

**Graduate Council Minutes
September 8, 2020
Webex**

Present: Wissam AbbouAlwawi, Defne Apul, Brian Ashburner, Jonathan Bossenbroek, Timothy Brakel, Calzonetti, Saurabh Chattopadhyay, Madeline Clark, Wendy Cochrane, Christine Fitzgerald, Daniel Georgiev, David Giovannucci, Daniel Hammel, Samir Hefzy, Marthe Howard, Gary Insch, Brittany Jones, Andrea Kalinoski, Ken Kilbert, Abraham Lee, Linda Lewin, Sara Lundquist, Michael Mallin, Nagalakshmi Nadiminty, Penny Poplin Gosetti, Geoffrey Rapp, Patty Relue, Beth Schlemper, Rebecca Schneider, Martha Sexton, Zahoor Shah, Katerina Shemyakova, Ruslan Slutsky, Susan Sochacki, Steve Sucheck, Varun Vaidya, Jerry Van Hoy, Kandace Williams.

Absent: None.

Excused: Barry Scheuermann.

Guests: David Cutri, Cyndee Gruden, Timothy Mueser, Elliott Nickeson, Amy Thompson, Eileen Walsh.

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 May 5, 2020 were approved.

Executive Reports

Report of the Executive Committee of the Graduate Council

On behalf of Graduate Council, Chair Dr. Wendy Cochrane, reported:

- *GC Standing Committees*
A few seats remained unfilled. Alternates will be sought on some committees so that business continues when a member steps off for sabbatical or other.
- *Short Term Leave Policy*
GCEC discussed short-term leave policy. Previous Chair, Dr. Song-Tao Liu and former COGS Associate Dean, Dr. Cyndee Gruden had provided input. It went to the GC APRC committee, some provided comments, others did not. There are questions around policy, such as who will pay on grant if graduate students receive a short-term leave. Beth Schlemper did some benchmarking with other institutions when she was chair. Many institutions have policies and have worked out pay issues. Will have to look at procedures and approval and procedures and tracking and whose responsibility, programs or COGS. Would students work later to make up hours? Because there are elements that need discussion, this draft policy is going back to committee. Goal to get through this semester.

- *Graduate Assistants Not Paid on August 28, 2020*
GCEC had a lengthy discussion regarding GA's that were not paid on August 28th and we will have discussion today. Dean Scheuermann has provided for use later in the agenda for discussion to have productive outcomes to provide guidance so hopefully it does not happen again the future.
- *Research Policies*
Dr. Frank Calzonetti may provide further updates on research related policies going through the Research Council.
Revised policy "Principal Investigator's Responsibilities on Sponsored Projects" (3364-70-22)
Revised policy "Responsible Conduct of Research Policy" to be split into two policies. David Cyndee Gruden and Frank had provided some preliminary information on this. Will come back to Council. Authorship may be separated into a new policy.
- *GSA College Representatives*
Dean Scheuermann to send communication to college associate deans seeking their assistance in getting the word out to graduate students that GSA college representatives are needed. Because there isn't travel reimbursement this year, an idea was brought forward to offer reimbursement for active GSA members to join professional organizations, which many graduate students do.
- *Anti-racism and Equity Resolution*
With events occurring in our world relative to racism and equity. Faculty Senate last week has passed a resolution. GCEC will review and anticipates bringing something to GC for review and discussion to make a public statement.
- *COVID Operations Meetings*
Chair Cochrane continues to attend the twice weekly meetings. New positive testings are posted on the dashboard available on UToledo's website homepage. Numbers are holding steady, with a slight increase that appears to come from off campus. President has encouraged vigilance. Participate and encourage participation in random testing if asked.
- *Potential Speakers/Guests at GC meetings*
Suggestion to invite Ms. Tracy Hildago of International Student Services and Board of Trustees Chair, Mr. Al Baker.

