

**"Draft" Graduate Council Minutes
February 7, 2017
Main Campus, Student Union, Room 2582**

Present: John Bellizzi, Frank Calzonetti, Huey-Shys Chen, Ben Davis, Michael Dowd, Rodney Gabel, Bashar Gammoh, Mohamed Samir Hefzy, David Jex, Edward Janak, Andrea Kalinoski, Anand Kunnathur, Song-Tao Liu, Jyl Matson, Joseph Margiotta, Marcia McNerney, Daryl Moorhead, Madeline Muntersjborn, John Plenefisch, Geoffrey Rapp, Patricia Relue, Jennifer Reynolds Amal Said, Constance Schall, Barry Scheuermann, Beth Schlemper, Joseph Schmidt, Barbara Schneider, Zahoor Shah, Eric Simpson (GSA), Susan Sochacki, Megan Stewart, Jason Stumbo, Travis Taylor (for Viviana Ferreira), Jerry Van Hoy, Richard Welsch, Kandace Williams.

Absent: Douglas Nims

Excused: Leigh Chiarelott, Amanda Bryant-Friedrich, Jason Huntley, Lori Pakulski, Youssef Sari.

Guests: Susan Hochberg, Heather Huntley, Dorothea Sawicki.

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 December 13, 2016 were approved.

Executive Reports

Report of the Executive Committee of the Graduate Council

On behalf of Graduate Council, Chair, Dr. Connie Schall reported that the agenda had been reordered so that the Standing Committee Reports will immediately follow the Executive reports, followed by Information and Discussion Items.

There will be a Membership Committee report at the next GC meeting on February 20th. The Membership Committee will make its recommendation on procedures for evaluation of equivalent experience for applicants for full graduate faculty status who do not hold a terminal degree in their discipline.

Chair Schall reminded Council that curriculum proposals must be submitted no later than April 17th in order to be acted on by the Curriculum Committee before the end of the academic year. The GCEC can act during the summer as empowered by the GC on curriculum matters discovered and reported to the GC before the recess. The GCEC cannot approve new programs during the summer recess.

Ms. Heather Huntley, on behalf of the Provost, will discuss a new university Academic Program Review Committee (APRC) today. The APRC will provide input into program reviews and continuous improvement and is requesting appointment of two GC members to this committee. The GCEC sees several potential roles for the GPRC within or outside of the APRC and would like to hear input from the GC as whole after Ms. Huntley's presentation. The GPCR committee can serve as a resource to the GC representatives to the APRC and provide independent program review for all or selected graduate programs.

Topics for discussion before summer break should be directed to Chair Schall or any other member of the GCEC.

Standing Committee Reports

Report of the Curriculum Committee

On behalf of the Graduate Council Curriculum Committee (GCCC), Chair Dr. Patricia Relue reported that the GCCC reviewed and approved the following curriculum.

Dr. Michael Mallin, Professor of Marketing and Sales and Faculty Director for MBA /EMBA programs, and Dr. Ellen Pullins, Schmidt Research Professor of Sales & Sales Management from the College of Business and Innovation were introduced to provide background and a summary of the new graduate program proposal, Executive Master of Sales Leadership (a joint degree with Bowling Green State University), pending approval by BGSU as well. The proposal is in progress at BGSU for review by their Graduate Council and Provost. Drs. Mallin’s and Pullins’ PowerPoint presentation “EMSL Proposal Presentation v7” provided a summary outlining the demand/market opportunity for this program, curriculum, faculty and staff involvement and timeline for this program.

Dr. Mallin described the program as a collaborative, joint program with BGSU. There is no degree like this in the country and we would be the first mover in a market with demand. David Reid is our colleague at BGSU. We are starting to see a trend that students are looking for specialized degrees. The role is focused on the sales leader/manager in the organization who drives profit revenue in company and the further development and staffing of the sales force. They have responsibilities in their organization. The seasoned sales managers (Baby Boomers) are retiring so there is a training opportunity, particularly those turning to MBA and Executive MBAs. This supports the need for more collaboration with higher education institutions. Leveraging the sales consortium of faculty. It is a growing at an above average rate. We held four focus group sessions. It is a lock-step cohort program, approximately a 15-18 months at 30 credit hours. The delivery is model is blended with both online and face-to-face offerings. There is a capstone residency for competency-based core courses with an intensive capstone residency at 12 months. There are three guided independent study-learning projects, which are 3-6 months in length for 6 credit hours.

