

## **Graduate Council Minutes**

June 4<sup>th</sup> 2010

**Attendance:** RuthAnn Althaus, Rathindra Bose, Duncan Brown, Charles Buchanan, Gary Chleboun, Kamile Geist, Steve Howard, Jennifer Horner, Aimee Howley, Jody Lamb, Heather Lynn, Brian McCarthy, Kelly Broughton for Jan Maxwell, Jim Rankin, William Shambora, and Katherine Tadlock.

**Excused:** Sergiu Aizicovici, James Archibald, Joseph Bernt, Joshua Bodnar, Howard Dewald, Jennifer Hines, Ken Cutright, Tracy Kelly, David Koonce, Hans Kruse, Sarah McGrew, Molly Morris, David Mould, Gary Weckman, and Yong Wang.

**Guest:** Dawn Bikowski

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

### **1. Approval of Minutes of the May 14<sup>th</sup> meeting**

The minutes of the May 14<sup>th</sup> 2010 meeting were approved.

### **2. Chair's Report (Duncan Brown)**

#### **A. David Mould and Jim Rankin:**

Duncan thanked David Mould and Jim Rankin for their service on the council. He informed members that David Mould is retiring at the end of the month and Jim Rankin is moving to Arkansas.

#### **B. Thanks to Chairs of committees:**

Duncan thanked the chairs of all committees for their work during the year.

#### **C. Planning and Strategy Committee:**

Duncan said that Hans Kruse and committee members will review the Ethics statements, and that all of the statements, general ones for the college and specific departmental ones will be included in the online graduate catalog.

#### **D. Policies and Regulations Committee:**

Duncan said that per his conversation with David Koonce, the committee has identified the changes that will need to be made to the graduate catalog for the transition to semesters. He added that the mechanical changes will be easy to handle, but there are some that will require more attention.

#### **E. Curriculum Committee:**

Duncan said that he spoke to Greg Kremer and will continue the discussion with him about the non-degree course work. He reminded members that many of the specific departmental non-degree codes have already been eliminated and the discussion for having one broad non-degree status continues.

**F. Recruitment and Admissions Requirements Committee:**

Duncan said that since quite a few conflict of interest cases come up for review in the fall, he would really like to have a meeting in September. This would prevent the applicants from waiting until October to have a decision about their admission status. He added that he will try to persuade the staff in Cutler Hall to offer appointments to members for University International Council and the Graduate Council by the third week of August. He also said that with some programs now moving from HHS to the College of Education, clarification about the conflict of interest section of the faculty handbook will need to be sought. There are going to be a few people who will now have a conflict of interest since they are getting a degree in the college they are employed in, but it was not the case when they started their degrees.

**G. Membership of Graduate Council:**

Duncan said that per the information received from Faculty Senate, all the members whose terms are expiring in 2010 are serving their first term so everyone is eligible for a reappointment.

**3. Remarks by Dean of the Graduate College (Rathindra Bose):**

**A. Thanks to members of Graduate Council:**

Rathindra thanked members of the Graduate Council for their work during the past year, particularly in dealing with all the issues that have been arising with the transition to semesters coming up.

**B. Best wishes to Jim Rankin:**

Rathindra conveyed his best wishes to Jim and thanked him for his service.

**C. Meeting with Provost and Graduate Chairs:**

Rathindra said that earlier this week he along with the Provost, Jennifer Hines, and Katie Tadlock met with the Graduate Chairs to discuss the policies for new incoming international students on scholarships coming without English proficiency scores and any other standardized test scores. He said that the Graduate College does not intend to create road blocks for departments that are interested in admitting these students. He said that the Graduate College upholds the standards and policies set by Graduate Council. He also added that any new policies created are not meant to make things difficult for departments, but to streamline the process.

**D. Role of the Graduate Dean in Commencement:**

Rathindra informed members that the President and Provost have accepted the resolution put forth by Graduate Council to have a bigger role for the Dean of the Graduate College

in the ceremonies and also the diplomas will bear the signature of the Dean of the Graduate College.

**E. Faculty Senate Committee to review Conflict of Interest Policy:**

Rathindra informed members that a committee will review the Conflict of Interest policy and that they will consult with Jo Ellen Sherow from the Office of Research Compliance since many of the conflict of interest cases involve research grants. He added that if the members so desire, he would bring the proposal to Graduate Council. Duncan said that since one of the committees of the Graduate Council is responsible for implementing the policy, it would definitely be helpful for members of Graduate Council to see that proposal.

Duncan asked Rathindra if there had been any development regarding the proposal about departments receiving some money from the revenue coming from new graduate students coming to Ohio University through international agreements. Rathindra said that the Senior International Management Team is discussing this along with other issues.

**Remarks by Katherine Tadlock:**

Katie informed members that about 120 doctoral students will participate in the graduate commencement ceremony on Friday, June 11<sup>th</sup>, 2010. She also said that this year the doctoral candidates will be presented their diplomas before the Master's candidates.

**4. Proposal to streamline assessment of the Oral English Language Skills of Teaching Assistants:**

Members voted in favor of suspending the rules of voting on a proposal after the second reading, and thus voted on this proposal at its first reading.

Members voted in favor of accepting the proposal submitted by the Department of Linguistics regarding accepting the score on the speaking portion of the iBT besides the SPEAK test score to clear international students to teach at Ohio University.

Duncan said that he will send a note to the Provost about this requesting that departments be allowed to use this information for incoming students for fall quarter. In response to Ruth Ann's question about informing all departments about it, Dawn said that she communicates with them and Katie said that the Graduate College would also inform all the departments about this.

In response to Jennifer Horner's question whether departments have the choice of accepting the iBT score instead of the SPEAK test score, or if departments are required to use the iBT score, Dawn said that it is left to the departments to make that choice. By accepting the iBT score, the departments can make decisions about assigning classroom instruction responsibilities to international students before the results of the SPEAK test are available, which is usually less than a week before the quarter begins. Katie said that departments reserve the right to have a student take the SPEAK test, regardless of their iBT score. Jennifer Horner recommended making the language crystal clear about this so that faculty and graduate chairs have a good understanding of the requirements.

**5. Recruitment and Admissions Requirements Committee (Gary Chleboun):**

Discussion of the issue of Relocation of faculty from the College of Health and Human Services to the College of Education who are currently working on graduate degrees in the College of Education:

Gary informed members that there are three faculty members who are pursuing doctoral degrees who will be moving from the College of Health and Human Services to the College of Education. Two of those faculty are ABD and one just started this past fall quarter. He asked if these three faculty members could be ‘grandfathered’ in, and new candidates who begin graduate programs in the fall quarter and thereafter would have a new process to follow. Aimee confirmed that all the three faculty members who are moving to the College of Education are enrolled in a different department from where they teach. Aimee also said that in the College of Education, programs are subsumed within departments. And, that they will find workable management strategies to resolve any issues that arise. Jennifer Horner noted that it is also important to look at the departmental affiliations of committee members.

Duncan said that he is happy to hear that Faculty Senate has appointed a committee to review the policy of conflict of interest and that he would like to invite some members of that committee to one of the meetings of the Graduate Council. Aimee said that that the language in that policy states that it applies to people on a Presidential contract. She added that it is difficult to determine who is on a Presidential contract. Katie also noted that the policy also states that it applies to full time employees and not to part time employees. But, if someone holds a 0.9 FTE, that is not too different from a full time appointment. Duncan clarified that at the time this policy was written, everyone on a Presidential contract used to receive a paper copy of their Presidential contract, so there was a way to track those employees.

**6. Ethics Statement:**

A brief discussion took place about the proposal for each college and department to draft an ethics statement. Jennifer Horner said that the professional organizations like the Speech Pathology organization has its own ethics statement, and that there is some text in it about plagiarism as well, but it does not encompass everything that we would like to see.

Jennifer Horner said that she would like to congratulate Jennifer Hines and Katie Tadlock on the wonderful job they have been doing at the Graduate College. She added that despite budget cuts and other issues, they have done a remarkable job of helping departments with issues pertaining to graduate education. Duncan echoed the sentiment.

The meeting was adjourned at 4:10 pm.

# Graduate Council Minutes

## May 14<sup>th</sup> 2010

**Attendance:** Sergiu Aizicovici, James Archibald, Joseph Bernt, Rathindra Bose, Duncan Brown, Howard Dewald, Kamile Geist, Jennifer Hines, Steve Howard, Aimee Howley, David Koonce, Hans Kruse, Brian McCarthy, Jan Maxwell, Sarah McGrew, Molly Morris, Jim Rankin, and William Shambora.

**Excused:** RuthAnn Althaus, Joshua Bodnar, Charles Buchanan, Gary Chleboun, Ken Cutright, Jennifer Horner, Tracy Kelly, Jody Lamb, Heather Lynn, David Mould, Katherine Tadlock, Gary Weckman, and Yong Wang.

**Guests:** Dawn Bikowski and Nicholas Creary

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

### **1. Approval of Minutes of the April 9<sup>th</sup> meeting**

The minutes of the April 9<sup>th</sup> 2010 meeting were approved.

### **2. Remarks by Dean of the Graduate College (Rathindra Bose)**

A. EP admission category: Rathindra said that he would like to seek members' advice to make the admissions process smoother for departments admitting students under this category. He said that the Dan Weiner from the Center for International Studies has been working very hard to get more fee paying international students to campus. He added that the Chancellor has also signed an agreement through which students from Iraq will come to Ohio to earn degrees. He said that this new admission category was created to accommodate students who do not have the desired English proficiency requirements. These students are admitted to OPIE and once they achieve English proficiency they are eligible to begin their graduate programs. He said that the admission decision stays with the department and the Graduate College is not asking departments to admit students who do not meet their criteria. He added that he would like members' advice to accomplish this without the departments having to compromise their admission standards and at the same time, not making the process unduly complicated for applicants.

Sergiu asked if there was an estimate of how many applications OU would receive as a result of the Iraqi agreement. Rathindra said that so far there have only been two applications and one of them was for an area that we do not offer. He added that there are other agreements that bring applicants from Saudi Arabia and Jordan that fall under this category as well. In response to

Hans' question about the kinds of concerns that departments have, Rathindra said that some of these applicants are from institutions that we do not have experience with, so it is hard to ascertain the quality of the programs pursued. Also, since these applicants are not proficient in English, their essays reflect that, which does not help their case either. Moreover, these applicants have not taken the GRE so departments that use GRE scores as an admission requirement do not have these scores to make an admission decision. All of these factors do not make for a very strong application. So, the best way to accommodate these applicants is to admit them to receive English training and once they achieve the desired English proficiency they are eligible for the graduate program. Jennifer said that a department can specify all of these conditions in the admit letter, thus making it very clear to the applicant what conditions need to be met for him or her to begin graduate study. She added that some departments have noted that they do not have mentors in the area that an applicant wants to study and research. She said that the departments are not being forced to admit these applicants; they have the right to say no to the applicants. She said that departments have raised the issue that even though the applicants are fee paying there is still a significant cost to the department in terms of laboratory equipment, supplies and time commitment. She added that she is trying to make a point to the administrators who work with the budget to direct some of the income from these applicants to the programs they are pursuing.

- B. Extension of the Associate Dean's appointment: Rathindra informed members that when he took his current position at OU, he was told that an Associate Dean position would be made available for the Graduate College. Soon thereafter, he added there were budget cuts and he was told that there was no funding for a full time position. So, Jennifer Hines was appointed as an Interim Associate Dean and her position is a half time position during the academic year. He said that continual fiscal challenges have prevented the availability of funding to convert the position to a full time position, the way it was intended. He added that he does not want to move money from graduate scholarships and other aspects of graduate education towards this position. He said that he would like to seek approval from members of Graduate Council to extend Jennifer Hines' interim appointment for one more year and that next year he would like to advertise the position and have an open search. He added that he would like members to be involved in the search process as well. He told members that he has spoken to the Provost and she is comfortable with this idea. He said that he has been extremely pleased with Jennifer's work. Kamile said that Jennifer has done an amazing job and that it has probably been more work than a half time position. Duncan echoed the same sentiment adding that given all the changes that are taking place, have just added to the work that goes with that position.

Joe Bernt asked if Rathindra was optimistic about the fiscal situation changing significantly next year to the extent that it would facilitate a full time Associate

Dean's position. Rathindra said that he is looking into consolidation of some operations in the Research side, particularly the pre and post award offices, which might result in some savings in administrative costs which could be moved to the Graduate College for the Associate Dean position. He said that the discussions for the consolidation of the pre and post award offices had begun while Bill Decatur was still at OU and a committee chaired by Greg Shepherd had recommended this.

Graduate Council recommended to Dean Bose to continue Jennifer Hines appointment as Interim Associate Dean for one more year.

