

**Minutes of Meeting Held  
February 16, 2007**

*Present:* Interim Dean Jeffres, Professors Bailey, Bathala, Beebe, Bowen, Goodman, Hansman, Forte, Gatica, Tukul, Oprea, Chang, Rudd, Simon, Smith, Sola, Spector, Thornton

*Guests:* Giannina Pianalto

*Absent/Excused:* Professor Mallett

Dean Jeffres opened the meeting with introductions.

**New Business:**

*Recruitment & Graduate Admission Procedures:*

Dr. Jeffres introduced Giannina Pianalto, the Director of Graduate Admissions who attended the meeting to discuss recruitment and Graduate Admission procedures that are being reviewed in order to speed up the process. Dr. Pianalto reported that in the last month and a half she reorganized the admission packet that is sent to the students to make a more professional impression. They are also sending out inquiry packets. Previously they were not consistent in keeping track of prospect students. New folders have been created whereby there is a letter from Dr. Pianalto explaining what is enclosed in the folder. They are requesting each department brochures so the student's program of interest brochure can be included. There is a list of all of the programs and information. This packet will tell the student that we are here and what can we do for you in a professional manner. With the prospect data a link has been created on the Graduate Admissions home page where students can click and complete the information. We have their name, address, email, program of interest, and telephone numbers. A data sheet is prepared and it is easy to do a mass email or mass mailing. The Public Inquiries Assistants in the Graduate Admissions office receive the applications and keep the files until they are complete. They will contact the students, introduce themselves, inform them of additional materials that are needed and let them know that they are available to answer any questions the student may have. This gives the student a point of contact.

Dr. Pianalto is restructuring the filing system to create consistency. Undergraduate Admissions went to a new system for GRE and GMAT scores and did not keep Graduate Admissions in the loop. We are looking at having them come in through the Internet and having them added automatically to the system as undergraduate does with the ACT and SAT. One PI has been moved to be responsible for the telephone. Previously the students handled the phones, greeted walk-ins and entered credentials. Brenda is now the voice of experience that is answering the phone. We are working on reorganizing the Web. Students sometimes get confused as to where they are applying. We will make this simple. The link will take you to what you need as a new student, current student or faculty member. We are working on simplifying the Catalog. We are working with Marketing to create a brochure for the Grad School with all of the programs listed. These can be taken to recruit instead of Grad Catalogs. We are a professional school and we need to look professional.

Dr. Pianalto is meeting with the operations team for Undergraduate Studies. She is learning what they are doing and data they have. They had an open house. With one email sent out to all juniors and seniors in a matter of three or four hours there were sixty-five replies saying they would attend. In total there were about

120 replies. It snowed that day and about sixty-five attended of which thirty-five applied right then and there. Dr. Pianalto is planning on holding information sessions every spring and fall. This will be for all the colleges to be represented. It will be a major campaign for the public to come in and meet with the departments. She would also like to have information sessions once a month for students to come in and meet with someone from 12 to 1. This will be on the web so everyone who is interested will know about it. Dr. Pianalto has been meeting with departments and program directors. The current process for applications is that the student submits an application, the majority apply on-line. The application is downloaded, the PI enters the data, starts a file and makes a copy and sends it to the department. In a day we receive an average of twenty-five applications. So we have twenty-five applications going across campus. The departments make a file. As credentials come in the PI will make a copy and send it to the department. The next day another credential will come in the PI makes a copy and sends it to the department. We have five PI's doing this all day long. There are copies of credentials with social security numbers going all over campus. Administrative Assistants need to keep files in the department. There are duplicate files. We send an email going out saying congratulations. We have another email going out saying this is your ID #. A letter is sent saying congratulations. Another email going out stating this is what you are missing. After five weeks another email goes out saying this is what you are missing. The department sends out a letter saying this is what you are missing. They call Graduate Admissions to see if we have what is missing but the department says they have what is missing so they need to send it to us. We have secretaries come in and say they have files and they don't know what to do with them. They talk to other secretaries and they don't know what to do either. When the admit letter comes in Graduate Admissions puts it in an envelope and sends it out. This is a lot of work. The International Office will keep everything and send the complete file to the department. The official files are in the departments. Official transcripts are all over campus. We do not know how they are kept or how they are purged. Delicate information, passport information is in these files. Graduate Admissions gets calls every day from students asking what they are missing. The PIA's go to the files to find out. Dr. Pianalto came from two different systems. She comes from University of Akron and John Carroll University. In both systems the application comes to the Graduate School, the credentials come to the Graduate School until the file is complete. The Graduate School does the pursuing of what is missing. The Departments can go on-line and log in to find out how many have applied. They have access to name, address email, etc. Currently if a student calls the department they have to ask them where they applied, was it the Graduate Admissions or was it the International office, rather than just going on the web and seeing when they applied and being able to see what they have and don't have. Once it is completed an evaluation form is attached to the folder with the copy of the documents and sent to the departments for evaluation. The department completes the evaluation form that includes their decision to admit, admit conditionally and the reason, and naming the advisor. It is signed and returned to Graduate Admissions who then initiates the letter. They are admitted to Graduate Studies per recommendation of the department. The Dean of Graduate Studies will sign the letter.

