

**Graduate Council Minutes
April 5, 2016
Main Campus, Student Union, Room 2582**

Present: Ainsworth Bailey, Michael Dowd, Ali Fatemi, Eric Prichard (GSA), Hans Gottgens, Dwight Haase, Susanna Hapgood, Mohamed Samir Hefzy, David Jex, Richard Johnson, Andrea Kalinoski, Marcella Kehus, Junghwan Kim, Jon Kirchhoff, Patricia Komuniecki, Jyl Matson, Marcia McInerney, William Messer, Holly Monsos, Ron Opp, John Plenefisch, Geoffrey Rapp, Sonmez Sahutoglu, Youssef Sari, Constance Schall, Joseph Schmidt, Rebecca Schneider, Martha Sexton, Diana Shyvdk, Eileen Walsh (for Susan Sochacki), Pamela Stover, Viranga Tillekeratne, Jerry Van Hoy, Richard Welsch, Kandace Williams.

Excused: Joseph Dake, Viviana Ferreira, Anand Kunnathur, Susan Pocotte, Barry Scheuermann.

Absent: Debra Boardley, Brian Fink, Willie McKether, Amal Said, Diane Salvador, Lois Ventura.

Guests: Alana Malik.

Call to Order, Roll Call, and Approval of Minutes

The meeting was called to order and the roll called. Minutes of January 26, 2016 were approved.

The agenda was re-ordered to permit the GSA Graduate Research Awards for AY 2015-2016 to move to the first agenda item to accommodate the student awardees' schedules.

GSA Graduate Research Awardees for Academic Year 2015-2016

Dean Komuniecki and Mr. Eric Prichard, Graduate Student Association President presented the GSA Graduate Research Award 2015-2016 recipients with a certificate and photo opportunity as each was called forward for formal recognition:

- Doctoral Student: Kristen Coleman
Dissertation Advisor: Dr. William Von Sigler
Research title: *The Persistence of Airborne Influenza A Virus in an Elementary School and Proposed Effects on Student Health and Absenteeism.*
College: Natural Sciences and Mathematics
Department: Environmental Sciences
- Doctoral Student: Tripti Gupta
Dissertation Advisor: Dr. Halim Ayan
Research title: Use of non-thermal plasma in decontamination of biofilm on titanium implants in vitro and post-treatment biocompatibility assessment.
College: Engineering
Department: Bioengineering
- Doctoral Student: Brian Kress
Dissertation Advisor: Dr. Paul Erhardt
Research title: Small Molecule PPAR Ligand Controlled Mesenchymal Stem Cell Differentiation
College: College of Pharmacy and Pharmaceutical Sciences
Department: Medicinal and Biological Chemistry
- Doctoral Student: Cecile Petit

Dissertation Advisor: Dr. Donald Ronning
Research title: Identifying and characterizing new classes of anti-Tubercular compounds
College: Natural Science and Mathematics
Department: Chemistry

- Doctoral Student: Adaeze Izuogu
Dissertation Advisor: Dr. Travis Taylor
Research title: Restriction of Tick-borne Flaviviruses in the White-footed mouse
College: College of Medicine and Life Sciences
Department: Medical Microbiology and Immunology

Executive Reports

Report of the Executive Committee of the Graduate Council

Graduate Council Chair, Dr. Rebecca Schneider report that the nomination period for the 'Outstanding Staff Award' is open until April 11, 2016. In hopes of a strong candidate pool, the Professional Staff Council is asking for both Faculty Senate & Graduate Council's assistance in submitting nominations. Typically, five staff are selected across both collective bargaining units (CWA/AFSCME/UTPPA) and non-bargaining units (PSA). Historically, two awardees have been from the Professional Staff-side. As staff often works closely with the faculty, we feel that your respective groups could assist in providing a large nomination base. This award aids in employee engagement and promotes a positive culture at UT. The UT news link can be found here;http://utnews.utoledo.edu/index.php/04_04_2016/outstanding-staff-award-nominations-sought-3 and information on the award can be found here;https://www.utoledo.edu/depts/hr/employee-engagement/outstanding_staff_leader/.

