

Graduate Council Minutes

May 2nd, 2014

Attendance: Steve Bergmeier, Sonsoles De Lacalle, Glenn Gaither, Jennifer Horner, Janet Hulm, David Koonce, Will Lamb, James Lein, Vladimir Marchenkov, Valerie Martin Conley, Shawn Ostermann, Ann Paulins, Christine Mattley, Brian McCarthy, Martin Mohlenkamp, Joel Newby, Erik Ramsey, Dennis Ries, Alexander Sergeev, Joseph Shields, and Katherine Tadlock.

Excused: Tim Anderson (on leave this semester), Austin Babrow, Michelle Ferrier, Kamile Geist (on leave this semester), Steve Howard, Jody Lamb, Jundong Liu, Adam Phillips, Anirudh Ruhil, and Elizabeth Volpe.

Guests: Jennifer Van Nostran, Director of E-systems at the Graduate College, Suzanne Dietzel, Director of the Women's Center.

Convened: The meeting was convened at 3:06 pm.

1. Approval of Minutes of the March 14, 2014 meeting

The minutes of the March 14, 2014 meeting were approved.

2. Chair's Report (Chris Mattley)

Chris said that she believes that the bridge committee with UCC is in place now. She said that she will send an email to all members about the membership of the bridge committee. She also informed members that the recommendations made by Sonsoles regarding the seven year review of the Nursing program were presented to UCC on April 8th. She said that she will contact Dave Thomas to ensure that the bridge committee is notified.

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

A. Graduate Commencement:

Joe thanked everyone who attended the commencement ceremony this morning. He recognized Katie for her efforts for the doctoral candidates.

B. University Foundation:

Joe said that the most recent announcement from University Foundation about the donation from the Kopchik family will be very beneficial towards graduate education. He said that this will help the MCB and the Translational Biomedical Sciences programs to set up awards for undergraduate and graduate students and for faculty. He added that there will be matching funds from five other units in the amount of \$1.9 million and that the money will be very helpful in launching the Translational Biomedical sciences doctoral program.

C. RACGS Update:

Joe informed members that the Full Proposal for the Ph.D. in Translational Biomedical Sciences program is almost at the end of the comment period in its review process at

RACGS. He added that so far no comments have been received. He said that one minor comment was received for the Master's in Physician Assistant Practice and it is being addressed. Once that is done, the proposal can move to the voting stage.

D. Graduate Writing and Research Center:

Joe said that Graduate Writing and Research Center that was established with seed money from a Konneker Award has quickly demonstrated success, with many students seeking and using that resource. Based on that, the Provost has identified a regular funding stream to ensure stability of the center. The administration of the center will be housed in the Graduate College but the center will still be operated from its space in the Faculty Commons at the Alden Library. Dr. Talinn Phillips is the Director of the center. The center employs tutors who belong to several colleges, thus having a knowledge source for information specific to each college. The tutors not only provide help with writing, but can also help with statistics.

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

DARS for graduate students:

David said that the Registrar's office will be ready to discuss the issue of the graduate DARS in the fall. The DARS for graduate students involve a higher level of complexity than those of undergraduate students. He added that he will be reaching out to the Associate Deans this summer to see which colleges will be interested in having DARS for their graduate students.

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

A. GRADS is now live:

Katie informed members that a soft launch of the Graduate Review And Decision System (GRADS) with a few programs has gone well. She said that an email was sent to all graduate contacts today about the system and training opportunities. She added that training will be conducted in small groups and will be an ongoing process.

B. Doctoral Hooding:

Katie said that 127 doctoral candidates were hooded this morning. She added that this was the largest group of candidates thus far. In the past, the numbers have hovered around 100 candidates or so.

6. Standards of Work/Probation Policy:

Members discussed the items noted in the handout for the probation policy. Jen asked about a scenario where someone is placed on probation for example at a 2.8 GPA, and during the next term he/she takes only four credits. Even if the student does well in those four credits, there will be a minimal increase in the cumulative GPA. David said that another issue to keep in mind is the short turnaround time between the spring and summer terms, where we might not even know that the student needs to be placed on probation when the next term begins. He said that this will need to be accomplished by ensuring that there is good communication with the students at all stages. Katie said that a registration hold can be placed on the records for

students who are on probation. Jen said that per the policy followed in their college, they give students up to two terms on probationary status. It was noted that the faculty in the departments will be responsible for keeping their students informed. Shawn said that it might be helpful to have reminders sent from the Graduate College about students who are on probationary status. Katie said that the Registrar's office handles student records once they have matriculated and enrolled. And, faculty advisors can view their faculty advising centers in PeopleSoft for this kind of information. Katie said that the CommGen (communication generation) feature of PeopleSoft can be leveraged for this. David agreed, noting that automated letters can be put into place.

Members voted in favor of accepting the proposal (Appendix A).

7. **Conditional admission policy:** Shawn asked if Kamile's committee had seen the proposal. Jen said that after the discussion, Katie made changes and sent it to Chris. Katie added that in terms of policy, the removal of the 10 hour requirement per the recommendations of members was the biggest change in the language. Other than that, she said that she clarified the catalog language to ensure appropriate structure for the end-user. Jen said that the English conditional status provides students one year to move to unconditional status, but the academic conditional status does not specify a time frame. She suggested a time frame be considered for this policy as well. Ann agreed, and said that since there is so much variability, it will be helpful to have a time frame.

Martin recommended removing the brackets in the last sentence of the Provisional admission policy.

Members voted in favor of accepting it with the changes noted (Appendix B).

8. **New Business**

A. **Parental Leave for graduate students:**

Martin introduced the topic of parental leave for graduate students. Suzanne Dietzel (Director of the Women's Center) said that the current parental leave policy in place for faculty and staff came about as a result of the deliberations of the task force she and Dianne Bouvier chaired. She added that per her conversations with faculty and with Joe it is clear that a policy for graduate students is required as well. She said that currently, some of the inequities could actually amount to Title IX violations. She noted that practice about how this leave is handled varies across colleges and departments. Suzanne said that in her conversations with students she has found that students have faced significant financial hardships in completing their degrees. Many issues surfaced including pregnant women not being treated well by their colleagues, and issues with health insurance. The Affordable Care Act has generated new interest in having a policy for students. Suzanne said that after her conversation with David, she and Dianne looked at policies at comparable and aspirational institutions. She said that they found that some of the institutions have wonderful policies and that it will be her and Dianne's recommendation that Ohio University institute a parental leave policy that is applied by all colleges. She recommended having in place a minimum of six weeks of paid leave

(she said it should ideally be 12 weeks), and protection of the stipend and appointment currently held. She added that this policy should be in place for all parents—birth, foster, adoptive, LGBT, with special consideration to the birth mother and/or primary caretaker of the infant. She also recommended that the time allotted for degree completion be increased. She said that some institutions extend the time clock by six months, and some for 12 months, for those who avail this leave. She noted that whatever the decision here, it should be the same for all colleges. She also said that the university policy should establish a floor and departments can exceed those standards.

