

Graduate Council Minutes

June 1, 2012

Attendance: Sergiu Aizicovici, Duncan Brown, Charles Buchanan, Kamile Geist, Janis Holm, Jennifer Horner, Aimee Howley, Tracy Kelly, David Koonce, Ming Li, Valerie Martin Conley, Christine Mattley, Shawn Ostermann, Eric Rothenbuhler, Anirudh Ruhil, and Joseph Shields.

Excused: Isaac Abram, Jeff Barbee, Joseph Bernt, Jennifer Hines, Ken Cutright, Steven Foy, Steve Howard, Aimee Howley, Jody Lamb, Jan Maxwell, Brian McCarthy, Patrick O'Connor, Alexander Sergeev, Charles Smith, Katherine Tadlock, and Yong Wang.

Guests: Cindy Anderson and Ed Yost

Convened: The meeting was convened at 2:14 pm.

1. Approval of Minutes of the May 11th, 2012 meeting

The minutes of the May 11th, 2012 meeting were approved.

2. Chair's Report (Duncan Brown)

A. Thanks to all members:

Duncan thanked everyone for the work accomplished this year. He said that he has always been interested in shared governance, and standing committees like the Graduate Council help make that possible.

B. Housing Survey:

Tracy informed members that the housing assessment survey has been circulated to some students and that Joe Shields will help disseminate it to a larger group of graduate students. She added that she and Lauren Mente met with Shawn to complete the survey, she thanked him for helping them.

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

A. Graduate Student Senate President:

Joe informed members that Tracy is stepping down as president of Graduate Student Senate. He thanked her for her service and added that he is looking forward to working with Tynita White.

B. Cindy Anderson's contribution:

Joe recognized Cindy's contribution towards updating and editing the graduate catalog for the switch to semesters.

4. Curriculum Committee (Charles Buchanan Chair) Report on three proposed new graduate programs

A. College of Business, Professional MBA in Thailand:

Charles said that is unclear from the proposal about who will teach in Thailand, whether it will be OU faculty or the faculty from the University of Phayao. He added that the document just notes the agreement between the two universities and does not provide any specifics or details. Eric said that if the document in question was the intent to plan then it would not contain details. Duncan added that the Memorandums of Understanding go to University International Council, which ensures that the agreement being set up is financially sound and it looks at other issues of that nature. The Graduate Council, he added looks at the program document and the pedagogical issues. Charles said that Ed Yost had sent him an email to inform him that the UIC and the Outreach Committee have approved it and once Graduate Council approves it, the proposal will be forwarded to the Regents Advisory Committee on Graduate Study.

Duncan said that London university has been offering degrees around the world and per their model, most, if not all of the assignments are graded by London university faculty and all of the final examinations are graded by London university faculty.

Jen said that this was vetted by the outreach advisory committee and that she, Janis, Aimee, and Jennifer Hines are on the committee. Ming noted that the college of Business runs a program in Brazil, and the same program is now being proposed to be offered in Thailand. Duncan said that one of the implications of such agreements is that it takes away faculty from the Athens campus.

David said that the role of Graduate Council will depend on if this proposal will be forwarded to RACGS for their approval. Valerie added that it would be nice to have clarification about the role of each of the committees involved. Jen said that once there is someone in the leadership position, procedures and processes can be clarified. Joe echoed the sentiment and added that Ed Yost has done a good job in the interim. Discussion focused on the nature of the Outreach Committee. Ming said that members of a standing committee are appointed by faculty senate and then confirmed by the President. Jen added that the membership of the committee is more inclusive now and there is overlap with membership of the UCC and it also includes people in leadership positions at the Graduate College.

Duncan asked Ed if this is same model that is being offered in Brazil. Ed said that this is the same program that is being offered here, other than one course. Ed said that all but the first three classes will be taught by Ohio University faculty. And the ones that are not

taught by OU faculty will be taught using the same syllabi and text books that are used here, and lectures recorded by OU faculty will be used as well.

Graduate Council approved the proposal to offer an MBA program with the University of Phayao.

- B. Department of Chemistry, creation a new master's program in forensic Chemistry: Shawn noted that cross listed courses typically are not considered rigorous enough to be considered graduate courses. And, if there are no courses that are only offered at the graduate level, then what makes it a master's degree? Janis added that sometimes the duality gets more complicated since graduate students have more requirements than the undergraduate students. David added that if the course content is undergraduate material, and graduate students are required to do more work, then the content is not worthy of a master's degree.

Duncan said that the original proposal was based on the idea of an integrated Bachelor's and Master's degree. He added that Jennifer Hines said that it did not satisfy the requirements for that model and the proposal was edited to present it in the current format. Charles said that the proposal included course numbers and the seminars are listed as 8000 level courses. The seminars are worth one credit each and there are three such seminars. It was noted that the three hours seem like a small contribution of graduate work towards the degree. Ming said that having too many dual listed courses can cause a problem with accreditation agencies as well.

Jen asked if the response to this could be framed within a policy that would apply to this proposal. She also raised the question about the graduate program seeking accreditation through the American Forensic Association. Eric said that it would be beneficial to the program to receive useful feedback instead of Graduate Council rejecting the proposal. Jen agreed and said that the constructive feedback will be helpful so that it does not get into trouble at RACGS. Members expressed fundamental concern about dual listed courses. Eric said that if the proposal is rejected then the department will lose an entire year and that this is a Program Development Plan and typically does not include the details that we are looking for. Anirudh suggested that Graduate Council can offer conditional approval, and can express concern about the issues raised here today. Chris added that Graduate Council could indicate that they support the program but would like to see more advanced content.

In response to Valerie's question about the role of the Graduate Council in this process, Duncan said that the Graduate Council is supposed to be an advocate of graduate education and it makes recommendations to the Provost about graduate programs (not graduate courses). David added that this can create a perception at RACGS about what passes as a graduate degree at Ohio University as well. Discussion focused on the approval process that such a proposal would go through and the role of the Graduate

Council in that process. Duncan said that it might be helpful for a member of the Graduate Council to attend the meetings of the University Curriculum Council. This will facilitate better information sharing between the two committees.

C. Master's Degree in Financial Economics to be offered in a new location at the National Economics University in Hanoi, Vietnam:

Duncan expressed concern about the low TOEFL score required for entry into the program and the expectation that the score would increase by 50 points in a year.

Graduate Council approved this program proposal contingent upon the TOEFL score requirement being raised to 550.

5. Ed Yost, Executive Director, ELearning Ohio:

Ed Yost spoke briefly about the changes and development taking place in the e-learning initiatives at Ohio University. He said that by having a Vice Provost head that unit, it will be brought into the academic fold. He said that we have to pay particular attention not to lag behind in these initiatives. He added that the growth will prompt a new way to look at the revenue generated and the academic colleges will see an increase in their share of the revenue. He clarified that the E-learning office does not own the curriculum, those controls lie with the program and the academic department. He said that an in-house advisory committee has been created and someone from Graduate Council should be on that committee. In response to Kamile's question about technology support for the students, Ed responded that instructional technologists and instructional designers are being hired. Everyone agreed that the processes that different kinds of graduate programs go through for approval need to be clarified.

6. Cindy Anderson, Faculty Fellow Graduate College. Q2S conversions for Non-degree admissions and Post baccalaureate students taking graduate courses:

Graduate Council approved the change from 18 hours to 12 hours as being the maximum number of credits that someone can take either as a non-degree student or as a post-baccalaureate student.

7. Delayed seven year reviews

Duncan informed members that several seven year reviews have been delayed in coming to the Graduate Council for their approval. A few of them are from 2008. He said these reviews play an important role for programs, it helps program compare their progress over time and are important for accreditation purposes. He added that the purpose of reviewing the reviews

to identify patterns of problems encountered by graduate programs so that the Provost can be informed about them.

8. Meeting dates for next year's meetings:

Members discussed the meeting dates for the next academic calendar. Eric suggested that instead of following the 12 month calendar, meetings be scheduled certain number of times a semester- that might make finding dates for meetings easier.

The meeting was adjourned at 5:05 pm.

Graduate Council Minutes

May 11, 2012

Attendance: Sergiu Aizicovici, Duncan Brown, Jennifer Hines, Janis Holm, Steve Howard, Barbara Trube for Aimee Howley, Tracy Kelly, , Valerie Martin Conley, Brian McCarthy, Jan Maxwell, Patrick O'Connor, Joseph Shields, and Katherine Tadlock.

Excused: Isaac Abram, Jeff Barbee, Joseph Bernt, Charles Buchanan, Ken Cutright, Steven Foy, Kamile Geist, Jennifer Horner, Aimee Howley, David Koonce, Jody Lamb, Christine Mattley Ming Li, Shawn Ostermann, Eric Rothenbuhler, Anirudh Ruhil, Alexander Sergeev, Charles Smith, and Yong Wang.

Convened: The meeting was convened at 2:14 pm.

