

# Graduate Council Minutes

May 3, 2013

**Attendance:** Cindy Anderson, Austin Babrow, Sonsoles De Lacalle, Glenn Gaither, Kamile Geist, Jennifer Horner, Aimee Howley, David Koonce, Hans Kruse, Will Lamb, Valerie Martin Conley, Christine Mattley, Shawn Ostermann, Erik Ramsey, Dennis Ries, Anirudh Ruhil, Thomas Scanlan, Alexander Sergeev, Joseph Shields, and Katherine Tadlock.

**Excused:** Sergiu Aizicovici, Tim Anderson, Steve Bergmeier, Ashley Furrow, Janis Holm, Steve Howard, Jody Lamb, Jan Maxwell and Tynita White.

**Convened:** The meeting was convened at 3:08 pm.

## 1. Approval of Minutes of the April 12<sup>th</sup> 2013 meeting

The minutes of the April 12<sup>th</sup> 2013 meeting were approved.

## 2. Chair's Report (Chris Mattley)

### A. UCC:

Chris said that she met with Elizabeth Sayrs and discussed streamlining the approval process of program reviews. She added that she is happy to learn that units will be able to use the same reports they put forth for accreditation purposes, for this internal process.

### B. Membership:

Chris said that to facilitate committees being ready for fall, if members send her their preferences, she can ensure that. Tom Scanlan said that Howard Dewald will be taking his place and Erik Ramsey said that he is not sure if he will continue or Charles Smith will be back.

## 3. Remarks by Cindy Anderson (Interim Associate Dean of the Graduate College)

### A. Non-degree Status:

Cindy said that she has been working with Sonsoles and Katie in getting the details crafted for this new category. She added that once this new category is in place, it will reduce the need for exceptions. She also added that they would have language in there that clarifies the requirements for certificate programs.

Members voted in favor of approving the proposed changes to admission categories with the amended sentence, as noted in Appendix A to these minutes.

## 4. Remarks by David Koonce (Interim Associate Dean of the Graduate College)

### A. Director of E-systems:

David said that the Director should be in place soon. The interviews have been completed.

**B. I-20s:**

David informed members that the OIT portal for issuing I-20s (Certificates of eligibility for international applicants) was down for three weeks, it is working now.

**C. DARS:**

In response to questions, David said that DARS for all graduate students are not available yet. Tom added that DARS are available for students in the College of Arts and Sciences, but not for some other ones. They are still in the process of being set-up.

**D. Graduate Assistantships and RCM:**

Discussion focused on the issue of academic departments/college providing a tuition scholarship for students who get hired outside of their academic home department. Some colleges are more likely to provide tuition scholarships for their students who are hired by other units on campus than other colleges. It was also noted that there should be a process in place to have the unit that has hired a graduate student to request the academic department to offer a tuition scholarship. It was suggested that it would be nice to have this set up through the OGA system. Members noted that since this will be a pilot year for these new policies, results can be reviewed to ensure that there are no adverse consequences for graduate students.

**5. Remarks by Katie Tadlock (Director, Graduate Student Services)**

Katie informed members that 112 doctoral candidates were hooded at commencement. She thanked all members who participated.

**6. Remarks by Joe Shields (Dean of the Graduate College)**

**A. Commencement:**

Joe thanked Katie and her colleagues for their work earlier today for the commencement ceremonies.

**B. Thanks to members:**

Joe thanked members of the Council for their service during the past year.

**C. PMBA Notification of New Venue:**

Joe informed members that the College of Business will offer the Professional MBA (PMBA) at a new site, in Charleston, West Virginia. Will added that the area is underserved and they get a good number of students from that area.

**D. Notification of MPAS PDP Submission to RACGS:**

Joe informed members that a Program Development Plan for a new Masters Degree in Physician Assistant Studies program has been generated by the College of Health

Sciences and Professions for submission to RACGS. He noted that the program has an accreditation visit scheduled for Fall 2014. He added that the document requires notification to Graduate Council and UCC before it is submitted to RACGS, and the full proposal that follows will undergo a full internal review.

## **7. Recruitment and Admissions Requirements Committee (Kamile Geist, Chair)**

Kamile thanked the committee for their time and work on these cases. Discussion focused on Laura Risler's plan of action. Members agreed to approve her plan of action upon changing the last bullet of the plan to read, "I request that I be permitted to audit classes taught by Dr. Conley".

Members also voted in favor of approving the committee's recommendation for asking for a plan to manage the conflict in Emily Boggs' case and to approve Grant Baldwin's case.

Discussion focused on Christine Haley-Shaw's case. Tom said that the nature of the conflict in her case is not clear. Shawn added that typically, the recommendation is that the student not take classes with the supervisor, but here it seems that she will need to take a class with her supervisor. Kamile added that she does not agree with that item of the plan that notes that Candice Thomas Maddox would grade the work done for the class Christine takes from her supervisor. Hans said that it seems that if someone other than Christine handles the grant work for that pertains to her supervisor, then the academic issue is automatically dealt with. Thus, it was agreed by Graduate Council that the plan that was outlined on the form that addresses her job responsibilities was sufficient to avoid any conflict that could occur.

## **8. New Business: Translational Medicine**

Joe said that the full proposal for this doctoral program is ready and has to go through all the approvals at the university before going forward. This program will be housed in the graduate college. He said that the Graduate Council will serve the role that the curriculum committee serves in the academic college. He added that Sonsoles has played a significant role in working on this proposal and that this proposal has been vetted by many people already. He said that the PDP was submitted on June 30, 2011 and if the full proposal is not sent to RACGS by June 30, 2013, the approval of the PDP by RACGS will expire and the PDP will need to go through a new round of approvals at RACGS. Joe said that after a program is approved at Graduate Council, it goes to the programs committee of UCC, then to the full membership of UCC for two readings, and then to the trustees, before it finally goes to RACGS. He said that they can submit a new PDP to start a new clock on this program.

Discussion focused on the structure in place at the Graduate College for administering a graduate program. Hans noted that our policies and structures should be such that they protect students and maintain academic quality. He asked if there was a grievance, how

that would be handled. Tom added that it is good to have multiple layers in a grievance procedure. So, for example, in an academic department, the grievance goes from graduate chair to department chair to Associate Dean, and finally to the Dean of the academic college. Sonsoles said that the steering committee will be responsible for the administrative tasks for the program. Members discussed the timeline for forming these committees and for their work to be accomplished. Tom said that based on his experience in Arts and Sciences, it was not necessary to have all the formal grievance structure in place prior to implementing a new degree program since this is not particularly difficult to create. Most members said that they need time to read the proposal before making any decisions. Joe said many faculty are interested in this program and he wants to ensure that everything is done right. Members also discussed housing the program at the Graduate College, and whether there were concerns that needed to be addressed in general terms prior to creating new degree programs in the Graduate College. It was noted that the Graduate Council has already approved that the Graduate College can host the IIP program.

Members voted to approve the motion that the Graduate Council endorses that the Graduate College can design, implement, and house interdisciplinary graduate programs.

