

**Graduate Council Minutes  
December 12, 2017  
Health Science Campus, Health Education Building, Room 105**

**Present:** Brian Ashburner, Timothy Brakel, Tomer Avidor-Reiss, Amanda Bryant-Friedrich, Huey-Shys Chen, Viviana Ferreira, Bashar Gammoh, Rafael Garcia-Mata, Cyndee Gruden, Mohamed Samir Hefzy, Jason Huntley, Edward Janak, Song-Tao Liu, Jyl Matson, Daryl Moorhead, Alisa Nammavong (GSA), Douglas Nims, Penny Poplin Gosetti, Jennifer Reynolds, Constance Schall, Beth Schlemper, Barbara Schneider, Rebecca Schneider, Martha Sexton, Ozcan Sezer, Zahoor Shah, Susan Sochacki, Megan Stewart, Pamela Stover (for Jason Stumbo), Amy Thompson, Jerry Van Hoy, Kandace Williams.

**Absent:** Wissam AbouAlaiwi, Llew Gibbons, Jungwhan Kim, Anand Kunnathur, Marcia McInerney, Madeline Muntersjborn, Geoffrey Rapp.

**Excused:** Frank Calzonetti, Michael Dowd, Bashar Gammoh, Andrea Kalinoski, Lori Pakulski.

**Guests:** Scott Molitor.

***Call to Order, Roll Call, and Approval of Minutes***

The meeting was called to order and the roll called and the Minutes of Graduate Council meeting of October 31, 2017 were approved.

***Executive Reports***

**Report of the Executive Committee of the Graduate Council**

On behalf of Graduate Council Executive Committee, Vice Chair, Dr. Jerry Van Hoy reported that Graduate Council's report to the Board of Trustees will be given at the BOT meeting on December 18th and will be posted on COGS/Graduate Council website following. The GCEC discussed a new process for tracking individual degree programs by their attributes and a new process to track concentrations. Some programs have not been able to successfully track or have posted on transcripts. We are seeking to remedy with the Registrar's office.

The first Doctoral Hooding Ceremony will be held Saturday, December 16<sup>th</sup> and the University-wide commencement will be held on Sunday, December 17<sup>th</sup>. Graduate Council is welcome to attend.

**Report of the Graduate Student Association**

Ms. Alisa Nammavong, Vice President of the Graduate Student Association (GSA) reported:

- The GSA provided a Tax Reform Information Session for Grad Students on Monday, December 4th. We provided resources for graduate students to contact their state representatives and senators and answered frequently asked questions. Thank you to Diane Miller for her assistance.
- GSA met with Drs. Jack Schultz and Kandace Williams to pool resources together in efforts to create professional development opportunities for graduate students next semester.
- Dr. Clinton Longenecker has accepted the GSA's invitation as keynote speaker for the 2018 Midwest Graduate Research Symposium.

- o Constructive feedback regarding last year's MGRS should be directed to the GSA in an effort to improve the event for this year's participants. Thank you to Dr. Tomer Avidor-Reiss for his suggestions to apply for upcoming MGRS.

#### Report of the Dean of the College of Graduate Studies

Dr. Amanda Bryant-Friedrich, Dean of the College of Graduate Studies reported:

- o *Strategic Planning Review*

Thanked the Council for providing information during this process.....a real effort among scholars. We have documentation of all constituencies. This Strategic Plan is for 2017-2022. The draft plan that will be shared with you in January will be broken into short-term, mid-range and long-term goals. GSA will also have an opportunity to review for their input.

#### Metrics

Discussions with colleges have affirmed that there are always issues with metrics. We are going to create a dashboard that every program director has access to so they know data for these important areas. The Provost's office needs the appropriate software to promote student success. Associate Deans and Program Directors should know their GA distribution by type. It used to be known to constituencies. It is a helpful piece of information for planning. This information should be kept in the dashboard as well as external fellowships. Career Placement is another important metric. COGS has a survey out presently.

#### Collaborative Units

Provost Office

Academic Colleges

#### Priority 2

No action items. We need to look at which are working/not and align those that need to work together. Be on board with inspirational institutions.