Remarks by Jennifer Hines:

- C. Courses lasting less than one semester: Jennifer told members that she contacted the Registrar's office to seek an answer to the question raised during last month's meeting. She said that she was informed by the Registrar's office that it is possible to have courses that do not last the entire semester; the beginning and end dates for courses need to be specified for them.
- D. Sharing information about Q2S changes: Jennifer informed members that she has asked Jeff Gieseley to forward the document that she had put together about graduate degrees and hours requirements to all concerned. She said that she has also sent it to everyone on the Graduate College list of graduate directors and to all Associate Deans as well to share with their faculty. Hans said that he has not received the document from either the Q2S committee or from his college.
- E. Ethics Statement: Jennifer drew members' attention to the handout in today's packet about a sample ethics statement for students. Duncan said that since this is more of a long-term issue he would like the Planning and Strategy committee to review it. Howard said that most disciplines have something to this effect and sometimes one can find workshops at conferences. Discussion focused on discipline specific text since each discipline has its own contentious issues and areas. Sarah offered to share with members the Honor code that medical students are expected to follow.
- F. IIP Program update: Jennifer said that she has met with Steve Howard to discuss reinstating the IIP program. Steve said that though the program suspended admissions, currently there are about 20 or so students who are pursuing the program. Steve said that there is definitely room for this program on campus, and he has been thinking about the ways to make it work. Jennifer said that the seven year review noted the lack of oversight and lack of institutional support for the program. She added that many departments got rid of the program codes for the IIP programs in their area. Steve said that in

this situation it seems that it would make more sense to have the program housed in the Graduate College instead of multiple departments. Joe asked if the Board of Regents would be involved when the program begins again. Jennifer said that once all the internal approvals have taken place, it will be a notification item for the Board of Regents only, if the program is reinstated within seven years. Rathindra said that if the program is completely revamped then it would need approval from the Board of Regents.

### **3. Chair's Report (Duncan Brown)**

- A. Q2S Changes: Duncan said that he spoke to Jeff Giese and Greg Kremer about the OCEAN system and that he was told that many bugs have been worked out and the system is working much better now. He also said that per his conversation with Jeff most of the graduate programs will be able to proceed through the expedited process.
- B. Graduate Council membership: Duncan told members that given the delay in the appointment of members to the Graduate Council and then the confusion regarding some of members prevented the September meeting from taking place. He said that he would like to find out from Faculty Senate how many of the members whose terms are expiring this year are eligible for a three year extension. He added that given all the changes that are happening, having institutional memory of these issues will be very helpful in this process.

### **4. Policies and Regulations Committee (David Koonce, Chair):**

David brought members' attention to the handout in today's packet about the items reviewed by the Policies and Regulations Committee. In response to David's comment that Katie had noted that the maximum number of hours someone can take as a non-degree student (item 1.c on the handout) is a bigger policy issue that would need to be discussed, Duncan said that he would put it on next month's agenda.

Another item on the handout refers to students on conditional admission (1.d.). The committee raised the issue that if the current requirement of a student maintaining a 3.0 GPA in the first 15 graded graduate hours is converted to the semester system; it would convert to a student having a 3.0 at the end of 10 hours. A student could potentially spread this between two semesters and thus it would be a whole year before a decision could be made. Students on conditional admit status are not eligible for any kind of university funding. Discussion focused on whether it was possible to instead, stipulate the condition as having a 3.0 at the end of one year of courses. Jennifer Hines said that many courses are not graded, so that would not be clear enough for a department to be able to make a decision. Hans noted that this is probably

a problem that does not really have a solution; we just have to find the best way to handle it. Molly echoed the sentiment and said that the students can be advised that they could take all the required hours in one semester or they could spread it out between two semesters.

Regarding students who are pursuing English language instruction prior to starting their graduate programs, discussion focused on the time students have under the current system versus the time they will have in the new system. Howard said that under the quarter system, students have an entire year to demonstrate proficiency. David noted that under the quarter system students receive instruction for 40 weeks, but under the semester system, the number of weeks of instruction increases to 45. Aimee said that she thinks that is advantageous for the students and that we should focus on protecting the interests of students. She added that with her experience with international students, the few extra weeks of instruction can prove to be very helpful to students.

Discussion then focused on graduate faculty roles and responsibilities. Regarding the first issue, if non-Ohio University employees are eligible to be thesis and dissertation advisors, Jim clarified that this referred to people who were at Ohio University and then left, and is not for people who are not Ohio University employees but would like to serve as a thesis or a dissertation advisor. Rathindra said that having people external to Ohio University leaves us vulnerable, and takes away the locus of control which can have potential legal issues for us. In response to Joe's question about retired and retiring faculty, Rathindra noted that having Emeriti faculty is not a problem. He added that a co-advisor is appointed in situations if the primary advisor will retire before the student's graduation.

Another item from the handout that members discussed pertained to the rights of graduate faculty whose graduate faculty status has been revoked. It was noted that a revocation takes place under severe circumstances, but it would almost always have an impact on students who were working with that faculty member. Howard said that the student's interests should always be upheld. Members discussed if the faculty member could still work with students while an appeal by the faculty member to challenge the revocation is underway. Hans noted that if the department makes the decision about revoking the graduate faculty status of a faculty member then the department is responsible for identifying someone else to work with the students involved. Joe said that typically the Ethics committees that each College has would be involved in this process. Jennifer Hines said that a department could assign a co-advisor in such situations. In response to David's question about the time taken by an ethics committee to make a decision, Duncan noted that these committees can move very fast if need be. David noted that for a grave action, an immediate and urgent response should be forthcoming.

Jim said that there was not much discussion about item 2.c. which pertains to restriction of teaching graduate classes to faculty with graduate faculty status only.

**5. Minimum Graduate Hours Registration under the Semester system with students on fellowships and scholarships:**

Rathindra drew members' attention to the handout he passed to all. This document notes the minimum number of hours a student would be required to be registered to avail a stipend with tuition scholarship, a stipend only, a fellowship with tuition scholarship, fellowship only, a graduate recruitment stipend/scholarship, and a special summer tuition scholarship in both quarters and semesters. He said that keeping the number of hours same retains the same subsidy level for the university. He added that currently about 250 Master's students are receiving one of the above mentioned kinds of support who bring in approximately \$750,000 in subsidy. He said that we need to look at this issue in terms of how many years it takes students to graduate, since faculty need time to advise all students to ensure that students can graduate on time. He said that the new model he is working on which will be proposed to the Provost will give the control over the money assigned for tuition waivers to the departments. He said that when he introduced this at Kent State University, they recovered significant subsidy within a short time and the subsidy they received from the state increased as well. He said that he asked Mike Williford to review it and he verified that the subsidy at KSU increased during that time as well. Aimee said that if it is real money being transferred to departments to use for tuition waivers, then maybe there should be some conditions associated with it to prevent departments from using it on say stipends instead of tuition waivers. Rathindra said that they will look at data from the last three years before a determination of the amount to be allocated to a department is made. That will act as a baseline for this purpose. Aimee said that if the money is say used for doctoral students who are not eligible for subsidy, then that particular scenario is not beneficial to the institution at all. Rathindra said that there will be certain stipulations about maintaining enrollment.

He added that using grant funding for tuition waivers will also be possible, thus incentivizing grant writing for faculty. He added that this will prevent students from being funded for indefinite periods of time. It was also noted that students should be registered if they are using any university services. He said that it was brought to his attention that Graduate Council did not make a recommendation about graduate courses being three credit hours worth. He said that he maintains that there is significant variation across departments about the courses offered and structure of the programs that it should be left to each department to decide that.

**6. Proposal to Streamline Assessment of the Oral English Language Skills of Teaching Assistants (Dawn Bikowski, Linguistics):**

Duncan introduced Dawn Bikowski to talk about the proposal to streamline the review of oral English proficiency for International Teaching Assistants. Dawn said that per a state law each institution is required to have a mechanism to determine English proficiency for all international students who have appointments as Teaching Assistants and to provide instruction if need be. And, her unit is responsible for these tasks. She said the current model followed gives departments only a few days to make decisions about assigning teaching assignments to international students. The test is administered in the week before the quarter begins and if someone does not qualify, then the department is left with trying to find someone at the last minute to cover the classes that have already been scheduled. There are three levels of scoring on this test where the scores range from 0 to 300. Students who score between 0 and 180 are not cleared to teach. They are enrolled in a pronunciation class. Students who score between 190 and 220 are eligible to teach as long as they are concurrently enrolled in a classroom communication class. These students are tested again at the end of the quarter. International Teaching Assistants who score 230 and above on the test, are clear to teach.

Dawn said that she would like to propose that students who score 24 or higher on the speaking section of the iBT, be exempt from taking the on campus Speak test. She added that per the data from the last few years, everyone who scored 24 or higher on the iBT also scored higher than 230 on the SPEAK test they took at Ohio University. This would allow the departments to make decisions about teaching assignments as early as when admission decisions are made. She said that students who score between a 21 and 23, can teach while simultaneously enrolled in the required pronunciation class. Jim asked if they had received feedback from departments regarding the classroom performance of some of these students. Dawn said that ever since this system was adopted a few years ago, things have gone well and that they have not heard any negative things from the classrooms. She added that in the past when students were judged by panels, things were not as clear. She said that they test about 200 students a year.

In response to Duncan's question whether using the iBT score would satisfy the state requirement, Dawn said that the law does not mandate a particular method be used to determine proficiency. The law stipulates that each institution have a mechanism to determine proficiency and provide instruction as required. Duncan said that he would like to forward the formal proposal from Dawn to the Recruitment and Admission Requirements Committee and that the committee could bring that to the June meeting. He said that he

would propose suspending rules and voting at the first reading to enable the departments to use this information for incoming students in the fall quarter.

**7. New Business:**

Named Fellowships: Graduate Council voted in favor of accepting the names of the named fellowship nominations presented by William on behalf of the Graduate Student Affairs and Fellowships committee.

Senator from the Voinovich Center: Hans said that he will speak to Sherrie Gradin about the appointment of a senator for the Voinovich Center since initially there was some discussion about it, but he has not heard anything recently. The Center is a graduate degree granting unit, so they should be represented such on Faculty Senate.

OIT update: Hans informed members that upon review of the Memorandum of Understanding that the Office of Information Technology circulated he found that the Colleges do not have the authority to change any of the items in there. One of the things that came to light was that the mid-level staff at OIT will be held responsible for any failures or breeches that should happen. They will run scans for vulnerability, but if anything were to go wrong, the faculty member will have immunity and the OIT staff member would face the consequences.

The meeting was adjourned at 4:00 pm. The next meeting of the Graduate Council is on June 4<sup>th</sup>, 2010 from 3 to 5 pm in Baker 239.

# Graduate Council Minutes

## April 9<sup>th</sup> 2010

**Attendance:** Sergiu Aizicovici, RuthAnn Althaus, Rathindra Bose, Duncan Brown, Charles Buchanan, Gary Chleboun, Howard Dewald, Kamile Geist, Jennifer Hines, Jennifer Horner, Aimee Howley, Tracy Kelly, David Koonce, Jody Lamb, Heather Lynn, Jan Maxwell, Sarah McGrew, Molly Morris, Jim Rankin, William Shambora, Katherine Tadlock, and Yong Wang.

**Excused:** James Archibald, Joseph Bernt, Joshua Bodnar, Ken Cutright, Steve Howard, Hans Kruse, Brian McCarthy, David Mould, Gary Weckman.

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

### **1. Approval of Minutes of the March 12<sup>th</sup> meeting**

The minutes of the March 12<sup>th</sup> 2010 meeting were approved.

### **2. Chair's Report (Duncan Brown)**

A. Q2S transition: Duncan said that he spoke to Jeff Giese about the Q2S transition and noted that someone from the Curriculum committee would join the UCC Programs Committee as a non-voting member this summer while UCC works on the Q2S conversion issues. He mentioned that there is a stipend associated with that since the work will take place over the summer. He also added that given the number of issues that will need to be addressed; he might consider having two people from Graduate Council work with UCC on this. Duncan said that all members of Graduate Council will have access to all the documents through the OCEAN system. He also noted that he has suggested to Jeff Giese that an expedited review process be adopted if the changes are not significant. In response to Duncan's comment that if less than 15% of the total content is changed, then no explanation is required in the appropriate column, RuthAnn said that it would help to keep that figure consistent, since the document uses 25%, we should use the same. Duncan agreed with that. He added that he will request the Policies and Regulations committee to handle the Q2S changes for the graduate catalog.

[ADDENDUM: Following the meeting the role of the two percentages was clarified. The figure of 15% will be used by UCC's Programs Committee to decide which programs will receive an expedited review. That percentage refers to the limit on changes to each component in a program, as measured by credits, to receive an expedited review. (Components of less than 10 semester hours are considered insignificant.) The figure of 25% will be used by UCC's Individual Courses Committee and refers only to changes to an individual course. Since Graduate Council only reviews programs, and not

individual courses, the number we will use will be 15% to match the policy of UCC.]

- B. Speak Test for non-native speakers of English: Duncan said that this item came from Dawn Bikowski (Director of the ESL and International Teaching Assistants Programs) regarding non-native speakers of English who have teaching assistantships. He said that Dawn is proposing that departments use the speak test score of the iBT (the internet based TOEFL test) to make decisions about awarding teaching assistantships instead of having to wait for students to arrive in Athens and then take the SPEAK test administered here. He said that he will forward the correspondence between him and Dawn to members of the Recruitment and Admissions committee.

### **3. Remarks by Rathindra Bose**

- A. Compliments to members: Rathindra conveyed his compliments to members of Graduate Council. He said that he has been pleased with Jennifer Hines' leadership and with the role the Graduate Council has played in upholding the status of the Graduate College. He expressed gratitude to members of Graduate Council for working with the Graduate College to find solutions to problems to facilitate the implementation of a functional and successful Graduate College.
- B. CGS Report: Rathindra informed members about a study that was recently published by the Council of Graduate Schools. The report provides information about policies and practices at participating institutions to improve Ph.D. completion rates and to reduce attrition rates in doctoral programs (<http://www.phdcompletion.org/information/book4.asp>).
- C. Graduate Faculty Appointment: Rathindra reminded members that one of the recommendations of the Task Force for the creation of the Graduate College was the designation of some faculty as graduate faculty. He thanked the members and the Chair, Jim Rankin of the sub-committee that looked into this. He invited Jim to open the discussion on the matter.