Discussion focused on the time allotted for degree completion and the eligibility for receiving funding. David said this would involve tracking where students are employed; he said that not all students are employed by their academic departments. He added that if the time period for degree completion is increased then the time period for offering funding should also be increased. Brian said that if the student is getting paid during the leave, then it does not make sense to increase the time period for funding as well. Katie said that time allotted for degree completion varies across institutions; at some places, it is up to ten years for a doctoral degree. David noted that all aspects have to be addressed. Shawn said that if this policy applies to all students- graduate assistants, teaching assistants, and research assistants, then in the case of someone being a research assistant, it might be that the work assigned does not get done at all during the period of the leave. Suzanne said that she believes there is some NSF funding available for reimbursement, but it has to be applied for. Shawn said that departments and colleges will also need to find the resource for the extra funding. It was mentioned that employees hired in post-doctoral positions are covered under employee benefits.

Joe asked if there was an estimate from the past about numbers of students who could have used a policy like this. Suzanne said that she will ask Betty Sindelar, who worked with the faculty and staff policy. She said that \$5000 was budgeted for childbirth. David said that it would be worthwhile talking to folks at some institutions about this aspect. In response to Jen's question about GSS being involved, Suzanne said that they will bring this up with the new members of GSS.

Chris said that the Policy and Regulations committee can work on this.

B. Conflict of Interest:

Shawn said that one conflict of interest case has been pending since January. Chris said that for one of the cases the committee had asked for some more clarification. Katie said that she reviews all the conflict of cases that come through. She clears the ones that do not have a conflict and where there is a conflict or a potential for conflict, she sends those to the committee to review. Katie added that conflicts of interest cases have kept her fairly busy and many of them are for Master's programs in the college of Business.

The meeting was adjourned at 4:04 pm.

Appendix A

Standards of Work/Probation Policy

Specific graduate programs, schools, departments, or academic colleges may establish standards more rigorous than those in this section.

Graduate cumulative grade point average (GPA) includes all graduate courses taken. Conferral of a graduate degree requires at least a 3.0 GPA. No course with grade below C (2.0) may be used to satisfy any graduate degree or certificate requirement.

If a student's GPA falls below 3.0, they will be placed on probation for one semester. If their GPA is still below 3.0 at the end of their probationary semester, they will be dismissed from their current graduate program(s). Exceptions:

- * Students who have completed less than 9 credits of graded (A-F) coursework since entering a program will not be placed on probation in that program.
- * If a student on probation does not take any graded (A-F) coursework, then that semester will not count as their semester of probation.
- * A second semester of probation requires approval of the student's school/department and academic college dean.
- * Any further extensions or exceptions require approval of the student's school/department, their academic college dean, and the Graduate College.

Appendix B

Admission Categories

Admission to any category may be granted on either an unconditional or conditional basis. In addition, admission is either final or provisional. Final admission means that all admission conditions and provisions have been completed. Admission status must be final to have a degree conferred.

Unconditional Admission

Students approved by the major department for unqualified admission to a graduate degree program are given unconditional admission.

Conditional Admission

Students who have some deficiency in the entrance requirements may be recommended by the department for conditional admission. Conditionally admitted students must meet the stipulations set forth at the time of admission to achieve unconditional admission status within one year or the time frame specified in their offer letter. Failure to meet terms of admission will result in dismissal from the degree program. Students are ineligible for University-funded assistantships, fellowships, and scholarships until they have received unconditional admission. The two policies below are not mutually exclusive.

Conditional admission due to academic deficiency

Students who have some academic deficiency in the entrance requirements, such as a low grade-point average or missing prerequisite coursework, may be recommended by the department for conditional admission. The admitting department will specify the number of hours and grade point average requirements that must be met in order to clear the student for unconditional admission. The department graduate committee will specify whether undergraduate courses required as further preparation for admission will be taken for audit or credit. Grades earned in such courses may be used by the graduate committee in evaluating a student's capability for graduate work. Undergraduate or audited courses will not satisfy requirements for any graduate degree.

Students admitted conditionally based on an academic deficiency must achieve unconditional admission status by satisfactorily completing the prescribed program as defined in the admission conditions.

Conditional admission due to deficiency in English language competency

Non-Native speakers of English who have a deficiency in English language competency (at least 61 TOEFL iBT but below university unconditional and department entrance requirements) may be recommended by the department for conditional admission with concurrent admission to the Ohio Program of Intensive English (OPIE). Students admitted in this category must achieve

unconditional admission by satisfactorily completing a prescribed program to attain the required level of language competency. A student who fails to achieve unconditional admission within one academic calendar year (12 months) of the original admission will be dismissed from the academic program. Readmission to the academic program requires a new application. Students who will be visa holders and are admitted conditionally with concurrent admission to OPIE must demonstrate they have sufficient funds for the first year of study before a Form I-20 or DS-2019 Certificate of Eligibility can be issued.

Provisional Admission

Any admission to a graduate program is provisional until the student's admission file is complete and includes a final official transcript from any institution where a bachelor's degree or higher has been earned, showing receipt of that degree, and transcripts from any other postsecondary school attended.

Provisional status is removed when all missing documents are received by the Graduate College and any other provisions of admission have been fulfilled. Failure to clear a provisional admission will result in a registration hold being placed on the student's account and may result in dismissal from graduate status.

It is the student's responsibility to see that final official transcripts are on file in the Graduate College by the end of the initial term of enrollment. Failure to provide [an official/final transcript showing an earned bachelor's degree or certifiable demonstration of a completed bachelor's degree] by the end of the first term of enrollment will result in revocation graduate status.

English Provisional Admission

Non-native speakers of English who do not have a TOEFL or IELTS score and are not exempted from having to submit a score with their application or who have a TOEFL score less than the university minimum may apply for English Provisional admission. English Provisional admission is a combination of admission to the Ohio Program of Intensive English (OPIE) and future admission to a graduate degree-seeking program.

A student admitted with English Provisional status takes an entrance TOEFL test and enrolls in English language courses through the Ohio Program of Intensive English (OPIE) upon their arrival at Ohio University. A student admitted in English Provisional status has up to two years to achieve an English proficiency score of at least 550 TOEFL (or as specified by the graduate degree program). Students admitted under English Provisional status are not eligible to register for graduate courses or apply for any type of graduate appointment (such as a tuition waiver and/or stipend) until full admission status has been achieved.

Graduate Council Minutes

March 14, 2014

Attendance: Austin Babrow, Steve Bergmeier, Sonsoles De Lacalle, Michelle Ferrier, Glenn Gaither, Jennifer Horner, Janet Hulm, David Koonce, Jody Lamb, Vladimir Marchenkov, Valerie Martin Conley, Shawn Ostermann, Ann Paulins, Christine Mattley, Brian McCarthy, Martin Mohlenkamp, Joel Newby, Erik Ramsey, Dennis Ries, Alexander Sergeev, Joseph Shields, and Katherine Tadlock.

Excused: Tim Anderson (on leave this semester), Kamile Geist (on leave this semester), Steve Howard, Will Lamb, James Lein, Jundong Liu, Adam Phillips, Anirudh Ruhil, and Elizabeth Volpe.

Guest: Dawn Bikowski, Director of English Language Improvement Program

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

1. Approval of Minutes of the February 14, 2014 meeting

The minutes of the February 14, 2014 meeting were approved.