Seven HLC team members will be meeting with various UT groups over the three days they are on campus. Of particular interest, 2-4 reviewers will be hosting open forums for faculty on both the Main Campus and the Health Science Campus. Open forums are important opportunities for UT faculty (and students and staff) to meet with the reviewers to answer their questions and to share your experiences at the University. The Provost would like as many faculty as possible to plan to attend one of these forums to help demonstrate our strong engagement in the HLC mid-cycle review process. Open forums for faculty will be on Monday, April 11th, on Main Campus at 4-5pm in SU 2582 and on Tuesday, April 12th on the Health Science Campus 3-4 pm in HEB 103.

The terms for member of Graduate Council are intended to be staggered so that 1/3 of the members are replaced each year. However, more than a third of our members have terms that expire this year. In the fall we may want to consider resetting the terms so that we reestablish that 1/3 of the members are elected each year.

Report of the Graduate Student Association

Mr. Eric Prichard, GSA President, reported that the Midwest Graduate Research Symposium will take place on Saturday, April 9, 2016. Participation is up this year with an anticipated 170 graduate students. In an effort toward going 'green', there will be a \$2000 savings by having the program available via a QRC code rather than printed copies. Those who did not submit abstracts, unfortunately, will not have their name in the program. Mr. Prichard encouraged Council to contact their colleagues to seek volunteers. Dean Komuniecki stated that she had sent notification to graduate faculty seeking volunteer judges. Mr. Prichard noted that the Graduate Student Affairs Committee of the Graduate Council plans to meet for purposes of reviewing the GSA budget. A report of the findings will be shared at the next GC meeting.

Report of the Vice Provost for Graduate Affairs and Dean of the College of Graduate Studies

Dean Patricia Komuniecki reported:

o *Fall 2016 Applications and Admissions*

I am happy to announce that there continue to be strong positive indicators for fall 2016 enrollment. As of yesterday, COGS has already processed 3,312 applications for fall 2016, 218 more than this time last spring for fall 2015, a 7% increase. More important, 544 students have already been admitted, a 74% increase over this time last spring-great news! Please keep up the good work!

o *COGS Enrollment Information Sessions*

The announcements have gone out for these COGS sponsored sessions entitled "Increase your fall 2016 Graduate Enrollment: Graduate Recruitment Best Practices from Application to Enrollment". The currently scheduled sessions will be held on the Main Campus:

Wednesday, April 13th, 3:30-4:30 p.m.

Thursday, April 21st, 9:00-10:00 a.m.

At the request of the College of Medicine and Life Sciences, there also may also be a 3rd session on April 27th 1-2:30 on the HSC. Interested Graduate Faculty from the HSC are of course welcome to attend the sessions on the MC. The meeting rooms will be set soon after the RSVP's are received. As a reminder, COGS Assistant Dean, Debbie Andrews, will make a presentation on the new admission decision workflow, and Interim Vice President for Enrollment Management Jim Mager will outline approaches to capture the current admitted students as fall 2016 enrollees.

o *Announcements*

University Commencements -Saturday, May 7, 2016

Chair Schneider will serve as the Reader at both ceremonies. Dr. Connie Schall, incoming GC Chair, will be out of town and unable to participate.

On behalf of COGS, volunteers were sought to serve as marshals for each ceremony.

Morning Ceremony – 9:30 a.m. (Undergraduate and Graduate)

Commencement Speaker - Dr. Rush Holt, current AAAS President, is a physicist and former NJ Congressman

College of Health Sciences

Judith Herb College of Education

College of Social Justice & Human Service

Afternoon Ceremony – 2:00 p.m. (Undergraduate and Graduate)

Commencement Speaker – Dr. Johnnetta Cole –a distinguished educator/administrator, cultural anthropologist, and humanitarian.

