculty. Rathindra said that at some schools only graduate faculty could sit on the Graduate Council. Hans Kruse said that since this language comes from Faculty Senate, this issue needs to be raised there. Jennifer Horner added that for the sake of consistency, she proposes adding 'or a representative' to the text about the Associate Provost for International Programs. Joe Rota requested the change in the name from International Programs to International Affairs to reflect the current name of the office.

Jan said that she would like to bring this information to the notice of her Dean. She added that she sees her role as the library representative to ensure that programs can be supported with the relevant resources and that it is not unusual for the library representative to be the non-voting member. Joe Bernt added that it would be best to clarify the meaning of the word faculty. Catherine said that the fourth representative from GSS also needs to be added to the Council.

- C. Policy and Procedure Committee (Brian McCarthy): Discussion centered on the issue of work hours of graduate students holding an appointment (GA, RA, TA). Jennifer Hines said that she is working on resolving the language noted in the Graduate Appointment guidelines. Questions were also raised about winter intersession and Howard added that Spring break is also known as spring intersession. Joe Rota reminded everyone that international students can only work for 20 hours a week. They would be in violation of their visa status if they work more than that. Brian suggested adding such wording to the Graduate Appointment guidelines as well. He also added that sometimes departments reduce the workload during the quarter to accommodate work during winter intersession. Members were of the opinion that the departments should have the authority to make these decisions.
- D. Recruitment and Admissions Requirements Committee (Catherine Axinn): Members discussed Kelli Cyrus' conflict of interest case. Aimee said that she did not think that the recommendations made by the committee are broad enough, because Kelli's coursework could cross over multiple programs. Her conflict of interest case was approved with the replacement of this language for the paragraph about mitigation of conflict, 'She should not work on any grant proposal for any faculty member in the College of Education of any faculty member in her program of study'.
- E. Curriculum Committee (Annette Graham): Per the committee's recommendations, Graduate Council accepted the Program Reviews for the departments of Modern Languages and Communication Studies. Since the curriculum committee recommended an expedited review in both cases, the Council did not need to vote for approval.

Rathindra informed members that the stimulus package was passed by the House, adding that there is money in that for research and higher education. He said that we can all take advantage of that opportunity to apply for some of that money and that more information about it will be posted on the research website soon. Catherine reminded members that there are some good proposals that were not funded through GERB, and that those would be easy to forward.

The meeting was adjourned at 4:05 pm. The next meeting is on March 13th, 2009 from 2 to 4 pm, in Baker 239.

Graduate Council Minutes

January 9th, 2009

Attendance: Rathindra Bose, John Day, Howard Dewald, Judith Edinger, Kamile Geist, Annette Graham, Jennifer Hines, Jennifer Horner, Aimee Howley, David Juedes, Hans Kruse, Jody Lamb, Brian McCarthy, Stephan Oechsle, Jim Rankin, Willem Roosenburg, Josep Rota, William Shambora, Robert Staron, Katherine Tadlock, Gary Weckman, and Peter Wickman.

Excused: James Archibald, Catherine Axinn, Joseph Bernt, Gary Chleboun, JoAnn Dugan, Andrew Escobedo, Jan Maxwell, and David Mould.

Guest: Susan Sarnoff.

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

1. Approval of Minutes of the November meeting

The minutes from the November 14th, 2008 meeting were approved.

2. Chair's Report (David Juedes)

- A. Graduate Student Contract Grievance Board: David informed members that Jeffrey Giesey (from Engineering) and Robert Lazuka (Fine Arts) have agreed to serve on the Board. David added that two student members have also been appointed to the Board. He also said that since last year's members were faculty in the colleges of Communication and Business, he sought faculty from the other colleges for this year.
- B. Q2S transition: David informed members that he has been in contact with David Thomas of UCC regarding the role of the Graduate Council in the quarters to semesters transition. Since, technically, all graduate programs under semesters will be "new" programs, they will need the approval of the Graduate Council. The program approval forms will flow from the Graduate Council to UCC for final approval. David and David Thomas want to ensure that the process goes smoothly.
- C. Process flow for graduate program approval: David informed members that due to the change from Quarters to Semesters, OU is trying to streamline the curricular approval process by using web technology. David reminded members that the Faculty handbook notes that Graduate Council sends recommendations to UCC about "initiation, implementation, and elimination of graduate programs". He added that it diminishes the role of the Graduate Council when programs are sent to UCC and RACGS for approval without having gone through approval by the Graduate Council. David strongly

recommended developing a set of internal guidelines that would detail the review and approval process the graduate level for all curricular items that need to be addressed by Graduate Council. He said that he has submitted a draft of such a document to the Curriculum Committee for review and revision. He mentioned that he has also submitted a draft to Jennifer Hines.