The meeting was adjourned at 4:33 pm.

## Appendix A

### Proposed changes to Admission Categories

May 3, 2013

*From Current Catalog:*

[http://www.catalogs.ohio.edu/content.php?catoid=37&navoid=2081#cate\\_of\\_admi](http://www.catalogs.ohio.edu/content.php?catoid=37&navoid=2081#cate_of_admi)

You may take no more than 12 hours of academic work, within a time limit of six years, as a non-degree student.

**Graduate Certificate Programs:** Persons applying for non-degree status for the purposes of earning a graduate certificate program must submit all applicable application materials and be admitted to the certificate program prior to starting coursework. Graduate status will cease with completion of the certificate unless another valid status is in place.

*Proposal of unlimited hours for professional development and licensure students:*

**Non-degree students may take no more than 12 hours of academic work, within a time limit of six years.** The three exceptions to this rule include Graduate Certificates, Non-degree Professional Development students and Non-Degree Licensure students.

#### **2.A. Graduate Certificate Programs:**

Persons applying for Non-degree status for the purposes of earning a graduate certificate must submit all applicable application materials and be admitted to the certificate program prior to starting coursework. The number of hours that a non-degree certificate student may take is limited to the number of hours required for the certificate. Students admitted to a certificate program must complete all requirements for the certificate within six years of admission. Graduate status will cease with completion of the certificate unless another valid status is in place.

#### **2.B. Non-degree Professional Development**

This status includes students who complete workshops or courses in order to increase knowledge in a specific area. **The number of hours that a non-degree professional development student may take is not limited.** Students who do not take courses in consecutive terms will need to complete a Re-Enrollment Form, found on the Graduate College website. In exceptional cases the appropriate academic department will determine which courses, if any, that you take while in

non-degree professional development status may be applied toward degree requirements if you are subsequently admitted to a degree program.

### **2.C. Non-degree -Licensure**

This status includes students who require a sequence of prescribed licensure courses beyond the masters or graduate degree. **The number of hours that a non-degree postgraduate licensure student may take is not limited.** Students who do not take courses in consecutive terms will need to complete a Re-Enrollment Form, found on the Graduate College website. In exceptional cases the appropriate academic department will determine which courses, if any, that you take while in non-degree professional development status may be applied toward degree requirements if you are subsequently admitted to a degree program.

# Graduate Council Minutes

April 12, 2013

**Attendance:** Cindy Anderson, Steve Bergmeier, Sonsoles De Lacalle, Howard Dewald, Glenn Gaither, Kamile Geist, Jennifer Horner, Aimee Howley, David Koonce, Hans Kruse, Jody Lamb, Valerie Martin Conley, Christine Mattley, Erik Ramsey, Anirudh Ruhil, Alexander Sergeev, Katherine Tadlock, and Tynita White.

**Excused:** Sergiu Aizicovici, Tim Anderson, Austin Babrow, Ashley Furrow, Janis Holm, Steve Howard, Will Lamb, Jan Maxwell, Shawn Ostermann, Dennis Ries, and Joseph Shields.

**Guest:** Peter Trentacoste, Executive Director of Residential Housing.

**Convened:** The meeting was convened at 3:08 pm.

## **1. Peter Trentacoste, Executive Director of Residential Housing**

Peter said that he started in this position in July 2012. He said that the current construction plans do not have a graduate housing option, but he is exploring possibilities of partnerships. He is trying to find an option of having some apartments at University Courtyard be available for graduate students. Hans said that when new international graduate students arrive, they get dropped off at the Community Center and have to find a way to their place of residence. He said that in the past students have been accommodated in faculty homes, in the houses of faculty who are on sabbatical etc. He said that his graduate directors always let him know that each year they hear from international students who have no interim place to stay until they can rent an apartment. Anirudh said that one of our peer institutions, University of New Hampshire has put forth a dedicated effort into this issue. And, we currently don't have the one resource that we used to. Glen said that Wolfe street apartments always had a wait list, so that should be indication that those apartments were very much in demand. He added that this feeds into the discussion about 'intentional communities' that has been taking place and that having a dedicated physical space would facilitate that. Glen also noted that the noise issue is a major concern for graduate students when they are in an apartment complex where the majority of students are undergraduates. Katie added that one of the concerns always expressed is that most of the apartments that are near campus get taken by undergraduates. Typically, graduate students are making these decisions later in the year than the undergraduates. Hans said that this compounds the transportation issue since the public transportation does not run late and when graduate students live in outlying communities, it is difficult for them to get home after a class that ends late. Peter said that in the short term he is hoping to have something worked out with University Courtyard while they work on a better long term solution. Hans said that everyone would like to see a smooth transition for the students when they move to Athens. In response to a question from Alexander about the university leasing a few apartments at a few locations, Peter said that there are some like that, but there aren't too many openings in the ones that they have. Sonsoles said that medical students have been using facebook groups to find room mates. Tynita said that the GSS website has a link for Housing . She also added the high rent at University Courtyard prevents

graduate students from renting those. Glen said that all utilities were included in the rent at Wolfe Street. Chris said that in his discussion with University Courtyard, Peter could also ask about transportation available late for students whose classes end late or who work extended hours in labs.

## **2. Approval of Minutes of the March 15<sup>th</sup> 2013 meeting**

The minutes of the March 15<sup>th</sup> 2013 meeting were approved with the deletion of a sentence attributed to Jen Horner about transferring credits.

## **3. Chair's Report (Chris Mattley)**

### **A. Congratulations to David Koonce:**

Chris congratulated David on his appointment as the Associate Dean of the Graduate College.

### **B. Curriculum Committee:**

Chris said that Tim sent an email noting that UCC had contacted them about three program reviews and that the committee had provided feedback about them. She said that Tim noted that Sonsoles' comments specially deserved to be noted.

### **C. IIE-Emergency Student Fund for Iran:**

Chris said that two nominees were picked out of the three whose names were received by the Graduate College. She said that it would be nice to have an internal university fund like that for graduate students.

### **D. Review process:**

Chris said that she will meet Elizabeth Sayrs on Monday and they will discuss streamlining the review process for program reviews.

## **4. Remarks by Cindy Anderson (Interim Associate Dean of the Graduate College)**

### **A. Non-degree Status:**

Cindy said that an ad hoc committee is in place to discuss the non-degree graduate status. She said that the 12 hour maximum that is in place does not apply to licensure and certificate programs.

### **B. Catalog Edits:**

Cindy said that she will send a call for catalog edits to all graduate chairs with the information due around the middle of May.

