

**Graduate Council Minutes
April 15, 2008**

Present: Jamie Barlowe, Barbaranne Benjamin, Karen Bjorkman, Frank Calonzetti, Dwayne Demedio, Michael Dowd, Jeanne Funk, Hans Gottgens, Mohamed Hefzy, Ruth Hottell, Joan Kaderavek, Morris Jenkins, Sara Lundquist, Anastasia Mirzoyants (GSA), Marietta Morrissey, Patricia Relue, Frederick Williams

Absent: Donald Beeman, Michael Bisesi, Maria Coleman, John Gaboury, Susan Martyn, Danny Pincivero, Dale Snauwaert

Excused Wayne Hoss, Patricia Komuniecki, Sam Okoroafo, Constantine Theodosiou
Absent Walter Olson

The Minutes of the April 1, 2008, meeting were approved.

Report of the Executive Committee of the Graduate Council and the Dean of the College of Graduate Studies

Dr. Dowd reported at the Graduate Council Executive (GCEC) meeting Dr. Theodosiou had said he received the budget for the Graduate College which he would be sending to the Deans and reported that the Graduate College is not looking at a budget cut. Dr. Theodosiou asked for \$200,000 in additional money for tuition waivers and that decision is still pending. Dr. Theodosiou has authority now to allocate it, but would have to fund it out of existing stipend money. Dr. Dowd also reported they had discussions with the Graduate Executive on the HSC about graduate curriculum and membership. Membership issues are very close to being reconciled in the Bylaws to be worked out. It was a positive meeting. The only noticeable change would be on the Main campus with an additional category, another level of Associate membership, which is already required for faculty in some of the programs on the HSC. The Curriculum issues are somewhat more complicated and still in the process of being resolved.

Dr. Relue added the concern whether curricular issues on the MC and HSC come together in a single curriculum committee or determined separately. Dr. Benjamin noted that having sat on the GEC, these discussions have taken place, they know each other and their system and feel content with it. They are not sure what would happen to the process by having someone also looking at their curriculum. It should be clearly conveyed that the Main Campus has history with accreditation, and thus, is well understood.

Information and Discussion Items

University Policy Project – Graduate Policies

Ms. Michele Martinez Interim Special Projects Manager, Office of the President, was in attendance to discuss the University Policy Project with respect to graduate policies.

She informed Council the President brought people together with the goal of looking at policies for duplication, blending where appropriate, and if contradictory, standardizing the format. In this way, we have created the policy on policies and the channels and process for vetting. It is up and running on the web at utoledo.edu/policies and has about 3,000 documents. There are 30 days for comment. We work with the responsible agent of the policy, which in most cases is a VP. Our policy coordinator, Ms. Beth Griggs, would then forward the policy with comments for Dr. Jacobs' review. It is either signed or sent back to the responsible agent for another 30 days.

Tier 2 policies are smaller areas with the goal of being completed and set up on the web before faculty leave for summer. In some areas, only reformatting is required. Tier 1 will need a lot of blending which includes the areas of Human Resources and Academics. Our deadline for Tier 1 is when faculty return. We are going to try to get as much work done as possible. Most academic policies are in the catalog p. 237-242 by program and college. We are coordinating the process. I can send electronically the page indicated for university policy and ask Graduate Council to review and let us know if there are differences from the UT policy. Some colleges may be stricter or more detailed. It is done in conjunction with the Provost's Office and Dr. Marcia King-Blanford who is working on the catalog, which will be online.

Dr. Benjamin stated that her college would have few policies that are different on the college level but several differences on the department level. Ms. Martinez replied that they are currently working on the college level.

Dr. Marcia King-Blanford stated with reference to the catalog, they are looking for umbrella policies and noted the printed version of the catalog was out-of-date as soon as it was issued. And since a student is admitted based on a catalog year, moving to an electronic version of the catalog will be helpful. There will be a 2009 static catalog. A newer live catalog will be password-protected and then the previous catalog will be static and the process will begin again. Dr. Bjorkman stated the static catalog would be the reference for students' admissions.

