

Graduate Council Minutes
March 20, 2018
Health Science Campus, Health Education Building, Room 105

Present: Wissam AbouAlaiwi, Timothy Brakel (for David Jex), Huey-Shys Chen, Viviana Ferreira, Bashar Gammoh, Mitchell Haines (GSA), Jason Huntley, Edward Janak, Andrea Kalinoski, Jyl Matson, Marcia McInerney, Alisa Nammavong (GSA), Lori Pakulski, Penny Poplin Gosetti, Patty Relue, Constance Schall, Beth Schlemper, Rebecca Schneider, Martha Sexton, Zahoor Shah, Susan Sochacki, Megan Stewart, Jason Stumbo, Amy Thompson, Jerry Van Hoy, Kandace Williams.

Absent: Frank Calzonetti, Ben Davis, Michael Dowd, Mohamed Samir Hefzy, Yakov Lapitsky, Song-Tao Liu, Joseph Margiotta, Daryl Moorhead, Geoffrey Rapp, Jennifer Reynolds, Barry Scheuermann.

Excused: Tomer Avidor-Reiss, Brian Ashburner, Rafael Garcia-Mata, Hans Gottgens, Anand Kunnathur, Yakov Lapitsky, Barbara Schneider, Ozcan Sezer.

Guests: Hillary Snyder.

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 meetings of November 28, 2017, December 12, 2017, and January 23, 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 she presented a report on behalf of GC to the Board of Trustees on February 19, 2018, which is available on the GC website. In preparation for President Gaber's visit with GC on April 3, 2018, the GCEC will draft questions and share them with the GC. Additional questions should be sent to members of the GCEC. This will likely be an interactive meeting. Tuition guarantees will be one topic.

Dr. Flapp Cockrell and Dr. Amy Thompson have been invited to the April 17th GC to speak about the student emergency response process and provide brief crisis training. We have sent a policy to the APRC regarding co-listing and syllabus differentiation.

Elections for Graduate Council 2018-2019 are underway with results requested no later April 13th.

Report of the Graduate Student Association

Mr. Mitch Haines, President of the Graduate Student Association (GSA) reported:

○ 9th Annual Midwest Graduate Research Symposium

Registration has closed recording the largest total in the event's history. Nearly 300 students and faculty have registered: 131 presenters from 25+ universities, 60 judges, and 135 attendees.

Thanks to everyone for communicating this event to students and faculty. Thanks to everyone for spreading the word.

- GSA General Assembly Meeting
The final meeting will be Wednesday, April 18th in the Student Union Ingman Room on Main Campus at 6:00 pm. Election results should be available at this time.
- GSA Executive Board Elections will conclude on April 27th.

Report of the Dean of the College of Graduate Studies

- *Presentation and Discussion on the Final Strategic Plan*
Dr. Cyndee Gruden, Associate Dean for Graduate and Student Affairs in the College of Graduate Studies (COGS), stated that the strategic plan was organized in accordance with university strategic plan. It was developed from our conversations with the Graduate Council, its Executive Committee, the Graduate Student Association, Graduate Faculty, and data collected at COGS meetings with each of the colleges, so that the goals that Dean Bryant-Friedrich has to achieve are in alignment with the University's Strategic Plan. Some of you provided significant and thoughtful feedback. Dean Bryant-Friedrich will share the written report with GC.

Mission

The mission of the College of Graduate Studies is to globally improve the human condition through ensuring quality graduate education while providing and advocating for professional and intellectual development for graduate students in a cross-disciplinary, scholarly, ethical and inclusive environment.

There are five areas of the COGS Strategic Plan identified as aligning with those of the university. They have been modified to represent graduate interests.

- I. CONTINUED GRADUATE STUDENT SUCCESS AND ACADEMIC EXCELLENCE
- II. EXCELLENCE IN RESEARCH, SCHOLARSHIP AND CREATIVE ACTIVITIES
- III. SUPPORTING GRADUATE STUDENTS AS FACULTY, STAFF AND ALUMNI
- IV. A STRONG AND SUSTAINABLE FISCAL POSITION WITH ENHANCED INFRASTRUCTURE
INCREASING THE REPUTATION OF UT GRADUATE PROGRAMS AND GRADUATE STUDENT ENGAGEMENT

AREA 1

CONTINUED GRADUATE STUDENT SUCCESS AND ACADEMIC EXCELLENCE

Goal 1

Improve graduate and professional student success through timely degree completion.

Identify and implement the use of software to facilitate graduate student onboarding and tracking.