Jim referred to the document in today's packet. He said that the document defines the term graduate faculty status at Ohio University and the roles graduate faculty are expected to play, particularly on the thesis and dissertation committees. He emphasized that the Graduate College "defines minimal (normative) guidelines" and that the specifics are left for the academic colleges to decide. Jennifer Horner brought members attention to points 15 and 16 that pertain to the revocation of the graduate faculty status and the appeals process for it. Howard said that once the document is approved by Graduate Council it should be sent to Faculty Senate so that it can be added to the Faculty handbook. Duncan said that he would request the Policies and

Regulations committee to review the document and that it can be brought to the May meeting for a vote. In response to Sergiu's question about similar policies at other institutions, Jim said that members looked at various institutions. Rathindra said that many institutions have very strict criteria for appointment as graduate faculty and most of these appointments are reviewed every five years before any more graduate students are assigned to them. It was noted that there is a difference between departments requiring three or four members on committees. Rathindra said that the rationale behind four members is that since at most places a 75% vote is required for a decision, and then if one of the four members does not agree with a decision, it still holds. If there were only three members and one member would not agree with a decision, that would be only 66% and a decision would not be possible in that case. He added that having four members protects the student. He also noted that he is not sure if the 75% policy is in effect here.

D. Graduate Diplomas: Rathindra said that he would like to solicit member's opinion about the resolution that Graduate Council passed last spring about the graduate diplomas bearing the signature of the Dean of the Graduate College. He said that he has been contacted by the Provost's office about it and they have informed him that there is a cost associated with it since adding a new signature line means a new template needs to be created. This is an annual cost of \$2500-\$4000 and the Provost's office recommended that the Graduate College would incur that expense. He said that he told the Provost that he will bring the issue to Graduate Council. Tracy asked the reason for the cost being incurred annually if a template is created once. Rathindra said that since it is different from the other diplomas, it will be an annual expense. Kamile asked Rathindra that she had read that the Graduate College also had a significant budget cut. Rathindra acknowledged that and explained that he persuaded the Provost to look at the Research and the Graduate College as one unit to allow him to absorb a larger cut in the Research area versus the Graduate College. He added that when he arrived here two years ago, he lost 20% of the staff due to various reasons and that staff has not been replaced. So, despite the Research area taking a larger cut to offset the cut in the budget for the Graduate College, he said that he still lost one employee and also lost some part of the operating budget.

David Koonce said that his Ph.D. diploma does not have the signature of the academic dean; it bears the signature of the Dean of the Graduate College. Jennifer Horner raised the idea of the academic colleges sharing that cost. In response to RuthAnn's question about the reasons behind this, Rathindra said that in most institutions, the Graduate College plays a significant role in the commencement ceremonies. The diplomas bear the signature of the Dean of the Graduate College and the Dean along with the candidate's advisor hood the candidate. He said that after last year's commencement ceremony he conveyed to the President that it was a very humiliating experience for him to be seated in the last row and to watch others do his job of hooding the

candidates. He said that the President has asked the necessary changes be made to rectify the seating arrangement. Molly said that given the current climate on campus, people are sensitive to money being spent on items that do not directly contribute to academic pursuits. Tracy said that since the amount is not very large, other options of funding it can be explored. Rathindra said that the issue is more about whether the cost is worth it. Jim suggested tabling the issue for a year or two. Gary Chleboun said that the issue is also about the recognition of the Graduate College and its status. Discussion focused on considering tabling the issue for next year, making the change this year, and the option of not having the signature of the academic dean on the diploma. She added that the success of a student is facilitated by the joint effort of the home college of a student and the Graduate College. She noted that to a large extent a student's identity is tied to the home college. Having said that, she said that since we passed the resolution last year, graduate degrees have already been conferred four times. The resolution affects the validity of the diplomas that are being conferred so it would be prudent to have a decision sooner than later.

Graduate Council voted in favor of upholding the resolution passed last year about adding the signature of the Dean of the Graduate College on the graduate diplomas.

Remarks by Jennifer Hines:

- E. Graduate Outreach Notification: Jennifer Hines told members that this is an informational item. She added that the full outreach proposals for the Rural Principal Preparation Program and the Masters of Sports Administration have been sent to the chair of Graduate Council and the chair of the Curriculum subcommittee.

Rural Principal Preparation Program: This program has already been offered at both locations (Pickerington Center and the Chillicothe/Southern Campus) and is currently being reviewed by the Outreach Committee.

Masters of Sports Administration: This proposal seeks to offer this program in a blended form combining face-to-face residencies and online instruction. The Outreach committee has already approved this proposal and RACGS has been notified. This program will come up for approval at the May meeting of RACGS.

Graduate Council granted preliminary approval for the proposal to offer an MA in Linguistics at the University of Social Sciences in Vietnam subject to receipt and approval of the final Memorandum of Understanding by the Graduate Council.

F. Q2S Conversions: Jennifer brought members' attention to the handout in today's packet about Q2S conversions. Jim asked if Ohio University was unique in its policy about item P2 (maximum credits a student can transfer for doctoral degrees are decided by the program). Katie said that we have not looked at this policy at other schools. Howard said that when a doctoral student transfers a large number of hours, but later decides to earn a Master's degree, it then becomes a problem. Katie also said that we do not usually see many doctoral students transferring to OU. She added that it usually happens when a student follows his/her advisor who is relocating to OU. And, in those instances they see students transferring a large number of hours.

Regarding voting on this item, Duncan said that he would like to follow the format whereby Jennifer Hines would introduce an item at one meeting and then it would get voted on at the next meeting. In response to RuthAnn's question about more items being added to the Q2S list, Jennifer Hines said that she does not expect that too many new things will be added to it. She added that more items will be added to the new and revised graduate catalog. RuthAnn recommended that this document and any other documents that pertain to Q2S conversion should be shared with the people involved in the RUFUS initiative. She said that through the meetings she has attended, she learned that much of this information has not reached that group.

Jennifer Hines informed members about another item regarding the Q2S conversion, she said that per the Registrar's office and Jeff Gieseley it is possible to have a course run for only half of the semester. In response to RuthAnn's question whether any other permutations are possible, Jennifer said that she will check with the Registrar's office about it. She said that it is not possible to have a course begin in one semester and end in the next one.

Graduate Council voted to approve both items that were proposed today. The first one is that 80 semester hours can be transferred for a previously earned doctoral degree. The second item is that the maximum credit hours a doctoral student can transfer to a program would be determined by the program.

Remarks by Katherine Tadlock:

G. Graduate Catalog: Katie informed members that the Provost and UCC have approved the rolling over of the same undergraduate catalog (2010-2011) for the next year (2011-2012). The undergraduate catalog is updated every year, but given the switch to semesters, the same one is going to be extended for one more year. Duncan said that he would request the Planning and Strategy committee to review the issue Katie raised at last month's meeting about either extending the current graduate catalog (2009-2011) for one year to 2012 or doing a new catalog for 2011-2012.

**4. Recruitment and Admissions Committee (Gary Chleboun, Chair):**

**A. Conflict of Interest:**

Denise Ferrell:

Gary Chleboun said that the committee did not perceive any conflict of interest in her case. She is pursuing a DNP (Doctor of Nursing Practice) degree through Purdue University and is taking three courses in the MS Nursing programs as a non-degree student. She does not have administrative authority over any of the faculty in the MS nursing program. Denise teaches for the RN to BSN online program.

Members voted in favor of accepting the committee's recommendation that there is no conflict of interest in letting Denise Ferrell pursue her courses in MS in nursing.

**B. Bachelor's Equivalency case:** Members discussed Solomon Sien Lin's bachelor's equivalence case that the committee brought for review. The program highly recommends the applicant for admission given his work experience and research background. Aimee asked why the two degrees, the Diploma and the Bachelor of Science that Solomon earned could not viewed in continuation with each other. Katie said that they were not earned in that order and they were in completely different disciplines. Rathindra provided some context about the educational system in Burma, noting that it has not changed much over the last few decades. Aimee said that there is tremendous variability across programs even in the US where we use the 12+4 system. She said that individual performance should be looked at besides other things. Rathindra provided an example from Bangladesh, that there are five accredited universities that offer degrees but each of these has anywhere from 60 to 100 colleges affiliated with it. The examinations for all of these colleges follow the same pattern and content and are graded by a handful of people. RuthAnn said that the bottom line here is whether an individual is qualified to do graduate work and asked if there was any disadvantages in following the committee's recommendation about a conditional admit. Members did not raise any other issues.

Members voted in favor of the committee's recommendation that the Bachelor's equivalence policy be waived to admit Solomon Sein Lin in the MA in International Development Studies with a conditional status. As a conditional admit, Solomon would need to have a 3.0 GPA in the first fifteen graded graduate credit hours.

**5. Curriculum Committee (Charles Buchanan, Chair), Presentation of an existing program at a new location: Proposal for an MA program in Linguistics at the University of Social Sciences and Humanities in Vietnam:**

Charles said that David Bell who attended the meeting last month was not able to stay till the end of the meeting when this item came up for discussion. So, he sent the questions that were raised to David via email. Jan Maxwell expressed concern about access to library resources for students in Vietnam. She said that OHIOLINK is the common resources but not online publications. The license agreements for online publications are usually restricted to students on a particular campus. She reiterated that students on the branch campuses of Athens also do not have the same access rights to those resources. She said that the library uses allocation formulas for funds for each department, so the department would need to work with the library contact to figure out how they want the department allocation used.

Duncan said that this body reviews pedagogical issues of such proposals and UIC reviews the proposals for the financial aspects. He added that this is in continuation from last month's meeting and that the vote today would either approve or not, the proposal that was a part of last month's packet. Rathindra said that after Graduate Council approves this, the information will be sent to the Board of Regents.

Katie asked if the Course Management System does not work how the instruction would take place. Duncan said that his department ran into a similar issue when students were in Ukraine and had used Skype to link with classes on the Athens campus. The connection would often drop out interrupting the class. Discussion focused on the selection of faculty for the program. It was brought to members' attention that some of the details were in the document from last month and some of them are in the Appendices to the original document and those appendices were not shared with everyone. All of that information is however, available at the department.

Graduate Council voted in favor to grant preliminary approval for the proposal to offer an MA in Linguistics at the University of Social Sciences in Vietnam subject to receipt and approval of the final Memorandum of Understanding by the Graduate Council.

The meeting was adjourned at 4:05 pm. The next meeting of the Graduate Council is on May 9<sup>th</sup>, 2010 from 2 to 4 pm in Baker 239.

# Graduate Council Minutes

## March 12<sup>th</sup> 2010

**Attendance:** James Archibald, Sergiu Aizicovici, RuthAnn Althaus, Joseph Bernt, Rathindra Bose, Duncan Brown, Charles Buchanan, Gary Chleboun, Howard Dewald, Kamile Geist, Jennifer Hines, Jennifer Horner, Steve Howard, David Koonce Hans Kruse, Jody Lamb, Heather Lynn, Jan Maxwell, Sarah McGrew, Molly Morris, Jim Rankin, William Shambora, Katherine Tadlock, and Gary Weckman.

**Excused:** Joshua Bodnar, Tracy Kelly, Ken Cutright, Aimee Howley, Brian McCarthy, David Mould, and Yong Wang.

**Guests:** David Descutner, Ann Fidler, and Edward Penson.

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

### **1. Approval of Minutes of the February 12<sup>th</sup> meeting**

The minutes of the February 12<sup>th</sup> 2010 meeting were approved.

### **2. Chair's Report (Duncan Brown)**

A. Q2S transition: Duncan said that he met with Katie and Jeff Gieseys sometime ago to discuss involvement of Graduate Council in the transition from Q2S and to support UCC with program updates. He said that Jeff recommended that someone from Graduate Council could join the Program Committee of the UCC as a non-voting member. Duncan added that most of these meetings will take place in the summer and that Jeff noted that the member would receive some remuneration as well. The Ohio Curriculum Enhancement and Approval Network (OCEAN) will be helpful in ensuring that information is being received by UCC and Graduate Council at the same time. This online system of uploading and accessing information is now functional. Duncan said that he would prefer to split this Q2S program update work between the Curriculum and the Graduate Student Affairs and Fellowships committees. He also noted that it would be beneficial to devise a process similar to the one used for reviewing Conflict of Interest cases. For simple and straightforward program updates, an expedited process can be followed and only things that seem to need more attention would be discussed by the Graduate Council as a whole. Duncan said that once the Graduate Student Affairs and Fellowships committee completes the process of reviewing the Named Fellowships by the middle of April, they would start working on this.

B. Graduate Council Membership: Duncan said that he, Jennifer Hines and Joe McLaughlin (Chair of Faculty Senate) met earlier this week to discuss the

membership of Graduate Council. He referred to the handout in the packet for today that lists the current committee assignments for all members. He added that as soon as he receives the letter from the Committee on Committee for next year's service on Faculty Senate's standing committees, he will send an email to all faculty member representatives on Graduate Council to check with them about their availability for next year. He also added that he will check with members whose terms are expiring this year and if it was their first three year term whether they would be interested in serving for three more years. He informed members that at the end of this academic year, seven members' three year terms are expiring and that this is an unusually large proportion.