Dr. Pianalto has been collaborating with I S & T. They have a new system for undergraduate admissions. It is effective and consistent. Students can see the status of their application. Departments can log on and see everything that has taken place. With Dr. Jeffres they are looking at doing the same for Graduate Admissions. It will save a lot of work on both sides and will be a lot less confusing. It will be a consistent system that is written, that is there for everyone to see so everyone will know what is taking place. Dr. Pianalto, at Dr. Jeffres request, is talking to Graduate Council. She will be talking to the Graduate Program Directors and she would also like to talk to all of the administrative assistants who probably do most of the work.

A Council members asked what the timeline for implementation was. Dr. Pianalto responded that she would like to start as soon as possible. She has talked to John Walsh and he has shown her the system they would implement but nothing will go out without permission of the departments. Dean Jeffres stated that our admission process is a deterrent to recruitment. What you have is letters going out from different parts of campus repeating the same things rather than each building on. What is being done is to come up with a process that is a recruitment process as well as an enrollment and admissions process with the hope that once you get an acceptance letter with the formalities from the Graduate College that the departments and programs can do enticing and other persuasive letters if that is a factor to get people to actually come here. It will fit in with the overall recruitment plan. Graduate enrollment has been very good compared to undergraduate enrollment. It has maintained itself despite us. What we want to do is to try to increase graduate enrollment. That is one area for growth. There will be other things on recruitment coming down the pike. Graduate Admissions will be moving to the Howe Mansion with the Graduate College. It will be a much better space for admissions. We are in line for some advertisement and marketing.

A Council member asked about transcripts. Is there any way they could be sent electronically? The response is that to be official it has to have the seal. If a student gets an official copy and opens it, it is not official. Dean Jeffres asked Council members to let him know if they see any bottlenecks or problems and if they have suggestions.

*Proposal for combined BS/MS Engineering Programs in Chemical & Biomedical Engineering, Civil Engineering, and Electrical & Computer Engineering:*

Dr. Gatica stated that Chemical & Biomedical Engineering originally approved this idea in Fall of 2005 but it was never forwarded to Graduate Council. The other departments asked to be included and Mechanical and Industrial Engineering will be forwarding proposals in the near future. The idea is to offer a five-year program or an accelerated program. The programs are requesting that they be allowed to double count between ten to twelve credit hours.

A Council member questioned the different grade point average requirement for admission to the Civil Engineering program. Dr. Gatica responded that the departments were asked to determine the minimum level for students to be capable of handling graduate course work. The Honors program requirement is 3.5 and they would be immediate candidates for this program. To be admitted into the Master's program 3.0 is required. Chemical and Electrical Engineering determined that 3.25 should be required for their Accelerated programs. Civil Engineering and Mechanical Engineering decided that 3.0 was acceptable for their programs. This is not a new degree. At the end of their fourth year the student will have completed the requirements for and be awarded the bachelor's degree in whichever program they were in. At that time they will need to determine if they want to quit the program or continue. If they complete the fifth year or the number of required credits they will then earn their master's degree.

A Council member asked why there was a difference in the number of credit hours required. Dr. Gatica responded that all Engineering Graduate Programs require thirty credit hours. The undergraduate programs have different credit hour requirements. There is also a difference in the number of credits the programs double count. Chemical will double count ten, Electrical will double count twelve, for Civil they will double count nine or eleven credits depending on which track is followed. Dr. Simon stated that one of the motivations for this program is to increase the graduate enrollment and make the graduate programs more inviting to undergraduates.

Dr. Jeffres stated that more programs would be requesting this. The Accelerated Business program was approved several years ago. Dr. Jeffres asked Dr. Bailey how undergraduates in graduate classes are counted for subsidy. Dr. Bailey responded that he has had no confirmation on subsidy issues. Undergraduates taking Graduate classes currently get undergraduate subsidy. Dr. Jeffres stated that this is being offered throughout the State. Just as High School students are being admitted into accelerated undergraduate programs we are trying to do the same thing at the Master's level. A number of Physics students have reported that they are very pleased that they can take an advanced course after taking the undergraduate course as opposed to waiting until they get their bachelor's degree and entering the program. Council members discussed the advisability of expanding the number of credit hours an undergraduate student may take, the fees that are charged, and admitting students earlier. It was suggested that this be placed on the agenda for more detailed discussion at a later date.