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

On behalf of Dr. Barry Scheuermann, Interim Vice Provost for Graduate Affairs and Interim Dean of the College of Graduate Studies, Dr. Cyndee Gruden, outgoing Associate Dean of COGS, read his report on his behalf due to his rescheduled appointment conflict:

- *Search for the Permanent Dean of COGS*
No updates available at this time.
- *Interim Associate Dean position*
We had several individuals express an interest in serving as the Interim Associate Dean and want to thank all those who either submitted their name or nominated someone to serve in this

position. An announcement will be made in the next day or two and all those who expressed an interest will be informed at that time.

- *Update on COVID-19*
Please encourage students in your programs to comply with the request to be tested if they are randomly selected.
- *Spring Semester 2020*
The dates for the spring semester are currently being discussed; it is important that any programs that may be impacted by a change in either the semester start date or end date, such as the start of the summer session, please notify the Associate Dean in your college so they can make the Provost's Office aware of any negative impact that a change in dates may have on your program.
- *Enrollments as of Census Day*
 - Down 4.7% in headcount at the graduate level (7.5% for undergraduate)
 - Down 3.1% in FTEs at the graduate level (8.3% for undergraduate)
 - 4014 graduate students enrolled this fall 2020 vs. 4214 last fall 2019
 - Approximately 120 international students were deferred to the spring semester and we have a number of students who will be graduating in December and did not enroll for any courses so overall, we should be very proud of enrollment numbers given the current circumstances.
 - Anticipated that we would be down by about 7.2% for headcount. Since we are very close to our target enrollment for fall, hopefully that means that we will not have any unexpected negative consequences on our budget.
- *Meeting with Interim President Postel*
A meeting is scheduled with Dr. Postel on Monday, September 14th to discuss:
 - graduate enrollments and recruitments
 - graduate student funding for Spring 2021
(specifically for students who were deferred to spring – an announcement will be made as soon as a decision on funding has been made)
 - graduate assistantship budget for AY2021-22
 - allocation of graduate student funding for Fall 2021
- *Admission Requirements*
 - A reminder to ask each program to review their admissions requirements for the admissions cycle beginning Fall 2021. Please submit any changes to Deborah Andrews by November 15th with a hard deadline of December 1st, 2020.
 - Any changes requested after this date will not be implemented for this admission cycle.
 - Please do not submit any requests to waive requirements for a student who is applying to your program and is missing information.
 - If you are not requesting any changes, you do not need to send us an email, we will continue to use the current requirements.
 - We currently have two individuals working the admissions side of the graduate college which is two less than we had at this time last year so if you send a request for information by email, please allow Debbie 24 hours to respond to your question.

Dr. Samir Hefzy inquired about spring enrollment.

Dr. Cyndee Gruden replied that some international students attending depends on their visa process, so we are not certain yet.

Research and Sponsored Programs Update

Dr. Frank Calzonetti, Vice President of Research reported:

○ *Research Award Grants Fiscal Year 20*

Research fiscal year 2020 (ended in June 30) was a good year for research at approximately \$55 million. In fiscal year 19, we were at \$46.4 million. We stayed active through COVID experience. Research expenditures have gone down though in fourth quarter primarily due to COVID.

○ *Research Policies*

Research Council is looked at two policies:

- Principal Investigator's Responsibilities on Sponsored Projects - Policy 3364-70-22
Minor revision of policy to allows scientists at national labs and institutions (e.g. Scripps and Woodhole) to serve as a PI when it makes sense for them to do so they have presence and labs on campus. Helps to strengthen our relationships with them.
- Responsible Conduct of Research Policy
Two major elements, data controls and protecting it to ensure it is secure. Under guidance of Research Office.

The policy will be divided into two policies. One on research data and the other on authorship.

The research data policy describes controls and protecting data to ensure it is secure and how to transfer data to other institutions. This policy will be under the guidance of Research Office.

Authorship issues can sometimes result in disputes. In discussions with RC, it was determined that these issues and a policy to address them lies within academic affairs, thus the Provost's office. It is outside the scope of research misconduct. Research Council voted it should be broken into two policies.

