

**Minutes of Meeting Held
February 5, 2008**

Present: Interim Dean Jeffres, Professors Bathala, Beebe, Bowen, Forte, Gatica, Karem, Mason, Mensforth, Meiksins, Oprea, Rudd, Simon, Smith, Thornton, Weyman

Guests: Wendy Kellogg

Absent/Excused: Professor Bailey, Bayachou, Dixit, Sola

Dean Jeffres opened the meeting at 10:00 a.m.

Announcements and Communications:

Mission and Engagement – University Vision Statement

Dean Jeffres stated that the first item on the Agenda is the University Vision Statement, which was discussed at the last meeting. Council members were given the opportunity to comment on this. Things are moving very fast. Dean Jeffres has been at several meetings and the one item that stood out is that the Chancellor said that the CSU/UA merger would be off the table if we pursue the path that we are on. In other words, we have to differentiate ourselves and that we start making decisions according on our mission statement. The provost has brought it up at Senate asking for faculty involvement. What they have come up with is a vision statement that allows to CSU to assume its path in a way that differentiates it from the other Universities. Essentially, what this statement was intended to do was to say what our strengths are. All the Colleges came up with areas of excellence but they did not cross. It was not a coherent vision statement. So they came up with the notion that we focus on Graduate Programs and civic life. We are very important in the life of Northeast Ohio because we teach the people that are leaders in the community. The research focus was essentially on our connection with the Cleveland Clinic because it is something that no one else has. Biomedical essentially has an area of thrust. In addition, there is a push towards Engaged Learning being the tag line for us. It fits in nicely with research and everything we do at this University. There is a Carnegie Classification for Engaged Learning. We do not qualify for it yet but they are taking a look at it. The Community Engagement classification has about eighty universities. There is going to be an effort to see if we can meet the standards for this.

The roll out of the campaign will be rolled out first on Campus. Rob Spademan is very creative and has come up with a presentation web site, one that is internal and one that is external that will be livelier. It will be rolled out internally so that faculty and students learn about it before it goes out externally. Dean Jeffres told Council members to look out for opportunities to learn about this. It fits in with the Mission statement. There is a prominent place for Graduate Programs in this. Look to see how Community Engagement, Engaged Learning works with your particular department, your programs, and your colleges.

A Council member asked if this was going to be presented as a faculty were involved in the creation of this or an administrative action when in fact faculty had no say. Dean Jeffres responded that the Provost has asked faculty for their suggestions. The Council member replied that the Graduate Council was not involved in creation of this statement. Dean Jeffres stated that he forwarded Graduate Council's comments. It is not a faculty process for approval. The University is being told to decide by the Chancellor. It is not the Mission Statement. That remains the same. It is the vision, which is more of thrust to the face to the community.

A Faculty member stated that they could use community based action research. That encompasses Urban Affairs, Social Work Research, Engineering, and Education. Another thing about faculty involvement is that just because it is forced on us that does not mean they do not have to engage faculty. It is very important that faculty be part of the process. Dean Jeffres responded that the next step is that the Provost has asked for a committee of faculty to be involved in this.

Dean Jeffres stated that the Akron University CSU merger should be dead but you never know when something is going to rear its ugly head. The university is moving ahead with idea that it is not going to happen at this point. The funding formula is up for decision and no ones knows what it is going to be. We have been an FTE based formula for a long time but we do not know what the next allocation formula will be for money.

A Council member commented that one of the reasons there is some anxiety is because there are two different documents out there. One is the shortened "Position Statement" and one is the theme of "Engaged Learning". The statement actually understates the engagement that we have. There are a lot of missed opportunities in that statement to accentuate things happening particularly in the Graduate College things that we are doing that do distinguish our Graduate Programs from Kent. Most of the other statements from the other universities tried for very careful niche positioning and left out most of the arts, humanities, social sciences, urban, law, and hard sciences. Everybody went entrepreneurial bioscience route. To the extent that that to argue our core programs are connected to an urban environment is distinctive. There are ways in which we undersold ourselves. Dean Jeffres stated that he would forward Council's comments.

A Council member stated that most of the judges in our community are graduates of our Law School. Cleveland is probably about the fourth or fifth most important law town in the country. In terms of producing the infrastructure, the Law School is very important. You may want to add legal to the statement. In the last fifty to eighty years, the route for African American Clevelander power in this community has been through the Law School.