### **3. Remarks by Rathindra Bose**

- A. Graduate Courses and Credit Hours: Rathindra informed members that at the last Faculty Senate meeting there was a lot of discussion about the Graduate Council recommendation for graduate courses to be one hour more than the undergraduate courses. He said that he told members of Faculty Senate that the Graduate Council has not made it mandatory for graduate courses to be one more hour more than undergraduate courses, and that this is a recommendation. He added that the Graduate College is not playing a dictatorial role here; it is entirely up to the programs to structure and design their program and curriculum the way they like. He also said that it seems like there is a communication gap between Faculty Senate and Graduate Council, since the intention here was never to make graduate courses worth a fixed number of hours a requirement. Rathindra also added that these recommendations are not derived from the creation of any new policies. And, that all the other institutions that are involved in this process are doing the same.

He said that most Master's programs in a semester system have a 30 hour requirement. He added that the Ohio Board of Regents does not provide subsidy beyond 260 quarter hours for graduate students. On the semester system, this converts to about 170 hours. He explained that the amount of subsidy an institution will receive is not a fixed dollar amount; it is determined by the number of eligible students. And, if our Master's students take four and five years to complete Master's degrees then the institution is losing subsidy that it could have received for doctoral students. He said that we are eligible to receive subsidy for 750 doctoral students, if we go below 85% of that number, we lose money. The problem of Master's students taking many years to complete their degrees has been detected at other institutions as well. He provided an example from OSU, he said that a typical Master's degree there requires 45 quarter hours, but most of their Master's students are graduating with 94 quarter hours. He said that OSU is losing anywhere in the range of \$7-8 million on their Master's students and about \$6 million on their doctoral students. He added that the Graduate School at OSU has been tasked with

the responsibility of looking at this issue program by program to identify programs where students are taking longer than usual to graduate.

He said that based on the discussion at the last faculty senate meeting, some programs are considering having their master's programs be at least two years in duration. He said those students will graduate with more than 100 quarter hours—since if a student is being funded, they have to be registered for the required minimum hours and those add up. Rathindra said that we should not lag behind in reviewing our programs for if other institutions address this issue and we don't, we will face an extremely challenging situation with regard to enrollment. To be able to successfully increase our graduate enrollment, we need to have a clear understanding of this process so that all departments can be advised accordingly. Rathindra asked Graduate Council for their help in this initiative.

Duncan wondered about the rationale some programs are using to keep their graduate courses worth three credit hours. Hans said that the only rationale he is aware of is not a pedagogical one, but it is about scheduling classrooms. Members were of the opinion that typically an undergraduate class is worth the same number of hours as contact hours, but a graduate class is typically one hour more than the contact hours per week. Rathindra said that programs can have their graduate classes be worth, three or four or even five credit hours it depends on the structure of the program. Ruthann asked about the relationship between full time registration and the academic residency requirement and the minimum number of hours required to be eligible for loans. Katie said that nine credit hours are considered full time and that the information about students being eligible for loans if they are registered for five credit hours was in the Graduate Catalog. Rathindra said that we also have to ensure that we update that information as and when federal laws about the minimum hour requirement for loan eligibility change.

Remarks by Jennifer Hines:

- B. Q2S transition: Jennifer Hines brought members attention to the handout about the Q2S transition. She said that this is an expanded version of the handout that was shared at the February meeting. She added that the text in parenthesis and in bold face on the document comes from the catalog. She added that she has updated the language to eliminate any ambiguity that was in the language after the 260 hour limit was changed to the term limit (per a 2006 Graduate Council resolution). Duncan said that he would like the Policies and Regulations committee to review the existing graduate catalog for places where changes need to be made in light of the Q2S transition. He said that some of these changes are probably going to be simple, as in they will probably just involve a change of names, but some of those might be more complex. Jennifer recommended to members to view the online catalog,

noting that now with the text being presented in the form of sections makes things easier to find.

Remarks by Katherine Tadlock:

- C. Named Fellowships: Katie informed members that information about Named Fellowships will be sent to all departments tomorrow.
- D. Graduate Catalog: Katie told members that the Graduate Catalog does not contain program details and is updated biennially. The undergraduate catalog, however, is the official record of all program requirements and is updated annually. She said that the Q2S initiatives are collecting detailed program requirements and this presents an opportunity to add detail to the Graduate Catalog. She asked the Graduate Council to help answer the questions about where the comprehensive program details should be located and if they are located in the Graduate Catalog, and then would it require an annual update. She also raised another issue that the current Graduate Catalog covers 2009-2011, the semester catalog will be in effect from 2012, so should the current catalog be extended to 2012 or a new catalog for 2011-2012 should be created.

Rathindra said that an alternate to posting program requirements in the catalog could be to post the URL which would lead to the information for the department requirements. But, this would mean that every program would be responsible for updating that information as it changes. Jennifer said that it would require training editors for each program. In response to William's question whether there is a counter to record the number of times this URL is accessed, Katie said that she is not aware of it, but it could be an embedded counter that is not visible on the page.

**4. Recruitment and Admissions Committee:**

Conflict of Interest:

Rebecca Watts case, continued from the February 2010 meeting: Gary Chleboun told members that the committee had not been able to meet to discuss this, but if members agree, the proposal would be to have one external (to OU) member on her committee and all the other members are full professors. He added that the latter recommendation came from a letter from Rathindra, to eliminate the issue of tenure and promotion. James said that the program only has one full professor, so how will that work. Rathindra said that there are probably full professors in the College, so it should not be a problem to find full professors. Howard echoed the same sentiment and said that they routinely invite faculty from other programs to be on students' committees. Duncan said that in their department, they require one member to be from another school in the College and one from another college. Howard said that

many times for Promotion and Tenure decisions, the committees are comprised of more outside members than ones from the department. Joe said that the difference between a degree and promotion cannot be ignored and that having members who are not from the department can change the nature of the degree. William added that it also narrows her choice of advisors; Katie said that she thinks that the full professor is already her advisor and that programs housed in a department can always have more than one full professor. Rathindra said that most of us know that this is not necessarily a conflict issue, but more of a power and/or authority issue and that no one wants to see any misuse of power. He reiterated his opinion that it is better for the institution and for Graduate Council to have someone with a Ph.D. in the President's staff.

Edward Pension who served at Ohio University from 1955-1975 said that faculty voice has been very important to him always. He said that he was disappointed in the way this was being handled, since it seems like people are operating under the assumption that a conflict exists. He said that Rebecca is willing to sign a pledge to exclude her from any discussion that pertains to her program. Duncan said that it is however, important to remember the two key issues here, that members of the student's committee not feel uncomfortable in any situation and how we appear to our peer institutions. He said that many years ago when he was on Faculty Senate, this issue was discussed and all the members on the relevant subcommittee reviewed this policy at the then peer institutions. And, they found that some schools were a lot stricter than us and some were less. He cited the example of Boston University, where they had employees go to another institution to earn their degree. He acknowledged that it is not hard to that, when one is living in the Boston area. However, he also cited the example of a colleague from the University of Illinois who had to go to Northern Illinois for her doctoral degree.

Joe said that the idea behind the conflict of interest in this case is the power relationship. He added that in the past for an administrator who was working on a Ph.D. he had to excuse himself from any decisions that were made about his department and college. And, that in the case of a Director who reported to the Dean of the College, the Provost signed his degree. He said that these examples underscore his statement about power relationships inherent in such situations. Rathindra said that at the same time we also need to be careful and not deny someone the chance to pursue a degree. Jennifer Horner said that maybe the committee could look at the new management plan and come to a decision after that to ensure that the plan does not cause any detriment to her graduate education. Edward Pension said that Rebecca has been patient for a very long time and that if it was a Dean or a Vice President in her place, then a discussion about conflict of interest would be relevant, but not in her case. He added that she does not make any decisions, so how could there be a conflict. In response to Duncan's comment about Rebecca being the President's spokesperson, Edward Penson said that it is no different from

someone from the Media and Communications office doing the same. Duncan respectfully disagreed. Discussion focused on how the management plan should protect the interests of the student and the department. In response to Molly's question about having full professors on the committee, Katie said that the department of Counseling and Higher Education has more than one full professor. Duncan said that given the nature of this discussion, and that since the Associate Deans are representatives of the Deans, they may be reflecting the opinion of their academic Dean of the college rather than their own; he recommended the use of paper votes.

Members voted in favor of accepting the management plan that Rebecca Watts' committee have one member external to OU and that all other members should be full professors.

**5. Presentation of an existing program at a new location: Proposal for an MA program in Linguistics at the University of Social Sciences and Humanities in Vietnam:**

Typically Graduate Council reviews a proposal to offer an existing program at an international location for pedagogical issues and for financial issues are looked at by UIC. Jennifer Hines added that once the proposal has been reviewed and approved by these two bodies, the Outreach committee and RACGS are notified. In response to Duncan's comment about if an existing program is being offered at a regional campus it does not come to Graduate Council for approval, Rathindra confirmed that if it is the same program (being offered by the same department, being taught by the same faculty) then it comes to Graduate Council as a notification item only.

Duncan said that David Bell (from Linguistics) informed him that La Trobe university from Australia is withdrawing from their partnership with the institution in Vietnam due to financial reasons. He also said that David assured him that the program being proposed for Vietnam is exactly the same as the one that is offered on the Athens campus and that it will not cause scheduling problems for faculty here. Duncan said that initially the proposal was to be able to begin the program in Vietnam in June, but he said that the David Bell knows that it might not happen for that start date. William asked if there is an online component in this program and if any classes will be taught by adjunct faculty. He also asked if the program did not result in being financially feasible for La Trobe, would it be so for OU? Jan asked if there was a thesis or a research paper requirement for students in the program. She added that the proposal does not address the issue of library support for students in Vietnam. She cautioned that it cannot be assumed that students in Vietnam will have the same access to library materials like the students in Athens have. She explained that licensing agreements sometimes prohibit them from making resources available to students who are not present on the

Athens campus. Duncan said that he remembers a similar scenario from a few years ago when a proposal to offer the masters program in Sports Administration in China was presented to Graduate Council and the then library representative had raised the same question. Jan said that licensing agreements vary by discipline, but it is always better to negotiate those at the beginning of a program than to do so when students are trying to access resources and are unable to. She said that even students on the regional campuses sometimes do not have access to the same resources that students on the Athens campus do.

Howard recommended that if a committee has not looked at this proposal, then it would be best if it did, since these and other questions can be raised by them. Duncan said that he would request the Curriculum committee to review this proposal. Katie added that she has not seen this proposal come through at UIC either and that she is also interested in looking at the Memorandum of Understanding since the MoU would contain the admissions requirements. In response to Katie's comment about ensuring that the approval pages have the required signatures, Howard said that he signed the appropriate paperwork for this program.

Joe said that Jan's question about library resources should be included in the documentation provided for the program proposal and that the library should be compensated from the income from this program for the extra costs incurred in negotiating licenses for making resources available to students in Vietnam.

Hans asked if there is an online component to this program, if there was any information about online access in the city where this program is being proposed to be offered. He added that we cannot assume adequate internet access, since it is sometimes an issue in South-Eastern Ohio. Rathindra asked if there is a thesis requirement for students then we should also look at committee composition for students to ensure that members have graduate faculty status. Jennifer Hines said that when she reviewed the document it seemed from it that most of the courses would be taught by the faculty from Athens. In response to RuthAnn's question about a cost-benefit analysis, Duncan said that UIC would look at that aspect of the proposal. Duncan said that he will inform David Bell that Charles will contact him with the questions (online component, internet access, access to library resources, committee membership, classes taught by adjunct faculty, and any others) raised in the meeting today.

## **6. Deletion of Inactive Major codes:**

David Descutner and Ann Fidler attended the meeting to provide some information about the deletion of inactive major codes. Ann responded to the

questions that Duncan had sent to her via email earlier in the week. These questions summarized the discussion that Graduate Council members had at the previous meeting.

Ann said that for the programs that have the notation, 'phase out/program elimination' they can work with the Registrar's office to add a column to provide the date when that took place. She said that for the programs that have the comment, 'no enrollment since 2005', they can change the language to indicate that the name of the program changed. In response to the question about whether these are program code eliminations or are they also program eliminations, she noted that they are not intended to be program eliminations and that they would withdraw the MA in German from that list. Another question that members had raised was that only four program codes were being eliminated from the College of Arts and Sciences, even though it is the largest college. Ann said that each college was provided a list of major codes prepared by Institutional Research. She added that this is an effort to clean the SIS data. She noted that the Provost believes this to be a housekeeping measure and not a cost-cutting measure. Each College used that list to identify the program codes that are no longer in use. In response to Duncan's question about this historic information being available somewhere, Ann said that Institutional Research saves this, they are not getting rid of it completely.

Ann quelled members concerns about all the relevant bodies being involved in this process, members of UCC and EPSA were present for these discussions. Howard said in noting the elimination of the MA in German the department was not trying to subvert the role of the Graduate Council. The new department chair was not aware that Graduate Council needed to be informed about it.

Graduate Council voted in favor of accepting the revised list of inactive major codes to be eliminated provided in today's packet with the proviso that the MA in German would be taken off that list.

The meeting was adjourned at 3:50 pm. The next meeting of the Graduate Council is on April 9<sup>th</sup>, 2010 from 2 to 4 pm in Baker 239.

# Graduate Council Minutes

## February 12<sup>th</sup> 2010

**Attendance:** James Archibald, Sergiu Aizicovici, RuthAnn Althaus, Joseph Bernt, Joshua Bodnar, Rathindra Bose, Duncan Brown, Charles Buchanan, Gary Chleboun, Howard Dewald, Kamile Geist, Jennifer Hines, Jennifer Horner, Steve Howard, Aimee Howley, Tracy Kelly, Hans Kruse, Jody Lamb, Heather Lynn, Jan Maxwell, Sarah McGrew, David Mould, Jim Rankin, William Shambora and Katherine Tadlock.