College of Business and Innovation

College of Natural Sciences and Mathematics

College of Languages, Literature and Social Sciences

College of Communication and the Arts

▪ *Professional Development Sessions*

Literature Reviews

The Foundation for Focused Research

Tuesday, April 5 from 5:30 - 7:30 pm Main Campus, Memorial Field House, Room 1140 (room change)

This program will cover the basics of conducting a literature review, from uncovering its rhetorical purpose to using library resources efficiently and effectively. Activities designed to enhance skills in synthesizing and summarizing will be conducted and handouts will include annotated sample literature reviews and lists of questions to ask and answer as you write, which will help provide focus and structure to your writing. Facilitators: Dr. Russ Sprinkle, Dissertation Coach, and Ms. Teri Green, College of Graduate Studies

ETD Open Labs

Formatting and Submission Open Labs (Ms. Teri Green)

Tuesday, April 19 from 3 – 5 in CL 1027 (MC)

Wednesday, April 20 from 3 – 5 in COB 1210 (HSC)

Thursday, April 21 from 3 – 5 in CL 1027 (MC)

Information and Discussion Items

University Assessment Committee Report to Graduate Council and the Provost

Dr. Alana Malik, Director of University Assessment (UA) stated that the assessment plans are available on <http://www.utoledo.edu/offices/provost/assessment/tool/plan.aspx>. She referenced her PowerPoint presentation titled “Grad Council Assessment Update Spring 2016”. Reports are completed annually with a 97% success rate for academic and service units. The Assessment Committee (AC) is looking into how to make these more meaningful as a result of Barbara Walvoord’s consultation report to UT in spring 2014 noting that “The UAC should shift from intensive effort at ensuring compliance on departmental reports to more focus on aggregating data across the institution and recommending actions.” The last UA plan was revised in 2008. The templates have been simplified to two-page reports. Dr. Chris Roseman, committee chair, was instrumental in reviewing all of these.

Key Questions on UAC report templates are:

What aspects of student learning do you think the University should work on?

What action items do you recommend the University address in the next academic year?

How can the University better support the delivery of your academic support activities?

The answers are provided in the qualitative reports with data from multiple sources:

General Education Reports

Academic Program Reports

Service Unit Reports

Collegiate Learning Assessment

National Survey of Student Engagement (NSSE)

Senior Survey

The data provided insight so we shared it with the academic support services office. The AC came up with two recommendations for the Provost who has been supportive. The data showed that we need help with writing (38% of academic programs want help with writing).

Writing assistance across the board was suggested. Excellent writing in specific disciplines requires various needs. The data also showed that the perception of student interactions (undergraduates, first-year and seniors) with other students, faculty, student services and administrative offices, were lower than our regional peers.

Upcoming assessment events:

- Assessment Day - April 6, 2016

- Course Design Institute - May/June 2016 (26 faculty members)
- 2nd Annual General Education Faculty Appreciation Picnic (tbd, the week before classes in the fall)

Dean Komuniecki noted that Dr. Connie Shriner is working with COGS on to hopefully hold a session in both the fall and spring semesters. She also noted that some departments prefer that their students be fully engaged in research, etc. Dr. Malik stated that surveys from 2013 and 2015 also had similar statements. Perceptions of negative interactions do impact students' ability to complete degrees.

Dr. John Plenefisch pointed out that this was an undergraduate survey but suggested that writing assistance would be useful for graduate students. Dean Komuniecki added that the College of Graduate Studies (COGS) exit survey asks many of the same questions and we are not seeing assistance for writing as a theme. COGS is a service unit and we provide summary report including to the SEP work group.

Dr. Malik thanked the GC for inviting her and she looks forward to visiting with Council again next year to share outcomes from the assessment.

Strategic Enrollment Planning Council Update

Dr. Connie Schall, SEP Council member, reported that a situation analysis for graduate and professional student enrollment is under development and will be submitted by April 20th for review by the SEP Council.

The total graduate and professional student fall enrollment headcount from 2011 to 2015 is being collected and assessed. In general, headcount increased from 2011 to 2013, then showed a steady decline.

Enrollment will be assessed by college initially, then by program as needed. A request for data on the distribution of masters and doctoral enrollment by college has been submitted. Distribution of students by gender, age, race and ethnicity and geographical distribution will be tabulated. Enrollment trends will be compared nationally and with 'peer' institutions if possible, with the assistance of the SEP consultants. Enrollments in graduate certificate programs will be separately assessed. Trends in the 'recruitment funnel' will be examined by tabulating numbers of applicants, number of admissions, and new fall enrollments. This effort is hindered by the lack of a uniform database for collating these data.

COGS student exit surveys indicate satisfaction in graduate programs and could provide a mechanism for further assessment of programs.