Cohorts could meet in various locations where it is most convenient for the student cohorts, for example possibly Cleveland. We are seeing a large concentration of interest along coastlines and MI, PA, Chicago, California, VA. Faculty consortium of nationwide sales faculty (UT, BGSU, Alabama, Baylor, Oklahoma State, Northern Illinois/ (we have commitments from them). We priced in a program coordinator – logistics.

Discussion:

Dr. Madeleine Muntersjborn asked who will paying faculty from other universities.

Dr. Pullins replied that the tuition covers the costs of a program coordinator (staff position) and subcontractor faculty. She noted that the faculty are required to have Graduate Faculty Membership status at UT.

Dr. Muntersjborn inquired whether the tuition includes travel expenses to the consortium and if a cohort surrounds a particular geographic area (example, Chicago), could the instruction take place at an airport hotel. Dr. Pullins stated that travel expenses are the individual student’s and/or their company’s responsibility and while the instruction locations can vary.

Dr. Mallin noted that the program’s twelve-week semester is not tied to the academic calendar. Students in this program will take two courses at the same time and work in small groups and teams.

Dr. Michael Dowd inquired about the program coordinator. Dr. Mallin responded that it would be a staff position and the coordinator will make sure students are enrolled, facilities set, instructors lined up, etc.

Dr. Pullins added that the curriculum is monitored by an oversight group.

Dr. Mallin anticipates year one with 1 cohort of 25 students with the majority of faculty from BGSU and UT. In year two, there may be 2 cohorts, etc. When we get to 100 students, we will need more faculty.

Dr. Dowd asked who would have authority over curriculum and the program.

Dr. Pullins replied that oversight is by UT and BGSU faculty.

Council unanimously approved all proposals.

#	Type of Proposal	Coll.	Dept.	Proposal Name	Course No.	Summary of proposal
1	NCP	BU	Marketing	Sales Leadership	EMSL 6000	(4 cr hr) Course will develop a context-specific in depth conceptual and applied understanding of both the strategic and interpersonal processes required to develop a successful proactive sales culture within diverse types of businesses. The sales planning, problem solving, interpersonal and communication skills, goal setting and accountability used by successful sales leaders will be researched, discussed and evaluated. Developmental recommendations for sales leadership improvement will be made, monitored, and revised throughout the program.
2	NCP	BU	Marketing	Sales Planning and Processes	EMSL 6100	(4 cr hr) The course positions the sales leader as a business owner or entrepreneur required to manage multiple and complex issues with minimal corporate support. This course will require interaction with a variety of internal and external contacts. Participants will assess, research, and report on real world issues including organizational structure and policies, ethical conflicts, cultural ethnic diversity, legal issues, and multi-national topics.
3	NCP	BU	Marketing	Finance Business Acumen & Data Analytics	EMSL 6200	(4 cr hr) This course prepares participants to effectively analyze and interpret client financial data, business trends, operating results, industry norms and a wide range of metrics and business intelligence in order to strengthen the financial impact of sales proposals and business propositions, and to effectively manage the sales organization.
4	NCP	BU	Marketing	Sales Force Automation and Technology	EMSL 6300	(4 cr hr) This course focuses on the impact of the wide range of sales force automation technology, the increasingly pervasive influence of the internet, social media, and emerging information management technologies on sales management, policies and procedures Participants will study sales technology implementation and the management of prospects and clients throughout the sales cycles utilizing key technology based analytical sales metrics and report tools for sales management decision making case studies.
5	NCP	BU	Marketing	Sales Talent Acquisition Development and Management	EMSL 6400	(4 cr hr) This course focuses on the comprehensive and critical sequence of tasks required to build an effective sales force including determining staffing levels, defining sales position requirements, targeting and creatively approaching candidate sources, attracting best sales talent, developing professional interviewing skills to help assure candidates fit job requirements and culture of the organization.