1. Approval of Minutes of the April 13th, 2012 meeting

The minutes of the April 13th, 2012 meeting were approved.

2. Chair's Report (Duncan Brown)

A. Final meeting of the academic year:

Duncan reminded members that the final meeting of the Graduate Council is on the first Friday of the month, so the meeting will fall on June 1st this year. The meeting will be from 3 pm to 5 pm instead of 2 pm to 4 pm. He added that UCC will meet on the following Tuesday, so he will send an email to Elizabeth Sayrs about the program reviews that will be brought to the June meeting of the Graduate Council. He also said that UCC has a new format for reviewing programs with a much clear schedule and he is quite pleased with the way program reviews are being handled.

B. Membership for next year:

Duncan reminded members that faculty are appointed to the Graduate Council for three year terms with the option for renewing their terms for one more term. He said that in the interest of institutional memory, he encourages faculty to renew their terms.

C. Program in Forensic Chemistry:

Duncan said that he will forward the proposal for the graduate program in Forensic Chemistry to the Curriculum Committee. He added that they could suspend the rules and vote on the item at the June meeting.

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

A. New Associate Dean position:

Joseph Shields told members that it has been clear that the tasks of the Graduate College need more than a 0.5 FTE Associate Dean position. He added that Jennifer Hines has done a wonderful job. He said that another 0.5 FTE Associate Dean position will be announced shortly. He clarified that this will be an internal search within the University. In response to Brian's question about the same format of two Associate Deans continuing in the future, Joseph said that the Provost would like to have a national search later in the year for one full time Associate Dean. And, that local faculty could apply as well.

B. IIP is being reinstated:

Joseph Shields informed members that now with the new restructured plan for the IIP in place; Dr. Claudia Hale has been appointed as the director for the program. He said that there is pent up demand for this program and even though it is late in the cycle, students are eligible to apply for the Fall semester.

C. Professional Development for graduate students:

Joseph Shields informed members that earlier this year two workshops titled, Start Smart were offered by the Graduate College. These workshops were sponsored by the Women's Center and the Graduate College. He said that Roxanne Male-Brune will offer two more of these workshops later this month.

Remarks by Jennifer Hines (Association Dean of the Graduate College)

Jennifer Hines asked about the schedule of meetings for the next academic year. Duncan said that perhaps Graduate Council could use the same model as that of Faculty Senate. He added that it will be helpful to have a December meeting.

Remarks by Katie Tadlock (Director of Graduate Student Services)

Katie brought members' attention to the handout in today's packet regarding the procedure for requesting exemptions to allow doctoral students to participate in the Commencement Hooding ceremony if they do not meet the spring quarter graduation deadlines. In response to Duncan's question about having a similar rule for exceptions in the semester system, Joseph Shields said yes, there would, only the dates mentioned will change.

4. Update on graduate student healthcare needs assessment in conjunction with the Graduate Student Senate. Tracy Kelly, President, Graduate Student Senate and member of Graduate Council

Tracy informed members that the power point presentation she was using came from Dean Lombardi's office. She mentioned the enhancements to this new plan- which eliminates the requirement for upfront payments for certain services and provides more options to students. Janis asked if the student advocate who will be hired will be an employee of the insurance company. Tracy said that the person will be an Ohio University employee and will be accessible to students. She said that the only disappointing factor in this is that there is no possibility of a waiver of the health insurance policy for international students. She said that

she has been told that everyone supports it, but it has been stuck in the Bursar's office. Tracy added that Krista McCallum Beatty's (Director of International Students and Faculty Services) were addressed by proposing a hard waiver where someone would verify that the policy numbers being presented to them actually are for a health insurance policy. The system cannot distinguish between random letters and numbers entered versus those actually tied to a real policy. Joseph Shields said that he can try to have the stalemate investigated.

5. Updates on tasks Graduate Council committees are currently working on

Recruitment and Admissions Requirements Committee: Valerie said that they are collecting information from other institutions about the non-degree status and can bring something to discuss at the next meeting. She said that it might not be ready for a vote yet and that she hesitates about moving forward without deliberating on the issues. Duncan said that, based on what the committee presents, a recommendation to change that policy could be developed and would go to the provost.

Curriculum Committee: Duncan said that the curriculum committee is working on the two MOUs for the MBA in Thailand and the MFE in Vietnam. He said that he will forward the proposal for the Forensic Chemistry program to them as well.

Graduate Student Affairs and Fellowships: Jennifer Hines said that so far she has not heard from the committee about a procedure for the resolution of graduate student grievances. She added that it would be nice to have something in place. She also said that most of the time the issues have been resolved at the college level, but it would be nice to have a committee to work with on issues.

Planning and Strategy: Duncan said that he will send the pertinent documents about program reviews to committee members this evening.

6. Update on the graduate student housing issues. Tracy Kelly, President, Graduate Student Senate and member of Graduate Council

Tracy said that the survey is going to be finalized soon and she will send the survey to all members to review before sending it out to all students.

7. New Business:

Cindy brought everyone's attention to the handout in today's packet regarding the CR grade for Master's courses. Jennifer Hines said that they have been involved in email conversations with UCC and EPSA and everyone agrees that this is a simple mathematical conversion. In response to a question about the numbers being in terms of credits and not courses, Jennifer Hines said that the change still retains the same percentage as before. Duncan added that it is

best to have these in terms of credits, since the CR grade is used in a wide variety of ways. Valerie asked that since the earlier maximum number of credits with a CR grade was 12, which was divisible by four but now the current maximum being proposed, which is eight is not divisible by three. Duncan said that the credit hours for graduate courses vary across programs. As an example he noted that courses in Media Arts and Studies are worth four credits, but those in Journalism are worth three. Jennifer Hines said that graduate programs have the flexibility of assigning one more credit hour to the courses than the number of contact hours. And, each program made its own decisions. Valerie asked if the programs will find it difficult, Duncan said that since the percentage is the same, it would not be any more difficult than it was in the quarter system.

Members voted in favor of accepting the change from a maximum of 12 CR hours to eight CR hours (in the semester system) that a student could have for a master's degree.

The meeting was adjourned at 3:00 pm.

Graduate Council Minutes

April 13, 2012

Attendance: Isaac Abram, Sergiu Aizicovici, Duncan Brown, Steven Foy, Jennifer Hines, Jennifer Horner, Valerie Martin Conley, Jody Lamb, Christine Mattley, Brian McCarthy, Shawn Ostermann, Eric Rothenbuhler, Anirudh Ruhil, and Katherine Tadlock.

Excused: Jeff Barbee, Joseph Bernt, Charles Buchanan, Ken Cutright, Kamile Geist, Janis Holm, Steve Howard, Aimee Howley, Tracy Kelly, David Koonce, Ming Li, Jan Maxwell, Patrick O'Connor, Alexander Sergeev, Charles Smith, Joseph Shields, and Yong Wang.

Convened: The meeting was convened at 2:14 pm.

1. Approval of Minutes of the March 9, 2012 meeting

The minutes of the March 9th, 2012 meeting were approved.

2. Chair's Report (Duncan Brown)

A. Committee assignments:

Duncan went over the tasks that each sub-committee is working on for the rest of this academic year.

Recruitment and Admissions Requirements Committee:

- Non-degree students ("student at large")
Everyone agreed that the "student at large" category or the non-degree category will be a beneficial expansion for both, students and the university.

Curriculum Committee:

- MOU to offer the PMBA in Thailand
- MOU to offer a Master's in Financial Economics in Vietnam
Duncan said that the proposal for the Masters in Financial Economics allows for students to begin their programs as conditionally admitted students with a 500 on the TOEFL score, and reach a 550 by the time they arrive in Athens. During this two year program, classes will be taught in Vietnam during the first year. The degree will be awarded by Ohio University. Six courses will be offered in Vietnam and seven in Athens. It was noted that the first half of the program will be taught and graded by non-Ohio University faculty. Brian McCarthy clarified that the program that is proposed to be offered in Vietnam will be exactly the same as is offered in Athens. Jennifer Hines said that information about the

approval process is available in the Graduate College Handbook. She added that since the proposal is for offering an existing, approved program at a new location, the Regents Advisory Committee on Graduate Study only requires a notification. She added that Graduate Council had made a decision that all graduate programs that are proposed to be offered internationally should be reviewed by Graduate Council besides the other bodies involved (UIC, Outreach Committee).

Graduate Student Affairs and Fellowships Committee:

- Graduate student grievance procedures (not just graduate appointment grievances)

Planning and Strategy Committee:

Delayed academic program reviews

- Biological Sciences
- Chemistry and Biochemistry
- Environmental Studies
- Geological Sciences
- Psychology

Duncan informed members that two of the seven year reviews are dated 2009. He added that each one of those includes only a small report on the graduate programs and the committee members would only need to review that part. He added that last year's committee members prepared a brief report of the commonalities they saw in the seven year reviews. Duncan also said that UCC is revising the program review process and a draft is being circulated and Graduate Council will receive it soon as well.