#### Priority 3

Increase Diversity

Was concerned it came up very little in discussions with colleges. My personal idea is about broadening access. UT is strategically and geographically poised to provide that access.

#### Priority 4

Heard students trying to get what they need. Professional development for success while they are here as well as after graduation. Getting manuscripts out, etc. They need mental health support and advocates.

#### Priority 5

Student Success. Make sure they are ready to compete in workforce.

#### Priority 6

Improve Process Efficiency

Need to improve in our office and in different programs. Will involve a lot of training and going to discuss with programs directors and create a handbook.

#### Priority 7

There were a lot of comments that said making sure faculty do not mistreat students. They should mentor and so should staff. Students need to be taught how to be mentored.

#### Priority 8

Increase graduate education and research visibility within and outside university. People want to see how we promote and support.

Dean Bryant-Friedrich encouraged Council to share comments and input with her. While there are lot of themes to remain mindful of, it is important to remember that enrollment is a top priority.

Discussion:

Kandace Williams asked how many students start the application process, but do not complete.

Dean Bryant-Friedrich replied that COGS is aware of application status, start/stop/incomplete/paid application fee. Sometimes incompleteness is due to submission of reference letters, which is not under control of the student. I think they have to pay application fee before review.

Dr. Kandace Williams wondered if there is a mechanism to help support application fees, based on need.

Dean Bryant-Friedrich responded that the matter is not trivial and cuts revenue, but is under discussion.

Dr. Mohamed Hefzy asked if each priority has short-/mid-/long-term goal.

Dean Bryant-Friedrich replied that most do, except that some may not have short-term goal. There are actions going on which support the priorities.

Dr. Jerry Van Hoy stated that while not all priorities map to the Strategic Plan, the message is that the University needs to thinking about and supporting graduate education.

Dean Bryant-Friedrich agreed that graduate education looks different and that the institution focuses heavily on undergraduate education.

Dr. Mohamed Hefzy asked if graduate education looks different nationwide.

Dean Bryant-Friedrich replied that it is different nationwide and at UT. UT is comprehensive.

Dr. Mohamed Hefzy asked what challenges face graduate education at research institutions.

Dean Bryant-Friedrich responded that resources are always a factor – financial, support staff and students. If an institution does not have resources, it has to change the way it does things in order to be competitive. Workload is, of course, one of the biggest issues for faculty. She explained that that she had the unique experience to listen to faculty in eight colleges and heard them say they would like to have more Ph.D. students but they don't have the time necessary to mentor them. There is a need for research funding and the time to teach and mentor students.

Dr. Cyndee Gruden noted that while at the Council of Graduate Schools annual meeting this month, she heard a lot of the same concerns. Resources, in general, are also an issue including the need for bridge funding between grants. There are also international student challenges. A lot more students are going to Canada because of new regulations in U.S.

Dr. Song-Tao Liu questioned who would be the voice representing graduate faculty.

Dean Bryant-Friedrich asked if he thought the voices of graduate faculty are not heard as strongly.

Dr. Song-Tao Liu replied that workload and resources are crucial to graduate student success.

Dean Bryant-Friedrich said that she would include this priority in the Strategic Plan under enhancing the graduate student experience so that it would be tied back to students.

Dr. Scott Molitor added that the Strategic Plan aims to improve faculty and staff success too.

Dean Bryant-Friedrich stated that she would share a draft of the report she has compiled for the Strategic Plan for a final opportunity to provide comments.

### ***Information and Discussion Items***

#### **Research and Sponsored Programs Update**

Dr. Connie Schall, Interim Associate Vice President for Research, reported that Grants Accounting will move into the R1 building next week. The Office of Research works closely with Grants Accounting.