## **5. Remarks by David Koonce (Interim Associate Dean of the Graduate College)**

### **A. Graduate Appointments:**

David said that he is hopeful that the OGA will be ready for processing summer appointments by next week. He said that there were some unanticipated issues that caused some delay. He said that the special summer funding will work the same way. Students will be required to register for nine hours and there will be a 50% waiver for the students and the departments can offer a mini-stipend. He added that with RCM, the central pool of tuition waivers will no longer exist and that all fee waivers will reside in

each academic college. Discussion focused on whether the unit that provides the stipend funds the tuition waiver or whether the academic college is supposed to provide that. It was noted that when non-academic units hire students on assistantships in large numbers, it creates a financial burden for the academic colleges in having to provide the tuition waivers. It was also noted that the same is true for students hired as GAs through a grant. Members expressed concern that graduate admissions and decisions about awarding assistantships are being made now and there is still no clarity about how the tuition waivers will be awarded, whether the academic colleges will be responsible for them or will they be provided by the units awarding the assistantships. Members noted that the budget models need to be cognizant of the fact of considering the situation of students.

**B. OnBase:**

David informed members that with the complexity of the system, new developers and testers have been involved and it seems that the system will be ready for testing by mid-November and full roll out will be sometime in January 2014.

**C. Director of E-systems:**

David said that the search committee is now reviewing the applications received for the position for the Director of E-systems at the Graduate College.

**6. Report from the Planning and Strategy committee (Anirudh Ruhil)**

Anirudh said that he, Hans, and Glenn met on Wednesday. He said that the committee was unanimous in its opinion that the IIP degrees would be awarded by the Graduate College. He added that more information about the Translational medicine program. It is not clear who will have oversight of that program and the staffing model does not provide much information either. Anirudh added that the implications RCM need to be considered as well. Hans added that with the IIP there is a specific administrative structure and the home department provides logistical support and that these mechanical issues about the kinds of forms to be completed, composition of the committee and so on need to be addressed. Discussion focused on the model being used for the IIP program and how it could be applied to interdisciplinary programs similar to the one in discussion. Sonsoles said that the University of Arizona adopted the RCM a few years ago and they have found a way to make multiple interdisciplinary programs work and that she is hopeful that Ohio University can also find a solution.

Discussion also focused on subsidies received from the state. Aimee noted that if the university is already at the maximum number of doctoral students in terms of receiving subsidy, then the university will not receive any more revenue even if the number of doctoral students increases. It was noted that if the program is not approved by June 2013, an extension will need to be sought from RACGS since it will be two years since the initial proposal was submitted to them. The proposal has changed some in the last two years. It was decided that more information would be required before this proposal can be approved.

**7. New Business**

A. Commencement:

Katie informed members that in the next week or so she will send names of students who are graduating this semester who have applied to participate in the ceremony. She said that once the Associate Deans confirm that these students have been cleared to graduate, the students will be able to participate in the commencement ceremony.

The meeting was adjourned at 4:33 pm.

*Amendment:*

*Through an electronic vote sent via email on 05/17/2013 by Chris Mattley, the deadline for which was May 23<sup>rd</sup>, 2013, members voted in favor of this amendment to the minutes:*

*A motion was proposed and passed by unanimous vote to endorse having the Graduate College as the college of record for awarding degrees under the Individual Interdisciplinary Program.*

# Graduate Council Minutes

March 15, 2013

**Attendance:** Tim Anderson, Cindy Anderson, Austin Babrow, Steve Bergmeier, Sonsoles De Lacalle, Howard Dewald, Ashley Furrow, Glenn Gaither, Kamile Geist, Jennifer Horner, Steve Howard, David Koonce, Hans Kruse, Jody Lamb, Will Lamb, Valerie Martin Conley, Christine Mattley, Jan Maxwell, Shawn Ostermann, Erik Ramsey, Dennis Ries, Alexander Sergeev, Joseph Shields, and Katherine Tadlock.

**Excused:** Sergiu Aizicovici, Janis Holm, Aimee Howley, Anirudh Ruhil, and Tynita White.

**Guest:** Michael Lachman, Transportation Services Manager for Athens Public Transit.

**Convened:** The meeting was convened at 3:07 pm.

## 1. Michael Lachman, Transportation Services Manager for Athens Public Transit

Michael informed members that the Athens Public Transit system is run through the Hocking Athens Perry Community Action Program. He said that currently, the shuttle runs three routes (Richland Avenue, State Street, and Union Street) that meet uptown. He said that they follow a hub and spoke model. All the routes meet at East Washington Street across from city hall. He said they would like to see more routes to link centers of population with all the major destinations. He added that they try to coordinate their routes with the CATS shuttle system. In response to a question from Chris about how late the bus runs, Michael said that currently it runs till 7 pm, but eventually, they would like them to run till 9 or 10 pm. He said that with the switch to semesters, classes do not begin at the ten after each hour as they used to in the quarter system, the frequency of the buses will need to be increased. Glenn asked about the buses being available on call, citing the example of classes ending after 8 pm at the Ridges. Michael said that it is very expensive to run buses on call. Austin suggested that they consult with the Registrar office to view the class schedules to get an estimate of how they can schedule the buses. He also added that it could tie in with the university's sustainability plan as well. Chris said that she is hoping that Christine Sheets can come to the next meeting.

## 2. Approval of Minutes of the February 8<sup>th</sup> 2013 meeting

The minutes of the February 8<sup>th</sup>, 2013 meeting were approved.

## 3. Chair's Report (Chris Mattley)

### A. Bridge Committee:

Chris informed members of Graduate Council that she and Elizabeth Sayrs are working on streamlining the program review process so that reviews do not languish anywhere, they move from one body to another quickly.

#### **4. Remarks by Joe Shields (Dean of the Graduate College)**

**A. Midwestern Association of Graduate Schools Distinguished Thesis Award:**

Joe informed members that last year the Ohio University nominee won that award, we submitted a nomination again this year, but did not win. He added that the competition was pretty stiff and the comments of the reviewers were very supportive of the thesis that was nominated.

**B. Search for Associate Dean:**

Joe informed members that the search for the Associate Dean is on-going and that the three finalists will be interviewed in the next couple of weeks.

**C. Director of E-systems:**

Joe told member to encourage qualified people they know to apply for this position that has been posted.

**D. DARS Update:**

Joe said that the Registrar's office has the request for DARS for graduate students in their queue. He said this is in response to his communication with Jennifer Horner who had noted that there is a real need for DARS for certain programs, particularly the ones in the Health Sciences. He added that the Registrar said that they don't have a timeline for it yet.

#### **5. Remarks by Cindy Anderson (Interim Associate Dean of the Graduate College)**

Cindy said that an email was sent to all Graduate chairs about money being available for minority recruitment. She also said that she will be sending a call for catalog updates around the middle of April. Cindy told members that she is working with the Recruitment and Admissions committee on the non-degree admit status.

#### **6. Remarks by David Koonce (Interim Associate Dean of the Graduate College)**

David informed members that the current transfer of credit conversion restricts students to transferring only eight hours into a program. Members discussed if it was advantageous in being restrictive and having limits. Jen said that the eight hours is based on a 30 hour program and that the policy states that no more than 25% of hours required for a program can be transferred in. David said that in looking at other institutions, he did not find that their rules were as specific as ours. Tim said that the intellectual justification for the limits is to maintain the sanctity of the degree that is being awarded. He said the other rationale is to protect the revenue associated with a degree.