Master of Public Health Increase in Credit Hours to 42 from 39:

Dean Jeffres reported that the Master of Public Health added a Public Health Practice and Issues course for three credits as a required core course and changed the minimum requirements to 42. They changed the grade designation for their Capstone course. These changes were approved by the Department, the Graduate Affairs Council, and the Dean of the College of Education. These are small changes and generally, the Dean gives them to Council as information rather than asking for action. A Council member responded that they should be forwarded to UCC for the simple reason that way the Registrar knows. Dean Jeffres agreed. In some cases, we are reacting with joint degrees with other universities. It seems to take an awful long time to make some of these changes.

MA in Environmental Studies Change in Core Course Requirements & Increase in Credit

Dean Jeffres stated that in November the MA in Environmental Studies faculty approved the substitution of a course. This increase the credit hours by one. This also has to go to the UCC. A Council member stated that they are substituting an Urban Studies course for a Chemistry course, which shifts the balance of the program towards the social sciences away from the sciences. Does the Chemistry Department know about this? Wendy Kellogg responded that the Environmental Studies, Environmental Engineering and the Environmental Science departments have been collaborating and creating these three degrees. There are a set of core competencies, which are governed jointly. Each Graduate Program has its own core. That is where this change is. A Council member asked if there was some type of oversight committee that works

with all three. Dr. Kellogg stated that there used to be. They have not met in the last year and half. They have been requesting a meeting and it has not happened. The way the programs were governed was that if there was a change in the jointly managed core competencies they had to go through curriculum committees and the departments. If the change was in core for each department, it did not have to go through them. In fact, the other programs have made changes. Mieko Smith made a request as the representative from UCC that even as consent items that this body should vote on record to say that it came from Graduate Council not the Dean's office. The second request is that when it comes to UCC that they need documentation for all departments involved. Dr. Kellogg stated that if they need consent from all of the colleges involved it would be up to Dean Jeffres. Dr. Smith stated that since they cannot get the committee together they could work with each Dean and say the Dean informed the all faculty support the change. As a record it is important. Dean Jeffres stated that we have always said that the program has to go back if it affects another department and inform them of the change. A Council member stated that it puts a pretty high standard on cooperation. It might be some type of notification requirement. If you require consent, it means it takes a positive action by the other party. If they do not act, you are stuck. Dr. Smith replied that all they need is a one-line email from someone in the Dean's office stating that they support the action. That is all that is necessary. A motion was made to approve that substitution of UST 603 a 4 credit hour course for a 3 credit hour Chemistry course. The motion was seconded and unanimously approved.

Hours: Signature Graduate Assistantships:

Dean Jeffres reported that he has received information for several Signature GA's, mostly from Urban. Requests for a Norm Krumholz Graduate Assistantship in Urban Planning Design and Development and an Andy Miracle Graduate Assistantship in Health Sciences has been submitted.

On-line Letter of Recommendation:

Dean Jeffres stated that for Council's information they are pursuing an on-line letter of recommendation system. He asked if this could be used for other search committees or faculty hiring and was told that it could be used for anything on campus. Within the last two months, he filled out at least two dozen recommendations on line. Rather than filling out the forms he decided to pursue possibilities for CSU. One asked for \$55,000 per year but the other was a few thousand. That is something that can be fitted into the budget. We can all use it. He will let everyone know. It is time for us to join the 21st century.

Enrollment – Recruitment Update:

Dean Jeffres reported that enrollment is up slightly. You might call it flat but at least we are not declining. Graduate Programs are doing well for the most part. The New Vice President for Marketing is interesting in finding ways to advertise or recruit for programs individually rather than one size fits all. So if there is some micro targeting of potential audiences for students for your programs be thinking about it because there are different campaigns that can be used to target potential students. That means that faculty have to be involved in identifying who are these potential students.

The Program Sheets are almost done. They have been sent back for review. When they are done, you can run those off and they will be on line and can be used for recruiting. There is an effort to do small three—minute videos on graduate programs. Dr. Lieberman is trying to do as many as he can this semester. If he comes to your neighborhood, encourage your faculty to participate. This is the time for someone to talk about specific research, about what interests students, why would students come to your program, what excites you, what would excite students, rather than about courses.

Executive in Residence Series:

Dean Jeffres reported that the Dinner and Dialogue with Barbara Byrd-Bennett the Executive in Residence went very well. There will be one every couple of months. If you are invited, go. It is a lot of fun.