- D. Task Force on Centers of Excellence: David informed Graduate Council that the members of the Task Force reviewed and rated the self-studies of all 87 graduate programs. He added that this report was presented to the Dean's Council in late December. He also mentioned that the Task Force will take into account the recommendations made by the Dean's Council in their report which needs to be submitted to the Provost by the third week in February. He told members that he communicated (to the Task Force) the consensus expressed at the last Graduate Council meeting that it should have a role to play in the appeals process. Unfortunately, a process could not be worked out at that meeting. However, he added that once the report is complete Graduate Council can review the report and write a resolution to present their views to the Provost. David said that he will send the report from the Task Force to the Planning and Strategy committee.

Discussion ensued regarding the ratings of the programs. David said that there were important issues that came up like the critical mass of faculty. He added that 19 programs have five or less "graduate" faculty, whereas the mean number of graduate faculty per program was 11. Jennifer Horner asked about the critical mass of students should be considered as well. She also asked if the report will list all the scores.. David responded that the report will only list the rating of each program and not all the individual scores. David said that two members rated each ratable item and if there was too much of a discrepancy between raters, then a third rater was used. Jennifer Hines added that with the extensive discussion of each program by the Task Force, the report reflects much more than just a list of scores. Kamile said that there is probably a correlation between the low number of faculty and the rating of the program. Rathindra noted that many other things should be looked at, like the resources available to support a program.

David said that individual Dean's identified around 20% of the programs for an initial reevaluation of their ratings.. Judith asked about the rationale of putting all programs together to rate them. David said that this was done based on the charge of the committee and that there were many discussions early on about it. Kamile asked if any decisions about the future of programs were being made at this point in time. David said that the Deans' Council is doing that at a preliminary level. Rathindra added that the Deans' Council will send some information back to the Task Force and that that initial goal was to identify Centers of Excellence, but he is not sure how much money is now available at the state level for that now.

3. Remarks by Jennifer Hines and Katie Tadlock

- A. Recruitment Enhancement: Jennifer Hines informed members that she met with all Associate Deans regarding allocation strategies for the recruitment enhancement funds they will receive.
- B. Contact Manager: Jennifer Hines informed members that a beta version of Contact Manager is now being tested.
- C. Quarters to Semesters: In light of the change from quarters to semesters, Jennifer told members that it is a good opportunity to clarify policies about the various grading options available for the research and dissertation courses.
- D. Plagiarism Issues for Completed Thesis and Dissertations: Jennifer Hines drew everyone's attention to the handout in today's packet that addresses the process that needs to be followed if a completed thesis or dissertation has been notified as a plagiarized document. In response to a question by Jim regarding the option given to the student to correct the problem, Rathindra noted that minor citation issues are easy to fix and can be taken care of at the department level. In response to Jennifer Horner's question about TAD Services doing a plagiarism check, Katie said that at this point in time, that is not being done. She added that typically a problem is identified when someone informs OhioLINK that a thesis contains copyrighted (or plagiarized) material, and they, in turn, inform Angie about the issue.

Pete said based on this document [the document presented at the meeting] and this process [the process outlined in the document], it does not seem like that there is a place for an accused student to go to for help or advocacy and help with understanding the process. Aimee noted that there is a difference in an improper use of copyrighted material and plagiarism, and she said that this process makes copyright violation extremely punitive. On a related point, Jim Rankin said that one of the tasks for the hearing committee is to determine intent. Jennifer Hines noted that Angie proceeds with these steps outlined in the document with the belief that it was an unintentional mistake. She said that Angie McCutcheon (Director of Thesis and Dissertation Services) will attend the Graduate Council meeting next month to talk about this some more, and about other processes.