#### **Process for Developing 4+1 programs (pipeline programs)**

Dr. Cyndee Gruden, Associate Dean for Academic and Student Affairs in the College of Graduate Studies, reminded Council it discussed fiscal positioning recently and it thought 4+1 graduate programs were a good idea as well as outlining a process for their development

She noted this is specified in the Strategic Plan as Priority 1 Student Success and Academic Excellence, Goal 3 Prepare Students for Advanced Academic Studies and Career Success, Item 4 Increase the Number of Undergraduate-to-Graduate Programs. We want to make an easier process. She noted that most of these programs are not well occupied by students. COGS' objective is to have a uniform process and bring folks together to make it work. She worked with Debbie Andrews in COGS, Financial Aid, the Registrar's office and Marketing to discuss challenges, successes and failures and how to reduce challenges. The workflow is not yet completely worked out. Students in the pipeline do not automatically matriculate into the graduate level. Tracking has to be done. If a graduate student takes an undergraduate class they would get kicked off financial aid, so Financial Aid they need to know the classes that are part of the pipeline. We reviewed templates from other institutions. We developed a draft template that has a lot of text. We want to focus on 4+1 pipeline, so it is easier to manager when they are undergraduates we know when they become graduate students. It can make things easier for consistency among programs. HLC says you have to have 150 unique credits, 120 UG + 30 G unique credits, however, there are 9 shared credits. Math has a different challenge in that they have 36 credits, so they cannot take enough credits in one year.

Dr. Tomer Avidor-Reiss asked the benefits of 4+1 pipeline.

Dr. Cyndee Gruden replied that student can start graduate classes as an undergraduate and get done quicker. Some programs could be double-dip, you can share credits if program requires more than 120 + 30. In Engineering 10% stay at UT to earn their master's. Perhaps the pipeline would encourage them to stay.

Dr. Connie Schall added that it may work well for PSM or coursework-type master's programs.

Dr. Cyndee Gruden noted it would be difficult with research-heavy programs. As the process and template are under development, Dr. Gruden encouraged those with interest to contact her. Workflow has to be built around it for it to be successful.

### ***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.

No.	Proposal Type	College	Department/Program	Title	Course Number	Summary
7	NCP	SM	Chemistry	Mass Spectrometry	CHEM 8340	Analytical Chemistry Mass Spectrometry course in Spring alternate years. Offered as a special topics course Spring 2014 and 2016 with good enrollment.
8	NCP	SM	Chemistry	Mass Spectrometry	CHEM 6340	Same as 8340, Modified SLOs accepted with change as follows: From: "explain how they performed literature search on a mass spectrometry topic of interest or demonstrate an application of a MS database or software tool." To: "Doctoral level students will demonstrate the ability to identify and review pertinent literature on a mass spectrometry topic of interest. Doctoral level students will identify, explain and demonstrate the use of a MS database or software tool."

New Course Proposal: Chem 6340 and Chem 8340, 4 Hours

Analytical Chemistry course focusing on Mass Spectrometry to be offered Spring alternate years. Offered twice as a special topics course Spring 2014 and 2016.

Prerequisite is "Admitted into the Graduate Program" ..... probably should change to "Admission into the Graduate Program"

Concern about SLOs was addressed:

The submitter agreed to the change offered by the GCCC:

From: "explain how they performed literature search on a mass spectrometry topic of interest or demonstrate an application of a MS database or software tool."

To: "Doctoral level students will demonstrate the ability to identify and review pertinent literature on a mass spectrometry topic of interest. Doctoral level students will identify, explain and demonstrate the use of a MS database or software tool."

These were approved by committee 9-0. Council approved unanimously.

#### Report of the Membership Committee

On behalf of the Graduate Council Membership Committee (GCCC), committee member, Dr. Mohamed Samir Hefzy, provided a summary report of the Fall II 2017 group of applications for Graduate Faculty Membership.

There may actually be only one new from what you can conclude. This time we don't have brand new faculty except one.

In response to the request to explain Special Membership, Dr. Hefzy indicated that perhaps a person works a university or other who has expertise who may teach a graduate level course aligning with their expertise, or they may serve on a graduate student's advisory committee.

