

**Graduate Council Minutes
November 27, 2007**

Call to Order, Roll, Approval of Minutes

Present: Jamie Barlowe, Barbaranne Benjamin, Karen Bjorkman, Frank Calzonetti, Maria Coleman, Dwayne Demedio, Michael Dowd, Jeanne Funk, Hans Gottgens, Mohamed Hefzy, Ruth Hottell, Joan Kaderavek, Patricia Komuniecki, Morris Jenkins, Sara Lundquist, Anastasia Mirzoyants (GSA), Sam Okoroafo, Walter Olson, Patricia Relue, Dale Snauwaert, Constantine Theodosiou, Frederick Williams

Excused: Jamie Barlowe, Michael Bisesi, Frank Calzonetti, Nalanda Roy (GSA)

Unexcused: Donald Beeman (1), Maria Coleman (2), Dwayne Demedio (3), Wayne Hoss (3), Susan Martyn (4), Danny Pincivero (3)

The Minutes of November 13, 2007, meeting were approved.

Report of the Executive Committee of the Graduate Council and the Dean of the Graduate School

Dr. Dowd informed Council the Graduate Council Executive Committee (GCEC) discussed academic grievance procedures, review of agreements with universities, IRB, and possible legal counsel for faculty and students as there is a growing need to create a group to facilitate mediation. The Provost was receptive to the idea. The GCEC may invite Pete Papadimos, Vice President and General Counsel in the Office of Legal Affairs to meet with the GCEC and ask Doug Wilkerson, Vice President of Research Administration to Council.

Dr. Calzonetti announced that UT has submitted a total of five letters of interest to the Ohio Department of Development for the Ohio Research Scholars Program.

Information and Discussion Items

UT Department for Human Research Protections and Research Compliance

Ms. Carolyn Pinkston, Director of Operations and Ms. Samara Wisniewski, Director of Regulatory Compliance in the Department of Human Research Protections and Institutional Review Boards gave a presentation on the functions of their office and distributed two documents outlining its key responsibilities and the IRB compliance process.

Ms. Pinkston stated the department was formed about 15 months ago to oversee and address university institutional review boards. A new webpage has been created and there is an executive board that oversees the IRB. Meetings are convened each month. They welcome the opportunity to visit various groups on each campus to facilitate research. Functionally, the department is responsible for record keeping and facilitating paperwork protocols as quickly as possible looking at benchmarks with desired turn-around time of 7 – 10 days. Clear submissions can expect a complete turn-around time of approximately 30 – 35 days.

Ms. Wisniewski addressed the regulatory aspects of research compliance noting it is required before research begins. Federal regulations require oversight and protection guided by the Belmont Report. Federal regulations are the basis of what the department does and they have tried to simplify those on their website. Other activities include conducting compliance support visits and audits at random with notification preceding a couple of weeks beforehand.

There are three levels of IRB review: exempt, expedited, and convened. Findings of non-compliance can determine the necessity for additional training, suspension or termination of research privileges. Graduate students must complete the GRAD form, which is signed by the student, advisor and committee members, then submitted to the College of Graduate Studies at the appropriate campus to determine if any type of research needs approval.

Dr. Theodosiou said there have been several complaints of excessive training requirements for IRB, even for experienced researchers. In disciplines such as education and humanities certain requirements do not appear to be necessary. There was further discussion on the impact of delayed research caused by excessive regulations. Ms. Wisniewski noted these issues are not specific to main campus. Social behavior research will be a topic of discussion at an upcoming conference and OHRP has already indicated to look for upcoming changes. Dr. Hefzy said he has explained to Jeff Busch that much of the paperwork is unnecessary and anticipates they will begin to streamline the paperwork significantly with sensitivity to the needs of the main campus. Dr. Patricia Komuniecki added that faculty do want to be in compliance.

There have been requests for additional discussion on IRB at Graduate Council. Drs. Theodosiou and Dowd asked Council to speak to their colleagues about specific issues. Individuals who can speak to these concerns, such as Drs. Frank Calzonetti, Doug Wilkerson or Barbara Chesney, can be invited to the GCEC.

Advising Structure

Dr. Theodosiou distributed a one-page draft document, Advising Structure, from the College of Graduate Studies office with proposed terminology on the advising structure for graduate students. The advisor should be the primary contact for a graduate student providing guidance through all steps of the student's academic progress and ensuring they complete the necessary forms. There was general agreement the advisor should be the student's primary contact.

9 vs. 12 vs. 15 Credit Hours and Subsidy Issues

Dr. Theodosiou stated he expects to meet shortly with the Provosts to clarify graduate credit hours and will share that with the GCEC. He distributed a one-page document Doc 1 and Doc 2 Subsidy Level Annual FTE (SCH/30) by College and Department FY 1999 – FY 2007 dated 11/30/2007, noting that even a small decrease in the number of FTE's at the doctoral level can result in the loss of a significant amount of subsidy and there was a noticeable decrease in graduate numbers in the year 2000. He stated we will continue with 12 hours being necessary for the spring semester which shouldn't be an issue in terms of tuition money. He added we are in the upward swing with a projection of 400 FTE and are currently at 353. Increased numbers means new students and more money.

Graduate Assistantship Distribution by Type of Financial Support

Dr. Theodosiou stated there is concern about low numbers of graduate assistants supported by research grants in research-active departments. He referred to the query report Graduate Assistantships by Department Fall 2007, listing the number of GA's by distribution by their type of support. This is obtained by the departmental coding used on the GAPA form indicating whether the GA is teaching, research, administrative, or combination. He noted that some RA's may not be funded by external money. He will share this with the associate deans in addition to discussing copyright issues when students include pictures and tables from books in their theses. The Council asked Dr. Theodosiou to update the faculty on those copyright issues.

Organizational Reports

Graduate Student Association

Ms. Anastasia Mirzoyants, Vice President of the GSA, reported the new GSA officers set up a schedule of office hours. In addition, graduate students can now contact the GSA by e-mail or telephone. GSA accepted the offer of the Graduate College to put their information on the Graduate College website. Ms. Jamilah Jones is working on the GSA web presence. The next GSA meeting is scheduled for December 3rd. During the meeting the officers are going to discuss creating a flyer, and if approved, will be presented to the Graduate Council. The GSA is also going to focus on issues with credit hours since they have received a lot of questions from students.

Dr. Theodosiou responded he will keep them updated on this issue noting that if 15 hours would be required in the in spring, additional fees would be paid for students. The Provost wants 9 hours unless it is a financial imperative.

Old Business

None.

New Business

None.

Adjournment

There being no further business, the Council adjourned at 1:45 p.m.