Policies and Regulations committee:

- Graduate study for OU employees
Duncan said that the phrase "conflict of interest" seems to cause confusion and he encouraged members to start afresh on reviewing this issue.
- Expansion of combined bachelor's and master's programs

B. June meeting and membership for next year:

Duncan reminded members that the meeting in June is on the first Friday, which is June 1st and the time is from 3 to 5 pm. He told members that faculty are appointed for three year terms with the option for renewing it for one more term. He said that in the interest of institutional memory, he encourages faculty to renew their terms.

3. Remarks by Jennifer Hines (Associate Dean of the Graduate College)

Jennifer Hines informed members that there is a lot going on with Q2S and RUFUS updates for the semesters.

Shawn asked about the verification of graduation requirements and why the system appears to have been broken for the last few consecutive quarters. He added that he believes that the information that is required for this comes from the Registrar's office. Jennifer Hines said that the student data is there in the system, but the reporting tools are not yet fully implemented. Katie added that the consultant who was working with the university on this is not on campus anymore and everyone at the university is working very hard to make this data deliverable through the OBIEE (Ohio Business Intelligence Enterprise Edition) reporting tools.

4. Graduate Student Affairs and Fellowships Committee (Chris Mattley, Chair), Recommendations on awarding the Named Fellowships

Chris informed members that this year 20 nominations were received for the Named Fellowships and all but maybe two seemed to be very deserving of a fellowship. She added that some of the work that is being undertaken by our students is simply stunning and impressive and \$15000 is not a large amount of money, but it does a lot to support a student. Discussion focused on clarifying whether departments or programs can nominate students. She added that this year again like last year, a program nominated a student when someone else had already been nominated from the department that this program is a part of as well. Jennifer Hines clarified that Molecular and Cellular Biology though, not a degree granting program, in many respects, is run almost like as if it were a department. She added that confusion stems not from the interpretation of guidelines, but from organizational issues. Brian said that it is an interdisciplinary program. It was decided that since this issue could not be resolved today, more discussion would be undertaken later. Discussion also focused on what could be done to increase the number of these fellowships offered. Katie said that all of the fellowships are funded from the Graduate College base budget. Jennifer Hines noted that the Graduate College has worked hard to protect these fellowships even in times of budget cuts. It was noted that it would cost about \$400,000 to set up an endowment for one of these.

Members voted in favor of accepting the nominations for the Named Fellowships recommended by the Graduate Student Affairs and Fellowships Committee.

5. Policies and Regulations Committee (Shawn Ostermann, Chair), Report on proposed changes to Graduate Catalog to accommodate to shift to semesters

Shawn brought members' attention to the handout in today's packet. He sought clarification for the sentence about students applying for the 'senior for graduate credit' category that notes that students should be within nine credits of completing all requirements for their bachelor's degrees. Eric suggested adding some qualifying language about the term in which they take the class. Jennifer said that this issue will also need to be addressed for the integrated

Bachelor's and Master's program, and that appropriate language for it can be added and the catalog can be updated at a later date. For now, it is best to review it for current needs. Discussion focused on the purpose of that sentence being to ensure that the student graduates on time. It was also noted that the current catalog needs to be updated by July 1st, 2012.

Steven said that some programs might have an internship requirement which could be more than 10 hours and students in that situation would not be able to take advantage of this opportunity. Katie told members that all attempts are made to ensure that students do not get denied in those situations.

Members voted in favor of accepting the committee's recommendation for the Q2S conversions for the Graduate Catalog.

6. Update on the graduate student healthcare needs assessment in conjunction with the Graduate Student Senate (Tracy Kelly, President, Graduate Student Senate and member of Graduate Council)

Duncan informed members that Tracy spoke to Dean Lombardi last week and has sent him an email this morning, there is no new information about the health care policy yet. He said that the committee has been considering the financial implications of the new policy. He added that he has been disappointed to see that the three schools with large graduate student populations (OSU, UC, and Miami) are not a part of this coalition.

Steven said that the survey that was sent to all members was not a needs assessment survey; it is designed to be a customer satisfaction survey. And, that if this survey should be a needs assessment survey, it will need to be changed substantially. He said that he will raise this issue at the Graduate Student Senate meeting on April 16th, 2012.

Shawn informed members that the university now owns a survey system and that whoever would like to use it can contact Kim McClain at the Computer Services Center.

The meeting was adjourned at 3:20 pm.

Graduate Council Minutes

March 9, 2012

Attendance: Jeff Barbee, Joseph Bernt, Duncan Brown, Charles Buchanan, Steven Foy, Janis Holm, Kamile Geist, Jennifer Hines, Aimee Howley, Tracy Kelly, David Koonce, Jody Lamb, Ming Li, Christine Mattley, Brian McCarthy, Patrick O'Connor, Charles Smith, Joseph Shields, and Katherine Tadlock.

Excused: Isaac Abram, Sergiu Aizicovici, Ken Cutright, Jennifer Horner, Steve Howard, Valerie Martin Conley, Jan Maxwell, Shawn Ostermann, Eric Rothenbuhler, Anirudh Ruhil, Alexander Sergeev, and Yong Wang.

Guests: Ryan Lombardi, Dawn Bikowski, and Cindy Anderson

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

1. Approval of Minutes of the February 10, 2012 meeting

The minutes of the February 10th, 2012 meeting were approved.

2. Ryan Lombardi, Dean of Students, Update on the status of current negotiations regarding student healthcare coverage

Duncan thanked Dean Lombardi for attending the Graduate Council meeting at such short notice. Duncan said that on Monday he met with Dean Lombardi and four students from Graduate Student Senate and a representative from United Health Care.

Dean Lombardi thanked Duncan for inviting him to this meeting. He said that Inter University Council tried to put together a collective bid for a reduced rate on the insurance premium for students. This year United Health care has been selected as the vendor, he added that they have been OU's vendor for the last seven or eight years. He said that the current proposed plan is much more robust than the plans we have had in the past. He added that currently students pay \$1275 annually, and under the new plan they will pay \$1290. For a nominal increase in the premium, the coverage limit will increase from \$50,000 currently to \$2,500,000. The current plan did not provide much in terms of preventive care, the new plan has an enhanced preventive care feature. He said that he is most excited about the prescription benefits. In the current plan, the limit is \$1000 for non-psychotropic and \$5000 for psychotropic medications, and students have to front the cost of the medication and send claims to the insurance provider to get reimbursed. Under the new plan, students will not have to front the cost of medications; it will be like the

employee plan where only co-pay would apply. And there is no upper limit for the medication costs; it is included in the \$2,500,000. Duncan added that the cost for spouses is \$2562 and \$1487 for all children. He added that some schools subsidize this by increasing the cost for the general plan. Lombardi clarified that the new plan is compliant with federal guidelines and thus follows the prescribed standards for well child visits.

In response to a question from Tracy about the waiver for international students, Dean Lombardi said that United Health Care has the capability to review and process that, but internally at Ohio University it is not feasible for this next academic year. This is due to the fact that most offices are behind in other processing due to the migration to PeopleSoft. Duncan said that international students have questions that are different from those of domestic students and added that United Health Care is willing to send representatives to provide orientation services. Tracy said that they would also provide translations of some of their materials. Dean Lombardi said that they are considering Tracy's idea of having a staff member help students navigate through this when issues arise. He said that this involves hiring a new person, so it will need some work.

In response to a question from Joe Bernt regarding the premium staying the same next year or if it would go up, Dean Lombardi said that they could not get more than a two year rate guarantee. He also explained that the difference between student and spouse rate is due to the complexity of the claim, and maternity is one of the components that drives up the cost. Also, there are so few people purchasing it, that it is more expensive to recover costs. Duncan added that mental health care is covered better in the new plan. He also said that United Health Care has a website that provides basic information and we could look at it for use by the International Students and Faculty Services Office and the Graduate College at their orientation. Dean Lombardi said that physicians from University Medical Associates have offered their services for orientation and they are excited about providing more outreach services. Joe Bernt asked if it is possible to broaden the group purchasing, and by including OSU, Miami and UC it might be possible for the premium to be reduced further. It was noted that there are some large consortiums, for example a group of Midwestern colleges that negotiates insurance benefits as one group for all of the institutions within that consortium. Dean Lombardi said that other than UC, Miami, and OSU the current plan that OU is a part of includes all the other state schools. Duncan added that OSU uses some of its own facilities as well, so that makes a difference in their costs for students.

3. Chair's Report (Duncan Brown)

A. Committee memberships:

Duncan said that the sub-committees now have the graduate students assigned to them as well. He thanked Kamile Geist and Janis Holm for agreeing to serve on the Graduate

Student Grievance Board. He said that he has asked Tracy to nominate two students for it as well. He also mentioned that this board did not meet last year.