**Excused:** Ken Cutright, David Koonce, Brian McCarthy, Molly Morris, Gary Weckman and Yong Wang.

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

### **1. Approval of Minutes of the January 15<sup>th</sup> meeting**

The minutes of the January 15<sup>th</sup> 2010 meeting were approved.

### **2. Chair's Report (Duncan Brown)**

- A. Program name changes and relocation: Duncan said that at last month's meeting he was impressed with Hans Kruse's comment about Graduate Council being an advocate for graduate education even if the body did not have the power to change a decision. For example, in the case of the decisions about relocation of programs from one academic college to another, Graduate Council cannot change the restructuring plans but we can record our concerns as a form of 'dissenting opinion.' These can be used later when the consequences of these changes are clearer.
- B. M.A. in Linguistics in Vietnam: Duncan said that he will be meeting with David Bell on Tuesday to discuss this. He added that he has already spoken to David over the phone a couple of times.

### **3. Remarks by Rathindra Bose**

- A. Graduate College: Rathindra told members that he is committed to having a functional Graduate College. He is also keen to eliminate any redundancies between the functions of the Graduate College and the academic colleges. He added that this would be particularly helpful in our current lean budget days. He said that to accomplish this he would like to see the policies separated from the procedures followed (to comply with that policy). He added that he would like Graduate Council to review policies where any inconsistencies are found.

- B. Thanking David Mould: Rathindra thanked David Mould for his service on the Council. He added that everyone will miss him.
- C. Graduate College staff: Rathindra informed members that the Graduate College is now located on the second floor of RTEC. He thanked the staff of the Graduate College for managing the move during a busy period.

Remarks by Jennifer Hines:

- D. Graduate Catalog: Jennifer Hines said that she is steadily working to ensure that all the policies that pertain to graduate students are listed in the Graduate Catalog and the ones that are related to administrative aspects about graduate education are listed in the Graduate College handbook. She added that the information that is being sent to Graduate Directors is now also being forwarded to members of Graduate Council and she encouraged members to view the handbook which is available on the Graduate Director's website (Link is located under "Faculty & Staff Resources" on the lower left side of the Graduate College main webpage (<http://www.ohio.edu/graduate>)). She said that it requires the OU email log in and password to view the book.

Jennifer brought attention to the handout of a flowchart outlining curricular reform processes in today's packet. She added that this information will also be available in the next revision of the Graduate College handbook.

Remarks by Katherine Tadlock:

- E. Front Desk of Graduate College: Katie informed members that the Graduate College has hired Marnie Roberts as a full time staff member who is responsible for all front-line operations related to assisting student, faculty and staff. She added that Matt Hall who used to work at the front desk has now moved on to finish his degree. Katie welcomed Marnie and said that her duties extend beyond the front desk in that she will be a good back-up resource and the go-to person in case someone is not able to reach Katie.

**4. Quarters to Semesters Changes:**

- A. Credit hour conversion: Jennifer Hines referred to the information in today's packet about the conversion of credit hours to the semester system. She reiterated the information she received from Jeff Gieseley that the three hour credit requirement for courses in semesters does not apply to graduate courses. Graduate courses, she added can be offered for one more credit hour than the number of class meeting hours as is current UCC policy. She said that she is aware that all programs have to submit their course credit information and that the Graduate College is advising programs as best as possible. Jennifer said that the italicized numbers on the handout need to be

finalized; the others are already in place per RACGS and Graduate Council recommendations. She added that the per term credit conversion follows the 2/3 rule so all the conversions are pretty standard from a numerical standpoint, but changes in policy would need to be addressed separately. Addressing the question about graduate courses being four credits instead of three like the undergraduate courses (for yoked courses) she added that programs have the flexibility to design the work for that one hour as is currently the case. Also, she added that if it is felt that the load will be unbalanced because the number of credits being taken by a student are too many, then it means that the load is probably unbalanced currently as well, since the total number of hours follows the standard 2/3 conversion rule. Jennifer said one possible solution currently used by some programs is to offer a course like Introduction to Research/Scholarly activity to increase the number of hours to achieve the credit hours required for having a graduate assistantship.

Howard noted that the information about maximum hours that can be transferred refers only to Master's programs and not to doctoral programs. In terms of courses, he added it could be three to four courses on a quarter system but probably only two courses on a semester system. Rathindra said that many master's programs require 30 semester hours so it has to be taken into consideration that we are not allowing a transfer of an extraordinarily large number of credits. Jennifer clarified that the percentage of the transferred credits with respect to the minimum total number of credits to confer the degree is the same in the proposed numbers for the semesters as it is in the quarters. In response to Gary Chleboun's question about these rules applying to professional doctorates, Katie said that they are treated like other academic doctoral degrees. Sarah asked what other colleges offer professional doctoral degrees. Aimee said that the only Ed.D. on campus is offered by the College of Education and they define it the same as a Ph.D. Katie added that the policy and regulations committee could possibly review this and provide recommendations.

Jim Rankin asked about the need to list the maximum number of hours that a student can be supported for. Rathindra said that this is derived from the rules that govern subsidy received by the institution. He clarified that for a doctoral student an institution would receive subsidy for 170 semester credits. Once a student reaches that number, and if he/she is still being supported it adds significant cost to the institution. Jim said that this causes a problem for externally funded students. Jennifer Hines clarified that the language used in the table (in the handout in the packet) is taken directly from the graduate catalog. Katie added that this pertains to tuition scholarships and that the stipends can be continued to be paid as long as a student is registered even for one hour (and the tuition is paid by a source other than a tuition scholarship). So, once a student reaches the limit for the maximum number of terms that they can be funded for, they can be supported by a stipend. Joe

said that the longer students hold on to scholarships, fewer hours are generated for the institution.

Aimee said that at the College of Education about 50% of the students are fee paying students. She added that the scholarships are apportioned to facilitate recruitment by offering to support students for one year, so they typically do not have students reaching the maximum possible terms allowed to be funded. In such a situation, she noted if some of the courses taken by students are mere filler courses and are not really required for their degree program, then this practice does not benefit the student at all. Joe added that students can always take classes during the summer. Jennifer added that the higher number of credit requirement is only for the GRS since there is a reduced work component for that kind of funding. Jennifer Hines asked Katie when was the last time that the Board of Regents asked us for a report about that. Rathindra said that they assume that we are complying with the policy. In response to Hans' question about trying to understand the penalty for requiring minimum hours of registration, Aimee said that the filler courses help the department but not the student. Discussion focused on the fact that a change in the minimum number of hours policy has implications for all departments. Joe provided the context for the origination of this policy after the Toledo Blade broke the story about the University of Toledo funding international students without having a work component. Ohio Board of Regents then issued a directive about it. Duncan said that the change from the number of hours to the number of terms that a student can be funded is particularly helpful to some students in his program who already have an earned MFA. These students come to them with a large number of credits already taken when they were funded by another department.

In response to Sergiu's question Jennifer Hines clarified that for a yoked course the undergraduate component would be a three credit course and the graduate component could be four credits since there is supposed to be more academic work for that part. Duncan asked if members would be in favor of suspending rules about two readings and vote on this today, since it had been brought up at the November meeting and also at January's meeting. Graduate Council voted in favor of suspending rules to vote on the chart prepared by Jennifer Hines that addresses the Q2S conversion. Duncan added that members would be able to address the issue of maximum credits that can be transferred for a doctoral degree at a later date during the year.

Graduate Council voted to approve the chart provided in the packet that addresses the Q2S conversions with the addition of the words 'for a Masters' for the item, 'Maximum credits student can transfer'.

Duncan said that with this in place, programs can now prepare their documents to be presented to University Curriculum Council.

- B. Academic Residency Requirement: It was decided that the academic residency requirement as a whole is a policy issue that will need to be reviewed and addressed at a later date, however, the Q2S conversion proposed on the handout was part of the approved changes voted on in item A above .

5. **Deletion of Inactive Major codes:**

Duncan brought members' attention to the last three pages of today's packet that provide a list of all the program codes that are being phased out. He said that this should have come to Graduate Council before being approved by UCC, but they held an extra meeting to approve this document. He added that UCC approved it conditionally, with the condition that this is also approved by Graduate Council. In response to Joe's comment about Graduate Council being bypassed Traci said that maybe a resolution to that effect can be drafted and moved along. Hans said that we should not feel compelled to suspend rules to approve this document. Today can be the first reading and the vote can take place at next month's meeting. Duncan said that one option is to take care of this issue today and make a note for next time that Graduate Council will not suspend rules to expedite such a request. Jennifer Horner asked about the consequences of not voting today and said that it is rather non-productive to obstruct this. Duncan said that it was his understanding that once this decision is made, the trustees will move on to discussing academic restructuring.

David Mould said that this spreadsheet probably needs another column to provide an explanation for the decision. He cited an example that for several of the MA codes for programs in the School of Communication Studies, it notes 'no enrollment since 2005', the fact is that the programs are not offered anymore since they went through a name change and they have different codes now. He added that the contextual information will be very helpful in reviewing this document, since without it this can be used to claim certain enrollment trends. Aimee said that it would also be helpful if the Provost could explain to the Board of Trustees the distinction between programs and program codes. She added that program codes should technically match the programs that are offered. Aimee noted that it seems likely this could be perceived as a cost cutting mechanism (by phasing out some major codes) instead of it being called what it truly is, an exercise in updating data. Katie said that there is a huge data conversion issue from SIS to PeopleSoft and that it is best not to export bad data to the new system. Hans said that if this is just an issue about the data never getting cleaned up and that all of these programs and program codes have gone through Graduate Council at a prior date, then that is a different issue. He added that we suspend rules to vote at the first reading when we think we have enough information. But, in this case it does not seem so and that is the purpose of the second reading.

Aimee said that at the College of Education sometimes they have multiple program codes for a program and they have to keep updating those based on the changing licensing requirements by the state. RuthAnn asked if for the program codes where the note reads, 'Phase out/program eliminated' if it could be assumed that they went through Graduate Council. She added that if they did, then maybe a column can be added to note when that happened. Traci asked if the phase out and program elimination conveyed the same meaning. Aimee said that it would also be best to separate programs from program codes. In response to Joe's question about any data being lost, Katie said that SIS is the repository for that data. She also added that for every degree program, Institutional Research in the past also added a non-degree option.

It was decided that more information is needed to approve this document. This information should address issues such as whether the removal of a program code also causes a program to become unavailable and if so, then when did that go through the approval process at UCC and Graduate Council. Jennifer Hines said that it would also be beneficial to cross-reference this with the list of current graduate programs. Graduate Council voted in favor of the motion to table this for the March meeting.

#### **6. Recruitment and Admissions Requirement Committee:**

Casey Capps: Graduate Council voted in favor of approving Casey Capps conflict of interest review since he is seeking a non-degree admission and he is the website coordinator for the College of Engineering and his position is not funded through the department he is taking classes in.

The meeting was adjourned at 4:00 pm. The next meeting of the Graduate Council is on March 12<sup>th</sup>, 2010 from 2 to 4 pm in Baker 239.

# Graduate Council Minutes

## January 15<sup>th</sup> 2010

**Attendance:** James Archibald, Sergiu Aizicovici, RuthAnn Althaus, Joseph Bernt, Joshua Bodnar, Rathindra Bose, Duncan Brown, Charles Buchanan, Gary Chleboun, Ken Cutright, Howard Dewald, Jennifer Hines, Jennifer Horner, Aimee Howley, Tracy Kelly, David Koonce, Hans Kruse, Jody Lamb, Heather Lynn, Kelly Broughton for Jan Maxwell, Sarah McGrew, David Mould, William Shambora, Katherine Tadlock, and Gary Weckman.

**Excused:** JoAnn Dugan, Kamile Geist, Steve Howard, Brian McCarthy, Jim Rankin and Yong Wang.

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

### **1. Approval of Minutes of the November 13<sup>th</sup> meeting**

The minutes of the November 13<sup>th</sup> 2009 meeting were approved.

### **2. Chair's Report (Duncan Brown)**

- A. Program name changes and relocation: Graduate Council deals with name changes so the current name changes would be dealt with like an existing program being offered at a new location. Duncan said that he would like to divide the work among multiple committees so that one committee does not have to deal with all of them. Moreover, he added the deadline to get these changes approved is March 10<sup>th</sup> so the standard procedure of two readings will not be able to be followed. The first reading could take place at the February meeting, but the March meeting of the Graduate Council is on the 12<sup>th</sup>. He said that the Board of Trustees meet later that month and that is why, the rush to meet the March 10<sup>th</sup> deadline. Jennifer Horner asked that if the decision for realigning programs has already been made, then does the approval process by the Graduate Council still need to take place. She also asked if Graduate Council would play a role in the change of name of the College of Health and Human Services and with the program relocations within that college. David Mould said that since Graduate Council is not involved in approving department name changes, it would not be involved in approving name changes for a college. Rathindra Bose noted that Graduate Council deals with academic matters, new program development, curriculum changes, and graduate student support. He added that the Graduate Council charter does not mention anything about department name changes and such, those should happen within the academic college. Ken Cutright added that those name changes need to go through UCC though. Joe Bernt asked for the relevance of the paperwork that needs to be done once a decision has already been made. Hans Kruse said that one of the key words in the

Graduate Council mission statement is advocacy, so even if Graduate Council does not have the authority to change a decision, it is still possible to go on the record noting that Graduate Council did not approve of the idea. Duncan expressed his agreement to that. Joe Bernt said that there is nothing to approve here, since the decision to relocate programs has already been made by the administration. Aimee Howley said that this was not a top-down decision and that faculty were given the opportunity to visit departments and express their opinions about their programs being relocated within other departments. She added that some of the approval bodies were bypassed in this decision, but faculty did have input in this. Jennifer Horner said that the Dean's white paper about this decision came out in March and that the new Provost sought faculty input after she took office. Aimee Howley said that before the white paper from the Deans came out, a white paper from faculty was released.