Undergraduate students can run their own audits. Currently, there is no automated audit system. We would like graduate students to have the same opportunity to run audits, helping them stay on track and identifying potential bottlenecks. The potential to track the qualifying exam would be very helpful but it is also a big-ticket item.

Goal 1

Offer graduate programs in formats that are responsive to student needs, such as hybrid similar to the new Executive Master's in Sales Leadership that is going to the state this week, Professional Science Masters, online, summer only. Also, focus on certificates, badges or micro-certification important to your areas.

You have provided information that other institutions offer better packages. In order to be competitive, we want to do this based on fixed times to degree completion with defined packages, particularly for Ph.D. students.

Require graduate faculty professional development in the area of graduate student mentoring and diversity and inclusion. We need to do a better job supporting faculty and students.

Goal 2

Prepare students for advanced academic studies and career success.

Involves a lot of discussion at GC and GCEC. Mental health and career training. Opportunities for quality research and training experiences. Outcomes as an institution.

Increase funding for graduate student conference participation and other professional activities.

Mainstream interdisciplinary programs in the College of Graduate Studies with the creation of the School of Interdisciplinary Graduate Studies. This would help manage and reduce barriers such as who pays students since they their study is not specific to one discipline and a silo effect.

AREA 2

EXCELLENCE IN RESEARCH, SCHOLARSHIP AND CREATIVE ACTIVITIES

The goals in this area are related to professional development and communication with graduate students. We have to continue to develop instruction and deliver on all of these to stay current.

Goals 2 and 3

Facilitate multidisciplinary work effectively at the discipline | college | and university levels.

We have to think about how we can incentivize participation of graduate students in externally funded projects.

AREA 3

SUPPORTING GRADUATE STUDENTS AS FACULTY, STAFF AND ALUMNI

Goal 1

- How do we train our students to be TAs effectively and evaluate and give feedback?
- Align current graduate student benefits with national norms.
- Student workloads.
- GA's in areas that feed their study progression.

- Work-Life balance consideration that is mindful of the whole graduate student. A new study came out about graduate students and their level of stress.

Goal 3

Increase diversity among all employees.

AREA 4

A STRONG AND SUSTAINABLE FISCAL POSITION WITH ENHANCED INFRASTRUCTURE

Goal 1

Build a budget model that involves growth and is a transparent process. Align tuition costs to be competitive financially.

Goal 2

Graduate program allocations should be transparent and made in a collaborative manner based on data analytics from program directors, institutional research and other sources as needed, and stay within budgets.

Goal 3

Increase revenue and operating efficiencies.

Increase graduate student enrollment through the creation of in demand programs delivered in convenient and effective formats.

Increase graduate student enrollment through geographical expansion UT program offerings.

AREA 5

INCREASE PHILANTHROPY IN SUPPORT OF THE UNIVERSITY'S STRATEGIC GOALS

Goal 1

Engage a development officer with a focus on the College of Graduate Studies

Dr. Gruden added that metrics are associated with these five areas. She offered to answer questions or refer them to Dean Bryant-Friedrich as necessary.

Discussion:

Dr. Susan Sochacki inquired as to the timeframe for seeking support from the UT Foundation.

Dr. Gruden replied that Dean Bryant-Friedrich is having conversations with the UT Foundation and that COGS would likely share a development officer with another UT entity. A development officer could assist with fundraising efforts such as the Day of Giving and/or establishment of a student emergency fund. Additionally, an advisory board would initiate fundraising ideas in coordination with the UT Foundation. It is difficult to identify our alumni, since COGS spans across many academic colleges, and we do not want to duplicate efforts or step on college's toes.

Dr. Patty Relue agreed that there are several areas where duplicative efforts should be avoided, such as graduate student development.

Dr. Gruden noted that graduate student professional development is under her oversight in COGS. So as not to duplicate TA training, COGS needs to be informed of college offerings. Teri Green organizes professional development for graduate students and is creating and sharing a common calendar. Communication is key, and the challenge is prioritizing. Research-specific training may be better provided at the college level; however, not all colleges offer the same training opportunities. Conversation on this topic during monthly meetings with the associate deans and graduate program directors will be helpful. Dr. Kandace Williams has some good programs in place in the College of Medicine. We could share information on training programs that are working well and adapt to our situations. There is a lot of work to do to increase and improve student development. We would love to have activities throughout the year. There are many important topics, i.e., research, professional development and responsible conduct in research, that require manpower. We need to decide on the activities we can and will offer and do it well.

Dr. Williams added that a missed opportunity for the past couple of years has been a live orientation on the HSC.