Dr. Cyndee Gruden noted that the Provost's Office is doing benchmarking for this policy and that it will be routed to GCEC and GC will certainly be involved.

Report of the Graduate Student Association

Ms. Brittany Jones, President of the Graduate Student Association (GSA) reported that the GSA continues its leadership in aiding students with keeping them up to date on latest University changes/policies relating to campus COVID information/resources and GSA and UT student activities and virtual events. GSA has attended the Virtual Involvement Fair on August 27th and has initiated the Special Elections process for vacant E-Board positions. Dean Barry Scheuermann has also forwarded an email to the colleges to begin their election process for college representatives.

- *Midwest Graduate Research Symposium*
The keynote speaker for last year's MGRS, Dr. Kristen M. DeVanna Fussell of OSU (Sea Grant and Stone Laboratory), has agreed to speak again at this year's event, which will be virtual.
- *General Assembly Meeting September 16, 2020*
GSA is gearing up for its first meeting of the semester and is looking to follow-up on other GSA tasks that were postponed last semester due to COVID.

Information and Discussion Items

Minors on Campus

Mr. David Cutri, Executive Director and Chief Compliance Officer, Department of Internal Audit and Compliance and Mr. Elliott Nickeson, Clery Act Compliance Officer thanked Council for inviting them to provide a Minors on Campus presentation.

First, Internal Audit was asked to overhaul the process of vetting that involves hosting events that have minors on campus. Senior Leadership asked if we had central repository if we knew of any minors on campus at any point. We created the Protecting Minors on Campus webpages on the Internal Audit website <https://www.utoledo.edu/offices/internalaudit/minors-on-campus/>. Senior Leadership approved, then COVID hit, so we have not had many events on campus. The website offers useful information on the Minors on Campus policy, how to register a campus activity, training, forms and other resources. It includes FAQs and Information for Parents and Families.

Event reporting is accomplished through the Involvement Network (InvoNet) which requires a UToledo login. We can track who is submitting requests and dialogue through the system. You can submit documentation in the system and track status. A VP can pull a report anytime. A template is provided so that user can enter and upload proper documentation.

What forms are required for the approval process?

The forms below are for reference and to make the pre-program data collection simpler. However, these forms must still be submitted through the online program request which you can access [here](#).

[Employee/Volunteer Roster](#)

[Youth Attendee Roster](#)

[Program Registration Form](#)

[Youth Program/Activity General Information Form](#)

[Waiver/Hold Harmless and Media/Photo/Video Release Form](#)

[Medical Information & Release/Authorization, Waiver and Consent for Self-Administration of Prescription/Over-the-Counter Medication Form](#)

[Background Check Authorization Form](#)

Features of online request module

- Can be accessed by any individual with UTAD credentials
- Guided step-by-step process for registering events
- Ease of submitting documentation required by policy
- Users can save progress to complete at a later time
- Users can track status of request (incomplete, submitted, approved)
- Accurate recording of youth on UToledo campuses at anytime
- Accurate recording of employees/volunteers that have custody of youth on UToledo campuses
- Streamlined process for assigning mandatory training

Background checks can be done through UToledo or 3rd parties and must be uploaded for the person working with camps/minors. A speaker does not necessarily have to do so.

Protecting Youth Training was developed through EVERFI and is required for those working with youth that must be completed two weeks before the camp/event occurs.

Mr. David Cutri noted that his office worked with Risk Management on procedures handling minors that are involved in research projects. Questions may be addressed to either Mr. Cutri or Mr. Nickeson.

Discussion:

Q: Guidelines for students doing internships on campus with a faculty member?

A: FAQ page will list detailed set of procedures.

Are background checks within a window of time. Within a year?

A: Think it is three or four years. So if a background check has been conducted within that time frame, it should be okay.

Q: What is the protocol for kids coming in from high school class with their teacher?

A: Policy has some detailed exclusions. May need to refer to the policy. If a minor is not alone with one adult, but multiple adults present, probably an exclusion. If there are chaperones with the minors such as in a class visit or admissions visit, that is carved out. InvoNet, has several 'Stop Here' if your program does not meet these standards, so that people do not unnecessarily spend time and energy filling out forms that may not be necessary.