6	NCP	BU	Marketing	Salesforce Motivation and Evaluation of Performance	EMSL 6500	(4 cr hr) This course focuses on the psychological basis and practical application of motivation as well as the specific influences that motivation has on performance including rewards systems, sales control systems, personal factors, organizational factors, and environmental factors. Specific salesforce and salesperson performance evaluation and appraisal methods and techniques will be discussed and applied within various salesforce settings and contexts.
7	NCP	BU	Marketing	Industry Analysis A Sales Management Perspective	EMSL 6701	(2 cr hr) In this integrated learning project, students will select, contact, meet with, and interview executives from within their employers industry and conduct guided research on the state of the industry. In depth project research requirements are designed to further students learning while also furthering the goals of the sponsoring organization.
8	NCP	BU	Marketing	Corporate Sales Assessment and Strategy Development	EMSL 6702	(2 cr hr) In this integrated learning project, students will conduct extensive research on their company and demonstrate advanced comprehension of sales, marketing, client requirements, financial data and sales operational strategies, concepts and metrics. Students will prepare a written analysis and deliver a graded, board room level presentation to faculty and business assessors on emerging issues and potential sales opportunities for their employer.
9	NCP	BU	Marketing	Leading Major National and Key Account Sales Forces	EMSL 6703	(2 cr hr) Through industry research and personal interaction with contacts in their employer’s key accounts and major clients, students will learn keystone buyer and purchasing decision criteria as well as unique business issues, trends and competitive nuances confronting key accounts. Students will develop insights into customer business plans, priorities, and projects that represent the best opportunities for a key account sales force to deliver value.
10	NPP	BU	Marketing	Executive Master of Sales Leadership (Joint Degree)	NA	(30 cr hr) The goal of proposed EMSL is to provide the education needed to provide current and prospective sales managers/leaders with the knowledge and skills needed to successfully lead their companies’ sales efforts. Currently there are no specialized graduate degrees that specifically address sales management/sales leadership in the country. Thus, there is an unexploited and sizeable opportunity for a graduate degree targeted specifically to prospective sales managers or existing sales managers. Curriculum consists of 6 - 4 cr hr competency-based core courses and 3 - 2 cr hr integrative learning projects (capstone experiences). Curriculum will be delivered to student cohort (15-18 mo). Content is hybrid online/in person.

11	ECM	MD	Biomedical Sciences	Scholarly Project for Medical Sciences	INDI 6980	Add pre-req of "Admission to the MSBS-Medical Sciences degree program"; grading changed from S-U to S-U/A-F
12	NCP	MD	Biomedical Sciences	Molecular Cell Biology	INDI XXXX	(7 cr hr) Graduate-level course that incorporates materials taught to first year medical students; provides foundational information for the MD curriculum. The major topics are molecular biology and genetics; biochemistry of metabolic pathways; and cellular organization. This is the first course in the MSBS in Medical Sciences (MSBS-MS) curriculum.
13	PRR	LW	Law	Certificate in Compliance	NA	Change in delivery mode from in class/hybrid/online to online only. Removal of CCEP Exam Skills (1 cr hr) from certificate requirements. Decrease from 16 to 15 cr hr for the certificate.
14	PRR	LW	Law	Certificate in Health Care Compliance	NA	Change in delivery mode from in class/hybrid/online to online only. Removal of CHC Exam Skills (1 cr hr) from certificate requirements. Decrease from 18 to 17 cr hr for the certificate.
15	PRR	LW	Law	Certificate in Higher Education Compliance	NA	Change in delivery mode from in class/hybrid/online to online only. Removal of CCEP Exam Skills (1 cr hr) from certificate requirements. Decrease from 17 to 16 cr hr for the certificate.

Executive Reports

Report of the Graduate Student Association

Mr. Eric Simpson, President of the Graduate Student Association (GSA) reported that GSA’s next General Assembly meeting would take place on Wednesday, February 22nd on the Health Science Campus in the Health Education Building, room 103 from 6:00 p.m. – 8:00 p.m. The third MGRS Steering Committee meeting will take place on Sunday, February 19th from 6:00 p.m. – 8:00 p.m. in the GSA Office, located in the Student Union room 1509.

Report of the Dean of the College of Graduate Studies

Dr. Amanda Bryant-Friedrich, Dean of the College of Graduate Studies was away from campus and a meeting/conference. No report.