- B. Parking Services: Duncan said that he was pleased with the email that he received in December from parking services regarding the parking lots available for visitors to park in without having to pay for a day pass.
- C. Centralization of Information Technology: Duncan said that a lot of discussion seems to be taking place after the decision of centralizing all IT functions was made, instead of discussions being held prior to that decision being made.
- D. Increasing out of state enrollment: Duncan brought members attention to the article from New York Times in today's packet. He said that this article discusses how Ohio is one of the three states with the largest decline in their under-18 population. As discussions go forward on increasing enrollments at OU the importance of including graduate and non traditional students in future planning is clear.

### 3. **Remarks by Rathindra Bose**

- A. CGS guidelines: He brought everyone's attention to the handout he gave to everyone. He said that currently over 200 institutions are members of CGS and that as Dean of the Graduate College, he is required to share this on a regular basis with all, and he is doing so. He reminded everyone about the April 15<sup>th</sup> deadline that students have to accept or decline an offer of admission and that an offer made after April 15<sup>th</sup> is binding and that an institution cannot renege on that. He said that he intends to sign the resolution for 2010 unless Graduate Council recommends to him to not do so.
- B. National Research Grant opportunities: He informed members about some national developments in grant money available and some new things on the horizon. He said that a new book by the Carnegie foundation discusses restructuring nursing education, new graduate programs in the area of energy

uses are being envisaged, and a large amount of money is available for developments in health information technology. He also said that the New York Times recently published the forecast by the Labor department about the kinds of jobs available after graduate degrees and the potential earning capacity for people in those positions.

- C. Increasing graduate enrollment: He added that at the state level, the Chancellor is encouraging growth and development in the STEM areas and that the Chancellor will be visiting four institutions in the new future. It has not yet been determined what four institutions he will visit. He said that we need to be smart about increasing graduate enrollment and that the Provost shares that belief. He said to facilitate that he has proposed the formation of a seven member committee comprised of four members from the Graduate Council and three from the Research Council. This committee will look into enhancing enrollment in certain programs and will bring the details to the Graduate Council at large for discussion. In response to Tracy Kelly's question about how many students will serve on that committee, he said that he would leave that for Graduate Council to decide. Duncan said that it might be a good idea to use an existing committee for this purpose, like the Planning and Strategy committee. David Mould asked about the specifics of the charge of this committee. Rathindra Bose said that the committee will be charged with identifying programs that have the capacity and resources to grow. He said that more direction about this strategic endeavor will be available as the process begins.

Rathindra said that this past academic year we lost \$2 million in state subsidy because we did not have enough students enrolled in the STEM areas. This is a significant loss and we should make all efforts to recuperate that by increasing enrollment in departments where there is capacity. He added that he has shared a proposal with the Provost that he will use some money from his carry forward fund to invest in this pilot project with the understanding that he will be paid back when we receive subsidy from the state for those students. In response to Joe Bernt's question about whether the increase in enrollment will be only in the STEM areas, he responded that enrollment should be increased in areas which will be identified by this committee and that the Chancellor would like to see enrollment increase in the Centers of Excellence identified in each university as well. David Mould asked if the NRC survey had been published yet, Rathindra Bose said that as everyone knows there have been multiple delays, and that the latest update is that the study will be released next month.

Remarks by Jennifer Hines:

- D. Relocation of MPA: Jennifer Hines drew members' attention to the handout about the relocation of the MPA program from the College of Arts and Sciences to the Voinovich School. She clarified that there is no change in the program content and curriculum, only the location where the program is

housed has been changed. Discussion focused on who would represent those students, since they are not a part of a college any more. Duncan said that Dan Weiner had noted in another meeting that this is similar to the Center for International Studies, since they are not a part of a college either. Howard informed members that the MS in Environmental Studies is also going to move to the Voinovich School.

- E. MA in Linguistics in Vietnam: Jennifer Hines told members about the proposal to offer the MA in Linguistics at the University of Social Sciences and Humanities in Vietnam. She said that this proposal has been approved by the Outreach committee. Duncan said that in the past if a program was being proposed to be offered at an International location, it would seek UIC and Graduate Council approval. UIC looked at the financial aspects and the Graduate Council focused on the pedagogical aspects of the proposed program. In response to Jennifer Hines' question about such proposals not requiring the approval of Graduate Council, David Mould said that the previous Provost created the Outreach committee to fast track the approval of such programs. Joe said that there is good reason for these programs to be approved by Graduate Council. He said that members of this body are able to evaluate if a proposal would compromise the quality of instruction and the interests of the faculty on this campus or on the branch campuses and also it allows us to protect the integrity of our graduate programs and the interests of our graduate students.

Rathindra said that when he arrived on campus in July 2008 he was informed that he was a member of the group responsible for approving graduate programs to be offered at new locations. He added that he found that there were a few notifications that had not been sent to RACGS. He forwarded those to RACGS and Graduate Council gave him the authority to approve graduate programs to be offered at a new location as long as there were no curricular changes. Rathindra said that this would be true for programs being offered in the country, but not for programs to be offered at international locations. David Mould said that the other school that the USSH was in partnership with pulled out because of financial reasons. Katie said that as a member of UIC, she has not seen this proposal and it is their (UIC) charge to monitor all international agreements. Rathindra said that he will inform Charlie Bird that Graduate Council cannot approve this program at this point in time.

#### **4. Recruitment and Admission Requirements Committee**

Conflict of Interest Cases:

- A. Benita Blessing: Graduate Council voted in favor of approving her conflict of interest document.
- B. David Dominguese: Graduate Council approved his conflict of interest case.

- C. Jens Lichtenberg: Since some more documentation is required, Graduate Council decided to table his case till the February meeting.
- D. Rebecca Watts: Gary informed members that the committee recommended approving her case with the stipulation that there be one external (from outside of Ohio University) member on her dissertation committee. Duncan said that he was informed by Katie Tadlock that in the past another student who pursued a doctoral degree at the College of Education had an external member on the committee as well. Ken and James asked how that would resolve the conflict. Joe said that the faculty handbook lists a number of high ranking officials as being ineligible to pursue degrees, since there is an obvious conflict of interest that exists. Duncan said that Rebecca noted in her documentation that Alan Geiger earned his doctoral degree while he served on President Glidden's staff. Rathindra asked if the concern was that the faculty would act as mere rubber stamps in the academic process. He added that it would be better if someone with a Ph.D was in that position, since that would provide that person with a better understanding of doctoral education. Joe said that we can work with the premise that everyone will have good intentions the concern still exists because Rebecca speaks for the president on many occasions. In response to Ken and James' question about how having an external member would mitigate the conflict of interest, Hans said that he has served as an external member on a committee. He noted that the external member can ensure that procedure was followed. He added that basically it is akin to investing the outside member with veto power regarding published policy being followed in the entire process. Duncan added that it is a responsibility similar to that of a Dean's representative on a committee. Aimee said that when someone uses that veto power it harms the student, thus a management plan in this case seems to be a better option. She added that for example one of the stipulations in the management plan could be that only tenured faculty serve on her committee. Also, having people from the university ensures that due process and procedure are followed, since they will be familiar with the relevant policies. Joe added that it is not possible to remove the conflict of interest for the kind of position Rebecca holds, since she has substantial influence over all aspects at this institution. He said that he has seen people with lesser financial wherewithal go to OSU for their Ph.Ds. Rathindra said that he also believes that a management plan would be the best way to proceed in this case.

Ken added that having Associate Professors on her committee will amount to a similar issue of having untenured faculty on the committee, since the Associate Professors could potentially go up for full professorship during that time. In response to David Mould's question whether Rebecca is taking classes currently, Katie responded that she has been admitted on a

provisional basis with the understanding that it might be an insurmountable conflict. Duncan summarized the position of the Graduate Council that adding an external member to Rebecca's committee is not a sufficient solution to mitigate the conflict of interest, thus the case is being sent back to the committee to propose a more stringent management plan.

- E. Casey Capps: The committee recommended delaying reviewing his materials until an admission decision was made.

**5. Quarters to Semesters Changes:**

- A. The minimum number of hours for a graduate student to be considered "full time" in the semester system: Aimee raised the question about the credit hour requirement for the residency requirement for students of the College of Education. She added that some institutions use six hours as the minimum registration required, since it is not practical for these students to take three courses per semester. James agreed, saying that three classes is a lot of work in a semester system. Josh echoed the same sentiment saying that he just started as a full time employee a month ago and he too believes that taking two classes is doable, but not three per semester. Joe said that it can be two full time classes and the third could be research hours or the like, to keep the load at an optimum level for such students. Rathindra said that the institution will receive subsidy for four and a half years for doctoral students and a year and a half for master's students. Jennifer Hines said that most of the questions she receives from the departments pertain to funding and the number of hours required for it.

After considerable discussion a vote was taken but several council members abstained. Therefore, the item was tabled for further review and discussion at the February Graduate Council meeting.

- B. The credit hour requirements for certificate programs in the semester system: Graduate Council voted in favor of the recommendation that the minimum and maximum number of hours required for a certificate program in the semester system be 14 and 20 respectively. Jennifer Hines informed members that this falls within the RACGS guidelines, which note that anything less than 21 hours falls under local control.

**6. Curriculum Committee—Seven year reviews:**

- A. Department of Geography: Graduate Council voted in favor of the committee's recommendation of accepting the seven year review of the department of Geography.

*B.* Department of Economics: Graduate Council voted in favor of the committee's recommendation of accepting the seven year review of the department of Economics.

The meeting was adjourned at 4:10 pm. The next meeting of the Graduate Council is on February 12<sup>th</sup>, 2010 from 2 to 4 pm in Baker 239.

# Graduate Council Minutes

## November 13<sup>th</sup> 2009

**Attendance:** James Archibald, Sergiu Aizicovici, Rathindra Bose, Duncan Brown, Charles Buchanan, Gary Chleboun, Jennifer Horner, Aimee Howley, Tracy Kelly, David Koonce, Hans Kruse, Jody Lamb, Heather Lynn, Jan Maxwell, Brian McCarthy, Sarah McGrew, William Shambora, Katherine Tadlock, Yong Wang, and Gary Weckman.

**Excused:** Joseph Bernt, Joshua Bodnar, Ken Cutright, Howard Dewald, JoAnn Dugan, Kamile Geist, Jennifer Hines, Steve Howard, and David Mould, Jim Rankin,

**Guests:** Krista McCallum-Beatty and Gerard Krzic

**Convened:** The meeting was convened at 2:15 pm.

### 1. Proposal to approve a “Procedure for English Language Study Provisional (EP) degree admission”

Duncan introduced the proposal saying that there are two issues to consider: first is how much progress a student can make from a score of 430 to 550 in a given time period, even though we are all aware of the fact that the TOEFL score is not necessarily a good predictor of success. The second issue is about physical and human resources. Duncan added that John Day is conducting a series of space allocation studies. He informed members that about four years ago, Graduate Council spent a considerable amount of time on looking at the housing options for graduate students and transportation services available to them. Wolfe Street apartments are the only apartments earmarked for graduate students. And, he added that four years ago, it came to light that in the master plan for the university, Wolfe Street apartments are scheduled for demolition. With that he introduced Krista and Gerard to members of the Graduate Council.

Krista thanked Graduate Council for inviting her. Regarding resources and being able to support more international students, she said that the International Students and Faculty Services (ISFS) office can work with 400 more students for their immigration needs. She added that they are in the process of hiring one more advisor and that they have been trying to find creative ways of supporting students.

Krista said that there are a different set of issues that arise for graduate students. Many graduate students bring their families with them. But, spouses and children of graduate students are not eligible for services at the Hudson health center. She also said she is working with the City about better transportation services for students.

Rathindra said that per a recent Council of Graduate Schools survey for this fall, the number of students from China increased by 16%, those from Turkey and Middle East increased by 22%. The number of students from India decreased by 16% and from South Korea by 13%. He added that at Ohio University the number of students from China increased by 23% and those from India increased by 51%, but overall the number for Indian students is down by 37%. This decrease is due to the closing of the MBA program in Bangalore. He said that in the last few years there has been a 27% decrease in the staff of the Graduate College from 19 people to 14.

Krista added that ISFS is understaffed as well. She said that per NAFSA (Association of International Educators) guidelines, an optimal ratio of international students to advisors should be 250-300 per advisor. At Ohio University, she said, they have two full time advisors for our 1400 international students. And, given this situation, the first priority for the advisors is federal law compliance. She said that they have had to cut down on the programming that they used to do and they are all working long hours. She said that she is hopeful that some of the revenue from this increase in the number of international students will flow back to offices like hers to support the hiring of more advisors. Krista added that the model that OU seems to be moving towards is the kind that Indiana University and Purdue University have, where students become reliant on their own country organizations. She said that they are also trying to be resourceful in using technology to compensate for the reduced face to face communication by using Facebook. She added that in the past they would typically do about 100 to 150 travel signatures for the winter break, but just last week she said, they signed about 200 travel documents. Jennifer Horner asked about the retention rate for international students at OU. Krista said that she does not have that data yet. Gerard noted that he just got back from a meeting of English as Second Language advisors at the University of Arizona and pretty much everyone is facing similar issues. The bulk of the resources are being spent on undergraduate students, and China seems to be the driving force in many places. He said that with all of these discussions that we are having, we are ahead of the curve compared to other schools.