2. English proficiency requirements (Dawn Bikowski, Director, ELIP)

David introduced Dawn and reminded members that at the November meeting the issue about students enrolled in OPIE and ELIP classes was raised. Members had asked about the three options, (1) keeping the end of the term English proficiency test for students enrolled in OPIE and ELIP classes; (2) doing away with the end of the term English proficiency test for students enrolled in OPIE and ELIP classes, or (3) having the department decide whether they want to see the test score (for the end of the term test). All students enrolled in English classes receive a grade at the end of the term and they also retake the test. Some of the students are doing well on the class, but are not scoring the required 550 to move to unconditional admission status. In response to questions from members Dawn said that for some students the test is not reflective of their abilities. Also, the iBT includes a speaking component, but the on-campus test does not have a speaking component, so they (the iBT and the on-campus paper based test) are two different tests. The paper based test that is administered here is an institutional test and the score does not travel with them. Shawn asked about the difference in costs for the tests, Dawn said that the iBT costs about \$150 and the on-campus test costs \$30. Jen asked about the number of students who are not admitted because of not meeting the English proficiency requirements. Katie said that since the Graduate College does not make admission decisions, they do not have a way to tell how many applicants are rejected by a department for not having the required score. Jen added that admissions standards have to be maintained and she appreciates the comment made earlier about leaving the decision to the departments.

Dawn noted that there are multiple factors that facilitate an admissions decision, meeting the English proficiency requirements is just one of them. She added that some students do well on a class, but are very nervous about taking the test. Some students also get upset about taking courses, since no matter what their grade, they still have to take the test. Dawn asked that so

far since the grade in the class has been sufficient to move them forward, then is the test really necessary. In response to a question from Sonsoles, Dawn said that about 15-20 students take the test each term and about a third of them are able to move forward per the score on that test. Dawn explained that the department has the final word in the placement of a student. She added that at the end of each term, she sends a report to the department that includes the test score, grades in the ELIP courses taken and admission recommendation per the score and the grades. In response for some more information about grading, Dawn responded that if a student takes two classes and earns an A in each of them, then they can be recommended for unconditional admission per that grade. However, if someone earns an A in one class and a B in another, then he/she will take one class the following term. Martin asked about the possibility of someone taking two classes with scores of A and B respectively, and scoring a 550 or above. Dawn said that it happens and then in that case, per the score, the student is recommended for unconditional admission. Shawn said that by not having the score from the end of the semester test, they are losing the opportunity of receiving feedback. Jen said that she agrees with Shawn's ideas of students taking the end of the semester test and then it being left to the department to decide how to use that test score.

Glen said that graduate school is not easy; there are barriers and challenges that need to be surmounted. And, some of the standardized tests are one of the challenges that students are faced with. Joel said that he recently took a standardized test and scored very high on the practice tests, but not as much on the test itself. He added that it could be just that it is about a test, and, not that it is a language test.

Steve said that he also agrees with Shawn and Jen in leaving the end of the semester exam in place. And, if someone scores a 540, the department can request a waiver or it can allow the department to review preparedness and make a decision accordingly. Katie said that there are students who score a 500 or so, on the test upon arrival. They then go on to take ELIP classes for that semester and then their score actually drops below a 500 at the end of the semester test. Members also discussed if the instrument being used is really a good predictor of success. It was noted that the iBT is a better test, but it is expensive. Dennis said that if a department requires the student to take the test, then he/she should be able to do so. Vladimir said that faculty in departments know their students and can be better judges about someone being in their program instead of a test score determining that.

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

A. Graduate Dashboard:

Joe informed members that at the recently held Board of Trustees meeting, the Graduate College presented its dashboard. He explained that over the past few meetings, each college has been presenting their dashboard. Joe added that the data he presented was received favorably. He said that per the numbers the current trend shows growth in the outreach programs. Out of the 4700 students enrolled this fall, 40% were enrolled in outreach programs.

B. Masters of Physician Assistant Practice:

Joe said that the full proposal for the Masters of Physician Assistant Practice is ready to be sent to RACGS.

C. Translational Biomedical Sciences:

Joe informed members that the program is currently in the process of collecting letters of endorsement from entities outside of Ohio University and is on track for presentation at the May meeting of the RACGS.

D. Graduate Student Senate:

Joe said that a motion to revise the constitution of the GSS was approved. He added that President McDavis commended Joel Newby, President of Graduate Student Senate for his work.

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

David told members that Marnie Miller is no longer at the Graduate College and that emails can be sent to graduate@ohio.edu and all documents that need to be sent to the Graduate College should be sent as attachments to gcadm@ohio.edu

Members discussed the role of the outreach advisory committee. Jen said that she has not been invited for a meeting for about a year now. David said that he does not think that the committee has met in the recent months. Joe echoed the same and said that the committee is driven by demand and the committee held its meetings when there was a burst of demand. Members also noted that the council has not received any seven year reviews. Chris said that she would check with UCC to ensure that there aren't any seven year reviews that need to be sent to Graduate Council.

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

A. OnBase and GRADS systems:

Katie informed members that work on the GRADS and OnBase system continues. She said that they are testing and are working on putting together training materials. She also added that for a certain period of time, the Graduate College will work in both systems since departments that are making admission decisions will need to be supported. She added that by May 12th, all the departments will have transitioned over and that more information will be coming soon.

B. Commencement:

Katie informed members that the doctoral hooding ceremony registration is open. She added that names are read off of cards, but there is limited seating, so prior registration is important. The form is available on the front page of the Graduate College website. She added that she had sent an email about it and will send another one as well. In response to a question from Austin, Katie said that the President's office handles the conferral of honorary degrees. Joe added that the committee that makes these decisions is accepting nominations for 2015. He said that this is an opportunity to bring interesting people to campus. He noted that the nomination form for this asks about the person's connection to Ohio University. He said that people should not be discouraged if someone they are thinking of does not have a direct connection to Ohio University. In response to a question from Ann, Joe said that the President's office can provide a list of all the past recipients of honorary degrees.

6. Committee Reports

Graduate Student Affairs and Fellowships (Jody Lamb, Chair):

Jody brought members' attention to the packet which contains the names of the students who were awarded the named fellowships. Jody clarified for members that even though some of these fellowships are named for alums, they are funded through the Graduate College. He added that this year, the winners will receive \$15,000 as stipend for the 2014-2015 academic year. Members voted in favor of accepting the committee's nominations: Juneann Patrica Garnett (John Cady Graduate Fellowship), Debariti Basu (Donald Clippinger Graduate Fellowship), Matthew Vetter (Claude Kantner Graduate Fellowship), Neal Adelman (Anthony Trisolini Graduate Fellowship), Stephen Marshall (Graduate College Fellowship). Dominic DiTomaso and Sarah Dahlinger were listed as the first and second alternates respectively.