Faculty capacity and trends in undergraduate and graduate enrollment (Ph.D.) and research expenditures has been provided by the College of Engineering (COE).

COE has seen increases in undergraduate enrollment and recent declines in graduate faculty, doctoral enrollment and research expenditures. Feedback from the consultants suggested coordinating with the academic programs working group on this topic.

Discussion:

Dr. John Plenefisch added that he will ask the Academic Programs workgroup of SEP Council, at their meeting with deans next week, the challenges it sees to enrollment. Dr. William Messer added that he would be interested in this information since research has an opportunity to support graduate enrollment. Tenure-track faculty vs. lecturer data is also relevant. Dean Komuniecki pointed out that COGS tracks graduate assistant data types—research assistant, teaching assistant, and administrative assistant. Exit Survey outcomes summaries have been included in the GC website archives. The SEP workgroups have received a lot of information from IR, but they are quite stretched with the number of requests.

Update on Search for the Vice President of Enrollment

Dr. Jerry Van Hoy, search committee member, reported that the committee had met last week with a pool of candidates and that seven airport interviews are being scheduled for week of April 11 -16. The goal is to narrow the pool to about three candidates who be presented to President Gaber for interviews.

Standing Committee Reports

Report of the Curriculum Committee

On behalf of the Graduate Council Curriculum Committee (GCCC) Dr. Patricia Relue reported that the GCCC reviewed and approved the following curriculum including the catalog clean-up project. The committee did look at pre-requisites. She noted that not all reports from colleges have been received. She stressed that title changes were not a part of this review. If you need to do so, a course modification form should be submitted through the normal channels, the CTS. Notification of courses that are going inactive should be sent to Marcia King Blandford. Dr. Plenefisch asked if colleges would be notified of disallowed title changes. Dr. Relue replied that the GCCC is not looking at title changes.

Dr. Schall asked that PDFs of the approved college reports be shared with GC with highlights of what was approved by the GCCC.

Chair Schneider noted that if numerous college reports are received, it is an option to hold an additional GC meeting or possibly empower the GCEC to review and approve during the summer. We can decide at the next GC meeting based on reports received.

Council unanimously approved the curriculum presented.

#	Proposal Type	Coll.	Department	Proposal Name	Course Number	Summary of proposal
1	PRR	PH	Pharmacology	MSPS in Pharmacology and Toxicology	NA	Reduction in total cr hrs from 42 to 36 by reducing elective credit from 14 to 6 cr hr. Change is to align with what is becoming standard for MSPS programs.
2	PRR	MD	Biomedical Science	MSBS Orthopaedic Sciences	NA	Change in courses for MSBS, no change in cr hrs (69). BMSP 5320 Statistical Methods replaces ORTH 5850 Intro to Clinical Orthopaedics; INDI 6990 Thesis Research (research) or INDI 6980 Scholarly Project (clinical) offered over multiple semesters for flexibility (10 cr hr min).
3	PRR	PH	Medicinal and Biological Chemistry	MS in Medicinal Chemistry	NA	Changes in the courses required for the degree (total cr hrs unchanged at 30). Changes to MBC 5100 reflected in revised requirements. Removed MBC 6550, 5620, and 6200 (10 cr hr) from required coursework; hrs moved to electives (5 to 15) and/or research hr (6 to 16) categories.
4	PRR	PH	Medicinal and Biological Chemistry	PhD in Medicinal Chemistry	NA	Changes in the courses required for the degree (total cr hrs unchanged at 90). Required courses reduced from 23 to 17 cr hr: 4 cr hr reduction with MBC 8300 & 8310 changes and MBC 5620 Biochemical Techniques removed (2 cr hr).
5	ECM	PH	Medicinal and Biological Chemistry	Ethical Conduct of Research	MBC 5100	1 cr hr. Change in course title and content. Course is moved from spring to summer; changes satisfies requirement from NIH that supported students be trained in ethical conduct.