Open House:

Dean Jeffres announced that an Open House for Parker Hannifin Hall has been scheduled for March 26th from 3 to 5.

Graduate Program Directors Meeting:

Dean Jeffres announced that the next Graduate Program Directors' meeting would be held on Thursday, April 10th.

Graduate Faculty Meeting:

Dean Jeffres announced that the Graduate Faculty meeting has been scheduled for Thursday, April 17th.

Committee Reports:

Faculty Senate Representative:

Robert Mensforth reported that the Faculty Senate has not yet met.

University Admissions & Standards Representative:

Peter Meiksins reported the University Admissions & Standards Committee will be reviewing the change in Admission Categories and Non-Degree application fee this afternoon.

University Curriculum Committee Representative:

Mieko Smith reported that the 5-year MPA program will be presented to Faculty Senate. They have been doing ongoing discussion on E-learning.

Research Council Representative:

No Report.

Graduate Faculty Review Committee:

Dean Jeffres reported in Bill Bailey's absence. Invitations were sent to all Graduate Faculty whose terms are to expire at the end of Spring and Summer informing them to apply by the March 27th deadline. A Council member stated that several members in their department claim they did not receive the emails informing them they were due to expire at the end of fall and they are on advisors on Committees. Dean Jeffres stated that they should send him an email with their vitae for a special dispensation. That is what is done for external folks for a single case.

Dean Jeffres announced that Rich Steiner has accepted the position as Vice President for Research effective June 8th. The budget will be split. The Indirects, which support EFRD and Graduate Faculty Travel, will be under the Voce President for Research who will report to the Provost. How this will affect these programs is unknown.

Old Business:

Approval of Minutes of December 13, 2007 Graduate Council Meeting:

Minutes were approved as submitted.

New Business:*MS in Chemical Engineering new Track in Biomedical Engineering:*

Dr. Gatica stated that this proposal is to formalize something they already have in place for a number of years. Biomedical Engineering is a good marketing tool. Students come to the department and ask if there is a degree in Biomedical Engineering. Many of the students who come to the department have a degree in Biomedical Engineering or Chemical Engineering and a number of students have a degree in science, biology, physics, and chemistry. They follow an informal track where they take classes in Biomedical Engineering. There are nine faculty. Three faculty are exclusively Biomedical Engineering. There are faculty at the Cleveland Clinic who are doing research in Biomedical Engineering. They thought it was best to have it in the catalog and have the degree somewhere that there is a line somewhere that states they followed particular content for Biomedical Engineering. There is no change in the requirements for the program. There is the same number of credits. All that is being done is streamlining the electives and project for those following the Biomedical Engineering track. Dean Jeffres will forward this to the UCC. Dr. Smith stated that they would report their action to Faculty Senate. Peter Meiksins stated that the question the UCC will ask is that since this program relies on courses offered by other departments, have you obtained the approval of those other programs. Dr. Gatica replied that it only requires once course outside of the department and that course is already part of the Biomedical Engineering Doctorate. It is a course on physiology. Dr. Meiksins responded that it would be cleaner to get one line from the department that they are fine with this. Dr. Gatica reported that a proposal for a degree in Biomedical Engineering is in process and has gone through approval of all of the departments involved. Dr. Meiksins responded that then it should be easy to get approval. This proposal is essentially a template for the master's program. A motion was made to approve the Master of Science Chemical Engineering proposal for a Biomedical Engineering Track. The motion was seconded and unanimously approved.

Doctor of Engineering Reduction of one Credit Hour:

Dr. Gatica reported that the request for the reduction of one credit hour for the Doctor of Engineering was cleaning up from semester conversion. Engineering used to be 90 credit hours on quarters and with the conversion, it was reduced to 60 semester hours. They could not convince the faculty teaching the core course to adjust it. Therefore, they ended up with 61, which is an odd number. In time, this was changed and the core courses can be either three credit hours or four credits hour. A motion was made to approve the change in credit hours for the Doctor of Engineering from 61 credits to 60 credits. The motion was seconded and unanimously approved.

Suspension of the Social Studies Specialization in the MA in History:

Dr. Meiksins reported that this specialization was created when the state implemented the requirement that teachers have a Master's degree in something. They anticipated that Social Studies teachers might want to get this. However, what they found is that they offered it several time experimentally and they cannot generate enough numbers to justify offering the courses. So instead of trying to pretend they have the program it was decided to suspend the program.

