



Graduate Council

Minutes of Meeting Held April 13, 2007

Present: Interim Dean Jeffres, Professors Bailey, Bathala, Beebe, Bowen, Goodman, Forte, Gatica, Oprea, Rudd, Simon, Sola, Thornton, Tukel

Guests: Giannina Pianalto, Steve Slane, Colleen McMahon, Richard Perloff, Cheryl Bracken, Dave Grilly, Rachel Singer, Vera Vogel-Sang Coombs, Raj Javalgi

Absent/Excused: Professors Chang, Forte, Hansman, Mallett, Rudd, Spector, Smith,

Dean Jeffres opened the meeting by asking Council members if they would be available for meeting on an alternate day. A roll call was taken.

New Business:

Proposal for a Graduate Certificate in Global Business:

Raj Javalgi reported that the Certificate in Global Business proposal clearly state the requirements of three required courses and one elective. It is a very attractive certificate for the target market of people with or are in pursuit of a Masters in Business Administration, Accounting, MLRHR and others with business degrees. They will get the Certificate to enhance their career. Basically, they will be using the existing infrastructure and will not require any additional resources. None of the other schools in the area offer this kind of certificate. It is imperative for MBA students to enhance their career in Global Business. This is an opportunity for Cleveland State University to offer this to attract a large pool of students. The question was raised as to why a student would get a Masters in Global Interactions when they could get a Certificate in Global Business. The response is that the Master's is more intensive and for a different audience. A motion was made to approve the Certificate in Global Business. The motion was seconded and unanimously approved.

Proposal for a 5-Year BA/MPA Program:

Vera Vogel-Sang Coombs stated that Urban Studies is combining the BA in Urban Studies and the Master of Public Administration program. The proposal was sent simultaneously to the University Curriculum Committee for review. The belief is that the five-year BA/MPA program will appeal to the Levin College's large population of adult students who are completing their undergraduate degrees. Many of them already have significant professional experience. The hope is to attract Honor's students to the MPA program. Twenty-five percent of the MPA students come from the BA in Urban Studies. The students reported that there was duplication in some of the curriculum content. Other accredited programs are doing the five-year approach. The hope is that the 4+1 MPA program will strengthen the relationship with the Community Colleges and be an extension of the 2+2+1. The minimum undergraduate credit hour requirement is 90 credit hours with a GPA of 3.25 or better. Dr. Vogel-San Coombs stated that they are specifically asking Graduate Council's approval to renumber four graduate courses to carry a 500/600 designation. The 500 designation would only be open to those students in the five-year program. The second request is to extend the current cap of nine graduate hours to twelve graduate hours to accommodate the four classes from the MPA program that they are asking to be renumbered with the 500 designation. The students will take these courses in their fourth year of the program. The capstone experience will be taken in the fifth year. Students will be awarded both the bachelor's and master's degree until the completion of the fifth year.

Dr. Jeffres stated that a student could not be officially admitted to a Master's program unless they have a BA. Undergraduate credit would be given for the graduate courses because they cannot be graduate students. Graduate subsidy cannot be earned on the graduate courses unless the student has an undergraduate degree and is admitted as a graduate student. Dr. Coombs responded that the Dean is aware of this and is willing to live with it. He understands the revenue loss based on the calculations of this program. The idea is that the number of students that will be attracted to this program will offset this. The Levin College will have additional five-year programs. A Council member expressed concern on admitting students to a graduate program without having a bachelor's. Dr. Bailey responded that students should be informed that they are being admitted to the 4+1 program and that baccalaureate admission is immediate if you are a transfer student or beginning your junior year and your graduate admission kicks in after you have completed your baccalaureate requirements. Presently we allow students to take three or four courses if they qualify as graduating seniors. Physics has been doing this informally for years with the blessing of the Admissions and Standards and Petition Committees.