B. Housing for graduate students:

Duncan informed members that he and Tracy met with Christine Sheets (Executive Director of Residential Housing and Jennifer Maskiell (Assistant Director of Residential Housing, Planning and Assessment) last week. He said that they are not happy either about the demolition of Wolfe Street apartments because their job is to help students with housing. And, given the financial state of the university, it is not possible to construct new buildings. The best option is to work with existing providers to help graduate students find appropriate housing.

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

A. Workshops for graduate students:

Joe Shields said that recently two workshops titled, Start Smart were offered by the Graduate College in conjunction with the Women's center. These workshops aimed at helping provide skills to graduate students and postdoctoral fellows in negotiating compensation. He said that due to the great response, two more of these will be offered in spring quarter. He also informed members about the World Café style networking/mentoring event that was held for graduate students yesterday. He said that the event was well received and two more of these events will be offered during spring quarter.

B. MAGS Award:

Joe Shields informed members that the Ohio University nominee, Heath Kersell for the MAGS award has won the distinguished thesis award. Heath Kersell is from the department of Physics and Astronomy, and the award will be presented in Chicago in April. He added that a press release is being prepared to share this news with everyone. Janis said that it was a very competitive process and is glad to hear that the person the committee picked won this award.

C. Pay cycle for graduate students:

Joe Shields brought members' attention to a handout in today's packet that lists the breakdown of the pay periods for next academic year onwards. Instead of being paid monthly, graduate students who hold an appointment will receive their stipend payments twice a month. Graduate Students who are receiving fellowships will still be paid once a month. In response to a question from Janis about the different way of handling fellowships, Jennifer Hines said that it is based on the way the office of Financial Aid handles these disbursements.

D. Graduate Catalog:

Cindy Anderson said that some of the proposed changes in the catalog will be sent to the Policies and Regulations committee for their review.

5. Graduate Student Affairs and Fellowships Committee (Chris Mattley, Chair)

This year 20 nominations were received for the Named Fellowships and the committee will discuss and decide on the finalists. Discussion focused on increasing the number of these fellowships and the amount offered to students. Joe Shields said that Bryan Benchoff has indicated that he is interested in having more graduate scholarships. He added that as everyone knows the issue is to find the people who are actually willing to donate money. And that most graduate students usually identify with their departments.

6. Recruitment and Admissions Requirements Committee (Kamile Geist for Valerie Martin Conley, Chair) Report on discussions regarding OPIP/ELIP placement categories

Dawn Bikowski introduced the ELIP program. She said that this program is open to domestic students as well, besides the international students. She said that some of the writing classes are popular with domestic students. She added that a new class on preparing for the oral defense is being offered as well. Dawn said that per requests from many departments, writing help sessions are being provided as well.

Dawn went over the handouts in today's packet that provide information about English proficiency test scores and expected time for English language study, and format of the reports received by the student, and letter received by the department about a student's success. In response to a question from David Koonce about students in online programs, Dawn said that they can offer online classes. Duncan reminded members that a financial aid issue had arisen that was specific to students in online programs. Members noted that all processes will need to be reviewed to ensure that students in online programs receive appropriate services.

7. Proposal to undertake a graduate student healthcare needs assessment in conjunction with the Graduate Student Senate (Tracy Kelly, President, Graduate Student Senate and member of Graduate Council)

Tracy informed members that Lauren Mente has created two surveys for graduate students. One of them is a satisfaction survey and will be handed out through campus care and the other is a needs assessment survey. She said that they realize that the data collected through the needs assessment will not be able to be used to inform negotiations for this year. She said that Graduate Student Senate would like the opportunity to meet with the sub-committee to seek

their help to identify the next steps towards this. She said that Lauren has received IRB approval for the needs assessment survey. Tracy said that they would appreciate Graduate Council's help in reviewing the survey and in distributing it. Duncan said that many faculty here have been involved in surveys and can provide feedback. Duncan also added that using a service like survey monkey makes collating data much easier. Steven Foy said that it would also be helpful to have Graduate Council's name on the survey, since this is how students can find out about the existence of such bodies. Tracy agreed and said that it is important for graduate students to know that they have advocates in the form of these bodies.

8. Update on discussions about graduate student housing options after the demolition of Wolfe Street (Tracy Kelly, President, Graduate Student Senate and member of Graduate Council)

Tracy said that there are three items that need to be addressed: one is to improve communication about current resources available for housing for graduate students; this can be done by compiling relevant information and making it available on the Graduate College website. Two- is to look into a partnership with local apartment complexes to potentially reserve a building for graduate students. And, the third item is to conduct a needs assessment. It was noted that graduate students were not included in the needs assessment that was referenced to in the decision to demolish Wolfe Street Apartments. Discussion focused on the fact that many apartment complexes do not reach their maximum occupancy and if it could be negotiated with them to allocate areas/buildings/floors to graduate students it would increase their occupancy and would help graduate students.

The meeting was adjourned at 3:35 pm.

Graduate Council Minutes

February 10, 2012

Attendance: Sergiu Aizicovici, Joseph Bernt, Duncan Brown, Steven Foy, Janis Holm, Kamile Geist, Jennifer Horner, Aimee Howley, David Koonce, Jody Lamb, Ming Li, Valerie Martin Conley, Christine Mattley, Jan Maxwell, Patrick O'Connor, Shawn Ostermann, Eric Rothenbuhler, Alexander Sergeev, Joseph Shields, and Katherine Tadlock.

Excused: Jeff Barbee, Charles Buchanan, Ken Cutright, Jennifer Hines, Steve Howard, Tracy Kelly, Anirudh Ruhil, Charles Smith, and Yong Wang.

Guests: Cindy Anderson, Andy Snow and Yeong-Hyun Kim

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

1. Approval of Minutes of the January 13th, 2012 meeting

The minutes of the January 13th, 2012 meeting were approved.

2. Chair's Report (Duncan Brown)

A. Agenda for the rest of 2011-2012 year:

Duncan told members that only four more meetings are left in this academic year. He said that he would like to see some projects completed by the June meeting. He said that the Recruitment and Admissions requirement committee will be working on addressing issues regarding non-degree students. And, they will also work towards creating a new admissions category that has been mentioned here before. The new 'student at large' category will solve a lot of problems and it would be a good time to start this as we switch to semesters. He added that the Graduate Student Affairs and Fellowships committee will work on reviewing nominations received for the Named fellowships and will also review the grievance policy. The grievance policy was written before the Graduate College was in place, so it does not include the Graduate College in the resolution process. Per the current policy, the problem is addressed by Dean of the academic college and then it goes up to the Provost. The policy needs to be revised to include the Graduate College in this process. He also said that the Curriculum committee would work on extending the number of combined bachelor and masters programs offered currently. Duncan said that he knows that departments are interested in that, and

that his school would like that option. This option will be beneficial to both, departments and students.

B. Housing for graduate students:

Duncan informed members that through the survey of peer institutions that was conducted in 2007, it was found that only two or three institutions do not provide university funded housing for graduate students. And by the demolition of the Wolf Street apartments, he added we will join that small group of universities that do not provide university funded housing. He said that we are all aware that graduate students face very different challenges from undergraduate students. He added that undergraduate students are looking at houses now for the next academic year. But at the graduate level, most admissions have not taken place, so by the time graduate students arrive their choices will be limited. Moreover, not just international students but some domestic students as well cannot visit the campus to find housing. And, they might have a family, so they would need a different kind of place from what most undergraduates would be looking for. Typically undergraduate students share apartments and graduate students may not want that.

Duncan told members that in and around 2007 the Provost used to attend a couple of the Graduate Council meetings. In the June 2007 Graduate Council meeting there was discussion of public and private partnership on land near the ridges around dairy lane for building apartments for graduate students. It was noted that the university would lease the land very inexpensively to a private company that would construct the apartments. In the current housing plan the criteria set for students eligible for living in the dormitories eliminates most graduate students. This goes to show that an appropriate needs assessment for graduate students did not take place and now Graduate Council has an opportunity to get involved on behalf of the graduate students. Duncan said that the housing assessment report notes that there are unused private rentals in Athens, which should be adequate for graduate students. Steven said that off campus housing was developing some information for graduate students and one of their representatives could provide information about it. Duncan said that the Heritage College of Osteopathic Medicine hosts a website that lists rental properties and most of them have been rented by medical students for years and years.

C. Graduate Student Health Care:

Duncan also said that Graduate Council will work with the Graduate Student Senate toward a needs assessment on health care. Jennifer Horner suggested that this conversation should be opened to Stephen Golding's office as well.

3. Remarks by Joe Shields, Dean of the Graduate College

A. Cindy Anderson:

Joe Shields informed members that Cindy Anderson will be working on the Q2S catalog update as a part time faculty fellow at the Graduate College.

B. PMBA:

Joe Shields told members that notice was sent to the Regents Advisory Committee on Graduate Study about offering the PMBA program online.