Dr. Gruden responded there are plans for in person orientation week activities on both campuses including activities organized by the GSA.

Dr. Williams stated she would be glad to assist in organizing stressing the importance of HIPPA.

Dr. Andrea Kalinoski stressed the importance of student success, both undergraduate and graduate in the university strategic plan.

Ohio Department of Higher Education, Chancellor's Council on Graduate Studies

Dr. Gruden reported a list of programs that have been reviewed during this academic year by CCGS, which evaluates new graduate program proposal for Ohio public institutions. There is a new requirement for the Master's in Athletic Training programs, which is why you see a lot coming forth at various institutions. GC saw the presentation for UT's Executive Master's in Sales Leadership, which will be presented in March at CCGS. Dr. Gruden said it is her job to help shepherd new graduate programs and certificates through the approval process. New certificates more than 21 credits have to go through state review by CCGS. Significant changes to programs have to be reported to the state. She will assist colleges/programs in determining if state approval is needed.

Information and Discussion Items

Research and Sponsored Programs Update

Dr. Connie Schall, Associate Vice President of Research, introduced Dr. Hillary Snyder who recently joined the Office of Research and Sponsored Programs. She came from BGSU, where she served as a Research Compliance Officer since 2008 and has worked on graduate level Research Compliance since 2002.

UT is fortunate to have her. Dr. Snyder has a plan for the work ahead. There are two new staff in Biomedical and Social/Behavior/Educational areas. A third panel, a Biomedical Cancer IRB, is being developed.

Dr. Snyder discussed the needs she plans to address:

- Build a solid foundation in IRB. As team built up, we will expand staff trainings.
- Organize the human research protections program.
- Increased communication.
At BGSU, Dr. Snyder had close communication with the Dean and Associate Dean of the Graduate College, the Honors College and Institutional Research department. She plans to build relationships at UT and with ProMedica.
- Dr. Rick Francis is leading the effort for a new electronic system for the Research Office. Koeli Coeus will be phased out. Phase in of IRB functions will take precedence.
- Improve processes with a goal of reducing turn-around time including a clear website with directions, an intuitive electronic system and automatic notifications.
- On July 19th, revised regulations to the Common Rule will go into effect. Dr. Snyder and her team will provide outreach including presentations to departments. She is a proponent of training and consistent reviews.
- Changes to be effective July 19, 2018
 - 1) Changes to current definitions and new definitions.
 - 2) Changes to Informed Consent.
 - 3) Revised and new Exempt categories.
 - 4) No continuing review of projects categorized as Expedited.
 - 5) Single IRB mandate in 2020.

Discussion:

Dr. Kalinoski questioned whether there is reciprocity with the ProMedica biological tissue repository.

Dr. Snyder responded that a reciprocal agreement will be developed. Although still coming to speed, it looks like wherever the researcher is located, that UT would review and approve or vice versa. Gray areas will be looked at on a case-by-case basis.

Dr. Beth Schlemper inquired how the changes effective July 19th in the Common Rule would affect human subjects on a grant she has due in August. She requested sample changes and consent forms. She also asked when new system would be in place to submit protocols.

Dr. Snyder stated that she is working on an online revised consent form, starting with SBE IRB then Biomedical IRBs. Researchers can use the KC template now. She anticipates a new system in fall 2018.

Dr. Schall added that the cost for the new system will need board approval and should go to the Board in June so that it can be in place by the end of fall 2018 for the IRB. Ideally, it should be easier to navigate and communicate with investigators and the IRB.

Dr. Snyder stated she would be glad to speak with GC on an annual basis, hear concerns, and try to help.

Standing Committee Reports

Report of the Curriculum Committee

On behalf of the Graduate Council Membership Committee (GCCC), co-chair, Dr. Amy Thompson reported list 20-31 and justification. All were unanimously approved.

