

**Graduate Council Minutes
April 17, 2018
Main Campus, Student Union 2582**

Present: Brian Ashburner, Tomer Avidor-Reiss, Amanda Bryant-Friedrich, Ben Davis, Michael Dowd, Hans Gottgens Mitchell Haines (GSA), Edward Janak, Andrea Kalinoski, Yakov Lapitsky, Song-Tao Liu, Jyl Matson, Marcia McInerney, Nikolai Modyanov, Alisa Nammavong (GSA), Lori Pakulski, Penny Poplin Gosetti, Geoffrey Rapp, Jennifer Reynolds, Constance Schall, Barry Scheuermann, Beth Schlemper, Barbara Schneider, Rebecca Schneider, Zahoor Shah, Megan Stewart, Jason Stumbo, Amy Thompson, Jerry Van Hoy.

Absent: Frank Calzonetti, Viviana Ferreira, Bashar Gammoh, Rafael Garcia Mata, Daryl Moorhead, Madeline Muntersjborn, Susan Sochacki.

Excused: Wissam Aboualaiwi, Huey-Shys Chen, Jason Huntley, Martha Sexton, Ozcan Sezer, Kandace Williams.

Guests: Flapp Cockrell, Joseph Schmidt.

Call to Order, Roll Call, and Approval of Minutes

The meeting was called to order and the roll called. The Minutes of the Graduate Council meeting of February 6, 2018 were approved.

Executive Reports

Report of the Executive Committee of the Graduate Council

On behalf of Graduate Council, Chair, Dr. Andrea Kalinoski reported that following today's meeting, one meeting for the current Council remains, on May 1st. At its meeting on April 10th, the Graduate Council Executive Committee discussed the Research Misconduct Policy. The GC report to the Board of Trustees on April 16th will be posted to the GC website by tomorrow.

Report of the Graduate Student Association

Mr. Mitch Haines, President of the Graduate Student Association (GSA) gave his organization's annual report:

- *2017-2018 Initiatives*
 - Welcome Week & Homecoming Planning
Integration of undergraduate and graduate students in Welcome Week and Homecoming activities.
 - Social Events
Networking between Health Science Campus, Main Campus, domestic and international students.

- Professional Development
Research PowerPoint Presentation Skills, and Imposter Syndrome
Both Dr. Willie McKether and Dr. Amanda Bryant-Friedrich joined in this conversation.
- Health Insurance
Progress with COGS in understanding graduate student preferences.
- Increased membership (active status)
External event participation and general assembly attendance. Broadening its reach to include MC and HSC as well as master's and Ph.D. students.
Support for other colleges organizations and events.
- Board of Trustees
Platform was established to provide graduate student feedback in 2018/19. GSA made its first report to the BOT on April 16th.
- *9th Annual Midwest Graduate Research Symposium (MGRS)*
 - 300+ individuals in attendance from 20 universities: 112 presenters, 60 judges
Large undergraduate presence interested in UT graduate programs
 - Positive Feedback
Facilities
Quality of research by UT students
Comparison to similar symposiums at other universities
Better quality research, organization, variety, and attendance
 - 3 Professional Development Workshops
Emotional Intelligence
Graduate Student Resume Writing
3-Minute Thesis
 - Keynote Speaker was Dr. Clint Longenecker
- *Travel Reimbursement*
 - 13% increase in total applicants
 - 2018-2019 projection is 200 applicants
 - 2016 - 2017 average reimbursement was \$217.71
 - 2017-2018 projected average is >\$250.00
 - 2015/2016 – max was \$350. The next 2 years max was \$300. Reaching more students.
 - Increased active membership
 - Total travel reimbursements from 2014-2015 \$23,747.73 to 2017-2018 \$38,606.84.
- *Budget Breakdown*
Travel, Officer Stipends, MGRS, Stipends and Tuition. The GSA is working toward making the budget standardized each year. Officer stipends will be based on the program stipend level.