7. New Business

A. Policies and Regulations Committee (Shawn Ostermann, Chair)

Probationary status for students:

Members discussed issues surrounding probationary status for students. Shawn noted that it can either be left in the hands of the Dean of the academic college (per the current process), or a policy can be enforced centrally. Jen said that the current language in the graduate catalog notes standards of work, but it does not mention the word, probation. Martin said that the current process is not reflective of the reality. David said that Katie sends the 'below 3.0' report to all colleges. Members also discussed that students would not be able to keep their graduate assistantships if they fall below 3.0. The issue at hand is whether everyone is entitled to have a semester of 'probation' before being dismissed, and how that information would be communicated to the student. Brian noted that if the process of dismissal is automatic, then opportunity to inform the student is lost. David added that the notification has to be timely, since the turnaround time between Spring and Summer is really short. Jen added that having policies revolve around the 10 credit hours is problematic, since being enrolled for nine hours is considered full-time registration. Katie said that the College of Business has dismissed students if they do not meet their GPA requirements at the end of the seven week module. She added that the catalog sets a minimum requirement and each department can then have more stringent policies. She said that those policies should be noted on the website and should be communicated to students.

Shawn said that the committee will bring some language for review to the next meeting.

B. Housing Survey:

Glen informed members that they received about 100 responses to the housing survey that was sent to students. He said that GSS will be meeting with Dr. Lombardi and Mr. Trentacoste. He also said that the email address gss@ohio.edu will be monitored all summer, so if there is anything that needs to be brought to the attention of GSS, to please send it to that email address.

The meeting was adjourned at 4:27 pm.

Graduate Council Minutes

February 14, 2014

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Excused: Tim Anderson (on leave this semester), Austin Babrow, Michelle Ferrier, Kamile Geist (on leave this semester), Jennifer Horner, Steve Howard, Will Lamb, Jundong Liu, Adam Phillips, Anirudh Ruhil, Joseph Shields, Katherine Tadlock and Elizabeth Volpe.

Guest: Jennifer Van Nostran, Director of E-systems at the Graduate College

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

1. Approval of Minutes of the January 17, 2014 meeting

The minutes of the January 17, 2014 meeting were approved.

2. Chair's Report (Chris Mattley)

Chris said that the proposal for the Translational Biomedical Sciences doctoral program was approved by the University Curriculum Council. She added that she is continuing her conversation to ensure that the bridge committee receives timely notifications about matters under discussion.

Chris informed members that Joe is at the Board of Trustees meeting today, that is why he could not be at the Graduate Council meeting.

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

A. Online admissions system:

David introduced Jennifer Van Nostran, Director of E-Systems at the Graduate College to show members the new admissions system that is under development. In the quick tour that Jen provided she informed members that graduate admissions committees will be able to access all documents pertinent to making an admission decision. In response to questions, she clarified that currently the system will only house admission documents, but eventually, all documents for a student will be accessible through this system. David added that over a 100 different kinds of life-cycle documents have been identified. Jen continued on to say that faculty members' rights will depend on the roles they have been assigned in their department. For example, she said, a graduate admissions committee member will be able to review all applicants, but will not be able to make an admission decision through the system. The responsibilities will be coded in per the information the Graduate College will receive from each academic department. Discussion focused on

whether students will have access to comments made in this system. David said that the system falls under the category of public record and if someone makes a formal request, they would have access to comments noted in the system. David said that the plan is to roll out this system to a few programs by the end of March and this summer it will replace Contact Manager completely.

B. Special Summer:

David told members that the Online Graduate Appointment system will contain the same rules and logic, as to if someone has an assistantship for the preceding Spring semester or the upcoming Fall semester, the department would have the choice to award a tuition waiver for the summer semester. The Graduate College does not have a quota anymore to award these tuition waivers. Individual colleges will need to make the decision on how they will support special summer waivers.

C. Online Doctoral Programs:

David told members that no online doctoral programs have been approved by RACGS. He said that a joint online nursing program from Akron and Kent had come up for review a couple of months ago. There was some discussion on it, but it failed to get approval. He added that members noted that a doctoral program requires residency. It was noted that there is a marked difference in a degree being completed online, and some courses towards a degree being offered online. He mentioned that any unit planning to propose and online doctoral program consult with Dean Shields and Dr. Koonce.

D. Graduate College Dashboard:

David informed members that like all other academic and administrative units across campus, the Graduate College was also required to create a dashboard. David showed members the numbers and graphs he had run to show graduate student enrollment. He said that there are 213 unique degree codes at the graduate level. Most of the growth in enrollment numbers, he added has been in the programs offered online. In response to questions from members David noted that most of the students in the programs considered to be run through the outreach office are master's students; there is however, one doctoral program offered in Chillicothe. He added that 90% of the outreach students are in online programs. He said that applications have gone up by a 1000 and number of admissions processed has also increased, but the yield rates have been fairly stable. He also noted that the number of international students has also stayed stable. David said that about a third of the graduate students were supported by some kind of an assistantship or stipend. He said that the number of graduate students participating in the Expo has also increased. Members said that they would like to share this information with their colleagues and that it would be nice to track the various kinds of graduate appointments by category.

4. Committee Reports

Chris also said that Dawn Bikowski, Director of the English Language Improvement Program will attend the next meeting and will be able to answer questions about the on-campus and other English proficiency test scores and placement of students.

Chris said that the Graduate Student Affairs and Fellowships committee is reviewing the 19 nominations received for the Named Fellowships and will bring their decisions to the meeting next month.

5. New Business

Sonsoles asked about the email from GSS about the graduate research series at the Alden Library. Joel clarified that through this series graduate students get an opportunity to present their research. He added that the focus is to get graduate students to attend these events to hear about the research their fellow students are pursuing. He further noted that the decision for the next speaker was just made and that he is excited about it.

Joel addressed council members and said that his experience as President of Graduate Student Senate has been interesting. One of the things that has come up again and again is that graduate students feel like second class citizens at the university, and this has started to weigh on students. He said that he has been in meetings and discussions with Dr. Lombardi and President McDavis, but he still feels that everyone is not on the same page. He added that most of the events that take place on campus do not focus on graduate students, even though the graduate students also pay the same general fees. Joel agreed with members when it was noted that graduate students feel alienated. Joel said that the only social event focused on graduate students is the 'gradfest'. Members noted that graduate students range in age and social situations. Many students are married and have children. Everyone agreed that they would like to help students feel like they belong and are a part of the university community. Glenn said that he still feels bad about the way the decision to tear down Wolfe Street apartments was handled and that so far there is no replacement for that option. He added that the housing situation is not very conducive to graduate students. Many of the affordable places are too far from campus. In response to a question about transportation, Glenn said that Athens Transit has been doing great.

Chris said that the council shares these concerns and was dismayed about the housing decision and the council did not have any say in it. She asked if there were any specific items that council could get behind. David said that Ohio University is still primarily an undergraduate institution. A lot of our graduate students are responsible for teaching undergraduates and the new RCM model might change things. Sonsoles said that housing seems to be at the forefront of issues and she recommended having a committee of graduate and medical students to work on it. Joel said that he will be meeting Dr. Lombardi, Mr. Peter Trentacoste and the new housing staff person and will come back with specific items.

The meeting was adjourned at 4:03 pm.

