

**Graduate Council Minutes  
August 25, 2020  
Webex**

Present: Wissam AbbouAlaiwi, Defne Apul, Brian Ashburner, Jonathan Bossenbroek, Timothy Brakel, Frank Calzonetti, Saurabh Chattopadhyay, Wendy Cochrane, Heather Conti, Christina Fitzgerald, Daniel Georgiev, David Giovannucci, Daniel Hammel, Mohamed Samir Hefzy, Gary Insch, Brittany Jones (GSA), Andrea Kalinoski, Ken Kilbert, John Laux, Linda Lewin, Sara Lundquist, Michael Mallin, Nagalakshmi Nadiminty, Penny Poplin Gosetti, Patty Relue, Barry Scheuermann, Beth Schlemper, Rebecca Schneider, Martha Sexton, Zahoor Shah, Ekaterina Shemyakova, Ruslan Slutsky, Steve Sucheck, Varun Vaidya, Jerry Van Hoy, Kandace Williams.

Absent: Abraham Lee.

Excused: Madeline Clark, Terry Hinds.

Guests: Amy Thompson, Eileen Walsh.

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

The meeting was called to order and the roll called. Approval of Minutes and order of agenda was moved to follow the report and discussion, COVID Briefing and Q&A with Dr. Amy Thompson, Vice Provost for Academic Affairs.

***Information and Discussion Items***

**COVID Briefing and Q&A with Dr. Amy Thompson, Vice Provost for Academic Affairs**

Dr. Amy Thompson thanked Dr. Cochrane and Ms. Jones for attending Covid-19 Operations Team meetings, a shared governance approach to planning the return of students and operations back to campus. The planning has worked out well thus far. Each week 500 randomly selected faculty, staff and students are requested to participate in COVID 19 testing COVID (saliva), located in the Glass Bowl. There is also a limited 125 per week open availability for faculty and staff to be tested for whatever reason. A testing link is available on the COVID 19 Keeping Campus Safe webpage. Results are available 24-48 hours after. Symptomatic testing is available at UTMC in the Ruppert Center on the Health Science Campus and at Health Center on Main Campus, using same number on 419.383.4545 on both campuses.

For Contact Tracing, we have hired Dr. Joe Dake, Chair of the School of Population Health in the College of Health and Human Services. He is working closely with the Toledo Lucas County Health Department and currently five students to help support this effort. We hope to utilize additional support for tracing at UToledo.

Isolation (14 days) housing is available on campus in Carter Hall for individuals who have been exposed. The other side of Carter Hall is available for those who are isolating having tested positive. A dashboard that includes positive results will be posted soon.

It is not an easy task since we are provided numbers from several places including the Toledo Lucas County Health Department which may have received numbers reported from UTCM and those who are from other counties but have identified Lucas County as their county.

Face coverings are encouraged and cards are available to hand to students asking to return with a face covering. Also, some students have complained that some faculty are not enforcing face coverings and desk wipe downs.

We have asked that every lecture be recorded.

Provost Bjorkman and I working on guidance communications for spring semester.

*Question and Answer with Dr. Amy Thompson:*

Q: If a student reports a positive testing to a faculty member, how should the faculty member report and handle should the student return to campus?

A: The faculty member could reference Rocket Restart manual and disclose to us. If we know this is happening, the Toledo Lucas County Health Department can, by law, quarantine people. We can work through Office of Student Conduct and Community Standards as well.

Q: When are flu shots available?

A: Dean Lewandowski is working on this and we would like to make available fairly soon so that we can rule out cases of influenza.

Q: With whom can we share a student's positive testing with, a chair an associate dean?

A: COVID advocates are named for each college, which is located in Rocket Restart. Privacy is important so there is a designated list of who you can share this with. Please be conscious of privacy.

Q: If students ask for consideration to meet virtually rather than in person because they live with an older person, is there an application request that can and should be completed?

A: There is a process for an ADA and non-ADA applicability. If they don't qualify for medical qualifications but someone they are living with is high risk, they can go through that process to ask instructor to be online or remote.

Q: Some universities are switching from in-person instruction to remote at the undergraduate (not graduate) level. Do you know what data is being used and whether there is any discussion or plans to do that at UToledo?

A: We have outlined some contingency plans with different ways to shut down, such as leaving labs and clinicals in place. We have asked a lot of faculty, new technologies and different ways to teach. I want to hear about whether people are wearing masks and proper cleaning.