4. Remarks by Dr. Rathindra Bose

- A. Conflict of Interest Policy: Rathindra informed members that a recent decision about a conflict of interest case caused a faculty member to complain about it. He added that the conflict in his case only stemmed from the faculty member and the Director of the School having submitted a research grant proposal together. David Juedes noted that power to change Conflict of Interest policy regarding faculty resides with the Faculty Senate. Willem clarified that is it

noted in the Faculty handbook and was recently revised. David Juedes added that it would probably be beneficial to clarify the policy from the research perspective to take into account multiple Principal Investigators and any possible financial conflict.

- B. External Grants for Graduate Students: Rathindra informed members that graduate students are being encouraged to apply for external grants to enhance funding opportunities for them. He said that last quarter 17 applications were submitted and that he is hopeful that our students will be able to benefit from the many grants available.

5. New Business

- A. Recruitment and Admissions Requirements Committee (Catherine Axinn): Joe said that since the committee has not seen the final document, the conflict of interest case was tabled until the next meeting.
- B. Planning and Strategy Committee (Hans Kruse): Hans informed members that the committee will review the report drafted by the Task Force on the Centers of Excellence. He added that Curriculum Committee will also be involved in this process.

Hans also said that the committee will also review the document that outlined the formation of the Graduate College to see how things are coming along.

David also suggested to Hans to work with Faculty Senate regarding the membership of Graduate Council, so as to have members appointed before the beginning of the new academic year.

- C. Notification concerning MSW offering at Regional Campus: Discussion focused on the procedure to be followed when an existing program is to be offered at a new location (e.g., a branch campus) or by using a different means of delivery. Rathindra clarified that if there is no change in the mode of delivery and the content of the program, but it is being offered at a new location, it does not need to be approved by the Ohio Board of Regents, it is only an information item. Susan said that it would be helpful to have a coversheet that asks these questions, it will ensure that the correct procedure is followed. She said that this is the same program that has been offered on the Athens campus, they are only adding four new locations. She responded to Willem's question saying that this program does not require a thesis. David Juedes asked about the arrangement with Shawnee State University. Susan said that OU is renting space from them. There was some discussion about how departmental policies and practices vary regarding hiring faculty for the branch campuses.

After some lengthy discussion about procedures, a vote on this item was called. The request to offer the Master of Social Work degree program at

several new branch campuses and Shawnee State University was unanimously approved by Graduate Council.

The meeting was adjourned at 3:45 pm. The next meeting is on February 13th, 2009 from 2 to 4 pm, in Baker 230.

Graduate Council Minutes

November 14th, 2008

Attendance: Catherine Axinn, Rathindra Bose, Gary Chleboun, John Day, Andrew Escobedo, Kamile Geist, Annette Graham, Jennifer Hines, Jennifer Horner, David Juedes, Hans Kruse, Jody Lamb, Brian McCarthy, David Mould, Willem Roosenburg, Josep Rota, Robert Staron, Katherine Tadlock, Gary Weckman, and Peter Wickman.

Excused: James Archibald, Joseph Bernt, Howard Dewald, JoAnn Dugan, Judith Edinger, Aimee Howley, Stephan Oechsle, Jim Rankin, William Shambora

Guest: Ming Li.

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

1. Approval of Minutes of the October meeting

The minutes from the October 10th, 2008 meeting were approved.

2. Chair's Report (David Juedes)

- A. Committees and Committee Chairs: David informed members that the various committees have been formed. He thanked Catherine, Hans, and Brian for continuing in their roles as chairs of committees and Gary and Annette for agreeing to chair the other two committees.
- B. Associate Dean of the Graduate College: David welcomed Jennifer Hines, new Interim Associate Dean of the Graduate College. He added that per his conversation with Jennifer a few things came up that will need to be addressed by Graduate Council. One of them would be to change some of the wording in the faculty handbook particularly the references to the 'Associate Provost of Graduate Studies' and similar items. Another item is the rewording of the 15 and 18 quarters rule to capture some of the important aspects from the old 260 hour rule. He also added that Jennifer noted that as we move from quarters to semesters we will need to review various policies and procedures. David said that he considers this a long term project. He added that he expects the Planning and Strategy Committee and the Policies and Regulations Committee to play important roles in resolving issues surrounding the implementation of the Graduate College.
- C. Seven year review of Communication Studies: David informed members that all of the appropriate documents are available on the Graduate Council website.