Dr. Dowd asked whether graduate programs would be altered during the summer and whether there was a graduate faculty members on the review panel. Ms. Martinez confirmed that during the summer, she would be collecting data from each area and would be happy to include a graduate faculty member.

Marshals for Commencement

Dr. Dowd announced there was a need for two graduate faculty to serve as marshals at the commencement.

Issues to Raise with Dean Candidates

Dr. Karen Bjorkman, a Search Committee Member for the College of Graduate Studies Dean position, reported the committee has finished the short interviews and has made a tentative decision on bringing in those candidates for campus interviews. Plans are being made to start this as soon as next week.

Dr. Hottell, also a search committee member, asked Council to bring issues of concern to the attention of any of the search committee members who are also graduate faculty -- Drs. Karen Bjorkman, Jeanne Funk, Barbaranne Benjamin, and her. Dr. Bjorkman noted they are drafting the candidate's itinerary to include a reception with the Graduate Council. Dr. Dowd requested the Graduate Council Executive Committee be included in plans to meet the candidates. Dr. Hottell noted the candidates' open forum will include a presentation. UT as a metropolitan university can be discussed.

Suggested Issues:

- 1) Bring together graduate faculty bylaws and constitution
- 2) Stipend levels, particularly doctoral levels
- 3) University needs to develop a plan investing funds for masters and doctoral. It has a variance on how money is spent.
- 4) The Graduate Dean has to represent to the Provost's Office the need for money for stipends.
- 5) Have they all been graduate deans? Questions their successes including experience in strategic planning, budget allocation in advocating with administration.

Dr. Hefzy suggested the candidates respond to where they stand on tuition waivers as Dr. Theodosiou expended a lot of effort to bring that issue back to the table. There was consensus that tuition waivers are helpful and greatly impact programs.

Dr. Calzonetti added that within the university system of Ohio, it is planned that each university have a distinct mission and have areas and centers of excellence. This will bear on the Graduate College Dean in support in terms of support of the local economy.

Dean's Proposal Regarding Upcoming Elections

Dr. Dowd stated that Dr. Theodosiou had brought to the Graduate Council Executive Committee the issue of whether to hold elections in the fall. This summer we are going to put together the bylaws and constitution in order to vote in the fall. Dr. Theodosiou asked whether we should hold the elections for officer in early fall and whether the GCEC should stay on in the summer. We normally hold elections for officers at our last meeting of the Graduate Council April 29th. The Graduate Faculty could vote early in the fall semester with continued leadership. At that time, elections would include the combined body.

Dr. Benjamin added the HSC Graduate Executive Committee members are more an ex-officio position. They serve by their position and are not elected, and those Associate Deans create the agenda. Dr. Dowd stated in order to not have elections Council would need to suspend the rules at the next meeting.

[Motion – unanimously approved]

To suspend the rules regarding election of full Graduate Council Executive Committee until the next academic year and request the current Executive Committee members continue during the summer.

Organizational Reports

Report of the Graduate Student Association

Ms. Anastasia Mirzoyants, Vice President of the Graduate Student Association, reported the GSA has formed a Symposium Committee of four people who are responsible for the overall planning of the event and assigning others to various tasks. A call for submissions has been sent to all graduate students at both campuses. GSA also worked out an agreement with Sigma Xi Symposium organizers of mutual support and help with involving students to participate. GSA applied for and received \$1,500 in special funding from the Dean of Students Office. At the most recent assembly at which it was decided to establish a relationship with the Graduate Student Council on the HSC and exchange representatives with them to keep both campuses involved in each other's activities. The GSA and Graduate Council wrote a letter to the Deans, Department Chairs, and Academic Program Advisors to solicit their help in recruiting members for the organization.

Old Business

None.

New Business

Dr. Relue announced that the last meeting of the Graduate Curriculum Committee is scheduled for April 25th.

Adjournment

There being no further business, the Council adjourned at 1:44 p.m.