As of next year 2018-2019, these will be set amounts going forward. 38% of the budget is officer stipend and tuition. The positions are demanding and the stipend levels are not unreasonable. This is evidenced in the current election process. All but one position had only one candidate. The Feedback is that it is too much work.

Mr. Haines congratulated the new GSA President for 2018-2019, Ms. Alisa Nammavong. Alisa is experienced with the GSA having served as Vice President. The GSA offered to send a GSA rep to the program orientations.

Dr. Mike Dowd thanked Mr. Haines for his service this past year.

Dr. Patricia Relue inquired whether COGS could request tuition support from the Provost. Dean Bryant-Friedrich responded that this model was negotiated prior to her becoming COGS Dean.

Report of the Dean of the College of Graduate Studies

Dr. Amanda Bryant-Friedrich, Dean of the College of Graduate Studies provided the following brief updates to allow sufficient times for guest presentations:

- *Graduate Student Association*
Dean Bryant-Friedrich expressed her appreciation working with Mr. Haines this past year and is pleased he made the first GSA report to the Board of Trustees. GSA did a fantastic job with 2018 MGRS. It gets better each year. Their colleagues are impressed and trying to model the UT MGRS.
- *Three Minute Thesis (3MT[®])*
The 3MT final competition occurred on April 12th. It was a fantastic event. More details to be shared at the next GC meeting.
- *NOA AGEP (Northern Ohio Alliance for Graduate Education in the Professoriate) NSF Grant*
UT's cohort of students are participating in the program developing mentoring circles. We are watching closely as it is a model to mentor our graduate students in a way that prepares them for life after graduate school. Our students are in a group with BGSU and create more community there.
- *COGS Vice Provost for Graduate Affairs and Dean of the College of Graduate Studies*
At the last GC meeting, April 3, 2018, the President attended and she heard the desire from the graduate faculty at GC that the COGS Dean's role/title include Vice Provost for Graduate Affairs. In speaking with the Provost following, he expressed the desire from the administration for this.

Discussion:

Dr. Michael Dowd noted that the expanded title is recognition of Dean Bryant-Friedrich's work.

Dean Bryant-Friedrich asked Council to let her know if more support is needed from the Provost's office.

Information and Discussion Items

Emergency Response Guide

Dr. Phillip Cockrell, Vice President for Student Affairs distributed to each Council member a blue folder "UT Faculty and Staff Behavior Response Guide." This guide was originally started by former Vice President Dr. Kaye Wallace to provide important numbers in working with students in distress.

This guide has been updated. Of course, #911 is the first number to call in cases of physical emergency.

Important Contacts:

Dan Boyle, Coordinator of Student Advocacy

Ashleigh Wade, Office of Community Conduct and Standards

Mychail Scheramic, Director, Counseling Center

Will Pecsok, Associate Director, Counseling Center

Kasey Tucker Gail, Center for Student Advocacy and Wellness, College of Health and Human Services

Megan Stewart, Director of Programming and Education, Center for Student Advocacy and Wellness, College of Health and Human Services

Important Information:

- We have a good relationship with Flower Hospital for psychiatric and mental health services. We meet with Office of Public Safety each week.
- RocketCare Form. It may be necessary to ask faculty for a statement regarding his/her interaction with a student via this form. These submissions go to Dan Boyle within 24 hours. We have assisted over 300 students.
- Distressed or disruptive students.
Do not engage in argumentative discussion. The Student Affairs leadership team has someone on call 24 hours per day.
- Classroom Discussion.
Want to go to each academic college at beginning of year. We will come to your classroom to discuss.
- Clinicians
We have hired four part-time clinicians. Students are utilizing.
- Title IX Office
Is located in Snyder Memorial 1120. They are busy. We have 24-hour on-call system. Thank you to Dr. Kasey Tucker Gail and Dr. Megan Stewart for their efforts and support.
- Food Insecurities.
There is a food pantry in Student Union 2504. Those interested in doing a food drive should contact Dan Boyle now. We have a partnership with the Northwest Ohio Food Bank.

We are hoping to get a deep freezer. A recent article in USA Today states that 30%+ college students are experiencing food insecurities. Some institutions allow students to 'share' unused food swipes.