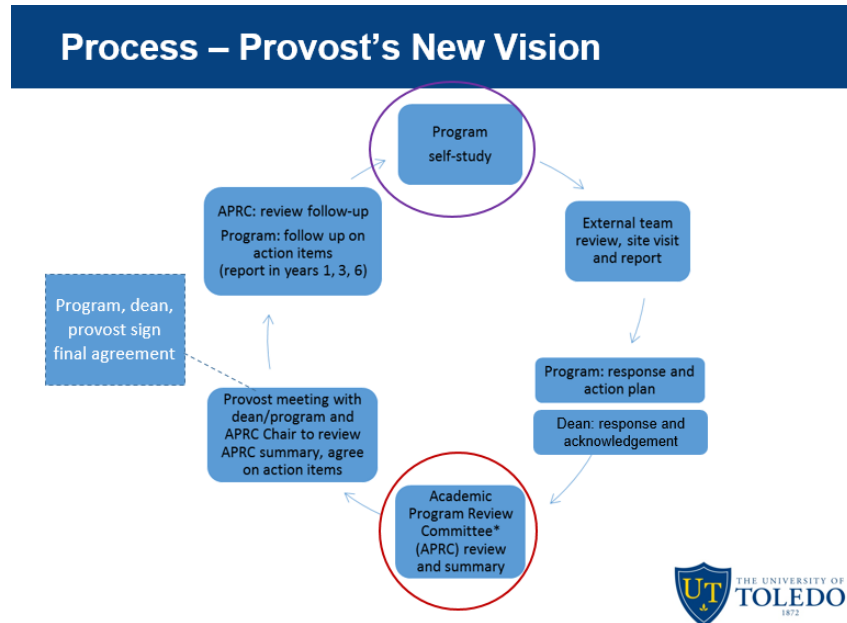
GRADUATE FACULTY MEMBERSHIP APPLICATIONS - Fall II 2017 (applications received by November 17) plus five pending applications																						
College	Full			Associate			Professional			Adjunct			Special Status			APPLICATION RETURNED/STILL IN REVIEW/REJECTED			TOTAL			Total
	Change	New	Renew	Change	New	Renew	Change	New	Renew	Change	New	Renew	Change	New	Renew	Change	New	Renew	Change	New	Renew	
Arts and Letters					1		1						1						2	1	0	3
Business and Innovation																			0	0	0	0
Education														4					0	4	0	4
Engineering											1			2	1				0	3	1	4
Health and Human Services											2				1				0	2	1	3
Honors																			0	0	0	0
Law																			0	0	0	0
Libraries																			0	0	0	0
Medicine and Life Sciences											2			1					0	3	0	3
Natural Sciences and Mathematics			1									1			1				1	0	3	4
Nursing																			0	0	0	0
Pharmacy and Pharmaceutical Sciences																			0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>5</b>	<b>1</b>	<b>1</b>	<b>7</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>13</b>	<b>5</b>	<b>21</b>

University Academic Program Regulations Committee Update

Dr. Kandace Williams explained that she was invited to be a member of this committee as the Graduate Council representative along with Dr. James Slama, and is thus, she is reporting back to Graduate Council with this update. The UAPRC helps programs prepare for external accreditation, primarily HLC. The Provost put this steering committee together for guidance for program review. The HLC structure is a seven-year review cycle that includes a program self-study. External reviewers are invited to campus for an onsite review.

The program then devises a response to the external reviewer report.

Dr. Williams displayed a diagram of the Provost’s vision of the program review cycle at UT that Heather Huntley had showed GC last year. The UAPRC receives the report through the College Deans and makes a brief review summary of action items which it sends to the Provost. The Provost meets with Deans and Program Directors, etc. and they agree on action items as they reach a final agreement. As time goes on, there is follow up for action items. We keep self-sustaining our reporting. Think of it as a circle with the units working collaboratively with programs.



The charge to UAPRC is to:

1. Develop and implement a process following external program review that will generate a summary of the external review team’s report and the program director’s response and action plan. UAPRC works to collaborate with the program director and dean to establish action plan priorities to maintain program and HLC accreditation, continuous improvement, relevance to UT Strategic Plan.

Following this, the UAPRC Chair will facilitate a meeting of the Provost, Program Director, and Dean at which the Committee’s results for the program will be shared and a final decision will be made on action items and resources.