Conflict of Interest Disclosures:

Mr. David Cutri indicated that Senior Leadership asked him to develop a questionnaire that supplements the existing Financial Conflict Of Interest questionnaire that researchers submit each year. We have obligation as a university to report and be aware of COI regardless of research or form that it may materialize. It is a requirement of the Ohio Revised Code. Attempts to identify those conflicts that would be asked in annual ethics training, that way a record would be captured. InvoNet tool to capture on an annual basis. It is currently under development and will be vetted by a working group. Intention is to get it online soon. It is intended to supplement the existing processes that we have in place, not duplicate them or add to administrative burdens. We will ask Cyndee and Frank and others across university to vet this questionnaire. If interesting in vetting the questionnaire before it goes live, please let me know.

Graduate Assistant Presentation

Dr. Cyndee Gruden presented Interim Dean of COGS, Dr. Barry Scheuermann's presentation slides regarding Funding Allocation and Onboarding of Graduate Assistants.

- Graduate Students Missed Pay
August 18th was deadline to meet first pay of August 28th.

To provide background, the graduate assistant budget for AY 2020-2021 was reduced by approximately \$5.7 million coupled with the impacts of COVID 19 on projected revenue and state share of support and a significant change in the process that was used to allocate GA funding to the colleges and students. The College of Graduate Studies was required to closely track expenditures. Former COGS Dean, Dr. Amanda Bryant-Friedrich developed a process to track expenditures in order of prioritization of offers that she laid out in her April 2020 memo.

Changes in process were that colleges were not provided with an amount to allocate, which was a significant change to the process. Funding was prioritized based on whether the student was a continuing doctoral, continuing masters, new doctoral and new masters. COGS provided webforms to be completed by graduate program directors. The last webform went out in July for new master's students. Continuing students were processed before new students. COGS took the information from the completed webforms and prepared letters. The last batch was sent out the second week of July. New students require new hire paperwork, which contributed to their offer letters being sent out later.

- Onboarding Challenges
Any errors by colleges/programs had to be corrected, exacerbated by changes in personnel either by eliminated positions, reduction in hours or shifts to new offices. COGS had limited resources and one person working on limited schedule and one individual who is able to assist as duties permit.
- Moving Forward
Dean Scheuermann has begun conversation with the college associate deans to improve the workflow process between COGS and the colleges. Additionally seeking to improve processes by moving away from a largely paper process to becoming fully electronic.

Discussion of Suggested Solutions:

Cyndee Gruden stated that some students received a paper check last week, about 350 students were paid, however, there some whose paperwork is being resolved.

Wendy Cochrane noted that it is not a new issues in terms of budget release. We have said for a long time we need the assistantship budget earlier, as early as possible, to recruit.

Cyndee Gruden agreed that a clear timeline is helpful noting that when served as the Interim Dean of COGS she had distributed the budget before holiday break.

Kandace Williams pointed out that the College of Medicine and Life Sciences starts inviting in January.

Dan Hammel added that a reason the allocation started so late was probably because the COGS Dean did not have permission to do so. If COGS is not permitted to make the budget early on, issues with delay would continue. He agreed that January is sufficient.

Marthe Howard inquired how the budget determined.

Cyndee Gruden replied that the budget comes from the Provost's Office to COGS who in turn allocates the stipend and tuition budget out to colleges. It comes from overall academic affairs budget. The budget was cut dramatically a few years ago. It was close to \$30 million a few years ago and is probably about \$23 million.

Kandace Williams stated that the tuition waiver budget was slashed the most. COMLS reduced its credits down. She pointed out that when former Dean Patsy Komuniecki had indicated that the budget was a negotiation and colleges received their budgets in December at that time. The COGS Dean should negotiate and insist on early budget.

Cyndee Gruden noted that tuition waivers are real money.