### ***Approval of Minutes***

The Minutes of the Graduate Council meetings of February 25, 2020, April 7, 2020, and April 21, 2020 were approved.

### ***Executive Reports***

#### Report of the Executive Committee of the Graduate Council

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

- GCEC Meetings Summer 2020  
Met five times during the summer and discussed several topics including:
  - COVID impact, instructionally and financially.
  - Provost Bjorkman joined us in July when we learned that Amanda Bryant-Friedrich was leaving UToledo on a new adventure and that an Interim Dean for College of Graduate Studies would be named prior to a search for a permanent dean. This would occur likely after September, after going through new budget. GC would be involved the search that would likely be national, but probably not with a search company.
  - Presented to Board of Trustees on June 22, 2020. Report posted on GC website <https://www.utoledo.edu/graduate/facultystaff/gradcouncil/>.
  - She and David Giovannucci, in their roles as Chair and Vice Chair of GC, met regularly with the Provost in May, June and July. We discussed budget concerns and impact on graduate education. We plan to meet with the Provost during the academic year too.
- *President's Advisory Council (PAC)*  
Meetings with President Gaber, first focused on budget and the second was transitioning with her leaving. Assuming meetings will resume, Wendy Cochrane will continue to attend.
- COVID Operations meetings  
She joined the group in June and attended most of the meetings with the role to be an active voice for graduate faculty and students. Brittany Jones attends too. Concern about impact of K-12 schools not only impacts faculty but graduate students with families too.

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

Dr. Barry Scheuermann, Interim Vice Provost for Graduate Affairs and Interim Dean of the College of Graduate Studies reported the following:

- *Introduction*  
Has already had the opportunity to work with many Graduate Council members. "I have been at the University since 2003 and have lost track of the college names and programs that I have been in, but the one constant is that I have been the director of the Cardiopulmonary and Metabolism Research Laboratory since my arrival. Prior to coming here, I spent two years at Texas Tech University and was at Kansas State University for four years before that completing my post-doctoral training.

Looking forward to this year, despite challenges. There are good opportunities to make changes in how we approach graduate education.

- *Search of Permanent Dean of COGS*  
No information at this time on the search for a permanent dean. My understanding is there will be a national search that will be undertaken by the University but not using the services of a search firm.
- *Interim Associate Dean of COGS*  
Dean Scheuermann sent out a request for nominations for an Interim Associate Dean since as many of you know, Dr. Cyndee Gruden has taken on a new role in the Provost's Office, but has been doing double duty recently by splitting her time between COGS and the Provost's Office. Dr. Gruden may or may not be at the next meeting depending on her start date for full-time in the Provost's Office. We will certainly miss her many contributions to graduate studies!! We have had several individuals express an interest in serving as the Interim Associate Dean and hope to have this person identified very soon.
- *COVID-19*  
Earlier we heard from Dr. Amy Thompson who provided us with an update on COVID-19 so I won't add much to this except what we keep in mind the roles and responsibilities that many of our graduate students have at the university. Our graduate students wear many hats as instructors or working in laboratories as researchers – like many of the professors and lecturers who are finding the classroom challenging – many of our students may be facing the same challenges such as how to engage with students when the class is now online and how should they respond to students who will not wear a mask in their classroom. Please make sure that our graduate students are being engaged with and that we are asking how they are doing -- many of us feel more isolated than ever. Please help us spread the word rather than the virus, that we are concerned about their wellbeing and their academic successes!
- *Enrollment*  
As of yesterday, we were down 5.0% in headcount at the graduate level (7.7% for undergraduate and we were down 3.3% in FTEs (7.9% for undergraduate). As a result of COVID-19, it was anticipated that we would be down by about 7.2% for headcount so while we are down, we are close to what was projected.
- *Admission Requirements*  
Many of you will recall from last year that there was some discussion regarding the use of the GRE scores and that each program was given the opportunity to review and make changes to their admissions policies at that time. Once again, we are asking that each program review their admissions requirements for the admissions cycle beginning AY2021. We will send out reminder emails to the Associate Deans but there is a hard deadline of December 1<sup>st</sup>, 2020. If you are not requesting any changes, you do not need to send us an email, we will continue to use the current requirements.
- *Other*  
On August 27<sup>th</sup> Dean Scheuermann will be meeting with the COGS Council of Associate Deans to discuss how we can improve the allocation of funding and the communication between COGS and students as well as COGS and the programs.