Discussion:

Dr. Mike Dowd questioned whether it would be possible for one student donate some of their meal swipes to another student and if the university could simply provide additional meal swipes to those students in need. Because it already it already recognizes this need, the university should provide such support for our students. Part of the Day of Giving included this notion. Students should be made aware of the options available to them.

Dr. Flapp Cockrell responded that this is an initiative that students brought to the administration. He will share this information with the student organizations.

Dr. Tomer Avidor-Reiss mentioned a study underway (via survey) to determine if the SNAP card can be used on campus.

Dr. Mike Dowd suggested looking into another seldom-used option – that of monies held by the UT Foundation that are not identified for a specific scholarship. Such funds would be from endowments that will regenerate and could be presented in the form of small scholarships. These monies are intended for our students and, if undesignated, can be used for any student. As an example, this semester there was a student who emptied her bank account to pay tuition and then had nothing to live on. UT has the funds. So it should put those funds to good use – namely, helping our student. Using such funds from the UT Foundation would be a way honoring the wishes of the individuals who donated the money to that foundation.

Dr. Flapp Cockrell shared that his office received a Great Lakes Grant called the Rocket Recovery Grant, which pays bus fare of \$440,000 over the course of two years. There is \$51,000 remaining through the summer and another \$220,000 coming in August. Succession planning is being discussed. Our top priority is fundraising. He mentioned that Dr. Michele Soliz is working with Success Coaches and using Social Media. He asked the best way to communicate with faculty.

Dean Bryant-Friedrich pointed out that the Rocket Recovery Grant does not currently cover graduate students or international students.

Dr. Flapp Cockrell will discuss with further inclusion with Mike Harders.

Dr. Cyndee Gruden asked if there are similar resources on HSC.

Dr. Flapp Cockrell indicated that he has had conversations with Dean Chris Cooper regarding a satellite food pantry and counseling and psychiatric services. Additionally, food pantry donations have been extended to include hygiene products as well.

Dr. Ben Davis stressed the importance of food security. He mentioned that some schools do not have these resources. Helping students will be loyal alumni. He also stressed the importance of not viewing moments of fundamental disagreement as violent. It is a question of degrees of disruptiveness that are not threatening.

Dr. Tomer Avidor-Reiss stated that identifying distressed student behavior might be noticing if they are acting different for their norm. There is also issue of being aware of warning signs due to active shooter.

Dr. Flapp Cockrell referenced his team's use of Maxient software in assessing whether we are meeting needs of our students. A Student Behavior Team that meets every other week to discuss whether students are having mental health challenges, etc.

Dr. Marcia McInerney mentioned a recent incident involving a student experiencing a severe headache and blurred vision. There were challenges finding assistance and a wheelchair, so the student was escorted to the emergency room.

Dean Bryant-Friedrich mentioned that international students have lodging concerns. They sometimes live 6-deep in apartments. This is an important student concern.

Dr. Flapp Cockrell added that some students do not want to go home in summer. He will seek enhanced student support in the upcoming capital campaign.

Crisis Training

Dr. Amy Thompson thanked Council for inviting her to speak about Crisis Response Training. Her background us in Public Health. She reviewed PowerPoint presentation "Crisis Response Training".

The objectives of the training are:

1. To discuss common risk behaviors among college students and how to identify them.
2. To identify various referral pathways and services for at-risk students.
3. To explain how to assist and respond to students who currently are in crisis or have been sexually assaulted.

Crisis Training sessions were held for faculty this spring semester with over 150 in attendance. Can make this link available to you. She and Dr. Tavis Glassman collected data from 1300 students from various colleges (Deans have received snapshots). The data indicates that 37% of respondents had a serious mental health issue. They have a lot going on. About 1100 nationwide commit suicide. Our data is better than national norm. 75% report using alcohol within last 30 days and significant use of e-cigarettes. Marijuana usage at UT is lower than national. There is use of prescription drugs Oxycodone and Adderall in ways they should not. This was learned through co-chairing an opiate task force with Dr. Linda Lewandowski, Dean of the College of Nursing. There are issues regarding Title IX. 21.91% experience sexual harassment.