No.	Proposal Type	College	Department/Program	Title	Course Number	Summary
20	PRR	CE	Curriculum and Instruction	Certification in Ed Tech: Virtual Education	NA	Request for program dormancy
21	PRR	PH	Pharmacy Practice	MGPS in Industrial Pharmacy	NA	Credit hour modifications
22	ECM	CE	Ed Foundations and Leadership	Leadership in School Curriculum	EDAS 6010	Course title change
23	ECM	CE	Ed Foundations and Leadership	Instructional Foundations and Leadership	EDAS 6020	Course title change
24	ECM	CE	Curriculum and Instruction	Literacy Assessment and Remediation	CI 5470	Course title change
25	PRR	CE	Ed Foundations and Leadership	PhD in Foundations of Educ	NA	Program requirement change
26	PRR	CE	Ed Foundations and Leadership	PhD in Foun of Ed: Philosophy of Educ	NA	Program requirement change
27	PRR	CE	Ed Foundations and Leadership	PhD in Foun of Ed: Hist of Educ	NA	Program requirement change
28	PRR	CE	Ed Foundations and Leadership	PhD in Foun of Ed: Ed Sociol	NA	Program requirement change
29	NCP	MD	Pathology	Histology and Cell Physiology I	PATH 6780	Requirement for Certification Pathologist Assistant Program
30	NCP	MD	Pathology	Histology and Cell Physiology II	PATH 6790	Requirement for Certification Pathologist Assistant Program
31	ECM	AR	English Language and Literature	Sociolinguistics	LING 5190	Change to Prerequisites

Chair Kalinoski reminded Council that all curricular proposals should be submitted by April 2nd in order to be reviewed during the current academic year.

Report of the Membership Committee

On behalf of the Graduate Council Membership Committee (GCCC), Dr. Andrea Kalinoski provided the committee's summary report.

GRADUATE FACULTY MEMBERSHIP APPLICATIONS - Spring I 2018 (applications received by February 27, 2018)																						
College	Full			Associate			Professional			Adjunct			Special Status			APPLICATION RETURNED/STILL IN REVIEW/REJECTED			TOTAL			Total
	Change	New	Renew	Change	New	Renew	Change	New	Renew	Change	New	Renew	Change	New	Renew	Change	New	Renew	Change	New	Renew	
Arts and Letters					1									1					0	2	0	2
Business and Innovation																			0	0	0	0
Education										1			1	2					1	3	0	4
Engineering			1							1			1						0	2	1	3
Health and Human Services																			0	0	0	0
Honors																			0	0	0	0
Law																			0	0	0	0
Libraries													1						1	0	0	1
Medicine and Life Sciences		1			1														0	2	0	2
Natural Sciences and Mathematics		1	1											2					0	3	1	4
Nursing																			0	0	0	0
Pharmacy and Pharmaceutical Sciences														1					0	1	0	1
Total	0	2	2	0	2	0	0	0	0	0	2	0	2	7	0	0	0	0	2	13	2	17

Old Business

None.

New Business

Dr. Gruden reminded Council that emails and announcements have circulated announcing availability of the McNair and Graduate Deans Scholars and Fellows. These initiatives contribute to diversity and are open to international students. COGS diversity committee will review applications and help in developing a diversity plan for the college. Students do not have to be admitted when applying but admission is required for acceptance.

In preparation for the President’s visit with Council on April 3rd, Chair Kalinoski sought questions. Council should ask many questions that affect graduate education since it comprises 25% of the student body.

Dr. Flapp Cockrell will join Council at its April 17th meeting. Questions for him may also be sent to Chair Kalinoski.

Comments:

Dr. Gruden discussed the tuition guarantee for undergraduates. It is supposed to include pipeline programs and be applied through the end of the fourth year. Students may also be given \$500 toward graduate school at UT. She also noted that the President presents at Faculty Senate each semester, so we wanted her to come to Graduate Council too.

Chair Kalinoski noted that Faculty Senate regularly gets time in front of the President. Graduate Council should have the same opportunity. Many topics are discussed with and approved at Faculty Senate and graduate education can be an after-thought.

Faculty Senate reports to the BOT as does the undergraduate student president. Graduate Council Chair reports to the BOT, however, the Graduate Student Association does not. We would like to have the GSA report on the BOT agenda.

Council sought to ensure collaboration on issues that simultaneously affect both undergraduate and graduate education.

As Faculty Senate president, Dr. Amy Thompson, asked that in the spirit of collaboration, there be a joint committee between faculty (undergraduate and graduate) and the Provost to look at our policies and procedures to address cheating. Dr. Bill Ayres and Dr. Mary Humphreys will co-chair and Dean Bryant-Friedrich has been asked to give the graduate perspective. A repository of history of cheating is needed so that a student does not move from one program to another with this behavior. We do not have a good repository nor a policy that allows for it. There is no way to put academic misconduct on a transcript. The registrar says we are behind in addressing that.

Dr. Van Hoy stated the reason a degree is removed should be listed on the transcript. Dr. Thompson agreed that policies need to be tightened and students should know they would be held accountable. Faculty may need campus workshops (evidenced based). A work committee should be created for this task and I specifically asked that Dean Bryant-Friedrich be included so we can develop parallel processes.

Adjournment

There being no further business, the Council adjourned at 1:47 pm.