D. Task Force on Centers of Excellence: David informed Graduate Council that the members of the Task Force are reviewing self-studies. He said that the initial recommendations of the task force noting the ratings for the 87 graduate programs will be proposed in a meeting on December 18. The Deans and other constituents will then review the ratings. He said that he is open to suggestions for the role Graduate Council should play once the Task Force has completed its job.

3. Remarks by Rathindra Bose and Jennifer Hines

A. Centers of Excellence: Rathindra noted that the Graduate Council should play a role in the process. He added that the nature of the role and extent of involvement will depend on the collective decision made by this body. He added that it is critical for Graduate Council to look at the report. He indicated that the programs at the top and bottom would be the ones that would merit the most attention. He said that there probably will not be too much disagreement regarding the programs in the middle. He said that the total investment from the state is going to be minimal, since there are less than a few million dollars allocated for this project. But, since so much time and effort has been invested in this process, to make it more meaningful for us, Graduate Council should be involved in the final process.

John reminded members that the Vision Ohio document notes a potential reallocation of funds based on the rankings of programs. Catherine noted that the programs that are at the bottom in the rankings might be at risk. Annette said that the programs at the bottom might explain their ranking as such because of the lack of resources, making this a very complex situation.

In response to questions, David clarified for members that it was possible to complete the survey either independently for masters and doctoral programs, or a combined survey for both. It was discussed that the Curriculum committee would be the best committee to review the report of the Task Force on Centers of Excellence. Per the discussion regarding the role of Graduate Council, David said that he will inform Ben Ogles that Graduate Council wishes to be involved in the appeals process, thus contributing in the selection process of graduate programs.

B. Policy for tuition scholarships for Graduate Students: Jennifer informed members that when the new policy noting the 15/18 quarters of support for graduate students was initiated, some of the language from the old 260 hours policy was not carried forward with the new one. Katie told members that the subsidy cut off (from the state) is still at 260 hours. But, students are eligible for a stipend not a scholarship at that point in time.

She added that this practice has been in place, and the current proposal puts this practice in writing, thus clarifying the policy.

- C. Change in the International Graduate Applications Process: In light of the announcement made by Rathindra in the October meeting about a change in the graduate admissions process for international applicants, Jennifer provided more information to members. She said that a website with information about standard grading scales and names of some institutions that we have received students from in the last five years will be posted on the Graduate College website. She added that since only 20 to 25% of the applicants are admitted, it will save time if all of the international applications do not have to be evaluated in their entirety. Katie said that the preliminary evaluation will include the establishment of U.S. Bachelor's equivalency and validity of the institution. In response to Joe Rota's question about validity, Katie responded that if an institution is accredited in the home country, then that institution is considered valid. In response to a question about determining the quality of the institutions, Jennifer added that in terms of best practices, other U.S. institutions also list foreign institutions, but do not have quality designators assigned to them. Katie added that the Graduate Chairs can bring their expertise and experience in the field to make some judgments about the quality of institutions. Jennifer said that the Graduate Chairs will be able to request a GPA calculation for the applicants they are interested in via a web form. As soon as the web form is available on the Graduate College website, all departments will be informed.

4. New Business

- A. Second Reading: Proposed International Agreement for MSA: **The proposal was approved** pending approval from the Office of Legal Affairs and with the deletion of the last sentence on page two and of section XIII on page 13.
- B. Recruitment and Admissions Requirements Committee: Graduate Council **approved** committee recommendations for admission to graduate programs for Lara Wallace, Thomas Suddes, and Stephen Trotta as proposed by committee. Members also **approved** Vijayanand Nadella's admission with the caveat that his current supervisor would not serve on his committee.
- C. Policy and Regulations Committee: Brian informed members that the issue whether graduate students having an assistantship are eligible for any other employment was discussed with the Office of Legal Affairs over the summer. The letters that students receive noting the award of their assistantship have them log into a portal where all the guidelines are listed. It was suggested that a check box could be added to the portal to

indicate that the students have read and understood the guidelines. Discussion also focused on trying to have a way to ensure that graduate students who hold one appointment could not have another appointment. Peter said that if there are no legal implications for students to be employed by two different departments, then it is not feasible to enforce a policy that prohibits them from working for two departments.