How can you help as a resource? Many students may not know we have a Counseling Center and mental health services. UT's Counseling Center offers many services. Staffing has increased and wait times have improved.

How do you know if a student is in distress? Look at patterns, sleeping, crying, verbally, academic performance. They may develop mental health issues while in college. They may share problems

with you. It is important to remain calm and not get excited with them. Make sure the conversation is private and let them know we care about them.

Students cling to your words. As faculty, our job is to listen and connect them, and refer them to appropriate resources. Depending on the issue, we may have to report. When speaking with a combative student, you may want an additional person with you or even campus police. If there are suicidal warning signs, contact UTPD. Safety comes first.

Student success is our success.

Dr. Thompson referred Dr. Cockrell to speak about the Rocket Care Portal.

The Rocket Care Report is used to connect UT students with assistance to ensure their well-being, as well as a safe learning environment. Rocket Care Reports can be submitted by any UT Community Member (faculty, staff, or student), or a parent/family member.

Once the form is submitted, a team member from the Office of Student Advocacy and Support will follow-up with the student of concern and the involved parties.

However, if you feel the threat/behavior is imminent, or an act of violence or a suicide attempt has occurred, please contact The University of Toledo Police Department at (419) 530-2600.

Research and Sponsored Programs Update

Dr. Connie Schall, Associate Vice President of Research provided the following updates:

o *Grant Supplement Requests*

In the latest Omnibus bill, many federal agencies received budget increases for the current federal fiscal year. For investigators with project end dates after the current federal fiscal year (September 30, 2018), a request for supplemental funds--with clear justification--may be eligible for funding. Possible requests include:

- Graduate student supplements
- Undergraduate student researchers (summer support)
- Post-doctoral researcher supplements
- Small equipment grants (for projects with end dates of September 2019 or later)Equipment or laboratory software upgrades
- Travel support for presentation of research results

Contact your program director as soon as possible for more information about the availability of supplemental funds.

o *NSF Workshops – May 14, 2018*

- May 14th, 10:00 am, Nitschke Hall, SSOE Seminar Room (1st floor)
Funding Opportunities at the National Science Foundation, What's the Big Idea?
Dr. Max O. Funk, Jr., NSF Program Officer, Chemistry of Life Processes Program, Division of Chemistry

- *May 14, 1:30 to 3:30 pm, Nitschke Hall, SSOE Seminar Room (first floor)*
NSF Career Workshop
Max Funk, Program Manager, Chem. Division, Chemistry of Life Processes
Dan Hammel, Program Manager 2007-2008, Geography and Regional Science Program,
Directorate of Social Behavioral and Economic Sciences
- *Research Mixers 2018 - 2019 academic year*
The Office of Research & Sponsored Programs is planning a series of workshops on a variety of topics related to faculty research & scholarship followed by a social the first and third Friday (September through April). Plans are to alternate locations between main and health sciences campuses.

Topics under consideration include:
 - Ohio Humanities Council – program manager
 - Marketing your research project – for funded research
 - Tools and techniques to avoid or detect plagiarism
 - Grant writing – Mistakes that will sink your project and life preservers
 - Preparing for a Fulbright Fellowship
 - Fair use in an academic and research setting
 - Research compliance – when, where and why?
 - Crowdfunding
 - UT Foundation – role in supporting research*Contact Jack Schultz (john.schultz@utoledo.edu) with suggested topics*

Discussion:

Dr. Mike Dowd requested that Dr. Connie Schall ask Dr. Frank Calzonetti to report back to Graduate Council on the status of the remaining \$130,000 budgeted for summer URAF/URFO grants. The Faculty Senate Executive Committee worked to increase that budget to \$242,000, an \$150,000 increase made available for 9-month faculty. \$112,000 dedicated for such faculty was not allocated to such faculty members. It appears Dr. Calzonetti took such funds away from faculty and instead used them to fund other Office of Research expenses. Dr. Dowd noted that the arrangement with the Division of Finance was that any funds not allocated to 9-month faculty were to return to the Division of Finance. Dr. Dowd believes that Dr. Calzonetti needs to explain why he denied such dedicated funds from 9-month faculty members. Those funds were not discretionary, but Dr. Calzonetti treated them in that way.