Graduate Council Minutes

January 17, 2014

Attendance: Steve Bergmeier, Sonsoles De Lacalle, Michelle Ferrier, Glenn Gaither, Kamile Geist, Jennifer Horner, David Koonce, Jody Lamb, Will Lamb, Vladimir Marchenkov, Shawn Ostermann, Ann Paulins, Christine Mattley, Brian McCarthy, Martin Mohlenkamp, Joel Newby Erik Ramsey, Anirudh Ruhil, Alexander Sergeev, Joseph Shields and Katherine Tadlock.

Excused: Tim Anderson, Austin Babrow, Steve Howard, James Lein, Jundong Liu, Valerie Martin Conley, Adam Phillips, Dennis Ries, and Elizabeth Volpe.

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

1. Approval of Minutes of the November 8th, 2013 meeting

The minutes of the November 8th, 2013 meeting were approved.

2. Chair's Report (Chris Mattley)

Chris said that the proposal for the Translational Biomedical Sciences doctoral program was discussed by the programs subcommittee of University Curriculum Council and that it will be presented at the next UCC meeting.

Jen asked about the membership of the UCC-Graduate Council bridge committee. Chris said that Tim Anderson is on leave this semester so Sonsoles will chair the committee in the interim.

Chris said that the Master of Physician Assistant Practice program was approved by UCC and will be presented at the upcoming Board of Trustees meeting January 23-24; after approval by the Trustees it will be submitted to RACGS. UCC approved the program on first reading at its December meeting, which has enabled the program to move forward quickly but with the result that Graduate Council was not involved in the review.

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

Joe said that the Graduate College is continuing its program of hosting films as part of its effort to foster a graduate student culture. The next film, *2001: A Space Odyssey* will be screened on February 25th at the Athena Theater.

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

A. Repeating Graduate Courses:

David said that it was discovered that after the quarter-to-semester transition, only undergraduate courses were checked in the enrollment process to confirm that repeated classes were actually designated as repeatable. Going forward this rule will be enforced.

An analysis based on enrollments to date is underway to assess whether this will adversely affect any students.

B. GRADS:

David told members that the new GRADS (Graduate Review and Admission Decision System) will replace Contact Manager and the paper-based admission/denial process, beginning with admission decisions during summer 2014. He added that the system is intuitive and process logic will be enforced. In response to a question from Steve, David said that it would be possible to deny admission through this system. Vladimir asked about access to this system. David said that the graduate admissions faculty, graduate chairs, department administrators can have access to it. Everyone will log in using their Ohio login and passwords, and the access rights will be coded in based on the information sent by the departments to the Graduate College.

C. On-Campus English test:

David informed members about an issue raised by Dawn Bikowski who runs the English Language Improvement Program. He said per Dawn, some students who were enrolled in OPIE/ELIP classes earned high grades (A) in their coursework, but nonetheless scored poorly, i.e. less than 500, on the paper-based TOEFL test. He added that Dawn said that the confidence level in the paper-based test is not as strong as it used to be since there are substantial discrepancies in the scores of the paper-based and the internet-based tests. Members discussed whether all students should be asked to take the internet-based test when they are here. They also discussed the suitability of the test vis-à-vis the preparation that the classes focus on. It was decided that Dawn will be invited to the next meeting to answer questions and address concerns about this issue.

5. Committee Reports

A. Recruitment and Admissions Requirements Committee (Kamile Geist, Chair):

Kamile brought members' attention to the handout on Academic Conditional Admission in today's packet (see appendix). She said that the committee had discussed this issue last semester and found that the language in the Graduate Catalog about Academic Conditional Admissions does not take into account the diversity of graduate programs and their requirements. She added that the committee believes that it would be best to let the academic programs make their own decisions. Shawn said that this had come through as a recommendation from the Associate Deans. Discussion focused on the aspect of probation and that students on conditional admit status are not eligible to receive funding. Katie will help in clarifying language for the policy to capture the committee's recommendations that academic programs would set forth specific credit hour and grade requirements to be met to move from conditional to unconditional admit status.

Kamile also discussed the other recommendation made by the Recruitment and Admissions Requirements Committee regarding test-on-arrival for the TOEFL exam (see appendix). This recommendation would preclude departments from offering financial assistance in the form of an assistantship to students who have not provided an acceptable English Proficiency score. It was clarified that every year there is a small group of students in this category. In the recent years, some of these students have not performed

well on the on-campus English test and have thus not been able to avail of the financial assistance that was offered to them at the time of admission. This causes a problem for the departments and students. Students have to figure out a way to pay for classes and departments have to find someone else to fulfil those responsibilities that they had assigned to such students. Martin pointed out that the revision as proposed is in the Graduate Catalog section that refers to the SPEAK test, which is not the appropriate section. Discussion focused on the fact that it is not fair to students who come in expecting an assistantship and then have to figure out a way to come up with all the fees on their own. Katie will review the language in the catalog and formulate a recommendation for a revision that captures the spirit of the discussion.

B. Graduate Student Affairs and Fellowships Committee (Jody Lamb, Chair):

Jody informed members that Trina Gannon, from the Patton College of Education was the Ohio University nominee for the Midwestern Association of Graduate Schools Distinguished Master's Thesis Award.

C. Policies and Regulations Committee (Shawn Ostermann, Chair):

Shawn shared a handout with members about new language regarding "probation" and edits to current "standards of work" policy in the Graduate Catalog. Katie said that the Graduate College forwards the below 3.0 GPA report to the departments and then departments inform students about their probationary status. Will said that for their program, students get put on probation if they do not meet the 3.0 requirement at six hours. Members discussed that having a limit protects the students and that dismissal for not meeting the GPA requirement would be grounds for dismissal from that program and not from the university. Members also noted that like all universities we have to set our standards about academic progress, and that adequate progress should be defined by programs. It was also stated that if departments have standards for probation and academic standing that differ from the default given in the Graduate Catalog, then that information needs to be provided to the students at the beginning of their academic careers. Katie added that academic programs have been asking for registration holds for students on probation. The committee will work on the policy and bring forth recommendations to a future meeting. Katie will help the committee.

The meeting was adjourned at 4:44 pm.

APPENDIX

Request to consider adding language to the Graduate Catalog that students who choose to take the TOEFL Test on Arrival, not be granted GA or GRS positions prior to arriving on campus

Current Language from the Graduate Catalog on requirements for Graduate Teaching Assistants for students whose first language is not English.

Graduate Teaching Assistants

Students with a Graduate Teaching Assistantship are required by Ohio law to demonstrate English proficiency prior to assuming instructional duties. If you are awarded a TA appointment, Ohio University will assess your oral proficiency before you assume your instructional duties.

Proposed addition in italics

Graduate Teaching Assistants

Students with a Graduate Teaching Assistantship are required by Ohio law to demonstrate English proficiency prior to assuming instructional duties. *Students who choose to take the TOEFL exam only on arrival to Ohio University may not be awarded a graduate teaching and/or research assistantship until they have at least met the minimum requirement of score based on the university policies.* If you are awarded a TA appointment, Ohio University will assess your oral proficiency before you assume your instructional duties. *After the student has met the language requirements, the department may then award assistantships as they see fit.*

Rationale:

According to David Koonce, Associate Dean for Graduate Studies at Ohio University stated the following, “In total, 50% of students coming to study with offers of aid were stripped of them due to language skills (in the Fall 2013 semester).” The committee agrees that this is not only unfair to the student who expects to have an income when coming to Ohio University, but unfair to the program and faculty who are depending on students to teach classes and or perform research related responsibilities.