Andrew noted that sometimes students take up extra jobs and those results in a drop in their performance levels. Jennifer Horner noted that one of the safeguards in place is that the departments can monitor the GPA of the students. Andrew added that it is difficult to quantify progress once course work is completed. Catherine noted that if the student is not performing well in the duties assigned, the assistantship can be withdrawn. Jennifer Hines added that in some departments graduate directors look at other qualitative measures like an annual evaluation as well.

It was also noted that the requirements for international students are different from those of domestic students. International students are bound by their visa regulations. In response to Jennifer Horner's question about updating the letter received by students who are awarded an assistantship, Hans suggested two different versions; one for domestic students and one for international students.

David Mould said that it might be a good idea for departments to also note their expectations in their letters including some performance indicators. This will help the students know and understand that they could lose their assistantships if they do not meet those criteria. Rathindra noted that the committee could draft some language which could be looked at by the Office of Legal Affairs. Brian said that the Office of Legal Affairs might not comment on that, since there is no legal precedent for this. Rathindra said that per the notification that came out in 2005 from the department of Labor that graduate students are not employees, we need to be careful about any employment restrictions that we place for graduate students. In response to comments about setting up expectations and noting criteria in the letters, Brian said that departments have varying standards and many departments do not have these criteria documented anywhere. Rathindra noted that despite the different standards and requirements, there are probably some expectations and requirements that would be common across all departments. And, listing those could be a good starting point.

Members also noted that some other things that need to be clarified are the dates and months that the appointment is valid and also clarifications regarding those with the eventual switch to semesters.

- D. Graduate Student Affairs and Fellowships Committee: Gary Chleboun informed members that the committee received four nominations for the Midwestern Association of Graduate Schools Outstanding Thesis award. The four departments represented were History, Political Science, Psychology, and Mechanical Engineering. The thesis of the student from Political Science was chosen as the OU nominee for the award.
- E. Other New Business: Jennifer Hines informed members that the Graduate College is allocating monies for several initiatives to support graduate education. The first one being, a \$100,000 has been allocated for departments to help recruit students. The amount will be divided among 50 students, each receiving \$2000. She said that the details will be worked out and the departments will be informed accordingly. The money will be for first year students only, and it is unfettered money, so it can be used by the student for any purpose. Having this resource might allow departments to recruit some talented students, who might have considered another school where a better stipend was available.
- Second in line, \$10,000 each is going to be made available for Travel Awards and Original Works Award administered by Graduate Student Senate.
- Third, small amounts will also be made available to facilitate a graduate newsletter.
- And finally, departments will receive help to enhance domestic recruitment.
- F. Change in degree designation: Jennifer Horner informed members that per the recommendations of their accreditation board, and internal discussions the degree designation for athletic training is being changed from M.S. in Recreation and Sport Sciences to M.S. in Athletic Training. Hans noted that since the item is not on the agenda, council cannot vote on it. David said that it will be placed on the agenda for the January meeting. It was clarified that this is a not a new program, it has been in place for many years. The name is being changed to better reflect the content of the degree program.

The meeting was adjourned at 4:15 pm. The next meeting is on January 9th, 2009 from 2 to 4 pm, in Baker 239.

Graduate Council Minutes

October 10th, 2008

Attendance: James Archibald, Catherine Axinn, Joseph Bernt, Rathindra Bose, Kelly Broughton, Gary Chleboun, John Day, Howard Dewald, JoAnn Dugan, Judith Edinger, Andrew Escobedo, Kamile Geist, Jennifer Horner, David Juedes, Hans Kruse, Jody Lamb, Jim Rankin, Willem Roosenberg, Josep Rota, and Katherine Tadlock.