C. Programming and professional development for graduate students:

Joe said that a seminar on negotiation skills for women will be offered shortly. This is in continuation of offering programming and professional development opportunities to graduate students. The seminar is being offered by the Graduate College in partnership with the Women's Center. He added that more sessions targeted to male audiences will be offered as well. The first of these sessions is on February 29th and another on March 1. These sessions are open to post-doctoral scholars besides graduate students.

4. Request for a Master's degree name change by the J. Warren McClure School of Information and Telecommunication systems

Following a brief explanation by Andy Snow that the new name parallels the undergraduate program and that this is supported by the Dean of the College of Communication, members voted in favor of accepting the proposed change in name of the program from Master of Communications Technology and Policy to Master of Information and Telecommunication Systems.

5. Request for a Master's degree name change by the Center of International Studies

In response to a question whether new faculty were being hired to cover the broader content of the curriculum, Yeong-Hyun Kim said that most faculty were already addressing the broader Asian components in their curriculum. She added that this program was created in the 1960s, but over the years most faculty have been covering not just Southeast Asia but a broader and inclusive Asian perspective in their classes. So, the name aligns better with what is being taught. In response to a question from Joe Bernt about this having an impact on the Southeast Asia collection in the library, members were assured that the collection would stay intact. Jan Maxwell clarified that the collection is funded by federal grants and by the operating budget of the library.

Members voted in favor of accepting the proposed name change from Master of Arts in International Studies- Southeast Asian Studies to Master of Arts in International Studies- Asian Studies.

6. Proposal to undertake a graduate student healthcare needs assessment in conjunction with the Graduate Student Senate

Duncan informed members that Tracy was going to present some information about this today, but is unable to attend the meeting due to sickness. He said that Graduate Student Senate is reviewing health care plans offered by Miami University of Ohio and Stanford. Duncan also informed members that there is not much information about the negotiations for the health care plan for next year. Dean Lombardi is the chair of that committee. Jennifer Horner said that it would be nice to have the privileges like wellness events and membership deals with Well Works be offered to graduate students as well. It was also noted that even though Campus Care is involved in these negotiations, they would stand to benefit from the decisions made.

7. Item for discussion- Graduate Student Housing following the demolition of Wolfe Street

Duncan said that the Planning and Strategy Committee can begin looking into this issue to see what can be done in conjunction with the Graduate Student Senate.

8. New Business- Q2S Update

Cindy informed members that the switch to semesters involves getting text from OCEAN into Acalog. Duncan said that many of the mechanical changes were looked at by the Policy and Regulations Committee last year. Cindy said that she is working with Katie and Jenny and will bring issues that Graduate Council needs to weigh in on to future meetings.

The meeting was adjourned at 3:10 pm.

Graduate Council Minutes

January 13, 2012

Attendance: Sergiu Aizicovici, Jeff Barbee, Duncan Brown, Charles Buchanan, Kamile Geist, Jennifer Hines, Jennifer Horner, Tracy Kelly, David Koonce, Jody Lamb, Ming Li, Valerie Martin Conley, Jan Maxwell, Patrick O'Connor, Shawn Ostermann, Alexander Sergeev, Joseph Shields, Charles Smith, and Yong Wang.

Excused: Joseph Bernt, Ken Cutright, Steven, Foy, Janis Holm, Steve Howard, Aimee Howley, Christine Mattley, Eric Rothenbuhler, Anirudh Ruhil, and Katherine Tadlock.

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

1. Approval of Minutes of the November 4th, 2011 meeting

The minutes of the November 4th, 2011 meeting were approved.

2. Chair's Report (Duncan Brown)

A. Health Care Negotiations:

Duncan informed members that negotiations for student health insurance are under way. Tracy Kelly said that meetings were supposed to be held every two weeks, but a lot of them have been cancelled. She added that she is not sure about the current status of the negotiations. She said that she can send the recommendations that GSS provided to Dean Lombardi to Graduate Council. She noted that it seems that there was potential for two separate policies. This would work well since the needs of graduate students are different and it would also help with recruitment. It would be nice to be able to say that we offer a comprehensive health care plan. Duncan said that he will contact Dean Lombardi and see if one of the sub-committees of Graduate Council can get involved in this process. Everyone agreed that Ohio University has lost good students due to a lack of a comprehensive health care plan.

In response to a question from Patrick whether the discussions involve separate plans for graduate and undergraduate students or there is a provision for a separate plan for international students as well. Tracy said that the requirement for international students to have OU insurance is a matter of serious concern for the Graduate Student Senate and

they passed a resolution about it as well. She added that all but one of our peer institutions has a waiver for the insurance policy provided by the school in place. She said that Dean Lombardi had said it should not be a problem, but Graduate Student Senate has not received confirmation about it. She added that she is also not sure where the negotiations stand as well on this issue. Tracy said that Dean Lombardi's office maintains that they are firmly behind this issue. Duncan explained that as an institution we did not want graduate students without insurance, so it was mandatory for all international students to purchase the insurance offered by the university.

B. Congratulations to Joe and Jenny:

Duncan congratulated Joe Shields on his appointment as the Vice President for Research and Creativity and Dean of the Graduate College and Jenny on her appointment as the Associate Dean of the Graduate College.

C. Housing Master Plan:

Duncan told members that they have probably heard about the demolition of the Wolfe Street Apartments as the Housing Master Plan goes into effect. He said that many years ago, the Mill Street Apartments were occupied by graduate students, students with families and international students. It was a very nice community where students enjoyed a good level of support from each other and the people running the Mill Street Apartments. This support included scheduling pickups from the airport when students first arrived in Athens. But, once Mill Street was renovated, it is no longer a 'community' for graduate students and/or students with families. Duncan said that the College of Osteopathic Medicine has a website which lists houses and apartments for rent for medical students and many of those properties go on from one medical student to the next. Duncan added that a few years ago a public-private partnership had been suggested to explore options for graduate student housing. He said that he would like to see those options reviewed at a central location that would work well for graduate students. Tracy added that another issue is that many times the needs of graduate students are not really understood. Many international students arrive just before classes begin and that many of them do not have cars etc. She said that it would be helpful for the staff at Residence Life to understand housing needs and related issues that graduate students would like to see addressed. Discussion focused on making an entire building available to graduate students and looking at existing options. Tracy added that there is a lot of outreach that takes place for undergraduate students, there are multiple websites, and people and resources dedicated to helping them for this, but it does not seem like these services are available for graduate students. She added that they try to provide some of these services through GSS, but it would be helpful to have the backing of the Graduate Council and other bodies. Everyone agreed that having good housing for graduate students is important for recruitment of graduate students.

Duncan said that tied to the housing issue is the transportation issue for graduate students and international students. The transportation services stop around 6 pm and most graduate courses are scheduled in the evenings so that they do not conflict with the students' GA and TA appointments. Not having public transportation that students can use at 9 pm or 10 pm in the winter has been a problem in the past.

3. Remarks by Joe Shields, Dean of the Graduate College

A. IIP Program:

Joe Shields informed members that the plan to reinstate the IIP was approved last year. He has received responses from people about being on the steering committee and for the position of the Graduate Director of the program. He said that he will start interviewing shortly for both of those positions. He is interested in speaking to people who are interested in these positions about their ideas and what they could bring to the program. In response to a question from Valerie regarding the availability of the IIP in its current form, Joe said that the document was circulated at Graduate Council and it can be made available to all. Charles asked about the target date for the start of the program and Joe said that he would like it to be soon and at the same time he does not want to rush things either. So, it could be fall before admissions begin.

B. The Ph.D. Movie:

Joe Shields told members that about 350-400 people attended the movie screening last night.

4. Discussion and vote on proposed changes to Thesis and Dissertation deadlines, continued from October and November meetings

Members discussed the issues that could potentially come up per the new proposed deadlines. Joe Shields said that the Graduate College will be minimally prescriptive here and colleges have the option to set earlier deadlines.

Members voted in favor of accepting the proposed changes.

5. Graduate Student Affairs and Fellowships Committee (Chris Mattley, Chair):

The report on the MAGS Thesis Award from November 2011 was presented.

The deadline for the submission of the campus wide Named Fellowships is March 2nd, 2012 and the selected recipients will be announced at the April 13th, 2012 meeting of the Graduate Council.

- 6. Request that the Recruitment and Admissions Requirement Committee review all issues regarding non-degree graduate students including the possible creation of a “Graduate Student at Large” category. The committee should work closely with Katie Tadlock on this.**

- 7. Request the Graduate Student Affairs and Fellowships Committee to begin working on the need to revise the grievance policy now that we have a Graduate College. They should consult with Jennifer Hines on this.**

- 8. Charge the Curriculum Committee to begin work on the potential for expanding the Bachelors- Master’s degree program. Work with Jennifer Hines on this.**

9. New Business

David Koonce said that he would like some information from the Financial Aid office about the changes in their rules. The new rules have caused some issues for their students in the online programs. Jennifer Horner said that there is a lot of information about the new rules on the Financial Aid website. David said that some of their practices do not seem to be in congruence with the information on their website. He said that it would be helpful to have some of these ambiguities clarified. Duncan said that he will try to have someone from the Financial Aid office come to the February meeting.