Graduate Council Minutes

November 8, 2013

Attendance: Tim Anderson, Austin Babrow, Steve Bergmeier, Glenn Gaither, Kamile Geist, Jennifer Horner, Steve Howard, David Koonce, Jundong Liu, Vladimir Marchenkov, Valerie Martin Conley, Christine Mattley, Brian McCarthy, Martin Mohlenkamp, Adam Phillips, Erik Ramsey, and Joseph Shields.

Excused: Sonsoles De Lacalle, Michelle Ferrier, Jody Lamb, Will Lamb, James Lein, Jan Maxwell, Joel Newby, Shawn Ostermann, Ann Paulins, Dennis Ries, Anirudh Ruhil, Alexander Sergeev, Katherine Tadlock and Elizabeth Volpe.

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

1. Approval of Minutes of the October 11th, 2013 meeting

The minutes of the October 11th, 2013 meeting were approved with the corrections brought forth by Alexander.

2. Chair's Report (Chris Mattley)

Chris said that the proposal for the Translational Biomedical Sciences doctoral program approved in October by Graduate Council was sent to University Curriculum Council and she is waiting to hear from UCC Chair Dave Thomas. There was a brief discussion and clarification that the Graduate Council is also the curriculum committee for this program. It was noted that Sonsoles is the right person to address specific questions about the program. In response to a question from Jen about the voting rights of the bridge committee, David said that since the members of the bridge committee are members of the UCC, then they have the same rights.

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

A. International Education Week:

Joe informed members that many events are being organized to celebrate International Education Week next week. He added that the Graduate College and the Research Division are sponsoring a movie, *Border Post* on Thursday at 7:30 pm. The movie is directed by Rajko Grlic, Ohio Eminent Scholar of Film. Joe said that Rajko will be at the event to introduce the film.

B. Change in Email system:

Joe mentioned that he, David and OIT staff have been in communication about the upcoming change in the email system for graduate students. The current system has many limitations and also provides a very small quota. He said that official communication and details will be sent to GSS for its input. He added that it seemed like a good plan and that at this point there was little apparent downside to it.

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

A. Graduate Chair Handbook:

David said that the updated Graduate Chair Handbook is now online. It can be accessed through the Graduate College website by logging with the Ohio University ID and password. He said that it includes the policy updates that have taken place in the last couple of years.

B. Graduate Application Review System:

David said that the new application review system is under development and it was presented to the advisory group last week. He added that it appears to be a good interface and expects it to work well. David said that Contact Manager will not be available after June 30th, 2014 and sometime around April or May of 2014 the ability to upload new documents to Contact Manager will be frozen. He informed members that they are working on finding a way to transfer all the archived materials from Contact Manager to another system. Valerie said that April and May are crucial decision making months for their department. David said that they are trying to automate more communication through the COMM GEN system of PeopleSoft. He added that students do not check their student center so the outgoing communication is being made more explicit. He said that the new system does not have a name yet.

C. MAGS Distinguished Masters Thesis Award:

David told members that an email was sent to all graduate chairs last week about soliciting nominations for the MAGS Distinguished Masters Thesis Award. He said that the internal deadline for departments to submit nominations is 10/21/2013 and the institutional nominee needs to be submitted to MAGS by 10/30/2013.

5. Committee Reports

Chris said that the Graduate Student Affairs and Fellowships committee is reviewing nominations for the Midwestern Association of Graduate Study Outstanding Thesis Award.

6. New Business

Erik asked if the announcement of the Named Fellowship competition can be sent out before winter break so that students have time to prepare their applications. He added that last year students got only about two to three weeks to do so.

Jen told members about the Global Health Fair being hosted by the College of Health Sciences and Professions on November 13th at Grover Center.

The meeting was adjourned at 3:24 pm.

Graduate Council Minutes

October 11, 2013

Attendance: Tim Anderson, Steve Bergmeier, Sonsoles De Lacalle, Michelle Ferrier, Glenn Gaither, Kamile Geist, Jennifer Horner, David Koonce, Will Lamb, James Lein, Valerie Martin Conley, Christine Mattley, Brian McCarthy, Joel Newby, Shawn Ostermann, Ann Paulins, Adam Phillips, Erik Ramsey, Alexander Sergeev, Joseph Shields, and Katherine Tadlock.

Excused: Austin Babrow, Steve Howard, Jody Lamb, Jundong Liu, Vladimir Marchenkov, Jan Maxwell, Martin Mohlenkamp, Dennis Ries, Anirudh Ruhil, and Elizabeth Volpe.

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

1. Approval of Minutes of the Septmeber 13th, 2013 meeting

The minutes of the September 13th, 2013 meeting were approved. Per Chris' recommendation, members introduced themselves.

2. Chair's Report (Chris Mattley)

Chris said that she sent a letter to David Thomas, chair of UCC noting the support of the Graduate Council for MCB to be a stand-alone program.

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

Joe informed members that per an update in the process at the Regents Advisory Committee on Graduate Study (RACGS) all institutions now have to submit a document about graduate program reviews undertaken in the previous year. He added that the document needs to be submitted annually in September. David is working with Institutional Research and there may also be minor adjustments to the program review process to ensure that the data required by RACGS is available for submission.

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

A. Conditional Admission:

David said that discussions about students on probation and on conditional admission are related. He added that Katie sends a list of students who are below a 3.0 GPA to programs with a request that a decision of dismissal or being placed on probation be also communicated to the Graduate College. Jen said that since both of these categories use the rule about meeting the requirements at the end of 10 graded graduate hours, they are related in that respect and need to reviewed. David also said that students with a GPA of 3.0 or more are eligible for a graduate appointment, but the status of the appointment vis-a-vis the GPA is not revisited during the course of the academic year.

B. TOEFL test upon arrival and implications for graduate students:

David brought members' attention to the handout about the number of students who have taken the on-campus English test and their placement. He also pointed to the guidelines about placement in OPIE and ELIP courses per the scores received included in the packet. David said that over the years some students who were expected to take the test upon arrival did not do so well and thus were not eligible to receive funding that they were offered. This puts the student in a very difficult situation, since the student does not have the money to pay for the English or for the academic classes. In such cases, the department requests the Graduate College to make an exception to the policy about funding students who do not achieve the required minimum TOEFL score. These waivers are processed on a case-by-case basis. Students who receive these waivers have to meet the requirements about English besides their academic and graduate assistantship responsibilities. This sometimes proves overwhelming for students. Alexander said that students can take the test before arrival and that awarding a graduate assistantship could be tied to achieving the required score. David said that many institutions have a 'no TOEFL, no admission' policy. He said that he is aware that there can be constraints for people to take the test prior to arrival, but at the same time, it would be best to not have new students placed in these difficult situations. He requested that this be reviewed by the Recruitment and Admissions Requirements committee to help the Graduate College review the policy about funding students who are offered conditional admission.

C. MAGS Distinguished Masters Thesis Award:

David told members that an email was sent to all graduate chairs last week about soliciting nominations for the MAGS Distinguished Masters Thesis Award. He said that the internal deadline for departments to submit nominations is 10/21/2013 and the institutional nominee needs to be submitted to MAGS by 10/30/2013.