#### **7. Remarks by Katie Tadlock, Director of Graduate Student Services**

Katie informed members that the appeal for participation in the hooding ceremony should be sent from the department to the Associate Dean of the college and then to the Associate Dean of the Graduate College. Students have to adhere to the document deadlines, and it is helpful to have the process is wrapped up by April 29<sup>th</sup>.

#### **8. Report from the Graduate Student Affairs and Fellowships committee (Jody Lamb)**

Jody said that there were 20 nominees for the Named Fellowships. He added that this process always highlights how bright our students are and they submitted very interesting and competitive proposals. He echoed Chris Mattley's comment from last year that it would be nice to have more of these Named Fellowships. The winners are:

John Cady Graduate Fellowship: Christina Dardis (PhD student, Clinical Psychology)

Donald Clippinger Graduate Fellowship: Yanrong Qian (PhD student, Molecular & Cellular Biology)

Claude Kantner Graduate Fellowship: Timothy McKenna (PhD student, Communication Studies)

Anthony Trisolini Graduate Fellowship: Joey (Joana) Behrens (MFA student, School of Art)

Graduate College Fellowship: Vincent Farallo (PhD student, Ecology and Evolutionary Biology)

Two Alternates: Sonja Botic (PhD student, Mass Communication) and Bianca Sams (MFA student, Theater).

Chris said that the Graduate College did a great job of getting everything in and on time to the committee.

## **9. New Business**

### **A. New Interdisciplinary Programs:**

Joe said that the Graduate College has the potential to house interdisciplinary degrees and there are models where interdisciplinary degrees are awarded by the Graduate College. These programs come out of faculty interest. He said that this model has been successful in many universities and it is a very desirable attribute for the Graduate College.

In a response to a question from Glenn about how this would be different from a University College degree, Joe said that this will come out of the drive and intellectual interest from faculty and they will have control over the degree. He provided a handout that listed 13 such degrees offered at the University of Arizona. Chris said that the graduate college awarding the degree would be helpful in eliminating the turf war between two departments that are involved in an interdisciplinary degree. Hans asked about the administrative aspect of the degree plan. Joe said that the governance will have to be laid out and the faculty will be charged with defining the requirements for these degrees and the Dean of the Graduate College will have a global role in overseeing this. A mechanism to preserve quality will need to be built. In responding to Tim, Joe explained that the IIP is very flexible and is based on a student's interests; these are specific degree programs that will be created. Tim asked about the program review process, Joe said that University of Arizona has an interdisciplinary board that oversees this, but the program review process will need to be figured out. Members asked about the need for such programs when the IIP can accommodate students who wish to do interdisciplinary research. Sonsoles said that the IIP is a 'catch all', and it addresses student needs. But, there are faculty who are interested in specific areas, and offering programs like that would be beneficial in that respect. She added that with the IIP, sometimes departments can have an issue where they might not be inclined to award a

degree because it did not meet all the requirements of that one department or program. Steve said that Molecular and Cellular Biology is an interdisciplinary program, it does not grant degrees. Students have to meet the requirements of the home department and MCB, both to be able to get the degree.

Chris suggested that this be treated as a first reading and members come back to discuss it next month. Joe said that he will find out about all the approval processes that this would require, but this body will be a part of that approval process. Glenn asked about the grievance process a student would follow. Joe said that there will be a graduate director and a thesis or a dissertation committee, so a student will have access to faculty for any issues that arise. Tim asked who would monitor the student. Joes said that operating lines would be defined and that he would be looking for such things in a proposal, should one come to him. Tim said that it sounds very exciting. He also noted that it takes a lot of time to monitor student progress and would require faculty commitment to make this happen. Tim also asked if the Environmental Studies program, which is an interdisciplinary program, would move to the Graduate College. Joe said that he would not advocate for it, but if they decide to, that would be different. Tim sought clarification regarding the Graduate College then being the home for all interdisciplinary activity. Joe said that no new program will come into being unless there is faculty interest. Sonsoles added that it is very stimulating to read about the programs offered at the University of Arizona. She said the programs there are a result of work of the past decades. She added that these were not created in a top-down approach; they were completely a grass-roots kind of development. Hence, they provide a much broader base for people interested in more than one discipline. She said that this is a fairly common model in the field of medicine. Hans said that it is common in many other fields as well.

The Planning and Strategy committee will discuss this and bring its recommendations to the meeting next month.

**B. Program Reviews:**

Tim said that a few program reviews have gone through UCC and he will send copies of reports to all members.

**C. May meeting of the Graduate Council:**

Chris asked members if it would be feasible to have a meeting on May 3<sup>rd</sup>, since that is the day of graduate commencement. Members recommended not cancelling that meeting and maybe holding April 26<sup>th</sup> as another option.

**D. Emergency Response System:**

Glenn said that some graduate students are not receiving the texts being sent through the emergency text system. He said that this has happened even after students have gone through the process of setting up this feature and have confirmed their information. Shawn said that one of the deans did not get the text either, even though he used to. Everyone was talking in reference to the recent incident of an armed person on campus. Glenn added that communication needs to be better about such issues. There were graduate students who were teaching a class and did not have clear instructions about

what they should do. He added that one of the directors from Chubb Hall said that Twitter was the best system, and that there were notifications on Twitter, but there were no official notifications. Jen agreed that the institution should have a better communication plan. She recommended sending a resolution to the Provost to this effect so that we are better prepared to protect our students.

The meeting was adjourned at 4:22 pm.

# Graduate Council Minutes

February 8, 2013

**Attendance:** Tim Anderson, Austin Babrow, Steve Bergmeier, Sonsoles De Lacalle, Howard Dewald, Ashley Furrow, Glenn Gaither, Kamile Geist, Jennifer Horner, Steve Howard, Aimee Howley, Hans Kruse, Christine Mattley, Jan Maxwell, Shawn Ostermann, Erik Ramsey, Dennis Ries, Anirudh Ruhil, Alexander Sergeev, Joseph Shields, Katherine Tadlock, and Tynita White.

**Excused:** Sergiu Aizicovici, Cindy Anderson, Janis Holm, David Koonce, Jody Lamb, Will Lamb, and Valerie Martin Conley.

**Convened:** The meeting was convened at 3:08 pm.

## 1. Approval of Minutes of the December 7<sup>th</sup> 2012 meeting

The minutes of the December 7<sup>th</sup>, 2012 meeting were approved.

## 2. Chair's Report (Chris Mattley)

### A. Bridge Committee:

Chris informed members of Graduate Council that the proposal to establish the Bridge Committee will be coming up for its second reading on the 12<sup>th</sup> of this month. She added that she will let everyone know once she hears back from Elizabeth Sayers.

