

**Graduate Council Minutes
October 20, 2009**

Present: Lawrence Anderson, Jamie Barlowe, Barbaranne Benjamin, Wendy Cochrane, Dwayne Demedio, Michael Dowd, Lee Ellis, Brian Fink, John Gaboury, Hans Gottgens Mohamed Hefzy, Wayne Hoss, Ruth Hottell, Dong-Shik Kim, Patricia Komuniecki, Richard Komuniecki, Anand Kunnathur, Joel Lipman, Sheryl Milz, Gary Moore, Azadeh Parvin, Nick Piazza, Susan Pocotte, Thihal Ponnaiyan, Ram Rachamadugu, Patricia Relue, Randall Ruch, Dorothea Sawicki, Barbara Schneider, Dianne Smolen, Robert Sullivan, Mark Templin, Amy Thompson, Frederick Williams

Absent: Benjamin Pryor, Krishna Shenai, Hermann Von Grafentstein

Excused: Karen Bjorkman, Frank Calzonetti, David Giovannucci, Amira Gohara, Scott Heckathorn, Geoffrey Martin, Joseph Margiotta, Sakui Malakpa, Kelly Phillips

Guests: Wade Lee, Laura Kinner

Call to Order and Roll and Approval of Minutes

The Minutes of the September 22, 2009, meeting were approved.

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

Report of the Executive Committee of the Graduate Council

Dr. Pocotte reminded Council members to sign in upon arriving to the meeting as the sign-sheet is used for attendance verification in the minutes and to please notify Ms. Terri Hayes if unable to attend. She reported the Graduate Council Executive Committee (GCEC) had met October 13th and discussed a number of items:

• **Graduate Council Standing Committees**

The GCEC is working to populate the committees and has invited those who served in the past to continue their service. Terri Hayes is helping GCEC to identify committee vacancies and has sent an e-mail request to last year's members inviting them serve for the 2009-2010 academic year.

• **Issues and Agenda items for Academic Year 2009-2010**

Please submit anything you would like discussed, developed, reported on, etc. by GCEC, GC and/or its committees. You may e-mail or phone directly the GCEC members at any time. In addition, the Graduate Council website has been updated to include a fillable PDF form that can be completed for submission to Terri Hayes. Directions are on the form.

• **Minutes of GCEC and Graduate Council standing committee meetings**

The chairs of all GC standing committees, ad hoc work groups and the GCEC, need to provide a record of its meetings with dated minutes and attendance. The records will be kept in the Graduate Council Secretary's office. Please submit the records to Terri Hayes. These records can be brief, however, it is important that whenever an action item occurs, sufficient detail is recorded. Records can be electronic or paper- whichever is easiest for the group. The reason is that in the event action by GC and its committees is questioned in a manner that includes open records request by a third party, we need to be able to defend our actions. In addition, the records will help when clarification of events that are more than a year old is requested.

- **Academic Standards policy approved by Graduate Council April 21, 2009**

There has been continued dialogue to operationalize the academic standards document as policy. The GCEC is in the final stages of fact finding regarding all aspects of implementation of the academic standards. The fact finding has occurred collaboratively with the administration of COGS and college graduate programs, including Dr. Komuniecki, Dr. Sawicki, Associate Deans, Program directors, Registrars, academic records, etc. Several discussions have occurred since August 2009 that were designed to evaluate the potential outcomes on students, faculty and administrative systems once the academic standards policy is put into operation. A few editorial changes to the document have been made, but they do not change intent of Graduate Council faculty.

One item has been discussed at length. The policy from April 2009 states that a grade of “U” will convert to an “F” after one year if the course is not retaken with an earned grade of “S”. This language was a change from the current Main Campus policy of “U” converting immediately to “F” until the course was successfully retaken. The rationale for the change was in part due to harmonization with the Health Science Campus current policy. Implementation of this part of the policy might be problematic. The GCEC will decide at its next meeting whether an amendment is required. If an amendment is required, more details will be provided that explain the pros and cons. If an amendment is not required, the GCEC will present the document for your review of the editorial changes. The goal was to implement the grading policy for the Spring 2010 semester.

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

Dr. Komuniecki provided updates on current events and upcoming initiatives in the College of Graduate Studies:

- **Annual Meeting of the Graduate Faculty** – Held Wednesday, October 7, 2009, from 4 – 5 p.m. in Student Union 2582 was well attended with approximately 75 people. For those unable to attend, the PowerPoint presentation has been posted to the COGS website <http://www.utoledo.edu/graduate/facultystaff/gradcouncil/index.html>

- **Faculty Fellow**

The call for applications and nominations is out and applications are due by Friday, October, 23, 2009.

The position is for a faculty member from a Main Campus program that reports to Provost Haggett. Those interested are encouraged to apply.

- **Nomination Process for appointing faculty members to the BOT Committees**

Information will be released this week regarding the process, so GC members might consider being nominated for the BOT Audit, Clinical Affairs, Finance or External Affairs Committees.

- **Scholarships/Fellowships**

Keep watch for announcements from federal agencies.

- UNCF/Merck Science Initiative – December 1, 2009 deadline
- Ford Foundation Fellowships – November 2009 deadline
- NIH-NIGMS-R25 Initiative “RISE: Minority Biomedical Research Support Research Initiative for Scientific Enhancement. The RISE program aims to enhance the awarded institutions' research training output in biomedical and behavioral sciences by (a) increasing the number of students that complete baccalaureate (B.S./B.A.) degrees and enroll in Ph.D. programs, (b) increasing the number of students that complete master (M.S.) degrees and enroll in Ph.D. programs, and (c) increasing the number of pre-doctoral students that complete the Ph.D. degree.