2. Develop and implement a process that will follow-up and document the status of the agreed upon action items at multiple points in time over the next six years and prior to the next scheduled program review.
  - Document status at years 1, 3 and 6.
  - Provide feedback regarding the status of action items to the Provost, Program Director and Dean.

It is a thoughtful process a few hours each month as the committee meets with Vice Provost Bill Ayres. The Provost wants us to look at the relevance of UT Strategic Plan during the process.

The UAPRC role is limited to ensuring that the results of program review process are disseminated to and discussed by the appropriate parties. It reviews the information it is provided, which consists of the external reviewer report and the program’s responses to this external review report.

The information is distilled down for our report to the Provost to discuss with the Program Director and Dean. Why we do this is evident - for positive changes. The committee that reports to the Provost.

Dr. Williams asked Council to consider if it would like more formal role in the review of graduate and professional programs, such as the review of initial and or final memos?

Comments may be sent to Dr. Williams or to Dr. Scott Molitor.

Dr. Molitor also asked if GC would like to see the final memos with the action items and who is responsible for

addressing them. Dr. Jerry Van Hoy replied that GC requested that.

Programs reviewed to date were displayed (list available on attached PowerPoint).

Dean Bryant-Friedrich asked if the committee had any concerns with its interactions with the GC. Dr. Kandace Williams said it did not as the committee serves to provide information as a conduit between the Provost and the Program. Dr. Jason Huntley added the idea that the UAPRC report back to GC in bullet points so that it is aware of things it should address. Dr. Williams added that Dr. Cyndee Gruden has been invited to attend these meeting between the committee and Provost. If there are any issues, Dr. Gruden should bring those to the GCEC.

Dr. Molitor clarified that the UAPRC distills the information into brief bullet points and meets with everyone, which is the basis for the final memo to the Provost. The responsible party conducts the follow up.

Council questioned the process of feedback to Faculty Senate. Dr. Molitor replied that it is not done yet. Dr. Gruden thought that the feedback processes for Faculty Senate and Graduate Council should be similar. Dr. Molitor stated that he suggested Faculty go back to their executive committee. Dr. Van Hoy said that the idea for GC representation on UAPRC was so that GC membership could be aware of issues before the Provost could take action against a program. The process should not circumvent GC but rather report to it.

Dr. Molitor stressed the committee would not circumvent GC but that it would work with it any way fit adding that his role is to report to the Provost.

Dr. Williams explained that some programs were shut down because they did not have sufficient faculty.

Dr. Molitor in going through prior program reviews, there was one program lost due to low faculty. If there is accreditation concern due to loss of faculty, it will be presented.

Dr. Kandace Williams the process will be reshaped so that site reviewers will do a review as it relates to our Strategic Plan. It is evolving.

Dr. Hefzy mentioned that he had served as a GC representative on the UAPRC of GC and it was being questioned whether the role of UAPRC was becoming obsolete. Dr. Van Hoy stated the GC Program Review Committee functioned in that role until the UAPRC committee started.

It is required by the Constitution of the Graduate Faculty. The bigger question is what role do Faculty Senate and Graduate Council play? It is something for both executive committees to work to propose a process.

Dr. Hefzy wondered what the role of GC is if the UAPRC makes its decision before it is shared with GC.

Dr. Van Hoy indicated that GC should be involved before it goes to the Provost. Dr. Hefzy agreed that it should go to GC before the UAPRC meets with the College Dean and Provost. Dr. Van Hoy stated that this is also the intention of the GC.

Dr. Molitor stated that conversations with the Provost are helpful because he would like the process clear so that that everyone knows in a timely manner. Another goal he has is to be Provost independent.

Dr. Van Hoy reiterated that Dr. James Slama and Dr. Kandace Williams are GC reps on this committee.

And Dr. Williams added that Dr. Barbara Coventry and Dr. David Krantz are the Faculty Senate reps.

### ***Old Business***

None.



***New Business***

None.

***Adjournment***

There being no further business, the Council adjourned at 1:54 pm.