Information and Discussion Items

University Academic Program Review Committee

Ms. Heather Huntley, Director of University Accreditation and Program Review, thanked Council for the opportunity to provide an Academic Program Review update. Her PowerPoint presentation (see attached presentation) summarized and displayed the Provost’s vision of the process of program review and the Graduate Council’s role.

The main purposes of program review is to comply with external accreditations, honor UT’S commitment to continuous improvement and meet the expectations of the Higher Learning Commission and the Ohio Department of Higher Education. Faculty leaders complete and prepare a self-study (template available). It is reviewed, followed by a site visit and report to which the program can respond. External reviews always include one reviewer who is external to UT.

- Seven year cycle of review

- Programs prepare and complete a self-study
- External review
- Program response/action plan

She displayed the process prior to 2016-2017 followed by the Provost's new vision for the process.

Discussion:

Dr. Michael Dowd inquired whether the allocation of resources is included, to which Ms. Huntley replied that it is in the self-study. He added that it should also be addressed in the external review.

Dr. Thea Sawicki replied that there is a template and she would be happy to share it if that would be beneficial. Previously, the process had been linear. There was not been a formalized way for the provost to provide feedback. The provost's new vision is to provide a circular process as opposed to linear. This review process provides a source of data and there needs to be feedback. The new Academic Program Review Committee (APRC) will be faculty led and will not complete a separate review of programs.

Dr. Jerry Van Hoy asked how many faculty would comprise the APRC.

Ms. Huntley replied there would be six faculty and that process would start this year. Programs that have already gone through review will provide a follow up only and the APRC will look at them in the follow up phase. The Faculty Senate representatives to APRC are Mary Ellen Edwards and David Krantz. Two representatives will be from the Graduate Council.

Dr. Sawicki pointed out that program review and assessment are equal partners in looking at the health of programs. University Assessment Committee (UAC) is an independent Committee that is changing in its function. We heard from HLC in 2016 that our UAC had focused on annual reports at the program level, but needed to have a broader view to see how things were going across the university. That gives us assessment of institutional effectiveness.

Dr. Dowd noted that there has to be a specific discussion of Ph.D. programs in program review. He added that UAC members need to hold Graduate Faculty status (Full or Associate level) verifying their level of expertise and experience since they are reading reports and providing feedback to the provost and to the program. Dr. Samir Hefzy also noted that Full membership is required to propose graduate courses.

Dr. Sawicki replied that while the committee will not give feedback, small group of faculty summarize strengths and weaknesses. She agreed they should have Graduate Faculty Membership and will make a note of it.

Dr. Patricia Relue asked for an example of action plan. Dr. Sawicki said an example would be to hire faculty. Dr. John Plenefisch said that the APRC review follow up is an important function because they do give feedback to program. Ms. Huntley explained that not all action items involve resources.

Dr. Samir Hefzy pointed out that the GRPC is a subcommittee of APRC and that they have completely different functions, roles and expectations, even though different one is under the umbrella of the other.

Dr. Dowd added that the GC formed in the 1970s as an advisory committee to the Dean. Faculty Senate gave authority to GC. Graduate Faculty has authority overall graduate program review. This is how the university is structured. Graduate Council can set up a GPRC. GC should conduct the review and have direct participation in the review of Ph.D. programs. He added that the intellectual legacy of this university is its dissertations. One size does not fit all.

Ms. Huntley explained that although we reference an external review team for programs, each program is

considered separately and they have separate self-studies. This is not meant to be a separate review. Ph.D. programs can be reviewed by GPRC. If GC wants a separate review, it can certainly do so, but just needs to inform her how it should fit in the process so the timing can be worked out. The provost wants to be sure there is feedback in the loop.

Dr. Constance Schall noted that the provost’s office will set up access to the requisite documents. Ms. Huntley said there will be an assistant.

Dr. Rodney Gabel inquired as to the tangible results when the report indicates a great program but not enough faculty, labs, etc.

Ms. Huntley replied that the Provost wants to see the information. She also noted that no one had formally followed up previously. By formalizing the process, it will put more teeth into it. She asked Council to her office know how they see GPRC fitting in this loop. Dr. Sawicki agreed that it is up to Graduate Council to indicate where it should fit in the process.