A motion was made to approve the 4 + 1 programs proposed by Chemical & Biomedical Engineering, Civil and Environmental Engineering, and Electrical and Computer Engineering. The motion was seconded and unanimously approved.

### **Committee Reports:**

#### *Faculty Senate Representative:*

Catherine Hansman reported that the Faculty Senate met a couple of weeks ago and had a very long agenda. Of interest to Graduate Council was the eulogy for Dr. Walter Leedy; the joint PhD in Psychology program with the University of Akron for Adult Development and Aging was approved. There was discussion on the School of Nursing's request to add an interview to their admission requirements. The Faculty Senate did approve Nursing's request but were unable to determine whether this was something that should come before them or not. Another item of issue is the 4 credit versus 3 credit hour discussion. The Curriculum Committee recommendation to leave the 4 credit hour courses in place with some suggestions as to how the format should be used was approved.

#### *University Admissions & Standards Representative:*

Dr. Jeffres reported the Chris Mallet was unable to attend the Graduate Council meeting but sent him a report. Approval was given for the S/U grade with S being defined as "A", "B" or "C", and "U" as "D" or "F". There was continued input from legal before resolution on missed class policies and religious holidays. There was a final Plagiarism Task Force recommendation that was accepted.

#### *University Curriculum Committee Representative:*

Mieko Smith reported that nothing pertaining to Graduate Programs was discussed. There was a lot of discussion on Gen Ed requirements.

#### *Research Council Representative:*

Jill Rudd reported that the meeting was cancelled but will be meeting twice in March.

### **Old Business:**

#### *Approval of January 19, 2007 Minutes of Graduate Council Meeting:*

The minutes were approved with one attendance change. Karen Spector attended the January 19<sup>th</sup> meeting.

#### *Replacement Council Member for Arts & Humanities:*

Nominations were requested. Dean Sadlek nominated Rita Klinger. Dr. Klinger's appointment was approved unanimously.

*Graduate Faculty Guideline Inconsistencies:*

Bill Bailey reported that a member of the College of Science Faculty Affairs Committee asked why teaching in higher education was struck from the College of Science guidelines but found it acceptable for the Colleges of Education and Urban Affairs. Upon checking the tapes of the Graduate Council minutes it was discovered that Council has not been consistent in striking this from all guidelines. Council members discussed the requirements of teaching and clinical supervision. There can be inconsistencies but there should be a general principle that there should be external review. Teaching Graduate classes feeds on itself, there is no external review. You have to have Graduate Faculty Status to teach graduate courses and you can get Graduate Faculty Status by teaching graduate courses. A Council member stated that teaching is not the only criteria required. Council needs to be consistent. Different Colleges can be treated differently at their own initiative. In this case we are differentially applying our rule making authority across colleges and that is not fair. A decision has to be made whether to exclude it all or modify the requirements.

A motion was made to strike "Two years of successful experience in teaching and clinical supervision for students in higher education" from the Education and Urban Studies Graduate Faculty Guidelines to be consistent. The motion was seconded. A Council member asked that the faculty in the Urban College and Education College agree to this deletion. Discussion continued on this issue and the advisability of sending the criteria back to all of the Colleges. It was felt that doing this would not resolve the issue. A Council member stated that the context of how it is presented would be helpful. It should be stated that Council found this inconsistency and in order to be consistent we recommend the deletion of this criteria. The motion was unanimously approved.

Dr. Bailey reported that the Graduate Faculty criteria that Graduate Council previously approved do not explicitly express the initial appointment. Our by-laws provide an opportunity for persons who are within two years of their terminal degree receive an initial appointment. When the College of Science submitted their guidelines they added a category for initial appointments. The category as listed in the College of Science guidelines are different than those in the by-laws. The by-laws say that full-time faculty members with their terminal degree within the last two years can seek an initial appointment if they provide certain evidence of accomplishment and promise. The newly appointed category in the Science guidelines doesn't talk about persons within X years of the terminal degree and secondly their guidelines include "submitted or published manuscript, grant involvement, or other indications of professional promise is more inclusive than the by-laws. Dr. Tumeo told Dr. Bailey that he informed units that they did not have to deal with the initial appointment group because it is explicit in the by-laws. The issue is do we fall back on the by-law language or do we use Sciences language in lieu of that language for Science faculty. After discussion a motion was made to delete the Science initial appointment criteria and continue using the criteria as stated in the by-laws. The motion was seconded and approved.

A motion was made to adjourn the meeting.

(Minutes were approved by Graduate Council on April 13, 2007)