Continuing along the lines of lack of resources for supporting graduate student life, Duncan said that a few years ago Hans was transporting international students to their homes in Carriage Hill after class during winter quarter. The evening classes end at 9 or 10 pm and the students were getting frost bite walking in the really cold weather. Spouses of these students also feel isolated since transportation is an issue; it is hard to get around in the winter without adequate public transportation. Krista said that she was really glad that the Provost attended the international graduate student orientation. She said that the Provost said that one of the things she has enjoyed in Athens is the Farmer's Market. But, to get to the Farmer's Market from Carriage Hill is not easy. Krista added that the support international students receive from individuals is overwhelming. Jennifer Horner said that it would also be helpful to facilitate faculty (from a particular country) provide support to students from that country.

She noted that the cultural sensitivity would prove helpful in many situations. Rathindra said that there are some contracts to bring research scholars here through the Russ College of Engineering. Krista added that faculty provide support in many ways to students. She said domestic faculty members also have been instrumental in supporting graduate students from one region or a country with which they might have affiliation with. Krista also said that the Islamic Center and the Muslim Students Association also provide support to graduate students and their families. She said that her office is trying to maintain an approach of what they can learn from these new experiences of having large numbers of students from one particular country. Rathindra asked Krista if she had been contacted by the FBI about any international students. He said that while he was at another institution he used to get FBI inquiries since a group of students from a particular country who were enrolled at that institution were involved in highly sensitive research areas. Krista said that soon there will be a new Field officer for this region and that the current Police Chief at OU, Andrew Powers and she share a similar approach about being protective about the international students at OU. Duncan said that a few years ago, they had a doctoral student from Thailand and he found support in the other Thai students who were here. Krista said that one of the favorite parts of her job is being the advisor to the International Student Union, the umbrella body for the other International student associations. She said that we can find ways to enhance the support these organizations provide to students. Krista said that the African Students group had a \$5 fee for their annual event this fall. She added that this is the first time that they charged a fee for that event. Duncan said that unfortunately, the Graduate Council does not have authority to make decisions, and that they can make recommendations, but sometimes recommendations get ignored. Krista said that it might be a good idea to ask students for ideas too.

Gerard said that with international education there is always some uncertainty about how many students will actually show up. And, that once students arrive on campus it is not possible to tell them that a particular class is full. They have to take those classes, if not, they would be in violation of federal law, since their immigration documents note the program they are admitted to. He said that they have been able to find class room space at the last minute, and sometimes they are not the most ideal space. He added that the space allocation for the Ohio Program of Intensive English is optimal for 100 students. But, currently they have 350 students. Gerard described the nature of the course work as intensive, with up to 20 contact hours per week. He told members that if any of their departments have class room space to accommodate 20 students in a room that can be used by OPIE, he would appreciate information about that. Gerard also said that OPIE could also pay for some small renovations of these classrooms. He said that he hopes to have some descriptive statistics for the incoming students and their progress soon. Krista added that she also hopes to have some more statistics by next year. She said that they are trying to get some figures for progress made by students (who start in OPIE ) say by the time they

are in their junior year. She said it would be possible to look at graduate students as well, maybe progress made in their independent research.

Gerard referred to item #12 on the proposed policy and said that in the past even if someone had not achieved a 500, but the recommendation from the OPIE instructors noted that the student can take an academic class, a student could do so. He said that this happens sometimes when a student scores a 490 or a 495 on the test. He added that he likes to see students begin part time academic study, since that acts like a motivator for them. And that the decision for a student to pursue academic course work is not solely resting on the score achieved on a standardized test. In response to Duncan's question about the origin of item #12, Katie responded that it came from the resolution Graduate Council adopted last year. Rathindra said the resolution has not been approved by the Provost yet. He added that even when we have a policy about something, there are always exceptions that have to be made. He clarified that any exceptions that are made to such a policy will not be made by any of the administrators at the Graduate College. The department will need to write a recommendation which should be endorsed by the faculty advisor of the student in question and by the Dean of the academic college. Katie said that having a minimum TOEFL score of 500 for conditional admission to a graduate program is catalog policy and that last year Graduate Council reiterated support for that policy. In response to Gerard's question about item #10 (a) regarding who makes the decision about conditional admission, Jennifer Horner said that the department makes that decision. Katie added that the admission letter from the department would note that the student would be able to begin the program in two years and when the appropriate TOEFL score (a number must be specified) is achieved. If a student is able to achieve that score before the end of two years, the department can revise the admission letter. Gerard said that he likes the two year period that is stipulated in this condition. He said that some of the sponsors indicate that they will only sponsor students for English study for 12 months and this is a very hard goal to achieve. He said that it might be possible in 18 months, but 24 months is definitely the ideal time period for this. In response to Charles' question about grading system followed for OPIE courses, Gerard responded that they are graded as 'Credit' or 'No Credit'. If someone gets a 'No Credit' for two quarters (does not have to be consecutive), they are dismissed from the program. He added that a student is expected to complete 90% of home work and have 90% attendance. Gerard said that these policies are consistent with those at other ESL programs. Gerard brought member's attention to the hand out he passed to members and the ELIP (English Language Improvement Program) courses noted on them. He said that those courses are a step in the right direction. And that an entry level score on the TOEFL is good to have, but sometimes the exit level score does not show much difference. This can be attributed to the student's attention being split among the demands of the academic class, the OPIE class, and preparation for the test. He said that the focus of the OPIE classes is to improve the skill level of the students and to prepare them for academic work; and not to train them to do better on the test.

Duncan said that based on his discussions with Jennifer Hines he requested that Graduate Council approve this proposal with the provisions that an interim report will be provided by Gerard Krzic and Krista McCallum-Beatty in the Spring of 2011, which will be discussed at the April meeting of the Graduate Council and a full report by the end of fall quarter 2011 to facilitate a complete review of the policy by Graduate Council in January 2012.

Graduate Council voted in favor of suspending rules to approve the policy at the first reading.

Graduate Council approved the proposal with two minor corrections in the text:  
On item #5: Instead of 'The initial I-20 will be for OPIE', to read as, 'The initial immigration documents will be issued for English language instruction'.

On item #7: Instead of 'Students will take the campus TOEFL test at the conclusion of each quarter', the text to read as, 'Students will take the appropriate on campus English language proficiency test at the conclusion of each quarter'.

## **2. Approval of Minutes of the October 9<sup>th</sup> meeting**

The minutes from the October 9<sup>th</sup> 2009 meeting were approved.

## **3. Chair's Report (Duncan Brown)**

- A. QUIT: Duncan informed members that he had invited Brice Bible to attend this meeting of the Graduate Council, but a conflicting appointment prevented that. He reminded members that this was in relation to the issue brought forth by him at the previous meeting about centralization of Information Technology services at OU. He added that it is a big issue for some departments like Information and Telecommunication systems and Media Arts and Studies.
- B. Graduate Student Contract Grievance Board: Duncan asked Tracy to nominate one more student to this Board, since the policy calls for two students to be on it.
- C. Graduate Student Contract Grievance Board: Duncan said that he is thankful that Hans will continue to chair this board.
- D. Graduate Student Affairs and Fellowships Committee: Duncan thanked the members of the committee for reviewing the OU nomination for the MAGS Distinguished Thesis Award. He said that he is proud of the quality work that was produced at OU.

- E. Conflict of Interest Cases: Duncan said that he will forward a few conflict of interest cases to the members of the Recruitment and Admissions Requirements committee. He said that there are several potential cases that can be reviewed by Graduate Council at the January meeting.
- F. Name Changes in Ph.D. programs: Duncan informed members that he has sent letters to Dave Thomas (Chair, UCC) telling him that Graduate Council approved the name changes for two doctoral programs in the Russ College of Engineering. The name changes were for the Ph. D in Electrical Engineering to Ph.D. in Electrical Engineering and Computer Sciences and from Ph.D. in Integrated Engineering to Ph.D. in Mechanical and Systems Engineering.
- G. Membership of Graduate Council: Duncan said that he will send the committee assignments to members electronically. He added that he was still trying to finalize membership of Graduate Council since the Council is currently short of one faculty member. He added that he has also spoken to the chairs of UCC and UIC who also faced the same problem of not knowing the composition of their bodies until the end of September. Duncan said that to be able to adhere to the policy of two readings before approving a resolution, it is not possible to get anything done until the January meeting. It was also brought to attention that CRSCA also faces similar problems.
- H. Parking permits for prospects for the DPT program: Duncan informed members that Gary Chleboun made him aware of a situation in their department where they were being asked to pay \$5 for a parking permit for the day for prospects who were going to visit OU in January. Gary said that in the past, they had never paid for it and that if they have to pay for it, it will cost them a significant amount of money, since there are about 100 people visiting. In response to Sarah's question about trying to have smaller groups might be feasible for the parking services to provide free parking permits, Gary said that to be competitive with other schools, the visitations are held at that time and it is not possible to spread them out. Rathindra said that he has brought this to the President's attention and that as far as he thinks; it has been taken care of.

#### **4. Remarks by Rathindra Bose and Katie Tadlock**

- A. Regrets: Rathindra conveyed his regrets for missing the first meeting of the Graduate Council due to a family emergency.
- B. Support for Graduate Council: Rathindra expressed his support for the Graduate Council and said that he sees himself first as a faculty member and then as an administrator and he will always do his utmost to uphold the values of the university.

- C. Centralization of IT: Rathindra said that he has had some productive conversations with Brice Bible about the centralization of IT at OU. He added that they have been discussing the formation of an Academic Computing Council to support the academic endeavors of faculty.
- D. Support for Graduate Students: Rathindra informed members of the Graduate Council that Roxanne Male-Brune will be devoting most of her time to helping graduate students write and submit grant proposals to external organizations.
- E. Graduate College: Rathindra requested member's help in the formal approval of the Graduate College document. He said that Jennifer Hines and Katie Tadlock have worked hard over the last year to make the Graduate College successful.

## 5. New Business

Minimum number of hours for a graduate student to be considered “full time” in the semester system: Duncan brought members attention to the handout in today's packet that notes the discussion about this issue between Jennifer Hines and Jeff Giese. Discussion focused on how many hours should be considered full time and that it seems strange to have the same number, i.e., nine hours be considered as full time in both systems. In response to the proposal of 12 hours be considered full time in the semester system, Sergiu said that in the quarter system, 12 hours refers to three courses and in the semester system it will mean four classes. Katie said that the federal government's definition of part-time and full time status is based on financial aid and that there are immigration regulations that come into play for international students. David said that over a year, regardless of the system (quarters or semesters) the number of contact hours still stays the same. Rathindra said that most schools like to recover some subsidy from the state, but after a certain amount of time (usually four and a half years), we stop getting subsidy for students.

It was decided that the discussion be tabled until the January meeting and that the members of the appropriate committee would discuss it before that.

The meeting was adjourned at 4:15 pm. The next meeting of the Graduate Council is on January 15<sup>th</sup>, 2010 from 2 to 4 pm in Baker 239.

# Graduate Council Minutes

## October 9<sup>th</sup> 2009

**Attendance:** James Archibald, Duncan Brown, Charles Buchanan, Gary Chleboun, Ken Cutright, Howard Dewald, Kamile Geist, Jennifer Hines, Jennifer Horner, Tracy Kelly, Hans Kruse, Jody Lamb, Heather Lynn, Jan Maxwell, Brian McCarthy, Sarah McGrew, Jim Rankin, William Shambora, Katherine Tadlock, Yong Wang, and Gary Weckman.

**Excused:** Joseph Bernt, Joshua Bodnar, Rathindra Bose, JoAnn Dugan, Aimee Howley, Steve Howard, David Koonce, and David Mould.

**Guests:** Dan Weiner and Craig Cornell

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

### 1. Approval of Minutes of the June 5<sup>th</sup> meeting

The minutes from the June 5<sup>th</sup> 2009 meeting were approved.

### 2. Chair's Report (Duncan Brown)

A. Discrepancies in Membership: Duncan informed members that he is still trying to work through discrepancies in the Graduate Council membership.

B. Self-nominations to one of the five standing committees: Duncan informed members that he will hand out nomination forms to all members and he would like all members to complete those and return to him so that he can work on getting the committees set up.

C. Graduate Student Contract Grievance Board: Duncan said that he is thankful that Hans will continue to chair this board. A graduate student will also need to be a member of this board. He added that he would like that graduate student to also be a member of another committee as well since issues that the board has to deal with rarely come up. Last year, he said, there were no issues, so the board did not have to meet at all. If there have been any issues, they have been resolved at other levels, and have not made it to the board.

D. Seven year reviews: Duncan said that two seven year reviews (Economics and Geography) will come up shortly. He said that, as in the past, they will be available electronically on the Graduate Council website.

E. Centralization of IT: Duncan said that Hans had brought an issue forward to him and his department, MDIA also faces a similar issue with the centralization of IT at OU. He said that both of their departments have highly specialized

equipment in their labs and need people with special knowledge to repair them as needed. He also added that by paying graduate students to run those labs they are able to fund them for their studies. He said that he has invited Brice Bible to the November meeting for the second hour. He also added that some faculty from the Scripps College of Communication met with Brice Bible earlier this week to discuss issues of continued support for such labs with the centralization of IT.