5. New Business: Continued discussion on the Translational Biomedical Sciences Proposal

Joe opened the discussion noting that the proposal for the Translational Biomedical Sciences (TBS) doctoral program has gone through multiple revisions and was forwarded to all members of Graduate Council on October 1st, 2013. Joe reminded members that the PDP had been sent to RACGS in June and the three responses that were received were included in the information that was forwarded to members. He added that his role is to facilitate the process to implement the program, but the program is owned by the faculty involved in it. He added that Mike Boyle (a retired immuno-chemist working part-time for the Research Division/Graduate College)) has put a lot of time and effort into facilitating this proposal. He said that the steering committee is handling it now and the two members of Graduate Council, Sonsoles and Steve are members of the steering committee as well. Joe reminded members that this program will be housed in the Graduate College. He said that he is hopeful for more interdisciplinary research. And, this program seems like a logical step in the direction of the evolution and growth taking place on campus in the medical related disciplines. He said that although this is not his field, this area seems intellectually exciting and draws on the unique strengths of our university.

Tim said that this is an exciting proposal and would like to see how his discipline, psychology can be a part of it as well! Sonsoles added that the specific course content for each of the

students will be determined by the steering committee to ensure being adapted to each student's background. Alexander said that he likes the idea of the program, but he is concerned about the classes listed as required for the bio-statistics and the epidemiology components. He added that he developed the elective classes (HLTH 6791 and HLTH 6800) listed as required and does not think that they can fulfill requirements for the class in principles and methods of biostatistics and epidemiology, but his other epidemiology class (HLTH 6730) fulfills such epidemiology requirements. He said that he had mentioned these concerns to Mike Boyle earlier this summer. Sonsoles said that this has been a concern for the team, since if this program is viewed from any one particular disciplinary point of view, it will not satisfy the requirements, but this is an interdisciplinary program and that is its strength. In the same vein, Joe said that people have mentioned to him that the program would not be very rigorous without a course in cell biology, bio-informatics, or other specific areas reflecting the disciplinary interest of the commenting party. The TBS program, however, is not intended to replicate the full background that may be appropriate for one of our existing degrees—it is something new and different. Sonsoles reiterated that the program is interdisciplinary in nature and is adaptable to each student's background and interests. In response to Kamile's question about flexibility of adding courses, Sonsoles said that students will work with the steering committee to choose their electives besides the 18 credits that are required. Kamile also asked about a distance learning option. Sonsoles said that at this point they are not considering that option.

In response to Jen's question about funding for the program, Sonsoles said that like many other graduate programs, they will be looking for external funding as well. She added that they will try for a grant and that this program will also find help through the fund-raising being undertaken by HCOM. Jen said that the program should expect this question from RACGS. Joe said that immediate funding for this program will come from the Osteopathic Heritage Foundations grant and Dean Dennis Irwin has expressed an interest in committing resources towards this program. He added that participating faculty will also need to think about generating funding. David said that about half of the current IIP students are fee-paying. It was noted that students in the TBS also could be fee-paying. It was also noted that since we have already reached them maximum number of doctoral students in terms of receiving subsidy from the state, adding PhD students through this program will not generate any more subsidy for the university. In response to a question from Jen about reimbursing the faculty, Sonsoles said that the faculty are already receiving compensation since the courses being taught for this program are for the most part already in place and being taught in various departments. She added that there is no monetary reimbursement for faculty, but they get the opportunity to collaborate with others. Joe said that some of the details about tuition waivers are under discussion with John Day and still need to be finalized.

At the conclusion of the discussion, Graduate Council voted unanimously in favor of approving the proposal for the doctoral program in Translational Biomedical Sciences.

The meeting was adjourned at 4:26 pm.

Graduate Council Minutes

September 13, 2013

Attendance: Tim Anderson, Austin Babrow, Steve Bergmeier, Sonsoles De Lacalle, Michelle Ferrier, Glenn Gaither, Betty Sindelar for Jennifer Horner, David Koonce, James Lein, Christine Mattley, Brian McCarthy, Martin Mohlenkamp, Joel Newby, Ann Paulins, Adam Phillips, Alexander Sergeev, Joseph Shields, and Katherine Tadlock.

Excused: Kamile Geist, Jennifer Horner, Steve Howard, Jody Lamb, Will Lamb, Jundong Liu, Vladimir Marchenkov, Valerie Martin Conley, Jan Maxwell, Shawn Ostermann, Erik Ramsey, Dennis Ries, and Anirudh Ruhil.

Guest: Claudia Hale, Director of IIP

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

1. Approval of Minutes of the May 3rd, 2013 meeting

The minutes of the May 3rd, 2013 meeting were approved.

2. Chair's Report (Chris Mattley)

A. Amendment of the April 2013 minutes:

Chris said that on May 20th, 2013 she had sent an email to all members to amend the minutes of the April 2013 meeting. She heard back from 16 members, all of the voted in favor of the amendment. She forwarded it to Joe. Joe said that at their meeting in June 2013, the trustees recognized the Graduate College as the degree granting college for IIP degrees.

B. Relocating MPH:

Chris said that towards the end of May 2013, she met with David Thomas (Chair of UCC) and Tania Basta to talk about moving the MPH out of the consortium and having it housed at the Athens campus. She said that based on her conversation with them, the students are on the Athens campus, the advisors are on the Athens campus, so it makes sense to bring the program here. Joe said that there has been significant interest by the students here. He said the formalities to extract it from the consortium will need to be completed. The structure and content of the program are not going to change and all the courses have previously been approved by UCC.

C. Relocating MCB:

Chris said that she received a memo from Laurie Hatch, Associate Dean in Arts and Sciences about having MCB as a stand-alone program instead of being housed with Biological Sciences. Brian and Joe explained that this was purely an administrative change and the program will continue to reside in the College of Arts and Sciences. In response to a question from Sonsoles Joe and Brian said that MCB will not offer a PhD degree by itself.

D. Bridge Committee:

Chris noted that appointments have been made to the bridge committee. Two of the Graduate Council members will serve on UCC, this will allow for expedited flow of information between the two bodies. This will help departments and programs as well since they can now send a program review to one body and it will make its way to both of them.

E. Membership for 2013-2014:

Chris said that she would appreciate members completing the membership forms. She said that she will send an email to all members listing the responsibilities of each committee. She added that at this point in time she needs one member on Curriculum, two on Graduate Affairs and Fellowships, two on Policy and Regulations, and one on Planning and Strategy.

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

A. Graduate College updates:

Joe informed members that graduate student orientation was held at the beginning of the semester and about 600 students attended the event. He said that Joel, Katie and David worked towards making the program successful.

He also said that on the same day a meeting was held for all graduate chairs. He said that the intent is to repeat the event in the future and that feedback will be appreciated.

Joe informed members that Jackie Bennett-Hanning was hired over the summer to work at the Graduate College front desk. She has worked at many units across campus and is going to be able to provide valuable service to our constituents.