### B. Ad Hoc Committee on Non-degree programs:

Chris informed members that the ad hoc committee on non-degree programs met recently and that the handout in today's packet lists the non-degree student categories that the committee identified. She asked members if they could think of any others to be added to that list. In response to a question from Steve Bergmeier, Chris said that the Graduate Student at Large category is not just restricted to spouses of international students; it will be available to all. Discussion focuses on whether Continuing Medical Education credits would qualify under the non-degree umbrella. In response to questions from members Aimee clarified that not all professional development does not result in licenses, so there are separate categories for non-degree programs- those that result in a license and those that do not.

### C. Named Fellowships:

The deadline for departments to submit their nominations for Named Fellowships is today. The applications will be available through a secure website by February 15<sup>th</sup> for the committee to review them. Names of nominated students will be announced at the March meeting of the Graduate Council.

D. Membership and Voting rights:

Chris told members that she received an email recently about the voting status of the library member. She said that the inconsistency between the Faculty Senate website, which notes that Library representative has voting rights and the Faculty handbook that notes that the Library representative does not have voting rights is being resolved. She said that Elizabeth Sayrs will make the change in the handbook to note the voting rights of the library representative. She asked if the same could be true for Graduate Council as well. Hans said that it would be important to ensure that faculty votes are still a majority. Chris said that she would look into it.

**3. Remarks by Joe Shields (Dean of the Graduate College)**

A. Graduate Student Culture:

Joe said that in line with one of the goals of the Graduate College, to foster a graduate student culture, last year, a showing of The Ph.D. movie was sponsored by the Graduate College and the Research unit. In the same vein, last night, The Traveling Salesman was shown at the Athena. There will be two more showings of the movie next week on Tuesday and Wednesday.

B. RACGS Update:

Joe informed members that RACGS has recently updated their operating guidelines and all of that information and the relevant forms to guide a program through the process of approval by RACGS. All state universities and Dayton, NEOMED, and Case have representatives on RACGS. In response to a question about program approval, Joe said that the changes to a program have to be less than 50% for it to be approved in one revision. He said he is the current chair of RACGS, it is a rotating position, he added. He also told members that Stephanie Davidson is the new acting chancellor of RACGS as of today.

C. Graduate College update:

Joe said that Angie McCutcheon has resigned from the Graduate College; she accepted the position of Director of Technology at the Newark Public Schools. Sara Armstrong has taken over the Thesis and Dissertation Services responsibilities for now. In the wake of Angie's departure, the staff and Katie have stepped up to take on responsibilities, he added.

D. Tech-Growth Gala:

Joe informed members that the process to nominate student innovations for awards is on. The deadline to do so is Tuesday, February 12<sup>th</sup>.

E. Research Expo:

Joe told members that registration for the Research Expo is on and he urged members to encourage their students to register for it. The Expo will take place at the Convocation Center on April 11<sup>th</sup> this year.

F. 1804 Fund:

Joe reminded members that the deadline to apply for the 1804 fund is March 15<sup>th</sup>, but the deadline to discuss proposals with him (if graduate) or with David Descutner (if undergraduate) is February 15<sup>th</sup>.

**4. Remarks by Katie Tadlock (Director, Graduate Student Services):**

Katie informed members that the Graduate College won the Gingerbread house contest. The team built their version of the RTEC building on fire.

**5. Recruitment and Admissions Committee:**

Kamile informed members that all the conflict of interest cases that were discussed at the December meeting have gone through except for one where more information was required.

**6. New Business:**

Hans told the Graduate Student Senate representatives that Graduate Council is receptive to questions and concerns raised by them and to let them know if GSS would benefit from advocacy by the Graduate Council. Tynita said that they are working on trying to improve communication between GSS and the Student Affairs office. She said that the proposal for the multipurpose facility was presented at the undergraduate student senate, but GSS did not know about it until the article was published in The Post. Glenn said that a similar issue came up last year when Residential housing sought information from undergraduate students about the demolition of Wolfe Street apartments and not from graduate students. Hans said that by not having housing on campus for graduate students, they are being pushed off campus, which increases transportation problems. Joe said that an alum has recently been hired by the city to provide a transportation solution; that individual gave a presentation on a unified transportation plan to GSS last year. Hans said that it would also be helpful to have someone present at Graduate Council as well. It will at least let the administration know that there is an interest in this area.

Glenn said that it would be helpful to GSS if members of Graduate Council kept up their advocacy for graduate students in various groups and meetings that they find themselves in. He said that the new tuition model is designed for undergraduate students. Joe said that the housing plan has moved pretty fast and that there was a survey for graduate students. He said that he was also told that graduate students and their needs are diverse. Shawn said that most undergraduate students have already signed their leases for next year, but that is not the case with graduate students. Glenn said that since University Courtyard is having trouble staying afloat, why something can't be worked out with them to provide housing for graduate students. Chris said that one of the concerns with off campus housing has been the issue of lack of access to transportation for international students. Kamile said that it is unfortunate

that the administration does not look at these issues and yet, when there aren't enough graduate students, that is not looked at kindly either.

Discussion focused on the importance given to undergraduate education and to provide resources for undergraduate students. Tim said that all of this symptomatic of the current atmosphere of not having graduate education be at the 'table'. Glenn added that one of his fellow class mates noted that graduate students feel that their purpose at Ohio University is to improve undergraduate education. Tim asked how RCM would work for departments that have doctoral students who teach undergraduate classes. Ani noted that it is important to ask of the folks who will talk to the departments about RCM, whether graduate students who teach are merely being viewed as inexpensive teachers; or there is a plan to invest in them since they are graduate students. Joe said that he views his job as involving building community and to have people realize that graduate education is important. He said that he also would like to see other entities like academic colleges and departments working as a team towards this. Kamile said that she would also like to see more community building endeavors. She added that she appreciates the new student orientation hosted at the beginning of Fall term by the Graduate College.

The meeting was adjourned at 4:15 pm.

# Graduate Council Minutes

December 7, 2012

**Attendance:** Sergiu Aizicovici, Cindy Anderson, Tim Anderson, Austin Babrow, Steve Bergmeier, Sonsoles De Lacalle, Glenn Gaither, Kamile Geist, Jennifer Horner, Steve Howard, Aimee Howley, David Koonce, Hans Kruse, Will Lamb, Christine Mattley, Shawn Ostermann, Dennis Ries, Alexander Sergeev, Tom Scanlan, Charles Smith, Katherine Tadlock, and Tynita White.

**Excused:** Ashley Furrow, Janis Holm, Valerie Martin Conley, Jody Lamb, Jan Maxwell, Anirudh Ruhil, and Joseph Shields.

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

**Guest:** Dr. Talinn Phillips, Assistant Professor and Faculty Consultant, Graduate Writing and Research Center

## 1. Approval of Minutes of the November 9<sup>th</sup> 2012 meeting

The minutes of the November 9<sup>th</sup>, 2012 meeting were approved.

## 2. Chair's Report (Chris Mattley)

A. Thank you note:

Chris shared the thank you note that Janis sent.

B. Bridge Committee:

Members of Graduate Council approved the document about the Bridge Committee with the edited language.

C. Committee Memberships:

Chris informed members that today's packet contains the list of committee memberships for this academic year.