### **3. Remarks by Jennifer Hines and Katie Tadlock**

- A. Welcome: Jennifer Hines welcomed all members and conveyed regrets on Rathindra Bose's behalf for not being able to attend the meeting.
- B. Continuity of Graduate Council over the summer: Jennifer Hines told members that over the summer it was nice to have the continuity of Graduate Council in the form of David Juedes' input on some issues.
- C. Exception Granted for credit hour rule: Jennifer Hines informed members that the Graduate College approved an exception to the three course/15 credit hours rule for undergraduates taking graduate courses in order to facilitate a BME Baccalaureate to master's program requiring four courses/15 credit hours.
- D. TAD Services: As of November 1<sup>st</sup>, 2009, Thesis and Dissertation Services will no longer accept the old arrangement and oral defense forms. Jennifer Hines said that students must use the new forms (agreed upon by all Colleges) that are posted on the TAD website. She added that the colleges have been asked to please remove the old blank forms from their websites and files. She continued to say that the new forms have the IRB checklist now required by Graduate Council as well as the information from the registrar regarding how to process the form.
- E. Graduate College Handbook: Jennifer Hines informed members that the Graduate College Handbook has been posted on the Graduate Director's website. This preliminary document contains all the information that is spread across the Graduate College website over 500 pages. This document will be revised and streamlined over the 2009-2010 academic year in combination with a restructuring of the website to deliver consistent and concise information to graduate students, faculty and staff. She added that throughout the year she will bring any discrepancies that come forward to Graduate Council. She is hopeful that the Graduate Council will provide the necessary clarifications in the case of any discrepancies that come forward in the policies that pertain to graduate education.
- F. Q2S: Jennifer Hines told members that so far the number of credit hours that a student will be required to register for to maintain a scholarship or a fellowship

or a GRS has not been determined. This has not been determined because as a university we have not come to a decision about how many hours will constitute full time status for a student. She added that she has sent some emails and is awaiting responses

- G. Possible New Admit Category: Jennifer Hines passed a handout to members and drew their attention to it. She said that the handout introduces this new admit category for incoming graduate students without any English proficiency scores. She introduced Dan Weiner and Craig Cornell to members of the Graduate Council. She added that not too long ago, Dan, Craig and Brian Bridges visited the Saudi Arabian Cultural Mission (SACM) in Washington, D.C. Dan said that OU could potentially get 50 to 300 full fee-paying students in the next few years who would fall under this category. He added that all of these students are not from Saudi Arabia. He reminded members of the Graduate Council that earlier this year, Chancellor Fingerhut signed an agreement with Nouri Al-Maliki, through which a few thousand students from Iraq would come to Ohio to get higher education. Hence, our admission policies should be very clear, he added to facilitate negotiations with groups like the SACM and other organizations. The current policies and rules do not allow us to admit these potential 50 to 300 students. Jennifer Hines said that these discussions have been happening since this past summer and David Juedes (the previous chair of the Graduate Council), and Gerry Krzic (Director of Ohio Program of Intensive English aka OPIE) have been involved in them as well along the office of legal affairs. She clarified that originally the policy was only being proposed to address the issue of incoming students who are sponsored by external agencies, but the office of legal affairs cautioned against that. And, thus the current policy as it is proposed is inclusive of all students. She requested Graduate Council to consider the policy to facilitate OU's participation in these programs.

Per the new policy, she said, the first I-20 will be issued by OPIE and when the student meets the English proficiency requirements of the university and the department, the I-20 will be issued for the graduate program that the student is being admitted to. Dan said that at this point in time we are turning away high-quality fee paying students. Ken Cutright asked if a student comes in with a TOEFL score of 430, is it possible to tell whether he/she will ever reach a 550? Dan said that the TOEFL score is not necessarily a good predictor of a student's academic success. Ken added that some of their undergraduate students at the College of Business, the ones who came from China have not been successful even after taking English classes for six months. He said that he does not think that the university should bring students here if they think that these students will not be successful. Dan said that unfortunately, over the last couple of years, the undergraduate students who came from China and who were admitted to the College of Business were not really matched to programs based on skill levels. The recruitment effort did not focus on that aspect and thus it did not work out for anyone. He added that it would be

beneficial to work on a relationship between OPIE and academic departments to customize the English language training programs for students. He said that OU has a very strong language program and that we can many innovative things like having student centered language programs which would help students be successful.

Duncan said that he is concerned about students coming without any English language proficiency scores. He added that without any such score a graduate committee has no indication of the skill level of the incoming student. Ken said that he is concerned about keeping students at OU for a long time and then sending them back if they could not make it. This would not help OU's image and that OU should not bring or keep students if there is a chance that they will not be successful. Craig said that there is a lot of financial backing behind this program from external agencies. These agencies do not want failure either and they want to send students who they think will be successful. Jennifer Horner asked why these agencies were refusing to follow the current policies. Dan said that the current English skill levels of these incoming graduate students prevent them from beginning graduate study right away. Hence, a provision is required to have them begin their educational advancement at OU with English study and then move on to their area of study. Dan said that four years ago, there were less than ten Saudi students at West Virginia University and now there are more than 400 students. A similar methodology worked at WVU and he is confident that it will work here too. He said that sometimes students do get pushy, but this is a learning process and we can evaluate our processes in a year and can learn from it. Katie Tadlock reminded members that the SACM limits the amount of time they will fund a student for English language study. Craig said that initially it was thought that this policy, if approved, would allow for more Saudi students to come to OU. But now with the Iraqi project in the pipeline, there may be many more opportunities to get students through other external organizations. He said that there will probably be about 65 or so more Saudi students, but the number of Iraqi students is supposed to be substantially higher.

Howard Dewald said that there are major capacity issues that OU is facing at this point in time due to an increased number of international students. He said that there are neither enough class rooms nor enough faculty to accomplish this. He added that, as much as likes the idea of having more students, the institutional infrastructure is lacking in support for this endeavor. Given that bringing more international students who need English language training is going to add to the strain on the system, a discussion about providing appropriate infrastructure should also be happening simultaneously. Dan said that the department has been able to hire faculty, but the physical space, not having enough class room space, has been a problem.

Duncan sought clarification that the English language proficiency score that a student is expected to achieve is not the university minimum required, but the

score set by the department to which the student is being admitted to. Dan said that students will only be admitted to departments that are interested in having them. That is why; he added, it is imperative to know as we begin this process which programs are interested in getting these students. Jennifer Hines said that she would like to reiterate that the Graduate College does not initiate admission decisions and that it would be the academic department that would make the decision to request admission for an applicant.

Hans asked about our capacity to do any pre-admissions advising to ensure that the students do not suffer due to not being a good match for the program. Jennifer Hines said that this would need to take place at the department level. Hans asked about our informational materials being translated into native languages for some of these students. Craig said that the SACM would appreciate this and might even be able to provide some help with this. Duncan said that it would also be helpful to look at a model where this kind of a program has been implemented successfully. Dan said that he could have one of his former colleagues from WVU come to OU to share their experience. Jim Rankin asked if the regional campuses would be considered for this purpose. Everyone liked that idea and thought that it was worth discussing. Craig said that currently John Day is involved in very thorough space analyses on campus for the Q2S issue and once they are accomplished we should have a better sense of our resources.

The proposal will be discussed by the members of the Recruitment and Admissions Requirements Committee and they would bring it back to the next meeting with their input.

- H. Midwestern Association of Graduate Schools (MAGS) notification: Katie informed members that a notification was sent to all graduate chairs earlier this week about the upcoming Distinguished Master's Thesis Awards. She added that we have not been the recipient of any one of these awards, but over the years the number of institutional submissions has increased. Jennifer Horner asked if it was possible to view some of the works of the past winners. Katie said that we could probably find names of winners on the MAGS website.

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

- A. Recruitment and Admissions Requirements Committee:

*Conflict of Interest Case:*

For the benefit of the new members of the Graduate Council, Duncan provided a brief explanation of some of the items that this committee handles. He said that when an OU employee on a presidential contract seeks admission at the graduate level, the application has to be reviewed to ensure that there is no

conflict of interest between the student in doing his/her job, the administrative supervisor and the academic chair of the program. He added that a few years ago an expedited process similar to the IRB review was adopted to process these cases where there is no conflict of interest. These cases are handled by Katie Tadlock at the Graduate College. For those applicants where a conflict exists, the Recruitment and Admissions Requirements committee reviews them and brings their decision to the Graduate Council at large.

Gary Weckman brought members attention to the handout in the packet and said that the committee recommends the approval of Ms. Audra Huddy's program of study with the proviso noted in the handout such that if it so happens that a faculty member who happens to be her instructor or committee members submits a proposal for a research grant, it would be handled by another person in that office. Graduate Council accepted the committee's recommendation.

**B. Curriculum Committee:**

*Proposed Name changes of Ph.D. in Electrical Engineering and Ph.D. in Mechanical and Systems Engineering:*

For the benefit of the new members Duncan said that whenever a program undergoes a name change, once the proposal is approved by Graduate Council, the Chair of Graduate Council writes a letter to the Chair of UCC indicating approval. But, frequently, this process gets reversed, and items are first approved at UCC and then are sent to Graduate Council.

Duncan said that if members have questions about either one of these programs, Jim Rankin and Gary Weckman could answer those since they represent the two departments whose programs are undergoing the name change. Ken Cutright said that both proposals seem appropriate. Howard Dewald suggested that Graduate Council suspend rules and vote on the proposals today, instead of waiting for a second reading. Members of the Graduate Council voted in favor of suspending the rule to vote at the second reading.

Members of the Graduate Council voted in favor of the name change from Ph.D. in Electrical Engineering to Ph.D. in Electrical Engineering and Computer Sciences.

Members of the Graduate Council voted in favor of the name change from Ph.D. in Integrated Engineering to Ph.D. in Mechanical and Systems Engineering.

Duncan said that he will inform the Chair of UCC about these approvals.

**C. Discussion of topics Graduate Council might address in the coming year:**

*Transition from Q2S:* Duncan said that one of the concerns about the transition from the quarter system to semesters is that the Master's program in MDIA currently is a 12 month program, it takes three quarters and the summer session to complete this program. The department is able to fund a fair number of students for the entire year, thus funding them for the duration of the program. Once the switch to semesters takes place, this program will no longer be able to be completed in 12 months, it will require three semesters. This increases the time that each student (if funded for the duration of the program), and thus will decrease the number of students who can be funded, which in essence would also mean fewer Master's students who will be enrolled. He added that he is very concerned about this would result in a smaller class size at the Master's level. He said that the department is not worried about this issue at the doctoral level.

Hans said that the Master's in the School of Information and Telecommunication Systems will face the same issue and they are very concerned about that as well. Tracy Kelly asked if it would be possible to revisit the topic that was introduced at the last meeting of the Graduate Council that pertained to graduate students being paid over a 12 month period. Hans said that sometimes students are funded through grants and many external grants have their stipulations that need to be followed, so it might not work out to mandate that graduate students be paid over a 12 month period.

*Campus wide plagiarism/copyright detection service:* Duncan said that David Juedes gave him a list of unfinished items. One of them was the idea of having a campus wide plagiarism/copyright detection service instead of doing this at the department level.

*Joint meeting of the Curriculum Committee of Graduate Council and the Programs Committee of University Curriculum Council:* David Juedes thought it might synergize efforts of both groups to sometimes have such a joint meeting.

*Centers of Excellence Report:* Hans said that he believes that there was still some concern about the rankings from the Centers of Excellence Report. He added that he would like to see the seven year reviews of the programs compared to the Centers of Excellence reports. He added that it would also be worthwhile to look at programs at both ends—whether the ones that were rated high are receiving the continued support and whether the ones that were rated low are receiving the help they need.

*More than one Ph.D. at OU:* Jennifer Horner said that one of the outstanding items from the Policies and Regulations Committee was the issue of students earning more than one Ph.D. at OU.

Self-nominations to Graduate Council committees: Duncan handed out self-nomination forms to the standing committees of the Graduate Council to members and asked them to complete those and return them to him. He also requested continuity of membership wherever possible to retain institutional memory. The Recruitment and Admissions Requirement committee handled Conflict of Interest cases, an update in the TOEFL policy, and the acceptance of Bologna compliant degrees for admission at the graduate level. The Curriculum committee received a few seven year reviews throughout the year. The Graduate Affairs and Fellowships committee reviewed nominations for the MAGS thesis award, and the Named Fellowships. The Planning and Strategy Committee had more than the usual share of work with the creation of the Graduate College. They met with Jennifer Hines through the year to discuss issues like continuity of the Graduate Council over the summer, changes in the graduate commencement ceremony—some of those were made last year and some more will be made this year. The Policies and Regulations committee dealt with work hour policy for GAs—since there are different work expectations for lab researchers and differences in the nature of funding, etc., they also had discussions about the transition from Q2S. Jennifer Hines added that as she finds any redundancies and/or discrepancies in policies that pertain to graduate education, she will bring those to this committee for review.

In response to Sarah McGrew's question about her replacing Judith Edinger from OUCOM and membership on one of the committees, Kamile informed her that Judith was the chair of the Curriculum committee. Duncan requested any member who had attended most of the Graduate Council meetings to consider being the chair of the Curriculum committee.

The meeting was adjourned at 3:40 pm. The next meeting of the Graduate Council is on November 13<sup>th</sup>, 2009 from 2 to 4 pm in Baker 239.