Discussion ensued on screening courses and an exit strategy for those students who cannot make it the fifth year. A Council member asked if there were any screening courses, prior to the fifth year, that would be an indicator to the students that they should not continue. Dr. Coombs responded that the introductory course and the Statistics course taken at the beginning of the fifth year are screening courses. The question was what indicators are there prior to the fifth year. There are a couple of courses taken in the fourth year. It was suggested that for those students who are unable to complete the fifth year that an exit strategy be in place. Dr. Coombs stated that they would develop an exit strategy for students who need to exit at the end of the fourth year. A council member suggested that by the end of the first semester in the fourth year there would be a required meeting with an advisor. The advisor should know the student well enough to determine if the student would not be able to complete the requirements for the fifth year. Then a special capstone course could be set up for those students in order for them to complete the GenEd requirements to earn their BA.

Dr. Jeffres stated that unless not awarding them the degree will keep them in the program it makes sense to award the degree after the fourth year in order for them to be admitted as a graduate student. It is worrisome to have undergraduate students continue into the fifth year in limbo. We need to make sure the process works well. If we are certain we are going to get more students and better students then it makes sense particularly for programs that have not been combing their best undergraduate student to tie them to the program. If a program is already doing this, it makes sense to say they do not want to have a 4+1 program because all we are doing is giving away credits. We need to think through very carefully on this because we do not want to give away subsidy. Dr. Coombs stated that they were also concerned about the curriculum and experience the students have in the MPA program. She reiterated that this came out of the assessment process and it was bottom up based on data that was collected.

A Council member asked if it was permissible for undergraduate students to take 600 level courses. Dr. Bailey responded that it was not. The Council member responded that in the third year there is a 619 course listed. The response was that this is an elective course that would be taken in the fifth year. This should be deleted from the fourth year and added to the fifth year. Dr. Jeffres stated that there would be clarification on when the BA will be awarded. Dr. Coombs will call a MPA faculty meeting to get a sense of the faculty feeling on this. Dr. Bailey stated there is a need to think about the situation for the student that, for whatever reason, does not go on to the fifth year but needs the bachelor's degree. Do you give them a discounted degree that requires ten to twelve fewer credit hours or not? This is also true of all of the Engineering programs that have been approved. They will need to have a strategy for these students.

A Council member asked who at the administration level would be tracking the students. The response was that the program would be responsible for this. Each program is assigned a program code. A course prefix variation may also be needed. Dr. Jeffres stated that a central person in each College that is doing the tracking so that some things do not get lost is needed. It was suggested that they look at the AMBA program and call it an Accelerated MPA. Dr. Jeffres requested that before the proposal goes to the UCC a revised proposal be forwarded to him. A motion was made to approved the proposal with the recommended changes of moving the PAD 619 course to the fifth year, awarding the Bachelor's degree and admitting the student to the Graduate Program at the end of the fourth year and having a strategy in place to deal with those students who do not go on to the fifth year. The motion was seconded and unanimously approved.

Proposal for a Combines BS/MS Program in Mechanical Engineering:

John Frater stated that Council members have approved three 4+1 proposals from Engineering to date and this is the fourth one and is similar to the others. One additional proposal is forthcoming. Engineering has a dilemma where graduates typically get high paying jobs in industry as soon as they graduate and decide not to go on and get their master's. These programs are designed to encourage them to continue and earn a master's degree. Students have to apply before the end of their junior year and have a 3.0 GPA. Once admitted they take three graduate level mechanical engineering courses which also count toward their graduate degree. The question that was raised is what would the revenue impact be? The response was that the additional students in the Graduate program recover the loss in subsidy for the three courses. To a large extent, we are losing our best students to other universities. We would like to keep them here and by adding these types of programs, we can do so. Dean Jeffres asked how many students are currently in the program and how many do you expect to get with this program. Dr. Frater responded that he is currently teaching an introductory course and has eighteen international students. There are no domestic students. Dr. Jeffres stated that you need some benchmarks like wanting to get an additional ten to twelve students. That would tell us if this was successful and a good decision because we have increased enrollment. A Council member mentioned that the Board of Trustees has put together a task force to look at Engineering because of finances. It would be useful to have some measure that would indicate whether the program is going to be a contributor to the solution or the problem. Ninety percent of the current master's students in this program are from outside Cleveland State University and most are international. This program is aimed at building on the undergraduates that are not coming now. The classes are being offered anyway so it is a matter of filling the seats in the classrooms.