Wendy Cochrane indicated that Dean Barry Scheuermann is advocating for getting money out earlier, and larger if possible, as well as working toward improving the process. He is aware that waiting too long to release the budget means we lose the best students. He will let us know what is possible.

Marthe Howard suggested that it would be reasonable for the Provost and other key people to come up with very clear rules and policy that determines how this moves forward along with a timeline of components. Even if there are changes in the budget, a process should be non-negotiable.

Cyndee Gruden noted that a budget cut is challenging in that it affects current students as well as future students. Dean Scheuermann plans to meet with President Postel very soon to discuss spring offers.

Samir Hefzy asked whether the fall 2020 decline in enrollment equates to further budget cuts during the current budget year.

Cyndee Gruden replied that the budget was planned for 7.2% decline, so does not anticipate a further reduction, although a lot depends on progress with COVID.

Varun Vaidya questioned what happens to the fixed share to colleges.

Cyndee Gruden replied that historically, COGS sends allocations to the colleges, some of which send to program to further allocate, while others manage at the college level. COGS requests that the colleges submit their request supporting continuing students and indicating growth areas.

Tim Brakel suggested that a Graduate Council representative serve on the Finance and Strategy Committee chaired by Matt Schroeder, if that is possible.

Wendy Cochrane indicated that she would mention that suggestion in her monthly meeting with the Provost. We need to know what is static and what is dynamic so faculty can be proactive, not reactive.

Standing Committee Reports

Report of the Curriculum Committee

Dr. Tim Mueser, Graduate Council Curriculum Committee chair, presented the committee’s report. Curriculum Committee meets virtually. Of the 53 proposals, 52 were minor modifications from Nursing, and 1 in new graduate certificate from the College of Engineering, Manufacturing Certificate (9 credit hours) comprised of existing courses, with six of the hours as electives.

Open seats on Curriculum Committee to be filled are from the College of Business and Innovation, graduate student and Health and Human Services is still needed.

Wendy Cochrane added that the Nursing proposals were a lot of clean up they needed to do.

[Council unanimous approved all proposals]

1	NPP	ENG	Mechanical, Industrial and Manufacturing Eng.	Manufacturing	EN-XXXX-CRG
2	CCR	NU	Nursing	Introduction to Biostatistical Methods	INDI 6000
3	CCR	NU	Nursing	Nursing Care of Adults in Health and Illness	NURS 5004
4	CCR	NU	Nursing	Health Assessment and Technical Competencies II	NURS 5005
5	CCR	NU	Nursing	Physiology and Pathophysiology II	NURS 5006
6	CCR	NU	Nursing	Pharmacology for the Graduate Entry Nurse	NURS 5007
7	CCR	NU	Nursing	Healthcare for Women and Children	NURS 5008
8	CCR	NU	Nursing	Designing Nursing Systems to Promote Self-Care	NURS 5140
9	CCR	NU	Nursing	Adv Interpersonal Intervention	NURS 5190
10	CCR	NU	Nursing	Desgn Nurs Sys Com Hlth Sts	NURS 5240
11	CCR	NU	Nursing	Health Science II	NURS 5250
12	CCR	NU	Nursing	Population Focused Care	NURS 5440
13	CCR	NU	Nursing	Adv Clinical Seminar:Nursing	NURS 5510
14	CCR	NU	Nursing	Psychiatric-Mental Health Nurse Practitioner Theory and Clinical I Adults	NURS 5610
15	CCR	NU	Nursing	Psychiatric-Mental Health Nurse Practitioner Theory and Clinical II Child, Adolescent, Family	NURS 5620
16	CCR	NU	Nursing	Psychiatric-Mental Health Nurse Practitioner Theory and Clinical III Older Adults	NURS 5630
17	CCR	NU	Nursing	Pharmacology	NURS 5670
18	CCR	NU	Nursing	Advanced Health Assessments	NURS 5740
19	CCR	NU	Nursing	PNP I: Care of Children - Well	NURS 5810
20	CCR	NU	Nursing	PNP Clinical III: Complex Chronic Illness or Disabilities	NURS 5830