Dr. Schall responded she would check and report to Research Council.

Standing Committee Reports

Report of the Curriculum Committee

On behalf of the Graduate Council Membership Committee (GCCC), Co-Chair, Dr. Amy Thompson presented the following report. All were approved except the following which were tabled as indicated:

#46 New Course Proposal – SOC 5530 Qualitative Approaches. 3 Cr Hr lecture

#47 New Course Proposal – ANTH 5530 Qualitative Approaches. 3 Cr Hr lecture, co-listing NCP.

Concern: Syllabus provided was incomplete. Information on delineating SLOs was requested.

Described as a companion course to 5270 Social Research Methods and 6270 Advanced Social Research Methods.

Concern: Similar to a course offered in Research and Measurements (RESM) in the College of Education.

#50 Program Requirement Revision – Masters in Sociology

Reduce hours from 36 to 30 to be comparable with other institutions. Adding SOC 6970 Masters of Sociology Project (NCP #61).

Adding a BS/MS program as 4 + 1. Concern: This should be a separate New Program Proposal.

#71 New Course Proposal – PUBH 6690 Public Health Research and Design

#78 New Course Proposal – HEAL 8690 Public Health Research and Design

(3 CrHr lecture) Offered every Spring. 6690 is a new elective for the MPH Program in the MPH proposal #83.

Concern: Similar to a course offered in Research and Measurements (RESM) in the College of Education.

No.	Proposal Type	College	Department/Program	Title	Course Number	Summary
45	NCP	AR	Sociology	Fieldwork in Sociology	SOC 5560	New course
46	NCP	AR	Sociology	Qualitative Approaches	SOC 5530	Concern about redundancy with and existing course
47	NCP	AR	Anthropology	Qualitative Approaches	ANTH 5530	Concern about redundancy with and existing course
48	NCP	AR	Anthropology	Cultural Resource Management	ANTH 5300	New course
49	NPP	AR	Sociology	Applied Sociological Research	NA	New Certificate
50	PRR	AR	Sociology	MA in Sociology	NA	Credit hour modifications. Partially approved.
51	PRR	AR	Psychology	PhD in Psychology	NA	Addition of minor concentrations
52	PRR	AR	Geography and Planning	MA in Geography and Planning	NA	Credit hour and thesis modifications
53	NCP	AR	Geography and Planning	Professional Development in Geography and Planning	GEPL 6890	New course
54	ECM	HH	Public Health	Biological Agents	PUBH 5520	Course title change
55	ECM	HH	Kinesiology	Evidence Based Practice in Sports Medicine	KINE 8660	Course title change
56	ECM	HH	Kinesiology	Pathology of Orthopedic Injury	KINE 8670	Course title change
57	PRR	LAW	Law	Graduate Certificate in Higher Education Compliance	NA	New Certificate - Course list added
58	PRR	LAW	Law	Graduate Certificate in Health Care Compliance	NA	New Certificate - Course list added
59	NCP	AR	Sociology	Globalization	SOC 5840	New course
60	NCP	AR	Economics	Behavioral Economics	ECON 6260	New course
61	NCP	AR	Sociology	Master of Sociology Project	SOC 6970	New course - needed for #50 MA in Sociology
62	NCP	MD	Medical Education	Embryology and Teratology	PATH 6770	New course - needed for certification
63	NCP	SM	Environmental Sciences	Ecology and Conservation of Reptiles and Amphibians	EEES 5350	New course
64	ECM	HH	Public Health	Issues in Public Health	PUBH 8640	Course number change
65	ECM	HH	Public Health	Issues in Public Health	PUBH 6640	Course number change