It was suggested that there should be some kind of review after five years. A Council member responded that it was a good idea and that all Graduate programs should be reviewed by either Graduate Council or the University Curriculum Committee. There are so many different programs offered at Cleveland State University that students do not know about all of them. Dean Jeffres responded that what is needed pamphlets and literature to be attracting with a clear description of the program. We are in the process of trying to get them for all of the Graduate programs. The 4+1 Accelerated programs need a special page or separate sheet. A Council member stated there is a need to make sure we are not cannibalizing another program by cutting into their student hours. A Council member stated that he would be voting against this, not because it is a bad idea but would like to see some an analysis of the revenue impact. Discussion ensued on how revenue impacts could be measured. A motion was made to approve the Mechanical Engineering 4+1 Accelerated program. The motion was seconded and approved with one negative vote.

Proposed Degree Requirement Changes for Software Engineering:

Dr. Fu stated that the proposal is for a non-thesis option for the Master of Science in Software Engineering. Currently students in this program are required to take 28 credit hours of coursework and 6 hours of theses

for 34 credit hours. The proposal is a project option and the student would take 36 credit hours of which 4 hours would be a project. The program was set up a couple of years ago. Many students are more professional and do not want to do a theses. A survey was done and nationally there are forty-three Software Engineering masters programs. All but two offer theses and non-thesis options. At Cleveland State University, all of the engineering programs and the CIS programs have theses and non-theses options. A Council member stated that the Exit Requirements only talk about the thesis. He asked if there would be a comprehensive exam or if the project was a capstone course. Dr. Fu responded that he forgot to change the Exit Requirements section and that the project was a capstone course. A motion was made to approve the addition of the exit option of a project. The motion was seconded and unanimously approved.

Proposal for Revisions to the Conditional Admission Policy:

Michelle Bowman stated that the proposal for the Conditional Admission policy is a modification of the policy that was approved in 2005. In the second paragraph, the wording should be changed to match the catalog language. The changes are proposed to help with recruitment. When George Burke was in Turkey recruiting and almost every person asked if Cleveland State University had Conditional Admission. This would give everyone the opportunity for Conditional Admission across the board and not just the group of scholarship students mainly undergraduate who have been able to move into their academic programs.

The TOEFL score requirement has been deleted. There are three reasons. One is logistics because people have to go to other cities to take the TOEFL. This also has financial reasons. The TOEFL in some countries can cost the equivalent of one month's wage. The third reason is proficiency. If they do not have the proficiency to pass, they are blocked from entering without the opportunity for Conditional Admission. The intensive English language program is meant to bring them up in terms of English language proficiency. The two semesters to complete the requirements remains. Students placed in the Elementary or Intermediate levels only may register for the Intensive English Language Program Courses. Students place into the Advanced level may be permitted to take one academic course if ESL placement testing shows high advance proficiency and must meet with an academic advisor. These are the modifications being requested.

The question was raised as to what their I20 should look like in terms of being able to survive ESL and the Academic Program since they have not taken the TOEFL. Michele Bowman responded that the I20 should include a language element and their Academic Program. It would state on the I20 the document they used to get the VISA. On the I20, we could put the year and two semesters. If it takes them less time, it is not an issue. I20's can be extended. Another Council member stated that he likes this proposal. Some of the students are very bright academically but have some trouble in meeting the minimum scores required for several reasons, especially listening comprehension. Pronunciation is vastly different. Without knowing, what the difference is between what is required and what is scored how are they going to be assessed in whether they will be successful in learning English after coming here through the ESL Program. There must be some way of measuring what the requirement is versus their level. Otherwise, if they come here and fail to meet the English Language requirements they are spending quite a bit of time and a lot of money. How are we going to make sure that there is a reasonable probability that they will be successful? Michele Bowman responded that each individual would be different. We are talking aptitude versus motivation. A number of students are missing the TOEFL score by a couple of points on one section. The TOEFL has changed and there are sections of Speaking, Writing, Listening, and Listening. There was additional discussion on advisability of having a minimum that prospective students must meet. After discussion it was determined that a few changes were needed to the proposal and would be considered for approval at the next Council meeting.