- **Professional Development Fall 2009**

As a reminder, the following information on various workshops/programs is on the COGS website.

- October 21st and Oct 29th - **Workshops on the Overview of MC Electronic Theses/Dissertations**
- October 22nd from 12 -1:30 - **Career Exploration and Self-Assessment**
- November 5th from 4 -5 pm - **Career Planning for Masters Students**

- **RACGS Updates**

- No meetings in September or October
New Interim appointment of Vice Chancellor, Stephanie Davidson, while the search continues for a replacement for Barbara Gelman-Danley/Harry Andrist

- **PSM Update**

- LOI in Photovoltaics submitted to NSF on October 5, 2009; full proposal in late November.
- Biennial PSM meeting in Washington, D.C., November 4 – 6, 2009. Dr. Komuniecki will attend and report back to grant writing team, Graduate Council, and other units interested in learning more about this new initiative.

- **PCARS/COGS Diversity**

- Will establish a COGS Diversity Advisory Council of approximately 8 – 10 people which could possibly meet on a quarterly basis. Those interested should contact Dr. Komuniecki.
- Dr. Komuniecki met with the President's Committee for African American Recruitment, Retention, and Scholarship Support (PCARS) this morning. The committee is represented by members from the local community and faculty and administration from campus. She is interested in making them aware of opportunities for graduate education
- Working on COGS Diversity Plan in light of not having a central recruitment officer in COGS anymore. That position was lost on the Main Campus.

Information and Discussion Items

UT Library Policy Regarding Paper and Electronic Theses and Dissertations (ETD)

Dr. John Gaboury, Interim Vice Provost for Faculty and Organizational Development and Dean of University Libraries, eLearning and Academic Support, explained that discussions on policy for ETD's began in 2002 and continued for a couple years with COGS. Mr. Corey Seeman, former staff member from the Library, was assigned the task of beginning conversations with the Graduate College on transitioning from paper to ETD. There was also research done by the Library and the Graduate College as to what was being done in the State. UT is the last research university in Ohio to require paper submission. Doctoral dissertations are also submitted and archived at UMI. Even our journals are in electronic form. With the recent cutbacks, the Library incurred a reduction of \$750,000, and in turn, lost the binding position. There has not been policy on accepting paper submission, but has operated under past practice. Dr. Gaboury stated it was his understanding that that the process has continued to move forward. He added that Mr. Wade Lee has been putting on ETD submission workshops on the Main Campus. The HSC, however, has already stopped submitting paper copies. Dr. Gaboury said the Library is checking with other universities in the State to verify the level of participation in electronic submission only.

Overview of the ETD Submission Process

Mr. Wade Lee, Electronic Information Services Librarian, Science Reference and Departmental Chair gave a presentation on the ETD submission by reviewing the information provided online via links to the COGS and Library websites respectively, http://www.utoledo.edu/graduate/files/Overview_of_the_Electronic_Sub.ppt, <http://libguides.utoledo.edu/content.php?pid=58499&sid=428705>.

He noted the next workshop, scheduled for tomorrow, October 21, 2009, will provide an overview of the process as well. These sessions are designed to provide information on the technical formatting and a walk-through of the submission form. COGS is in the process of producing a PowerPoint of screen shot links to these resources. We haven't done a live webcam yet. On the HSC, COGS staff currently uploads the documents, however, that process will transition to the students.

There was discussion on acceptable formats and checking for embedded fonts. There was concern over the ability to read documents in the future which were saved as older PDF versions and the compatibility with newer software and security issues associated with electronic storage. It was noted that the practice has been two copies to the library – one stored permanently and one for circulation.

Mr. Lee responded there is a commitment on the side of OhioLINK that PDF is the defacto standard for web-based formatted documents right now and if changes were to be made at a future date, there would need to be a conversion. The data could be converted to new formats as it becomes necessary. With electronic submission only one paper copy required. The e-copy replaces the circulating copy.

Dr. Komuniecki added that COGS has handled requests for delay in submission. And at the national deans meeting, many of those same questions were posed. There are multiple back-ups at ProQuest with staff solely assigned to monitoring the security and hopefully, OhioLINK does the same. Ms. Laura Kinner, Director of Technical Services in the Library confirmed that all submissions are cataloged as well.

Alignment of Current Requirements in the Graduate Student Handbook of Style and Formatting Standards for Dissertations and Theses with the Library Policy

Dr. Dowd noted that COGS currently requires two paper copies of dissertations and theses. Both copies are sent to the library. One copy is for circulation and the other is sent to the University Archives. Regulations in the revised formatting handbook will be enforced in Spring 2010 while this semester is being viewed as a transitional semester for those regulations. That is, students can use the new or old set of regulations for Fall 2009. If the Graduate Council is unhappy with the two paper copies requirement, it can always change it just like it can for any other regulation. That is, those formatting regulations are not written in stone. Like any other set of regulations, the Graduate Council may have to revisit some of the handbook regulations over the next year or so --- after we see how those regulations play when applied to our student's documents.

Standing Committee Reports

None.

Organizational Reports

Report of the Graduate Student Association

Mr. Thihal Ponnaiyan, President of the Graduate Student Association (GSA), reported the GSA will co-organize Sigma Symposium. The next meeting of the GSA is scheduled for tomorrow, Wednesday, October 21, 2009, at 6:00 p.m. on the Health Science Campus, in the Health Education Building, Room 105.

Old Business

None.

New Business

None.

Adjournment

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