Dean Jeffres stated that there is a report from an external consultant that involves all of the universities. One of the items is to avoid duplication. They had a hit list. The Provost and President worked to get this out of the document, and they succeeded. The targets were essentially the arts, humanities, and social sciences. Reducing duplication is still in there. That does not mean that someone will not be looking for them. There is an effort to get the Deans of Engineering across all of the Universities up here to get together and collaborate with each other.

A motion was made to approve the suspension of the Social Studies Specialization in the Master of Arts in History. The motion was seconded and approved.

Discussion Items:

Registration in Term of Graduation Requirement:

Dean Jeffres stated that he previously mentioned about the registration in the term of graduation requirement. Every once in a while we get a student who says he hates this place and won't ever give a dime because you made me pay five hundred dollars for a one credit course that is only there you want the money. There are three types of issues. The language he is suggesting to resolve the issue is that the student needs to be registered (enrolled) in the semester in which the work is completed. If you say, I forgot you would have to pay the graduation fee but not register. Students who did not realize they had the right number of credits and can graduate would not have to register. Hopefully they would see CSU as a more benign place.

The only question is, and we have to talk to the Registrar about this, about incompletes. On one hand, you say that the work was supposed to be completed already and this is an incentive to finish the work. Thus if you have an incomplete that is the semester you finish your work and you have to be registered. Then you could say that the student has already paid for the course work and if there is a delay in submission of something and there is no additional work involved. You can argue both sides. A Council member stated that in their program this is a frequent event. There is an exit project requirement that students rarely complete on time. They are frequently required to complete it in the next semester and pay for the additional credits. It is a function of our requirement that we are asking them to do something in one semester that was very difficult to do. The student has plenty incentive to finish because if they do not complete it they fail. The financial commitment is not adding anything to their commitment. Another Council member stated that the students are most often using the faculty and the library during that time period. If you cannot finish the exit option in that semester, that is a curriculum issue and we need to charge them for one credit hour. They need to know that up front. A Council member asked if there isn't a reason that an incomplete is granted. There should be some extenuating circumstances that lead to an incomplete. There is usually something out of the student's control that leads to an incomplete so they shouldn't have to pay. A council member stated that the last thing you want to do is make a student mad when they graduating. They should be so in love with CSU when they get a diploma. In the long run we are probably hurting ourselves by them bad mouthing us to everybody they know. They might hold a grudge over \$500.

Dean Jeffres stated that if we change the language to "You have to be enrolled in the semester in which you complete the requirements for the degree" then maybe there is a place for ambiguity in terms of the incompletes for the advisor. That would take care of situations where someone applies the next semester or the next year. Glenda Thornton stated that library continues privileges for students with incompletes that are not enrolled. Discussion continued on what can cause a students to not complete their work in the term they registered. A Council member suggested that before Council does something that they may later regret a working group be established to talk through the various issues that were thrown out on the table. Dean Jeffres asked for volunteers. No one volunteered.

A Council member asked if it was possible to negotiate for a graduating graduate student a fee schedule say of \$25 for a single credit hour for your enrollment. Dean Jeffres replied that he didn't know how much authority Council has. We can talk about standards and requirements. There was continued discussion on what it means to the student with an incomplete. Dr. Piannalto suggested that a small group go to Jack Boyle and find out why graduate students do and undergraduate do not or find out what can or cannot be done. A

Council member asked how many students does the affect. Another Council member stated that this is self-enforcing. The student is not going to get the work done in the next semester. Why don't we replicate the same rule the undergraduates use. Dean Jeffres stated that he would bring the discussion for the next Council meeting. He will come up with some language.

GA Survey – Ad Hoc GA Committee:

Dean Jeffres informed Council members that the Ad Hoc Committee on Graduate Assistants would be meeting soon. Graduate Assistants have never been surveyed. He asked Council members what they would like to include in the survey. Some ideas are; how was the assistantship beneficial to their degree and their relationship with the people they work for. Council members were asked to send their ideas to Dean Jeffres. There is a push in the university that Graduate Assistants should be working for the University for University Related Activities such as advising not on research. There was discussion on the use of Graduate Assistants and their learning experience.

Graduate Faculty Bylaw Changes:

Dean Jeffres asked Council members to read over the By-laws and recommend any changes that should be made. A Council member expressed concern on the possibility of going paperless.

The meeting was adjourned at 11:25 a.m.

(Minutes were approved by Graduate Council on March 4, 2008)