Excused: Annette Graham, Aimee Howley, Brian McCarthy, David Mould, Stephan Oechsle, William Shambora, Robert Staron, Gary Weckman, and Peter Wickman.

Guests: Ming Li and Ben Ogles.

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

1. Approval of Minutes of the June meeting

The minutes from the June 6th, 2008 meeting were approved.

2. Chair's Report (David Juedes)

David welcomed all members to the first meeting of Graduate Council.

- A. Task Force on Centers of Excellence: David noted that as co-chair of this Task Force he has been involved in this on-going effort. He said that he has invited Dean Ogles to the meeting today to provide some information about the progress and plan for evaluation of graduate programs.
- B. Graduate College: David informed members that yesterday he had a very productive meeting with Dr. Bose, the Dean of the Graduate College. He said that Dr. Bose expressed his support for this body and would like to see the Graduate Council be more involved in decision making processes regarding the review and evaluation of graduate programs.
- C. Business for the upcoming year: David indicated that like other years, this year also there will be some seven year reviews and conflict of interest cases that will be presented to Graduate Council. He added that there is a new international agreement that needs to be reviewed as well. He added that since he did not find out about the final membership of this body until yesterday, it does not leave enough time for processing items that get accumulated over the summer. To resolve that, he recommended two possible approaches. The first approach would be to decide on standing committee memberships for continuing members during spring

quarter. That way, if new items needed a vote, they could be voted upon during the first meeting. The second possible approach would be to recommend that Faculty Senate and the President's Office appoint new members of the Graduate Council during spring quarter.

3. Remarks by Katie Tadlock

- A. Preliminary Enrollment: Katie informed members that preliminary numbers show that enrollment is up by 4% from 3149 to 3272 from last fall.
- B. RACGS: Katie informed members that the proposal for the MS in Athletic Training is on the schedule for the October meeting.
- C. Associate Dean: Katie informed members that Dr. Jenny Hines has been named the Associate Dean of the Graduate College. Her first day in this new position was October 1st.
- D. Front Desk: Katie informed members that Malinda Handy, who used to be the front desk staff person at Graduate Studies has accepted a position at another institution. So, at this point in time, the office is operating without a designated front desk staff person.
- E. Initiatives for 2008-2009: For the upcoming academic year, there are a few new initiatives that the Graduate College is seeking to implement. One of them is an online tracking system for applications; the other is to move to a paperless system by adopting the OnBase Scanning software. The third one involves a difference in the way international transcripts will be processed. The materials will be sent to departments without a GPA calculation. The preliminary evaluation will include information about degree equivalencies, whether documents are official or not, and if the institution attended is accredited in the home country or not. Once the department has a short list of applicants they are interested in, they can request a GPA calculation. This will facilitate a faster turnaround time from the Graduate College to the departments.

Joe Bernt expressed concern about this, since some transcripts are not very easy to read, given all the different systems of education and the various formats of recording courses and grades earned. He added that the GPA is helpful to them in making admission decisions. Rathindra said that this is the norm in many other institutions. He added that since the ratio of the admitted students to the applicants is usually very low, it becomes a very labor intensive process with not the best returns. He added that the Graduate College has lost four staff members in the last couple of years. He said that during Michael Mumper's term, the office had 16 staff members and now there are 12. Joe Rota said that the most

common complaint from international applicants is that they are unable to get a timely response about an admission decision. He said that the departments and the Graduate College need to work together on this to facilitate a quick turnaround.

Howard said that it cannot be a speedy process since many departments like to see the entire pool before making admission and funding decisions. Rathindra said that it can be a two step process where an admission decision is made in a timely manner and the financial decisions can be made a little later. Joe Rota said that this year the university lost two Fulbright students because the decisions were not made soon enough. David Juedes said that if the Graduate College would provide help in evaluating transcripts by making grade scales and the quality of the institution available to departments, it would make it easier for the departments under the proposed scenario. Joe Rota added that this year the number of international undergraduate students increased by 63%, this translates into \$2.6 million in revenue for the university.