21	CCR	NU	Nursing	Nursing Care of Adults with Complex Health Problems	NURS 6001
22	CCR	NU	Nursing	Experiencing Nursing Systems Practicum	NURS 6003
23	CCR	NU	Nursing	Professional Nurse Competency	NURS 6004
24	CCR	NU	Nursing	Adv Pract Nurs: Role and Issue	NURS 6140
25	CCR	NU	Nursing	FNP Clinical I:Adolescent and Adult	NURS 6210
26	CCR	NU	Nursing	FNP Clinical II:Women and Children	NURS 6220
27	CCR	NU	Nursing	FNP Clinical III:Adults/Older Adults	NURS 6230
28	CCR	NU	Nursing	Adult Gerontology Nurse Practitioner Theory and Clinical I Adolescents and Young Adults	NURS 6310
29	CCR	NU	Nursing	Adult Gerontology Nurse Practitioner Theory and Clinical II Adults	NURS 6320
30	CCR	NU	Nursing	Practicum/Seminar in Teaching	NURS 6730
31	CCR	NU	Nursing	Independent Study in Nursing	NURS 6890
32	CCR	NU	Nursing	BSN-DNP Orientation	NURS 7000
33	CCR	NU	Nursing	Scientific Basis Nsg Practice	NURS 7010
34	CCR	NU	Nursing	Theoretical Basis for Evidence-Based Practice	NURS 7011
35	CCR	NU	Nursing	Population Health	NURS 7060
36	CCR	NU	Nursing	Evidence Based Nursing Practice in Direct Care	NURS 7080
37	CCR	NU	Nursing	Project Seminar	NURS 7090
38	CCR	NU	Nursing	Doctoral Project	NURS 7100
39	CCR	NU	Nursing	Evidence Base Admin Comp Health System	NURS 7180
40	CCR	NU	Nursing	Family Nurse Practitioner Clinical I: Primary Care of Adolescents and Adults	NURS 7210
41	CCR	NU	Nursing	Family Nurse Practitioner Clinical II: Primary Care of Women and Children	NURS 7220
42	CCR	NU	Nursing	Family Nurse Practitioner Clinical III: Primary Care of Adults and Older Adults	NURS 7230
43	CCR	NU	Nursing	Adult Gerontology Nurse Practitioner Theory and Clinical I Adolescents and Young Adult	NURS 7310
44	CCR	NU	Nursing	Adult Gerontology Nurse Practitioner Theory and Clinical II Adults	NURS 7320
45	CCR	NU	Nursing	Theoretical Foundations of Advanced Nursing Practice	NURS 7400
46	CCR	NU	Nursing	Ethical Foundations of Advanced Nursing Practice	NURS 7410
47	CCR	NU	Nursing	Psychiatric-Mental Health Nurse Practitioner Theory and Clinical I Adult	NURS 7610
48	CCR	NU	Nursing	Psychiatric-Mental Health Nurse Practitioner Theory and Clinical II Child Adolescent Family	NURS 7620
49	CCR	NU	Nursing	Psychiatric-Mental Health Nurse Practitioner Theory and Clinical III Older Adult	NURS 7630
50	CCR	NU	Nursing	Pediatric Nurse Practitioner Clinical II: Common Acute, and Stable Chronic Illnesses	NURS 7820
51	CCR	NU	Nursing	Pediatric Nurse Practitioner Clinical III: Complex Chronic Illnesses or Disabilities	NURS 7830
52	CCR	NU	Nursing	Outcomes Methods for Advanced Practice Nurses	NURS 7920
53	CCR	NU	Nursing	Final Practicum (Direct Care)	NURS 7970

Report of the Membership Committee

None.

Old Business

Wendy Cochrane stated that she would send email to GC with information about changes in admissions requirements that Cyndee Gruden shared from Dean Barry Scheuermann's report.

New Business

None.

Adjournment

There being no further business, the Council adjourned at 1:58 p.m.