D. Graduate Writing and Research Center:

Talinn informed members new center grew out of research done in the last two years about needs of graduate students. They are located in Alden 309, this facilitates collaboration with subject librarians as well. Jennifer asked if they had spoken to the staff at the TAD office. Cindy said that Talinn has met with her. Aimee asked if they would be able to help students with citations. She added that plagiarism is a problem and teaching students to cite appropriately will be helpful. Talinn said that the current writing center provides that service. Aimee added that students also need help with integrating the work

of others into their own. She said that sometimes they do it like a patchwork quilt, where they have two words from one source, five from another, and so on. Will said that they use the Adobe Connect with the MBA students to facilitate electronic meetings. This software allows them to work on the same document together.

In response to a question from Glenn about funding, Talinn said that for the first two years they will be funded from the Konnker fund. She added that they then will present information about where students are coming from to the colleges and show them the kind of help they have provided. They are hopeful that the Graduate College and academic colleges will then provide funding for their Center. She added that they will also like to see if native speakers of English also come for help. She added that they expect HTC students, and students working on their capstone projects might come for help. She said that the services will be helpful for international students

### **3. Remarks by David Koonce (Interim Associate Dean of the Graduate College)**

#### **A. Special Summer Waivers:**

David informed members that the discussion of special summer waivers is in process. There are two levels, a 100% and a 50% waiver based on the appointments held in the previous term. He said that the main difference now is that the allocation pool is not based on previous numbers. Aimee said that it will be helpful to have a provision for students at the College of Education to be able to have a 50% waiver who had a 100% waiver in the past.

#### **B. Online Programs:**

David said that there have been some changes in the RACGS guidelines and that for now if anyone has any questions, to talk to him or to Deb Gearhart.

#### **C. Fire at RTEC:**

Glenn asked David if the Graduate College lost any data due to the recent fire. David said that no data was lost, some water however did make its way in causing some carpeting to get wet and some papers, which were now dry and nothing was damaged.

#### **D. DARS:**

Hans asked a question about the printed DARS being available before the university closes for winter break. Katie said that the DARS are available online and that once they get delivered to the Graduate College, they will be sent to the academic colleges.

### **4. Recruitment and Admissions Requirements Committee- conflict of interest cases:**

#### **A. Cases with minimal conflict:**

Chris thanked the members of this committee for their work. There were 10 cases where the committee saw minimal conflict and was comfortable with the safeguards that were proposed. The committee recommended to Council to accept those. Graduate Council voted in favor (with one abstaining) to accept the report of the committee and thus have the 10 employees pursue those academic programs.

B. Elizabeth Bennett:

Based on the information available on the forms completed, Mike Williford is her supervisor, and he will not be her academic adviser. Shawn said that it seems like they have worked out the details, and that Mike has been here for a long time and that he has probably had other employees go through this as well. Tom said that he has complete faith in Mike, but clear guidelines are required to prevent conflicts. Aimee added that Elizabeth can take a class from someone else instead of Mike and another safeguard can be added that he not serve on her committee. Some other suggestions were that she can take a class on another campus of another university and could transfer those credits. Aimee explained that Mike does not teach too often for the program, so it should not be difficult for Elizabeth to take the class with someone else.

C. Laura Risler:

Committee members said that they talked to Valerie in the first meeting and were informed that Valerie would be on Laura's committee and will also be teaching a class that Laura will take. Hans brought members' attention to question number five where the same question has been answered as yes on one form and no on the other. Aimee said that having Mike Williford as the advisor is not necessarily the best solution. There are others who are full time faculty. Mike is not a full time faculty member. Steve said that this is a college issue and can be worked out internally. Hans added that the assignment of an advisor should be left to the department, and then approved by the associate dean. Aimee said that a doctoral student can create a cognate area for the Ph.D. program. She added that she can create a conjoint program with Education Administration, where most courses are in the K-12 side rather than the Higher Education Administration program. Many higher education programs in the country have both areas together, but at OU, the two areas are taught independently. She added that Valerie and Laura Harrison cannot be Laura Risler's teachers. She explained that Valerie is mentoring Laura Harrison, who is a junior faculty. Per the discussion, members agreed that conflict of interest exists and that relationships are enmeshed that it is hard to sort through them. Tom added that being in a small town adds to the complexity of the issue. Everyone agreed that the issue is about fairness to all. Aimee suggested that this year Laura Risler not take any classes with Valerie and Laura Harrison and that next year this issue of either one of them being her teachers be reviewed. She added that other faculty play a very minor role in the center.

D. Alexander Miller:

Shawn said that Alexander was hired to manage some very expensive equipment. He added that the organizational chart included with Alexander's forms is two years old. Jen said that if he will be taking classes that Gerardine Botte is teaching, a conflict exists. Katie said that it could be so that they do not know what classes he is taking. Sonsoles asked how this situation was different from that of a graduate student who is funded in entirety by a grant. Discussion focused on the fact that the forms do not indicate the existence of any conflict. Members agreed that more information is required before a decision can be made. It was noted that more information and explanations are required for, but not limited to questions two, four, five, six and seven.

Members discussed the broader issue of conflict of interest and having safeguards in place. Kamile said that policy does not provide much guidance and many of these cases have a lot of complexities.

#### **5. New Business:**

Hans asked if the issue about some students not being able to get into classes had been resolved. Tynita said that everyone was in the classes they were seeking.

The meeting was adjourned at 4:45 pm.

# Graduate Council Minutes

November 9, 2012

**Attendance:** Cindy Anderson, Tim Anderson, Steve Bergmeier, Sonsoles De Lacalle, Glenn Gaither, Kamile Geist, Jennifer Horner, Aimee Howley, David Koonce, Hans Kruse, Jody Lamb, Valerie Martin Conley, Christine Mattley, Dennis Ries, Alexander Sergeev, Joseph Shields Charles Smith, Katherine Tadlock and Tynita White.

**Excused:** Sergiu Aizicovici, Austin Babrow, Janis Holm, Steve Howard, Will Lamb, Jan Maxwell, Shawn Ostermann, Anirudh Ruhil, and Tom Scanlan.

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

## 1. Approval of Minutes of the October 12<sup>th</sup> 2012 meeting

The minutes of the October 12<sup>th</sup>, 2012 meeting were approved.

## 2. Chair's Report (Chris Mattley)

Chris informed members that she met with the members of the bridge committee. She said that this will give the Graduate Council more of a voice in the curriculum process and increases our ability to streamline the process. She was referring to the historical lag in seven year reviews being received by the Graduate Council. She said that it will take about a year to phase in this new process and that members are volunteering for these appointments. In response to a question from Charles, Chris said that so far there is no text in the current proposal that addresses conflict between opinions of members of the Graduate Council and the University Curriculum Council. She added that she will address this issue regarding concern about allegiances at the next meeting of the bridge committee. Jennifer said that since according to the UCC format there are two readings of the item at UCC, so it would be best that the information be discussed by the members of the bridge committee with the members of the Graduate Council at the Graduate Council meeting between the two UCC meetings.