- F. MAGS: Katie informed members that so far we have received three nominations for the Midwestern Association of Graduate Schools (MAGS) Distinguished Master's Thesis Award. These nominations will be forwarded to the members of the Graduate Affairs and Fellowships Committee for review. The nominated thesis will then be forwarded to MAGS.

4. Task Force on Centers of Excellence

Ben Ogles presented an update to members regarding the Task Force. He said that the Provosts of all 13 state universities are working with the Chancellor towards clarifying the details about the Centers of Excellence. They are working on budget planning as well, since graduate programs are expensive to run. He added that last fall this group was put together to lead this process at OU. The eight voting members represent all Colleges. The group was chaired by an executive committee, with Ben, David Juedes, and Jeff Connor as its members. All programs have or are conducting self studies. The packet that members received today includes all the comments regarding the reporting mechanisms for the self studies, that were received and how they were addressed by the Task Force.

Ben said that out of the 87 programs about 50% have submitted their self-studies and they have been reviewed at the college level. Soon, all of these programs will be reviewed by the Task Force and each of these will be categorized as excellent, good, satisfactory, limited, or new. He said there is some concern about the rating process, but they expect that to be resolved soon. He added that there might be a way to contest or appeal the rating that a program received. He said that they do not have that finalized yet. The

initial report will go to the Deans and the Provost and the Task Force would like to see some good conversations as a result of this process. He added that what happens in terms of resource allocation etc, will be for the programs, departments, and Deans to decide and not the Task Force. In response to a question by Rathindra about the connection between the Centers of Excellence and the OBOR, Ben responded that this conversation feeds into that and informs the state level discussion. Ben thanked everyone for their work regarding this.

5. Dean of the Graduate College

Rathindra informed members that this is his third month at OU and he is still learning the processes at the graduate college part of his job. He said that the Research side pretty much follows a similar path in most institutions. There are the pre and post award issues and compliance issues etc. At the graduate college side, however, there are a few models that are easily identifiable. There is a centralized model, a decentralized model, a hybrid model and then the no model at all. He said that at Kent State, they followed a hybrid model, where the larger colleges had Associate Deans and smaller colleges relied on the administrative support from the Graduate College. The graduate college facilitated rigorous reviews of the doctoral programs. This involved outside reviewers as well. At NIU, he added, the graduate college was completely centralized. The Graduate Council comprised of 33 members and seven students. There were seven to eight sub committees and they met for three or so hours monthly. They discussed everything from approval for new programs, to stipend issues, to admissions issues. He added that all admissions processing is done online, no paper documents are sent back and forth.

He said that for the graduate college at OU he envisions a complete electronic admissions process to happen over the next two years. He also added that a policy is required to be in place for tuition waivers. He added that tuition waivers account for \$20 to \$25 million in the budget and to make it a meaningful process, some guidelines need to be adhered to. He said that Howard and Jim are helping formulate some structure, which will then be presented to Graduate Council. He added that we are not nationally competitive with our stipend amounts. He said that at Kent State even though each college received its allocation for stipends, but the graduate college had the flexibility to use stipend money not used by a college to support a student from another college who was not being funded by his/her college. This helped increase enrollment. He added that this by no means implies that the college and the Deans did not have the authority to make those decisions. It was only extra money that was handled this way. He also said that we need some structure and guidelines for establishing interdisciplinary programs as well.

He informed members that at NIU a part of the graduate application fee went towards supporting programming for graduate students. One of the popular events was the colloquium, where they brought nationally and internationally known speakers. He said that this was a student sponsored resolution that facilitated these colloquia. He noted that there needs to be a closer connection between Graduate Council and Graduate Student Senate.

In continuation of the discussion regarding processing international admissions, he added that the recommendation of forwarding all materials to the department, and doing GPA calculations for the short listed applicants was made by Dr. Bradley Bond, from NIU who conducted a retreat for the staff of the Graduate College. This recommendation was made to help with the work load of the staff.

In response to Kamile's question about the role of the Graduate College in recruitment, he said that the entire application fee at NIU stays with the Graduate College. A fixed amount from each application is given to the department to support their recruitment efforts. He added that NIU currently has the largest number of minority doctoral students in the country.