Committee Reports:

Faculty Senate Representative:

No Report

University Admissions & Standards Representative:

No Report

University Curriculum Committee Representative:

Mieko Smith submitted a written report to Dean Jeffres. The UCC approved the Communication Track in Urban Studies and Public Affairs Doctoral program. The MA in Psychology School Psychology Specialization was also approved. The program alteration policy is still in progress.

Research Council Representative:

Dean Jeffres reported that a decision on the Travel Awards has been made. Dean Jeffres stated that he feels that the program makes no sense. It is a disincentive. Some people are more likely to get it because they are notified of their conferences and papers in advance. It is clear that depending on the time of the year you are more likely to get it than others are. He will be proposing to Research Council the use of Travel Vouchers. A Travel Program should be an incentive for refereed scholarship and getting external funds. What he is proposing that faculty be invited to put their name into a hat and the names are drawn. The faculty member could spend it any time during that year when they have proof that their scholarship was refereed. If it was not used the money would go back into the pool.

Graduate Faculty Review Committee:

Dr. Bailey reported that the Graduate Faculty Review Committee met and reviewed a total of forty-nine applications for new or renewed appointments. Forty-eight are being recommended for five-year appointments. One individual was asked for additional materials. A motion was made to approve the recommendation for five-year Graduate Faculty appointments by the Review Committee. The motion was seconded and unanimously approved.

Old Business:

Graduate Faculty Guideline Inconsistencies:

Dean Jeffres stated that a lot of work went into the spreadsheet detailing the criteria for each College. Since the Council member who requested Council take a look at the inconsistencies was not present and the meeting has been quite long he determined the discussion would take place at a future meeting. CLASS is working on their guidelines. They should have them to Graduate Council in time for the next Council meeting. Dean Jeffres asked Council members if they had looked at the Graduate Faculty Guideline spreadsheet and invited them to comment. A Council member noted that he had the impression that in looking at this there would be huge discrepancies across the board in terms of what people are doing. However, in looking at this he did not see huge discrepancies, especially in terms of the practitioner area there seems to be very little discrepancies. A Council member stated that this deserves a systematic and careful look once CLASS Guidelines have been approved and added. It will be on a future meeting agenda.

Approval of the February 16, 2007 Graduate Council Minutes:

Minutes were approved as submitted.

Approval of the March 9, 2007 Graduate Council Minutes:

Minutes were approved as submitted.

Discussion Items:

Number of Credits taken Before Formal Admission to a Graduate Program:

Due to lack of time, this discussion was postponed until a later date. In part, this was discussed under the 4+1 program.

Announcements and Communications:

Dean Jeffres reminded Council members of the Graduate Faculty Meeting on April 19th.

The next Graduate Council Meeting will be Friday, May 4, 2007 at 10:30 a.m. The Appreciation Luncheon will follow the meeting.

Anthropology, History and Modern Languages are slated for Program Review. Graduate Council will need people to volunteer for Program Review. Nominations will be made at the next meeting.

Glenda Thornton stated that she encourages Council members to take the Survey. This is the University Library's primary assessment tool. It is only done every other year. It is used to make changes in the Library. It is important and helps them provide better services. She asked Council members to encourage their colleagues and students to complete the survey as well.

A motion was made to adjourn the Graduate Council meeting. The motion was seconded and approved.

(Minutes were approved by Graduate Council on September 27, 2007)