## 3. Remarks by Joseph Shields (Dean of the Graduate College)

### A. Associate Dean of the Graduate College:

Joe informed members that currently the Graduate College has two Interim Associate Deans, each one is a 50% FTE. He said that the position for a full time Associate Dean has been posted and is open until December 15<sup>th</sup>. He said the position is open to both internal and external candidates.

**B. Fundraising:**

Joe informed members that he has met with staff from the development office and the university is ready to begin fundraising for graduate education and research. He added that literature has been prepared to talk to donors about supporting students and that graduate student scholarships are now listed along with other scholarships like the Cutler scholarships. In a response to Charles Joe clarified that the fundraising is for all disciplines at the graduate level.

**C. Masters degrees now in fully online delivery model:**

Joe said that he will be sending notification to RACGS about proposing to offer the Master of Science in Civil Engineering and Master of Education in Curriculum and Instruction in a fully online delivery model. He said that since he did not hear any concerns from any of the members, so he will be proceeding with the notification to RACGS.

**4. Remarks by Cindy Anderson (Interim Associate Dean of the Graduate College)**

Cindy said that things are now going smoothly at the Graduate College and that she will now begin to focus on the life-span of a graduate student. And, that more activities for graduate students will be coming soon.

**5. Remarks by David Koonce (Interim Associate Dean of the Graduate College)**

**A. Reporting capabilities:**

David informed members that now the Graduate College has the ability to check for things that we could not before. He said that he presented this information to the Associate Deans and they were very responsive to it. He added that this will facilitate tracking students who were admitted under certain conditions, say ‘academic conditional’ whereby they are required to have a 3.0 GPA in their first 10 hours of graded graduate study. He added that the Graduate College can develop reports for Colleges that they would need to fulfill external reporting requirements.

**B. Admission category of ‘test upon arrival’ for English Proficiency:**

David explained to members that there are several ways that a student can fall under this category. In the last two years, each year 41 students have taken the English Proficiency test after they arrived in Athens. And, a good number of them did not achieve the required score. That makes it difficult for everyone—the student, the department, and the Graduate College to ensure that the student can be registered for the appropriate classes. Also, it seems that some students were not aware that they would have to take the test upon arrival. They said that if they knew about it, they would have taken the test before they came. David said that he, the staff at OPIE, and ELIP are working together to resolve this. Through these discussions, one of the proposals is to increase the minimum IELTS score from 5.5 to 6.0 on all bands. Chris said that the Policies and Procedures committee can discuss this and bring their recommendation to the entire Council.

C. Graduate Advisors:

David said that there has been some discussion in various circles about graduate advisors who leave and students have to find a new advisor. He said that there is no easy way to do this, but it would be a good idea to have a discussion and provide some guidelines to academic colleges about this issue.

D. OnBase:

David informed members that the Graduate College is moving forward with designing OnBase for its use and once the switch is made, it will be easy for departments to keep track of applicants and their documents.

**6. Recruitment and Admissions Requirements Committee- conflict of interest cases:**

Kamile informed members that there are 14 conflict of interest cases that the committee needs to review. For now, they have been told to not take classes with the people there could be a conflict with.

**7. Graduate Student Affairs and Fellowships Committee:**

Cody Parker from the department of Physics and Astronomy is the Ohio University nominee for the Midwestern Association of Graduate Schools Distinguished Master's Thesis Award.

**8. New Business:**

Chris told members that the way we have admitted and classified non-degree and certificate students has always been a problem. Katie said that this process has not been looked at for efficiency and efficacy in the last 20-25 years. She added that with the switch to PeopleSoft we run into problems with students who only want to take one workshop. She said that the Post-baccalaureate process used to facilitate this. The workshops fall under the non-degree category so the non-degree restriction of a maximum of 18 credits being allowed in six years applies to them. However, the certificate programs are longer than 18 credits, so each time a student applies for something like this, it means sorting through policies to apply the correct one. Also, there is the issue of kind of academic documents required from students who apply for one workshop versus someone who will be a non-degree student. Katie recommended that Graduate Council look at this and try to sort through the difference between non-degree courses, certificate programs, and workshops for professional development. She also added that most non-degree students, other than those in a certificate program feel lost, since they do not have a home. She raised the question of whether it made sense to have these students tied to an academic college or these programs be offered through the

Graduate College. In a response to a question Katie said that there can be 300 or more students registered as non-degree students in a given term.

In response to Chris' call for volunteers besides Katie, to serve on an ad-hoc committee, Aimee, Jennifer, and Sonsoles agreed to work on this issue.

The meeting was adjourned at 3:45 pm.

# Graduate Council Minutes

October 12, 2012

**Attendance:** Austin Babrow, Steve Bergmeier, Glenn Gaither, Jennifer Horner, Ann Paulins for Aimee Howley, Hans Kruse, Jody Lamb, Will Lamb, Christine Mattley, Shawn Ostermann, Dennis Ries, Anirudh Ruhil, Alexander Sergeev, Charles Smith, Katherine Tadlock and Tynita White.

**Excused:** Sergiu Aizicovici, Cindy Anderson, Tim Anderson, Sonsoles De Lacalle, Janis Holm, Kamile Geist, Steve Howard, Aimee Howley, David Koonce, Valerie Martin Conley, Jan Maxwell, Tom Scanlan, and Joseph Shields.

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

## 1. Approval of Minutes of the September 14<sup>th</sup> 2012 meeting

The minutes of the June 1<sup>st</sup>, 2012 meeting were approved.

## 2. Chair's Report (Chris Mattley)

### A. Janis Holm:

Chris regrettably informed members about the tragic and sudden death of Janis's spouse earlier in the week.

### B. Graduate Catalog:

Chris informed members that the graduate catalog is now available online through the Graduate College website. Jen Horner added that it can also be accessed through the Registrar's page as well.

### C. Seven year reviews:

Chris told members that she will check with Ruth Palmer and Elizabeth Sayrs about the seven year reviews that need to be reviewed by Graduate Council. She added that Tim Anderson, who is chairing the Curriculum committee of Graduate Council, will attend the UCC meetings.

### D. Graduate Council meeting time:

Chris said that per the 17 responses she received to the poll she conducted regarding the meeting time, it seemed that 3pm to 5pm is the best time for the meetings. Chris also announced that the March meeting will be on the 15<sup>th</sup> and not on the 8<sup>th</sup>. And, the December meeting will be on the 7<sup>th</sup>.

### E. MAGS nominations:

Chris informed members that the deadline for departments to submit nominations for the MAGS award is today. Jody Lamb is chairing the Graduate Affairs and Fellowships committee that will make the decision about choosing the OU nominee out of the nominations received.

*F. Committee memberships:*

Chris said that she is still waiting to hear back from some members about chairing a couple of the committees. She said that as soon as she has that information, she will forward it to all members.