Hans asked about the status of the graduate college. Rathindra said that the Board of Trustees has created the college, but he would like to review the structure and processes in two years. He asked everyone to help in this endeavor. Hans said that the formal recognition of existence of the college is different from the implementation of the college. He asked if there was a projected time line for addressing these issues. Rathindra said that some of the 10 things noted in the Graduate College document can be accomplished easily done, while others require structural changes. He said that he will begin with the non-controversial ones. The ones where it is not clear whose jurisdiction it is, whether the Provost's, the Dean of the academic college or the Graduate College will be handled as other things fall into place.

Joe Bernt expressed concern about the fact that graduate education always takes a back seat compared to undergraduate education. There is never enough money for the departments to do their jobs effectively, so it is hard to conceive of contributing towards the central pot. Rathindra clarified saying that it is the stipend money that he would like to be available centrally, so that none of it goes unused. He said that he envisions the Graduate College offering administrative support to smaller programs that do not have administrative staff. He added that since his arrival, they have cut down the processing time for a grant from being received to it being disbursed, from 45 days to 11 days. He said he needs the support of the Graduate Council to make changes and improvements in Graduate Education.

6. New Business

- A. Standing Committees self nomination: David requested members to complete the self nomination form for the standing committees for this year.
- B. Proposal for MSA in Hong Kong: Ming Li informed members of Graduate Council that this proposal has been approved by UIC and UCC. A few corrections had been suggested, which have been made and this document reflects that. One of the words that the partner institution, Hong Kong University had asked to be edited was 'residencies'. Since the word, 'resident' conveys a specific meaning in terms of their immigration law; it would seem confusing to use that in the context of academics. They suggested using either, meetings or conferences to convey the same idea. Ming told members that the faculty responsible for instruction would be from both OU and HKU. He also indicated that the admission standards would be mostly the same as for the MSA in Athens. Regarding the standardized tests, he clarified that the TOEFL will be required from all applicants. However, in lieu of the GMAT, some years of experience will be considered. He said that HKU will provide accommodation, and will coordinate all arrangements, but OU will have control over the curriculum.

Per discussion regarding legal matters, it was suggested that the last sentence on page 2 be deleted and/or edited to reflect the idea that the agreement will be governed by the laws of the State of Ohio. A similar change was suggested for page 13 for the Privacy statement, which would also need to be subjected to U.S. and Ohio laws and not just HKU laws.

In response to a question from Joe Bernt, Ming responded that about 30 to 40 students would be admitted. Responding to Willem's question, Ming said that the normal teaching load in their department is six classes per year. Faculty members also have the option to buy out a class. Also, he added, that courses would be offered online as well. Joe Bernt said that sometimes teaching online courses tends to be more time consuming than classroom instruction. He also asked about the impact teaching outside of the country and many online courses would have on the research agenda and service commitments of faculty. Ming said that undergraduate students ask more questions and need more direction than graduate students who take online courses. He also added that Graduate Council had approved this same program to be offered in Beijing. This proposal is however, more stringent in requirements than that one. Hans asked about the start date of the program, since the proposal notes September 2008 as the start date. Ming said that at this point, the earliest feasible start date will be sometime in the month of March 2009. Willem asked about the position of the Office of the Associate Provost of International Affairs regarding this proposal. Joe Rota said that he supports the proposal; he added that it will bring revenue to the university and it is also a recruitment tool for us.

Catherine cautioned Ming about potential problems that could arise. She said that it is always better to have more students admitted than the desired number for the cohort to account for adjustment due to students being lost to drops or withdrawals. Ming said that the attrition rate is about 10 to 15 %, so they will take that into consideration. Joe Rota said that instead of setting a price per student, it is better to set the price of the program. In response to Joe Bernt's question about fees, Ming said that it has been set at \$1100 per credit hour. Joe Rota added that a few years ago a resolution was passed that the minimum acceptable tuition is the in-state tuition fee plus 10%. Catherine recommended to Ming to speak with John Day about this, since the College of Business has been offering programs overseas for many years now.

The meeting was adjourned at 4:00 pm. The next meeting is on November 14th, 2008 from 2 to 4 pm, in Baker 239.