Dr. Bashar Gammoh inquired as to the number of programs under review at one time.

Ms. Huntley explained that the Deans are consulted so that programs with accreditation are addressed with the remaining fit in. The first year will be a lot of work. Dr. Sawicki estimated about 30 -40 programs, but not all involve site visits. For example, Ms. Huntley noted that all programs within the College of Business and Innovation were reviewed in the same cycle and that there were three external reports.

Dr. Schall asked GC to give careful thought and let the GCEC know where GPRC fits in the process.

Ms. Huntley asked for the names of two Graduate Council representatives to the UAPRC within the next month.

Dr. Relue inquired as to the difference in charge of GPRC and APRC.

Reading from the Graduate Council Bylaws (approved by the Graduate Council December 1, 2015), Dr. Schall provided the current description of the GPRC. The difference is that the GPRC is comprised of faculty from all of the academic colleges. She sought clarification on whether the GPRC could serve as a resource to the two representatives to the UAPRC from Graduate Council. If GPRC reviews all documents pertaining to graduate programs, there is redundancy.

Graduate Program Review Committee (GPRC)

- i. The UT Office of the Provost and its Office of Assessment, Accreditation and Program Review (OAAPR) oversee the annual UT Academic Program Review including determining the process. The process includes a role for Graduate Council participation. The Graduate Council can review the program self-study and external review team report for purposes of providing feedback to facilitate the program’s continuous improvement. The GC feedback report is submitted to the OAAPR, COGS Dean and Provost.
- ii. The GC charges the GPRC to review the program self-study and external review team report. The feedback is submitted to the GC for input and approval prior to submission to the OAAPR.
- iii. The GC shall develop documents to provide to GPRC with its charge and general guidelines for conducting program review. The general guidelines shall align with the UT OAAPR Academic Program Review Manual. The Council of Graduate Schools (CGS) *Assessment and Review of Graduate Programs* should serve as a resource.

iv. The GPRC shall consist of at least one person with Full Graduate Faculty status from each college that offers a graduate degree. Pending the programs scheduled for review, up to two additional members with Full Graduate Faculty status (or Associate membership) might be added from select colleges for a limited time of service to provide the necessary content expertise.

v. COGS Associate Dean for Academic Affairs shall serve as ex-officio, non-voting member of the GPRC and its liaison to the OAAPR. Responsibilities include:

- a. consult with the UT OAAPR on an annual basis to obtain the Program Review schedule;
- b. receive the self-study and review team reports;
- c. consult with the UT OAAPR on an annual basis to determine if UT Academic Program Review Procedures and program review self-study templates are under consideration for revision. If revision is planned, the COGS Associate Dean shall inform both the GCEC and GPRC Chairs so that GC can participate in revision decision making.

Dr. Samir Hefzy, chair of the GPRC, stated that the committee worked diligently having reviewed 26 programs. He thanked Dr. Ronald Opp, Dr. Susan Pocotte and Ms. Huntley Heather for their work on this committee noting that they started from scratch with unfriendly software. He suggested the GPRC summary should go to provost through GCEC. In particular, the report summary presented to GCEC in January 2017, should go to the provost.

The committee learned that education has strong a collaboration with Toledo Public Schools along with partnerships with other institutions. There was also a common theme of a need for faculty and graduate assistants. There were opportunities for online offerings as well as a need for greater diversity among faculty and students. The number of Ph.D. students in programs that we reviewed were small. There is duplication, but it falls under the umbrella of assessment, noting that assessment and program review are different.

Dr. Sawicki indicated that the provost was taking considerations of the HLC into account in this process. Although assessment and program review are different, they are connected. UAC is digested for many different data.

Curriculum Questionnaire for New Courses

Due to insufficient time, Dr. Dorothea Sawicki, Vice Provost for Health Science Affairs and University Accreditation and Ms. Susan Hochberg, Director of State Authorization and Professional Licensure Disclosure, will attend the next GC meeting on February 21st for this discussion.

Old Business

None.

New Business

None.

Adjournment

There being no further business, the Council adjourned at 2:00 p.m.