The meeting was adjourned at 3:15 pm.

Graduate Council Minutes

November 4, 2011

Attendance: Sergiu Aizicovici, Jeff Barbee, Joseph Bernt, Duncan Brown, Charles Buchanan, Jennifer Hines, Janis Holm, Jennifer Horner, Steve Howard, Tracy Kelly, David Koonce, Jody Lamb, Valerie Martin Conley, Christine Mattley, Jan Maxwell, Shawn Ostermann, Anirudh Ruhil, Alexander Sergeev, Joseph Shields, Charles Smith, and Katherine Tadlock

Excused: Ken Cutright, Kamile Geist, Aimee Howley, Ming Li, Patrick O'Connor, Eric Rothenbuhler, and Yong Wang.

Guests: Holly Elliott (Budget and Finance, Division of Student Affairs) and Angie McCutcheon (Director, Thesis, Dissertation and Electronic Administration)

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

1. Approval of Minutes of the October 14th, 2011 meeting

The minutes of the October 14th, 2011 meeting were approved.

2. Chair's Report (Duncan Brown)

A. Thanks to Chris Mattley:

Duncan thanked Chris Mattley for chairing the October meeting.

B. Committee assignments:

Duncan circulated the committee assignment list to all members. He said that he was able to honor most members' first choices. He thanked members who have agreed to chair committees.

C. Candidate for Dean of the Graduate College:

Duncan told members that members of Graduate Council are invited to meet with the first candidate for the position of Vice President for Research and Creative Activity and Dean of the Graduate College on Tuesday, November 8th, 2011 at 11 am in RTEC 102.

D. Graduate Student Senate representatives:

Duncan said that he was surprised to get an email from the President's office about the confirmation of a graduate student member for Graduate Council. He said that he was not aware that the President's office was involved in this process.

3. Remarks by Joe Shields, Interim Dean of the Graduate College:

A. Ph.D. in Translational Medicine:

Joe Shields informed members he has appointed a committee chaired by Dr. Steven Bergmeier from the department of Chemistry to ensure that the plan to move this program forward continues to take place. He said that he spoke to people involved and found that there is a lot of interest for the implementation of this program and that there is tremendous potential for this program as well. He said that this interdisciplinary program involves faculty from the Heritage College of Osteopathic Medicine, College of Arts and Sciences, Russ College of Engineering and Technology, and the College of Health Sciences and Professions.

B. The Ph.D. Comic strip:

Joe Shields told members that in the spirit of fostering graduate student culture at Ohio University he would like to sponsor the movie that came out in September. The movie will be screened on January 12, 2012 at Templeton Blackburn Memorial Auditorium, and admission is free. He said that he hopes that the movie will not just be entertaining but will also help engage faculty and students in conversations about advisor-student relations.

4. Presentation on Graduate Student Health Care Provisions:

Holly Elliott said that today's presentation for members of the Graduate Council will be the same as the one presented to new graduate students during their orientation. One key point about the health care plan is that it is an accident and illness plan and not a wellness plan. Another important point about it is that psychotropic drugs are not available at the pharmacy on campus and students have to get them at other pharmacies. In response to questions from members about the availability and coverage of these drugs by insurance she said that Tonya Burdette who is the Business Manager for campus care can answer those questions. She also said that the dental component of this plan does not provide much coverage so she encourages students to talk to Wells Fargo, the company that manages these plans to look for alternate dental plans. She said that the presentation about health care is tailored to the student audience. So, the presentations can vary based on the level and discipline of study of the students. She added that medical students who leave Athens for rotations elsewhere in Ohio have a different kind of coverage since they

are away from campus. Holly said that about 4000 students are on this plan during any quarter.

In response to questions about review of plans, Holly said that they will be reviewing bids received for a new health care plan for next year. Questions were also raised about students in on-line programs. Holly said that for insurance purposes, the class has to be taken on the Athens campus. She also informed members that students can call a hotline to talk about their symptoms to help decide if they should go to the Emergency Room. Discussion focused on whether the hotline was a way to prevent visits to the Emergency Room and if the student does go to the Emergency Room and the insurance plan does not deem it as an emergency, how would the student go about paying for it. Holly explained that she does not deal with claims and that usually there is an appeals process. In response to Chris' question about the difference between the number of hours of registration required for domestic and international students, Holly said that it was due to the fact that international students are really far from home, so they need to have coverage. Alexander raised the issue of Natasha Richardson's injury and death after a ski accident. Holly said that students have to make these decisions of when they go to see a doctor on their own. Tracy said that the committee Ryan Lombardi has put together for gathering feedback about the health care plan has international students and graduate students on it as well. She added that Ryan Lombardi could be willing to entertain a separate plan for graduate students, or have two kinds of plans, a minimal coverage plan and a more inclusive plan.

5. Discussion of proposed changes to Thesis and Dissertation deadlines, continued from October meeting

Joe Shields said that this issue was discussed at last month's meeting of the Graduate Council. He said that with documents being submitted electronically, the issue is not just of approving the format of the document, it is about service. He added that the Thesis and Dissertation Office spends significant time in helping students with formatting their documents. He also said that some institutions do not provide any help with the formatting and thus are able to have a deadline very close to the end of the term. He said that the deadlines presented are based on the experience of the Thesis and Dissertation office. He said that at the last meeting there was consensus about having a deadline for oral defense. He also said that this issue needs input from the Graduate Student Senate.

Jennifer Hines said that similar deadlines at other institutions span over multiple weeks, from seven weeks before the last day of classes to examinations week. She also said that the norm seems to be that institutions that have deadlines earlier in the academic term provide extensive assistance to students and the ones that have deadlines closer to the end of the academic term do not provide much assistance at all. She also said that the deadline for masters and doctoral students is different during the spring term since those candidates' names are mentioned in the

commencement program. She added that with the switch to semesters, more students will be submitting their documents every semester.

Discussion focused on the best time for the office of Thesis and Dissertation Services to review documents, whether before it goes to the committee or at the same time. Members said that format review should be able to take place at any point in time and that some of them encourage their students to have the format reviewed before submission to the committee. Discussion also focused on whether an initial review could be mandated. Members felt that a college should be able to make that decision. Members also agreed that it is easier to read a document that is well formatted. Joe Shields said that some more alternatives can be presented and an electronic vote can help decide the new deadlines.

The meeting was adjourned at 4:10 pm.

Graduate Council Minutes

October 14, 2011

Attendance: Sergiu Aizicovici, Joseph Bernt, Charles Buchanan, Kamile Geist, Jennifer Hines, Janis Holm, Steve Howard, Aimee Howley, Ming Li, Christine Mattley, Shawn Ostermann, Joseph Shields, Charles Smith, Katherine Tadlock, and Yong Wang.

Excused: Duncan Brown, Ken Cutright, Jennifer Horner, Tracy Kelly, David Koonce, Jody Lamb, Valerie Martin Conley, Jan Maxwell, Patrick O'Connor, Eric Rothenbuhler, Anirudh Ruhil, and Alexander Sergeev.

Guest: Angie McCutcheon

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

1. Approval of Minutes of the September 16th, 2011 meeting

The minutes of the September 16th, 2011 meeting were approved.

2. Chair's Report (Chris Mattley for Duncan Brown)

A. Graduate Student Health Insurance:

Chris informed members that Holly Elliott from Student Health Services will come to the next meeting to provide some information about graduate student health insurance.

B. Committee assignments:

Chris told members that Duncan will complete committee assignments next week and will forward that information to all members. She added that an updated membership list is included in today's packet.

3. Remarks by Joe Shields, Interim Dean of the Graduate College:

Joe Shields informed members that Jennifer Hines is now the Associate Dean of the Graduate College, she had been in an Interim position since 2008.

Remarks by Jennifer Hines

A. Transition to Q2S:

B. Jennifer Hines informed members that there is no good equivalent at the graduate level for the Transition Degree Completion Plan that is in place for undergraduate students. Given that there are thesis and dissertations involved, she added that it is difficult to determine graduation dates for graduate students. She said that as questions regarding this arise, students are being referred to the academic colleges.

C. Graduate College Handbook:

Jennifer Hines informed members that updated Graduate College handbook is now online. She said that this is the behind the scenes guide for administrative processes followed and said that it will be useful for all graduate contacts since there are new people in various positions in many departments, the transition to People Soft, and the upcoming Q2S transition. She added that one of the most significant new additions to this handbook is a summary table in the graduate appointments section, which lists registration hour requirements by appointment type, health insurance subsidy, work hours required and so on. Jennifer Hines also told members that the Graduate College will conduct training workshops for creators and approvers of appointments. The training materials will also be available online.