B. PhD in Translational Medicine:

Joe said that per prior discussions, the program is going to be housed at the Graduate College. He said that the governance structure of this program is based on many successful models, mainly the one from University of Arizona. He said that Graduate Council had engaged in discussing the philosophical aspects of the program. He has been receiving feedback and continues to incorporate it. He noted that Sonsoles and Mike Boyle (Edison Biotechnology Institute) have been the key people who have worked on this proposal. Joe said that the program is going to be run by faculty- just the way all other graduate programs are. The Steering Committee and the chair of that committee (Sonsoles) have been working hard to see this program implemented. The other members of the Steering Committee are Steve Bergmeier, Darlene Berryman, Brian Clark, Lonnie Welch, and Jay Shubbrook. Joe reminded members that the Graduate Council is the curriculum committee for this program.

The PDP (Program Development Plan) was submitted to RACGS (Regents Advisory Committee on Graduate Study) in late June. During the six week comment period three responses were received. Central State liked the idea of attracting a diverse group of students, the questions raised by University of Akron and Ohio State University will be addressed when the full proposal is submitted. He added that once these comments have been incorporated into the document, it will be circulated to all members of the Graduate Council by the end of this month. This will allow members at least two weeks to review the document before the next meeting. And, if everyone is comfortable, the proposal can be voted on at the October meeting. Joe said that the Deans involved have been very supportive and enthusiastic about the proposal. The proposal will then go to UCC, the

trustees and the Provost and then back to RACGS. He said that he will meet with John Day to discuss the logistics with tuition waivers in the upcoming RCM environment. He said that the Graduate College will need to receive a part of the revenue to offset the cost of running the program, the rest of the revenue will go to the academic colleges involved. Some control of the fee waivers will be retained by the Graduate College, just the way they are for IIP.

Chris asked about the timeline for this program. Joe said that the trustees will be meeting on October 31 of this year and then their next meeting is in January 2014. He says that the faculty involved are interested in having the program start in the Fall of 2014. There are going to be advertising and marketing constraints – but faculty believe that they can tap into their networks and there is interest among our students as well. Joe said that he does not want to short circuit the process, but he would like to keep the process moving.

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

A. Growth in graduate student numbers:

David said that applications for Fall were up this year from 4489 to 4600 (+111) and that admissions were up by 33 from 1716 to 1749. He added that per the Institutional Research website, 4396 graduate students were enrolled for this past Spring. Out of these, 2651 (60%) were enrolled on the Athens campus and 1745 (40%) were enrolled through Outreach. He said that a preliminary headcount for this fall (as of 09/10/2013) is 4550. And, the growth rate per semester is 84.24 with a R^2 of 0.87.

B. Replacement for Contact Manager:

David informed members that Contact Manager will not be available after June 2014. A new program for document management is being worked upon and the hope is to test it in March. The previous option that the Graduate College was considering did not seem to be working out well. The new program will work similar to the OGA, there will be a lot more automation than there has been. In response to a question from Steve, David said that everything will be accessible through that one system. Joe added that the Graduate College has been trying to work on providing this system for a long time, but it has not been possible for one reason or another. He said that per his conversation with Joseph Lalley, he feels very confident that things will move in the right direction now. Martin asked about the transition of data from one system to the other and how that would take place. Katie said that the Fall 2014 application will be live as of Sunday, 09/15/2013 and that they are working with CollegeNet (the vendor that provides the application and Contact Manager), to ensure that the documents uploaded by applicants for the 2014 session are still accessible even when the system shuts down.

C. Program Name Change:

David said that the program name change from Masters in Education in Cultural Studies in Education to Masters in Education in Critical Studies in Educational Foundations was approved by UCC in January 2013. He said the change in name will not cause a change in the content of the program. The new name follows the current naming conventions for programs that have similar content. He added that the memo from the program also notes that the name of the program was causing some confusion for the students about the focus of the program. Also, they feel that this will aid recruitment and admission as well.

Ann added that she would like to add a caveat to the proposal that should the doctoral program be revived in the future, the new name would apply to it as well.

Members voted in favor to endorse the name change of the program ME Cultural Studies in Education to ME Critical Studies in Educational Foundations and that if the currently dormant doctoral program is revived then the new name would be applicable to it as well.

D. Conditional Admit status:

David said that Associate Deans had asked him to look into the conditional admit status. He said that the current wording says that students should achieve a 3.0 GPA in first 10 graded graduate hours. Since nine hours is considered as full time enrollment, having the requirement set at 10 hours causes students to be in conditional status for two terms.

Chris said that the Policy and Regulations Committee would review this request and present their recommendations to Graduate Council.

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

Katie informed members that an email was sent to graduate chairs and associate deans about the graduate application being live for Fall 2014. She added that the main difference is in the felony questions, which are now worded per instructions from the Office of Legal Affairs. She also said that the paper application is now down to five pages instead of seven.

6. Remarks from Kamile Geist (Chair of Recruitment and Admissions Requirements Committee)

Chris presented the report on Kamile's behalf. She said that there were three or four cases that came up during the summer and Kamile is working on a couple of them. She said that the one case that posed a challenge has been mitigated to the committee's satisfaction and the committee recommends he proceed with classes per the management plan outlined by his department. Graduate Council accepted the committee's decision.

7. Update on the IIP (Director, Claudia Hale)

Claudia said that the seminar she teaches requires students to review some literature on what constitutes interdisciplinary research and if after completing that reading, students still feel that their topic is interdisciplinary in nature, they are able to proceed further. She said that the seminar also includes information about the IRB processes and plagiarism. She said that last year Roxanne Male-Brune conducted a session on grant writing. But, this year, due to conflicts in the academic schedules of the students in the program, she is teaching the seminar at three different times. She added that one of the requirements for program completion is for the Master's students to present a paper at a conference and for the doctoral students to have a journal publication. Claudia said that since this is an unfunded mandate, participating in the OU research expo counts as a conference presentation. She said that she recommends to students to talk to the graduate directors of the academic programs of their areas to seek some funding.

In response to a question from Tim about the entry requirements, Claudia said that the academic disciplines involved make the decision. She said that currently she has a potential student whose academic advisor has contacted Claudia since the advisor feels that the IIP program might be better suited for the student than the one academic program that she is in. Clarifying further, Claudia said that the admission decisions vary by discipline, so it is difficult to have one set of entry requirements for this program.

Claudia also brought to members' attention some issues for future discussion and consideration. She said that she would like to see some space allocated for IIP students where they could spend time in between classes. The library offers some space, but having some other space would be helpful. She said that the webpage has undergone changes, but it still needs more work to make navigation easier. Another item she noted that needs attention is the recognition of "GRAD" as a course prefix. That will allow the seminars to be named so, instead of them being her COMS research hours. She said that she would also like the graduate committee to review the syllabi for the two ProSems and provide feedback to her. Claudia noted the requirement of some sort of a form to acknowledge that a graduate chair had spoken to an applicant and to record the comments of the graduate chair about the applicant's proposal. Another item she would like to bring up for discussion would be to insure that the "capstone project reflects the interdisciplinary nature of the degree".

Joe said that he would like to recognize Claudia's efforts in making this a successful program. He said that members of Graduate Council also have put in a lot of time and effort in this.

The meeting was adjourned at 4:15 pm.