Please feel free to email me or your associate dean with any other issues.

He thanked members for their willing to serve on the Graduate Council and is looking forward to working with them to improve the graduate student experience.

CAS admissions discussions will continue in order to move forward for the Colleges of Business and Engineering.

### Research and Sponsored Programs Update

Dr. Frank Calzonetti, Vice President of Research reported:

- *Research Office*

The Research Office staff are back in their offices so you can set up meetings with them on campus (following safety measures). However, because of the budget give back staff are on furlough and some are working remotely or on staggered schedules because of personal safety or Family First considerations. We can arrange meeting in a larger room with participants wearing masks, etc.

Research awards were up \$9 million this year. We are closing the books September 4 and will report to the Board of Trustees. Expenditures fell in the fourth quarter, which is understandable.

- *Grants Administration System 'InfoEd'*

The Office of Research will be implementing a grants administration system, InfoEd, that will improve the submission and tracking process for grants. It will also allow faculty members to monitor budgets better.

This means that we will be moving away from the RSP 100 and will be able to easily provide for sign-offs on grant proposal submissions. Rick Francis taking lead and Bill McCreary is supporting. You will hear more about this.

- *Conflict of Interest Reporting Portal*

The University is working on a new conflict of interest reporting portal that captures possible cases outside of research and the IRB. Such cases may include outside employment or participation as members of Boards of organizations or companies. This will be campus-wide and is being led by Dave Cutri.

- *Critical and Essential Personnel List for Laboratory Research*

Faculty are asked to update their critical and essential personnel list for laboratory research in case there is a need to tighten access to campus because of COVID-19 activity.

- *Policies reviewed by Research Council*

The Research Council will be reviewing two policies. One is the PI policy to allow scientists from national laboratories to serve as a PI on proposals submitted through the University. They will be required to have a laboratory on campus and other justification on why the University is to be the prime awardee. The other policy is the Responsible Conduct of Research policy. This policy currently includes authorship disputes and the maintenance of research data.

Responsible Conduct in Research policy development is continuing. We have received input from Provost and are circling back. As it touches on authorship disputes, we need to clarify along with data use.

*Discussion:*

Q: When is an update expected regarding working with human subjects conducting face-to-face human research?

A: Research is working on a memo, hopefully to come out within a week, to include IRB and working with safeguards.

Q: National lab partners on campus should be include graduate faculty membership.

A: It should be done through the departments since it is probably not part of the PI policy. We would expect them to be involved with graduate education.

Report of the Graduate Student Association

Ms. Brittany Jones, President of the Graduate Student Association (GSA) introduced herself as PhD candidate in her last year in Spatially Integrated Social Science program in the Department of Geography and Planning. She reported:

○ *Executive Board/Officers*

This summer, GSA transitioned leadership with the addition of a new President (Brittany Jones), Treasurer (Sujan Subedi), and continuing E-Board member, Kristina Todorovic (Communications Specialist). The Main Campus Secretary was not filled initially.

The Vice President and HSC Secretary resigned due to conflicts serving as within both positions as a RA/GA/TA and on the GSA EBoard. We are planning a special election to fill vacant positions during the first General Assembly meeting, scheduled for Wednesday, September 16th at 6pm-8pm. To avoid further conflicts between serving GSA and maintaining one's assistantship, GSA is planning to add to its bylaws that gives students, who have assistantships, the option of receiving partial (up to 5 hours to total 25 hours per University policy) or no GSA funding (voluntary hours). For international students, they can split their 20 hours between GSA (10 hours) and their assistantship (10 hours). This should encourage participation.

Our EBoard is focusing on ways to engage graduate students in a remote environment and planning how GSA will conduct its business via a virtual platform.

○ *Information and Events*

GSA has continued its leadership in aiding students with keeping them up-to-date on latest University changes relating to Rocket Restart, campus COVID information/resources, and GSA/UT student activities/virtual events. This includes the new student health insurance provider and how to opt-out if have alternative insurance and attending University leadership meetings as required per the GSA Constitution or by special invitation. Moving forward, GSA plans to create virtual gatherings that favor graduate student needs and desires, which includes the Involvement Fair on August 27th and hosting the virtual Midwest Graduate Research Symposium in April 2021.