6	ECM	PH	Medicinal and Biological Chemistry	Ethical Conduct of Research	MBC 7100	1 cr hr. Change in course title and content. Course is moved from spring to summer; changes satisfies requirement from NIH that supported students be trained in ethical conduct. No difference between 5/7100 indicated.
7	ECM	PH	Medicinal and Biological Chemistry	Biomedical Chemistry Laboratory I	MBC 6300	Change in cr hr from 4 to 1. Laboratory work reduced to 3 hr/week.
8	ECM	PH	Medicinal and Biological Chemistry	Biomedical Chemistry Laboratory I	MBC 8300	Change in cr hr from 4 to 1. Laboratory work reduced to 3 hr/week; research project in faculty lab.
9	ECM	PH	Medicinal and Biological Chemistry	Biomedical Chemistry Laboratory II	MBC 6310	Change in cr hr from 4 to 3. Laboratory work in faculty research lab, 3 hr/(week-cr hr).
10	ECM	PH	Medicinal and Biological Chemistry	Biomedical Chemistry Laboratory II	MBC 8310	Change in cr hr from 4 to 3. Laboratory work in faculty research lab, 3 hr/(week-cr hr).

In addition, spreadsheets of course changes were evaluated for the Catalog Clean-up Project. The specific programs evaluated in this round are detailed below. Changes that were reviewed include:

- a. Correction of typographical errors in the title of the courses. *This does not include title changes.*
- b. Revision of the course description. *If there is a substantial change to the course description or the scope of the course, a separate course modification form utilizing Curriculum Tracking should be used.*
- c. Revisions to pre-requisites and co requisites
- d. Adjustment of schedule type for courses designated as lecture or recitation only. For this round of review, the only schedule types to be addressed are courses which were inadvertently coded incorrectly as LE (Lecture) or RE (Recitation).
- e. Review of term that the course was last offered. During this review process, courses which have not been offered can be designated as inactive. *A separate list of inactivated courses should be sent to Marcia King Blandford in the Provost Office.*

12	ECM	COBI	Business	ACCT, BANS, BLAW, BUAD, EFSB, EMBA, FINA, HURM, IBUS, INFS, MFGM, MGMT, MKTG, OPMT, SHBE
13	ECM	ENG	Engineering	CHEE, CVLE, EECS, GNEN, and MIME
14	ECM	NSM	Natural Sciences and Mathematics	CHEM, BIOL, EEES
15	ECM	SJHS	Social Justice and Human Services	COUN, HED, and SPSY

Report of the Membership Committee

None.

Program Review Committee

Graduate Council Program Review Committee Chair, Dr. Ron Opp, reported that the committee has met twice with Dr. Susan Pocotte having organized the first meeting in February followed by his being elected chair. The committee discussed its charge and where it fits in the review process. The committee decided that it should review all documents related to the review of the program, which means that the committee's work will be conducted primarily in the summer and fall.

The committee discussed to whom and it should submit its report on each program. The committee's report will be presented to Graduate Council in a fall meeting, with a request for a vote of endorsement from the Council. After receiving Graduate Council endorsement, the Dean of the College of Graduate Studies would forward the committee's report to the Provost for consideration.

Since there is not a specific tracking system, Blackboard will be utilized. Ms. Heather Huntley, Director of University Accreditation and Program Review, agreed to upload all program review documents into an organization site created for this purpose in Blackboard and for the committee to be set up evaluators. The committee suggested that its use a simple rubric to indicate strengths and improvements, etc., for each of the 43 programs to be reviewed.

Dr. Messer expressed his appreciation for its planning and efforts in participating in a university-wide peer review process. Dean Komuniecki stressed the importance of graduate component in the review process.

Chair Schneider requested that the committee note its process so for incorporation in the GC Bylaws.

Old Business

Description of Academic Programs and Regulations Committee

As a follow up to the discussion on this topic at the March 22, 2016 GC meeting, Chair Schneider displayed the current Bylaws description of the Academic Programs and Regulations Committee and the added language in red and corrected numeration.

Academic Programs and Regulations Committee (APRC)

- i. The APRC shall consist of one person from each college with Graduate Faculty and graduate programs, holding Full or Associate Membership, and one graduate student appointed by GSA, **and a COGS designee as non-voting, ex-officio member.**
- ii. The duties of the APRC shall be
to serve as an advisory body to GC or the COGS Dean regarding policies, procedures and actions to promote academic standards.

New Business

None.

Adjournment

There being no further business, the Council adjourned at 1:56 p.m.