**3. Remarks by Joseph Shields (Dean of the Graduate College)**

There were no remarks on behalf of Joe Shields, David Koonce, and Cindy Anderson. Katie said she would answer questions that members have. Hans asked about the availability of DARS. Katie said that per the Registrar, 'not anytime soon' since they are still working on the undergraduate DARS. She added that some colleges have opted to go paperless, the Patton College of Education and Human Services is one of them. She also said that this applies to the priority registration DARS, the graduation DARS will still be printed. Katie told members that if they are interested in not receiving the priority registration DARS, they should let her know and she will inform the Registrar. She added that this can be put in place only at college level, it cannot be put made effective at department levels. Katie said that currently the printing costs (seven cents a side) for the DARS are borne by the Provost's office. Eventually, these costs will be pushed to the academic colleges. In response to a question by Glenn regarding the graduate DARS not being available, Katie said that since undergraduate advising is a very different process from graduate advising and DARS are required for the undergraduate process, so the Registrar's office is working on that right now.

Glenn said that at the previous Graduate Student Senate meeting a student brought up the issue of a miniscule number of course offerings listed in the graduate catalog. There was some discussion about whether the courses were not offered at all or if they were offered and not listed in the catalog. Tynita said that she has spoken to Cindy about it and it seems that some course offerings have been eliminated but the degree requirements have not changed.

The meeting was adjourned at 3:20 pm.

# Graduate Council Minutes

September 14, 2012

**Attendance:** Sergiu Aizicovici, Cindy Anderson, Tim Anderson, Sonsoles De Lacalle, Howard Dewald, Janis Holm, Jennifer Horner, Aimee Howley, David Koonce, Hans Kruse, Will Lamb, Valerie Martin Conley, Christine Mattley, Jan Maxwell, Shawn Ostermann, Dennis Ries, Anirudh Ruhil, Alexander Sergeev, Charles Smith, Katherine Tadlock and Tynita White.

**Excused:** Steve Bergmeier, Kamile Geist, Steve Howard, Jody Lamb, Ming Li, Joseph Shields

**Guests:** Gary Chleboun and Ruth Palmer

**Convened:** The meeting was convened at 2:12 pm.

## 1. Approval of Minutes of the June 1<sup>st</sup>, 2012 meeting

The minutes of the June 1<sup>st</sup>, 2012 meeting were approved.

## 2. Chair's Report (Chris Mattley)

### Collaboration with University Curriculum Council:

Chris informed members that she spoke to Elizabeth Sayrs, chair of Faculty Senate to discuss options for a bridge committee to help facilitate work flow between the Graduate Council and University Curriculum Council (UCC). She said that they could not find language that Graduate Council approves or disapproves programs. But to keep the continuity of the process, program reviews will be reviewed by both bodies. She added that members of Curriculum committee (three faculty members and one administrator) would have a dual appointment at Graduate Council and UCC. These four people will be on the new program committee of UCC. This will allow them to be able to vote at UCC and will solve the problem of lag that has been faced in the past. Chris said that this probably requires a change in the faculty handbook. But, for now, she would like to try a pilot program for this year. She said that this means that on the flow chart for approval of new programs, there will be only one box for both Graduate Council and UCC. Jennifer Horner said that she likes the concept and that UCC and Graduate Council both are advisory bodies so in essence the UCC does not really approve programs as well. She added that having been on the main committee and on the curriculum committee that the decision making process is not contentious. It is just that many a time members are not aware of where things are, and if they are languishing, then where that is happening. Chris said that most of the work takes place electronically and via Skype.

All members of Graduate Council expressed their support for this pilot- having members of the Curriculum Committee of Graduate Council have an appointment at UCC as well.

### **3. Remarks by Joseph Shields (Dean of the Graduate College)**

#### **A. Remarks by Cindy Anderson:**

Cindy informed members that the catalog is complete, but not live yet. She said that Deb Benton will review the catalog to ensure that items that had been approved by Faculty Senate are included in it.

#### **B. Remarks by David Koonce:**

David said that he and Cindy are trying to streamline communication at the Graduate College. He said that the effort has been to direct communication to a central place and that if anyone experiences any problems to contact him or the front desk at the Graduate College.

David said that on behalf of Joe Shields he is presenting the Soccer Coaching track in the Master of Science in Recreation and Sports Sciences for an online delivery. He said that this has not been through the Outreach Committee due to a lapse in the meetings of that committee. He added that Joe Shields has reviewed it and has determined that only a notification to RACGS is required. In response to a question from Jennifer Horner, David said that the Graduate Council looks at these proposals after they have been through the Outreach Committee. He added that the Outreach Committee is being reconstituted under the leadership of Deb Gearhart and that he will be on it as well.

### **4. Discussion of meeting times for this year**

Members discussed potential days and times for the Graduate Council meeting.

### **5. Master of Science in Forensic Chemistry:**

Chris brought it to members' attention that this program needs an action taken since at the last meeting (June 1<sup>st</sup>, 2012) no action had been taken on it. Howard said that Steve Bergmeier is not here today and he does not have access to the full document with himself either so he cannot comment on it. This will now be on the agenda for next month.

### **6. Individual Interdisciplinary Program (IIP) clarification:**

Chris informed members that Claudia Hale (Director of the IIP) was going to be here but since she is not here yet, the discussion can begin without her.

Gary Chleboun said that his program offers a professional doctorate, the Doctor of Physical Therapy. He said that they would like to see PhD students in their program through the IIP. He added that all faculty who are a part of the program have a PhD. Discussion focused on the nature of the primary unit- whether it is the College or the academic department. Charles said that the intent of the IIP is to have the parent program be a doctoral degree conferral program. He said that the College of Fine Arts has PhD programs, but the School of Theatre does not, so the School of Theatre cannot be the parent program for a PhD student in the IIP.

Hans said that he was on the committee that drafted the language for the IIP. He added that in the old version of the program there were concerns that the students were getting forgotten and thus the language was so crafted to ensure that students do not get lost. Hans noted that the unit was seen as an academic unit, the primary unit so that the student would have access to all resources, technology and otherwise through it. Gary Chleboun clarified that the faculty supervising the students are all Group I faculty who participate in research and have all sat on PhD committees.

Howard said that there are students in the department of Biological Sciences in the College of Arts and Sciences who have advisors in the Heritage College of Osteopathic Medicine. These advisors maintain an ad hoc appointment in the College of Arts and Sciences.

Shawn said that the issue for IIP students is not just about advisors and the committee – it is also about staff support to help navigate the intricacies of the PhD program. David agreed and said that to be fair to the student having a staff member who is aware of all deadlines and processes is important as well. Jennifer Horner said that she is the staff person at the final level, but she is not the person who guides them through the process at the initial stages. Gary Chleboun said that they have an administrative support staff member who can help students.

Discussion focused on the program being housed in the Graduate College. Charles noted that the Graduate College is not a degree granting college, it is not an academic unit, it is an administrative unit. He said that for an IIP plan having the parent program not be a doctoral degree conferring unit skirts the spirit behind the IIP.

The meeting was adjourned at 2:55 pm.