- *Travel Reimbursement*  
not available at this time and brainstorming incentives and activities.
- *Student Health Insurance*  
Keeping up on student health insurance and working with liaison Leanna Glick.
- Other
  - Keeping students informed on GSA's Facebook page  
<https://www.facebook.com/groups/UToledoGSA>
  - Survey - COVID and Budget Cuts Effects on Graduate Students. We administered and received a great response.
  - College Representative slots to be populated soon. GSA will reach out to college associate deans through the College of Graduate Studies.

### ***Information and Discussion Items -continued***

#### Overview of Graduate Council function at UToledo

Dr. Wendy Cochrane briefly reviewed the function of Graduate Council (GC) that serves to represent graduate faculty and graduate students to advance research and instruction at the graduate level. The Council legislates for graduate faculty, creates and maintains committees (Vice Chair, Dr. David Giovannucci will discuss), and gives direction and advice to COGS (see Article IV, Section 1 of Constitution).

If you don't already do this, share your notes with faculty in your college. Minutes are great, but also share a short email with your faculty sharing with them the importance of populating committees and GSA's role. As graduate faculty, you should serve on at least one committee and should contact Dr. David Giovannucci.

#### Introduction to Graduate Council Committees and 2020-2021 Committee Chairs

Graduate Council Vice Chair, Dr. David Giovannucci presented descriptions of the Graduate Council Standing Committees (posted on GC website) and their importance to maintaining support of our graduate education. He reviewed the status of populating the committees and indicated that he has been working with chairs of the committees in reaching out to faculty who have served and identifying others to fill vacancies. Thanks to these faculty. If interested, send an email to him or Dr. Wendy Cochrane.

#### Status of Policies

Two policies are under revision/development that were worked on last year with the goal of completing all reviews and having them finalized for posting:

- Academic Grievance Policy – revision to existing policy that was sent forward to Provost and SLT. It was returned from Legal Office in June with comment about the number of days within document. Consulted with ASC Chair and the decision was to leave as is in terms of days, but added the initial hearing within 30 days at the ASC level (after the referral from the Dean of COGS) and is on way to SLT. We will remind you when it is up for review to comment.
- Short-Term Leave of Absence Policy – new policy.

### Charge to Membership Committee from GCEC on procedure for Graduate Faculty Membership and retired faculty

Chair Cochrane stated that this issue is more common in the summer with increased numbers of retired graduate faculty. We have faculty who still have years left on their full or associate membership, but are retiring and have to fill out new application all over again. We are asking the Membership Committee to write procedures, for these faculty to transition to Special Membership for the remainder of time on their current membership, but not longer than three years (the limit for Special Membership). Obviously, if they need to renew due to little time remaining on their full or associate membership, they would have to go through application process. Such a change may require modification to the bylaws. The Membership Committee will discuss and report back to the Graduate Council.

### Future Guests

- President Postel and Provost Bjorkman, Provost and Executive Vice President for Academic Affairs
- Kevin West, Senior Director, Faculty Labor Relations and Academic Inclusion Officer Faculty Labor Relations and Academic Inclusion and Linda Lewandowski, Vice Provost for Health Affairs for Interprofessional and Community Partnerships, Dean of the College of Nursing on Faculty Behavior
- David Cutri, Executive Director and Chief Compliance Officer, Department of Internal Audit and Compliance, Minors on Campus
- Matt Schroeder, Executive Vice President for Finance and Administration, and Chief Financial Officer, Finance Update
- Sara Clark, Director Center for International Studies and Programs, Travel Restrictions Briefing and Q&A. CDC is changing its guidelines for those who conducted international travel in that the quarantine is up to the states. It was previously 14 days. Hopefully, Diane Miller or Sara Clark will have updates.

Contact Dr. Wendy Cochrane for suggestions on future guests to Graduate Council.

### ***Standing Committee Reports***

Dr. Cochrane stated that although there are no reports for today's meeting, that the Curriculum and Membership Committees are currently active reviewing proposals and applications.

### Report of the Curriculum Committee

None.

### Report of the Membership Committee

None.

### ***Old Business***

None.



***New Business***

Graduate Council meetings during fall semester 2020 will be held via Webex as we are not supposed to have gatherings of more than 10 people. The next meeting is September 8, 2020. Meeting schedule is posted on GC website.

***Adjournment***

There being no further business, the Council adjourned at 1:40 pm.