D. Graduate Recruitment Promotion Pages:

Jennifer Hines informed members that work is ongoing on developing promotion pages for departments which could be used for recruitment. She said that these department specific pages are being developed as inserts for the Graduate Study brochure that is available online. Printed copies of the Graduate Study brochure can be requested from the Graduate College. The promotional pages will be available online by winter quarter, and departments can print them if they desire.

Remarks by Katie Tadlock

E. Group II faculty and Conflict of Interest:

Katie informed members that since Group II faculty hold part time appointments; and the conflict of interest policy as defined in the Faculty handbook applies to full-time faculty, that is why thus far this policy was not applied to Group II faculty. However, she added many Group II faculty hold a 0.99 FTE, which is essentially full time status. She said that until there is a change in policy, the Graduate College will continue to treat the Group II and Conflict of Interest Policy as mutually exclusive.

Discussion focused on the responsibilities of Group II faculty and that Group II faculty on 0.67 FTE qualify for benefits. It was also noted that Group II faculty teach graduate classes and can be on graduate committees. Aimee shared the background for this discussion. She said that the two people in question here were hired at 0.99 FTE to teach

and they are working alongside faculty who are on their dissertation committees. She added that it needs to be seen that no one's interests are compromised. It was also mentioned that as the university moves towards hiring more faculty members on such contracts, this issue should be looked into by Faculty Senate. Joe Bernt said that there is a conflict of interest when someone who works in one department also gets his/her Ph.D. from the same department. That is why, people from Ohio University have gone up to Ohio State University for their doctoral degrees.

F. PeopleSoft Update:

Katie informed members that the Graduate College continues to work with the RUFUS team on People Soft issues. She also said that the Graduate College will present to all admitting departments an updated interface of Contact Manager. This updated interface facilitates smoother navigation between the application and attached documents. She added that training to use this system will begin shortly.

4. Proposed Changes to Thesis and Dissertation deadlines for Semesters:

Jennifer Hines brought members' attention to the document that lists deadlines for submission of final documents and for oral defenses. In response to Charles' question that these deadlines seem to be in the middle of the semester, Angie said that there are multiple processing issues. Documents need to be reviewed and uploaded to Ohio Link and to PROQUEST for doctoral students. Shawn said that it seems that for master's students a month's worth of work could be lost to meet these deadlines. This could cause more master's students to miss deadlines which could have job implications for them. Charles echoed the sentiment and said that essentially for someone to graduate in the Spring semester, all the work should be done by the December of the previous year. Joe Bernt said that an unintended consequence of these deadlines could cause less number of students to finish in the Fall semester which means there would be more students graduating in the Spring semester. Members noted that a month to process all documents is too long. Angie said that it takes a while for students to track down people for all the appropriate signatures. Jennifer Hines added that students can take advantage of the early filer deadline.

Members of Graduate Council noted that this is particularly hard for Master's students since they are here for a shorter period of time than the doctoral students. And, that this might make it easy for processing in the Thesis and Dissertation office, but makes it particularly hard for faculty. Members also felt that it would be good to have a firm oral defense deadline, but not as early as it is proposed in the document. Members also noted that if a student is working on the document during winter break, then the concerned faculty members do not get a break. The possibility of separate deadlines for Master's and doctoral students for oral defenses and submission of final documents was discussed. Jennifer Hines said that it would be best to finalize the Q2S plan as soon as possible, so that there is a year's worth of lead time to inform everyone about the new deadlines.

Everyone agreed that this issue deserves input from Graduate Student Senate and Angela McCutcheon indicated she could present at an upcoming GSS meeting.

5. New admission category, “Graduate Student at Large”:

Katie informed members that a few years ago a proposal for a new admission category was discussed. This new category would replace the current non-degree category of admission. She added that the non-degree admission category has not been reviewed for the last ten years and a lot of things have changed in that time. Katie said that the catalog is out of step with administrative and curricular issues pertaining to this policy. Many institutions use the ‘graduate student at large’ designation for students who take graduate classes but are not enrolled in a degree seeking program. She also added that it will streamline the admissions process for academic departments as well. Katie told members that the institutions that offer this admission category market it to prospects to enhance their skill levels and even to provide an opportunity to show improved academic ability. Janis expressed concern regarding this, she noted that many times departments have barely enough spots for their own degree seeking graduate students, and this would cause more competition for those limited spots. Katie said that a non-degree student can register for any graduate class for which there is no pre-requisite listed. She added that departments can limit seats to students who are not in their programs. Katie said that per the graduate catalog the 18 credit hours in a six year period limit applies to all non-degree students. But, this is in conflict with students who are enrolled in certificate programs or exchange students. Katie also said that tracking non-degree students has been very difficult and it should get easier in People Soft.

Members agreed that this would be sent to a committee to further discussion.

The meeting was adjourned at 3:30 pm.

Graduate Council Minutes

September 16, 2011

Attendance: Sergiu Aizicovici, Duncan Brown, Charles Buchanan, Kamile Geist, Jennifer Hines, Janis Holm, Aimee Howley, Tracy Kelly, David Koonce, Ming Li, Valerie Martin Conley, Christine Mattley, Jan Maxwell, Patrick O'Connor, Shawn Ostermann, Eric Rothenbuhler, Anirudh Ruhil, Alexander Sergeev, Joseph Shields, Charles Smith, and Katherine Tadlock.

Excused: Joseph Bernt, Ken Cutright, Howard Dewald, Jennifer Horner, Steve Howard, Jody Lamb, Bruce Martin, and Yong Wang.

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

1. Approval of Minutes of the June 3rd, 2011 meeting

The minutes of the June 3rd, 2011 meeting were approved.

2. Chair's Report (Duncan Brown)

A. Welcome:

Duncan welcomed all members and in particular the new members of the Graduate Council for the academic year 2011-2012.

B. Committee assignments:

Duncan said that he would like to begin the process of getting people on standing committees soon since several items have come up over the summer. He said that Katie Tadlock will introduce some of them which can be allocated to standing committees, even though membership of those standing committees is not finalized yet. The two items that he said he would like to send to committees are the review of the 'graduate student contract grievance policy' which was written in 1995 and the 'graduate study for employees' which was written in October 2002.

For the benefit of the new members, Duncan read the charge of Graduate Council:
The Graduate Council reviews, coordinates, and serves as an advocate for graduate education at Ohio University. The Council has both advisory and policy-recommending responsibilities for graduate education. The Council initiates, reviews, and recommends University-wide policy and new directions for graduate education. The Graduate Council recommends to the University Curriculum Council the initiation, implementation, and elimination of graduate programs and degrees at Ohio University. He added that as advocates of graduate education, Graduate Council does not just deal with administrative issues; they propose recommendations and provisions for graduate

students when they see gaps in services available for graduate students. He cited a couple of examples from the past (recommending more child care services and better transportation facilities for evening classes). He noted that the Graduate Council has policy and advisory recommendation responsibilities, and not policy making responsibilities. However, he added that several members of the Graduate Council also sit on the University Curriculum Council and can thus promote suggestions through that body. He also informed members that the Graduate Council can make recommendations to the Provost's office as well and that in the last two years it has been a good working relationship between the Provost's office and Graduate Council.

3. Remarks by Joe Shields, Interim Dean of the Graduate College:

Joe Shields said that since starting this new position on July 1st, he is still learning all the tasks associated with this position. He expressed his commitment to graduate education and said he looked forward to working with the Graduate Council to advance those interests.

A. Individual Interdisciplinary Program:

Joe Shields said that as most of the members know that admissions to the IIP were suspended because of organizational problems. The new governing document is now finalized and the next step is to implement the plan. An IIP graduate committee needs to be formed for this and a graduate director needs to be appointed to get this program re-started. He said that he will send queries to find individuals interested in these positions and added that he is happy to receive any suggestions about those.

B. PDP for Translational Medicine:

Joe Shields told members that the Program Development Proposal for this program was submitted by Rathindra Bose to the Ohio Board of Regents in late June of this year. Cleveland State University, University of Cincinnati and Kent State University commented on the PDP with some suggestions to improve the proposal. At this point in time no major road blocks are anticipated at the state level. He said that he has been in communication with the associate deans of various colleges about this and about the recent gift received by OUCOM. He is enthusiastic about moving forward with this program and will be putting together a working group to complete the Full Proposal to move this forward.

C. Fund Raising:

Joe Shields said that Provost told him that a part of his job is fund raising. He added that he was surprised to find out that the Graduate College does not have a single foundation account. He said that he met with the VP for advancement to initiate planning for fundraising. He added that he would like to see this graduate college also have endowed professorships like some other graduate colleges do. He would also like to have more funds available for travel grants and research for graduate students.

He said that he would like to explore some fund raising opportunities and use some royalties from the pharmaceutical drugs that have come forth from the research at OU to have more endowed professorships, and to hire new faculty to support graduate education.