66	ECM	HH	Public Health	Internship in Public Health	PUBH 6960	Credit hour modifications
67	NCP	HH	Public Health	Social Marketing in Health	PUBH 6420	New course
68	NCP	HH	Public Health	Community Mental Health	PUBH 8430	New course
69	NCP	HH	Public Health	Introduction to Health Policy and Health Systems	PUBH 8620	New course
70	NCP	HH	Public Health	Management and Leadership in Public Health	PUBH 8020	New course
71	NCP	HH	Public Health	Public Health Research Design	PUBH 6690	Concern about redundancy with and existing course
72	NCP	HH	Public Health	Public Health Advocacy	PUBH 6630	New course
73	NCP	HH	Public Health	Introduction to Health Policy and Health Systems	PUBH 6620	New course
74	NCP	HH	Public Health	Community Mental Health	PUBH 6430	New course
75	NCP	HH	Public Health	Statistical Packages in Public Health	PUBH 6190	New course
76	NCP	HH	Public Health	Social Determinants of Health	PUBH 6080	New course
77	NCP	HH	Public Health	Management and Leadership in Public Health	PUBH 6020	New course
78	NCP	HH	Public Health	Public Health Research Design	HEAL 8690	Concern about redundancy with and existing course
79	NCP	HH	Public Health	Statistical Packages in Public Health	HEAL 8190	New course
80	NCP	HH	Public Health	Integrative Learning Experience	PUBH 6950	New course
81	NCP	HH	Public Health	Social Determinants of Health	HEAL 8080	New course
82	NCP	HH	Public Health	Public Health Advocacy	PUBH 8630	New course
83	PRR	HH	Public Health	Master's in Public Health	NA	New accreditation
84	ECM	HH	Public Health	Health Behavior	PUBH 6600	Prerequisite change
85	ECM	HH	Public Health	Health Behavior	HEAL 8600	Prerequisite change
86	ECM	HH	Public Health	Risk Assessment	PUBH 5700	Prerequisite change
87	NCP	HH	Public Health	Social Marketing in Health	PUBH 8420	New course
88	NPP	CE	Curriculum and Instruction	Advanced Literacy and Reading Instruction Certificate	CI	New Certificate
89	NCP	CE	Curriculum and Instruction	Developing Instruction in Science and Math for Grades 4-5	CI 5120	New course

Academic Program Review Committee

Dr. Joseph Schmidt, APRC chair, reported on two draft policies:

- o *Undergraduate and Graduate Co-listed Courses Policy Number: New*
 There are no numbers yet for this new policy. This policy codifies that we can co-list at UG/G levels. We understand that we live in different colleges but there are places where this is common practice and encouraged by HLC. We should remember that we are interested in pipeline programs. This supports letting these programs proceed with student registrations. Otherwise, UG students would require special administrative mechanisms to enroll in these classes. The University Program Review Committee unanimously favors this policy as does the Provost. It will go to the 30-day comment review period.

Dr. Mike Dowd pointed out that graduate curriculum goes through Graduate Council. He asked if there was a limitation 3/5/7 slash courses.

[Motion to endorse this policy. Seconded. Council approved unanimously.]

- o *Graduate student Missed Class Policy Policy Number: 3364-71-14*
 This is a revision to an existing policy. Adding language relevant to graduate students. There was an UG policy that codified acceptable reasons for absences and graduate students should be given absences as well. If a student misses too many classes, where do we draw the line, that is not specifically addressed in the policy.

There will be upcoming discussions regarding the research misconduct policy and triple-listed courses.

Old Business

None.

New Business

Dean Bryant-Friedrich stated that the President's Office is concerned about low enrollment for graduate students this summer vs. last year. She asked whether there was any information from the colleges pertaining to this that she should know to report to the President's office this afternoon.

Dr. Geoffrey Rapp stated that Law took a 40% cut to its summer budget. There are consequences to budget cuts. That could have played a role.

Dean Bryant-Friedrich stated that Final Strategic Plan for CGOS will be sent to Council and a resolution in support of the plan should occur at the next GC meeting on May 1st.

Adjournment

There being no further business, the Council adjourned at 2:07 p.m.