D. RUFUS:

Joe Shields said that there had been some difficulties with the rate of progress for elements of the RUFUS initiative concerning the Graduate College and that he was participating in meetings with Graduate College and RUFUS staff to improve on the current situation.

E. Graduate Student Support:

Joe told members that the Provost would like to see some professional development activities for graduate students. The first two things that have come forward are sessions to possibly help and inform students to avoid adverse and/or help deal with situations with advisors and committee members. The second is about advice on job hunting and career paths. He added that these ideas are very much in a preliminary stage, but he would like to work on them to have them come to fruition.

Janis said that she would like to see more information and sessions on helping students cope with sexual harassment. She said that she would like to see everyone contributing to this endeavor, not just the office of Institutional Equity. Joe Shields said that the kind of things he was referring to would be optional for graduate students to attend, but what Janis seems to be referring to seem like required sessions. Shawn said that maybe the office of Institutional Equity could offer this information to new graduate students. Katie added that graduate students are not required to attend the new graduate student orientation either. Jennifer Hines said that Laura Myers is willing to offer this information at the program level, so if she is asked, she would conduct sessions for academic departments.

Remarks by Jennifer Hines

F. Graduate College Website:

Jennifer Hines invited members to visit the Graduate College website (<http://www.ohio.edu/graduate>). She said that the fly-out on the left side leads to the link for the Graduate Council and to the Graduate Chair Handbook. The Graduate Chair Handbook includes processes and procedures for graduate education and graduate students and she encouraged members to review the handbook.

G. MSN:

Jennifer Hines informed members that notification for offering the MSN program entirely online was sent to the Board of Regents earlier this month. Currently, 60% of the program is taught online.

H. Catalog versus Graduate Appointment guidelines discrepancy:

Jennifer Hines informed members of the Graduate Council that work is ongoing on the Online Graduate Appointment system to ensure that there is no conflicting information between the appointment guidelines and the Graduate Catalog. She said that there was conflicting information about the number of hours a student receiving a Graduate Recruitment Stipend is required to work per week. The catalog stated the requirement to be six hours; however, the graduate appointment guidelines quoted the requirement to be eight hours. She said that all requirements will be consistent with those listed in the Graduate Catalog and by keeping the work component of GRS at six hours; the amount payable to students will not fall below the minimum wage.

Regarding Q2S and Graduate Appointments Jennifer said that she and Aimee have had email conversations about the workload of students and it needs to be ensured that Q2S does not increase the work load of the students, just as the work load of faculty is not supposed to increase with the switch to semesters.

I. Possible topics for Graduate Council consideration this year:

- Jennifer Hines informed members that other than the Graduate Student Appointment Grievance policy, currently there is no process to resolve graduate issues that cannot be solved at the unit or academic college level.
- A policy revision to accommodate graduate certificate programs that are not interdisciplinary since current UCC guidelines require certificates to be interdisciplinary.
- A policy revision to facilitate linked Bachelors-Masters degree programs would be helpful to enable departments to offer innovative programs for students to readily pursue 4+1 or 3+2 options. There is no formal linked Bachelors-Masters policy so the senior for graduate credit policy is adapted to facilitate HTC students and an exception has been made to the existing policy to facilitate the Biomedical Engineering linked program.

Remarks by Katie Tadlock

J. Non-Degree Admission status:

Katie drew members' attention to the document in today's packet that addresses this and said that she can provide background information should anyone want it. She said that the current non-degree status is ineffective since it is not a good fit for certificate programs, for students who are eligible for financial aid, and for students registering for workshops.

K. Students coming through University exchange programs:

Katie informed members about the process change for admitting students who come to Ohio University through University exchange programs. She said that using the transient status for admitting them seems like a good fit. She added that transient status extends the

courtesy of acknowledging the student's degree-seeking status at their home (sending) institution. She further explained that the certificate of good standing from the home institution is considered sufficient documentation of graduate status eligibility in lieu of the Bachelor's degree transcript.

In response to Eric's question about limitation of the number of hours a student can register on that status, Katie said that a transient student is non-degree seeking student and that registration limitations are prescribed by their home institution. She added that exchange students can register full time for one to three quarters or one to two semesters in the future.

L. Graduate Students and parking restrictions:

Katie said that recently she had an interesting conversation with a student who lives at Mill Street Village Apartments and since those are within the one mile radius of the university, she is not eligible to receive a parking permit. However, she said that she would prefer to drive to the evening class that she teaches which gets over at 10 pm. Tracy said that students who live in the Wolfe Street apartments have experience parking issues as well. The parking lots that they are allowed to park in are also used as paid parking lots for athletic events and during those events, the students are left trying to figure out where to park. Also, the parking permit that Wolfe Street students receive cannot be used for parking at the Ridges. So, students who pay to get a Wolfe Street parking permit cannot use it to park at the Ridges parking lots if they have class at one of the buildings there. Tracy added that the students in the Master's program in Environmental Studies face a particular disadvantage since most of their classes are at the Ridges. Alexander said that it would be helpful to also note that students would need to drive if there are no pedestrian safe side walks, so if the parking office restricts parking permits for students who reside in the one mile radius, they should ensure that a pedestrian safe side walk exists for students to walk.

Duncan said that he remembers a few years ago it was a very cold winter and a motor pool had to be set up to get students back to Carriage Hill from their classes that ended at 10 pm. He added that it might be a good idea to have someone who is in-charge of this policy meet with the Graduate Council and then the Graduate Council can work with the Provost's office on this.

4. Committee Chairs and membership:

Duncan said that he tries to have a balance of faculty from Masters and Doctoral programs on each committee. He said that there are 14 faculty members, representatives of Deans of all academic colleges, and four students from Graduate Student Senate.

A. Recruitment and Admissions Requirements Committee:

This committee deals with policies about admissions and they have been and will be dealing with issues to ensure a smooth transition to semesters. This committee also reviews the conflict of interest cases for faculty and staff who want to pursue a higher degree. Sometimes, the issues that arise have influenced the Graduate Council to make recommendations to Faculty Senate about this.

B. Curriculum Committee:

This committee reviews new programs before sending them to UCC to ensure that the proposed program is well thought out and offers suggestions as appropriate. This committee also looks at the seven-year reviews. Duncan said that last year the committee put together a pretty compelling document that noted all the issues that had been stated in the seven-year reviews that the committee looked at during the year. It was found that many of the issues that graduate education faces were being experienced all over campus. This letter was sent to the Provost.

C. Graduate Student Affairs and Fellowships:

This committee reviews nominations for the Named Fellowships. Duncan said that this year, he hopes to have this committee review the two policies about graduate student contract grievance policy and graduate study for employees. He added that the graduate student contract grievance board only meets if an issue is sent to them. It has not met in the last two years.

D. Planning and Strategy:

This committee looks at the broader issues, it is not involved in updating policies, it makes recommendations about issues that arise. Some issues that the committee dealt with in the last year were about escorts for Ph.D. candidates.

E. Policies and Regulations:

This committee deals with policies that apply to graduate education and reviews issues as they come up to propose revisions to existing policies. During the last academic year, this committee dealt with Q2S changes and worked towards drafting an ethics statement for graduate students.

In response to Janis' question about being on a committee that would work on the IIP proposal, Duncan said that the Graduate Council has already submitted its recommendations to the Provost, who accepted them.

5. Allocation of Tasks to committees:

Duncan said that he likes to follow the method of voting after the second reading of a policy or a proposed change. Having a September meeting facilitates that, so an item can be introduced in October and be voted upon in November. If there is no meeting in September, then no vote is possible until January.

He also said that some of the committees did most of their work via emails.

6. Transition to People Soft:

Duncan said that he is aware of issues that still need to be resolved with the People Soft system. He added that while the appointment system was being worked on, students were receiving bills that did not note that tuition scholarships were being applied to their accounts. Charles raised another issue saying that one of his graduate students has been dealing with a health insurance issue. The website that the student viewed notes that coverage begins on September 1st, but in reality he found that coverage actually begins from September 27th. This means that until then, he has to pay for the medication out of pocket. His medication costs more than his rent. Charles said that coverage dates need to be clarified and students should have correct information. Tracy said that someone from the Campus Care advisory committee can come to a Graduate Council meeting to answer some questions.

Shawn said that in the past he had used Data Ware house to run reports for the “US News and World Report” and other such surveys. He asked when it would be possible to use the new system to do the same. Katie said that the reporting is in the testing stage and the developers are working on creating a graduate dashboard. She said that they are cautiously hopeful of having the reporting tool in production sometime in October and start training before the end of fall quarter. She said that currently even the Graduate College does not have access to registration data. Aimee said that the Patton College of Education is required to submit data to the Department of Education for the Title II report, which would result in a \$30,000 fine if data is not submitted on time. Katie said that the subsidy report for summer has not been submitted to the Ohio Board of Regents as well. Valerie said that the process of conversion here has been better than at another institution she was at, unfortunately there aren’t enough people to do the job.

The meeting was adjourned at 3:36 pm.