



GRADUATE COUNCIL

Minutes of Meeting Held December 1, 2014

Present: Dean Zhu, Professors Granot, Monaghan, Sparks, Sridhar, Plecnik, Sotiropoulos, Marino, Regoeczi, Delgado, Reinthal, Kondratov, Zingale, Kosteas, Thornton, Schultheiss

Absent/Excused: Professors Reed, Gatica, Kaufman

Guests: Professors Glenn Goodman, Don Allensworth-Davies, Peter Clapham, Asst. VP Janet Stimple, Registrar Kevin Neal

Dean Zhu called the meeting to order at 1:05 p.m.

1. **Approve Agenda** – Dr. Zhu requested an addition to the Agenda. Discussion of the admission letters, referencing a question from a Graduate Council member, was tabled from the November meeting until a representative from the Registrar’s office could be present to answer. Since that representation is present, the Agenda was amended and approved.
2. **Approve minutes from November 6, 2014 meeting** - The minutes were approved as written.
3. **Agenda addition, continuing business**
 - ❖ Since Janet Stimple needs to leave for another meeting, Dr. Zhu moved the admission letters’ discussion to the first item. The previous question was, why aren’t the comments typed in by program directors added to the admission letter template? If an admission is conditional to various departmental requirements, students will not be notified of this unless a separate letter is sent to them from the department.
 - i. Previously there were several admission letter templates that departments devised, listing the conditions students needed to meet for entrance to a program. The new software apparently doesn’t have that capability. Can it be upgraded to show the additions program directors might add?
 - ii. Janet explained that the letters are a general template for the entire University. The boxed space in which conditions are entered is not a part of the template and is basically ‘notes’ kept in OnBase but not transferred to PeopleSoft. The letters are generated from a code—admit, admit conditionally, deny, deny and suggest non-degree.
 - iii. The Enrollment Office is not able to add individual conditions to the admission letter templates. It would be possible to add additional codes and additional letter templates but they could not be customized to all possible conditions.
 - iv. Dr. Zhu thought IS & T could build a field to transfer the data into PeopleSoft. Janet offered to contact IS & T to see what it would take to provide the data in the admission letters and if they are able to do it. She can also run data to see how many admits have conditions or add additional codes to separate tracks.
 - v. Dr. Zhu thanked Janet for the information. She will report back when she has clarification from IS & T.

4. New Business

- ❖ Sociology & Criminology proposal
 - i. The department is proposing revisions which include reducing the credits (4-3) for 13 elective courses, which will change the total credits *from* 32 *to* 30. These revisions are to match the cross-listed undergraduate courses which have already been changed.
 - ii. A question was asked about students from the previous system getting caught up in the course credit change. It will be possible to add a one or two-credit course for them or possibly wave one credit for program completion
 - iii. **A motion was made to approve the Sociology revisions, which passed unanimously.**
- ❖ Bioethics Graduate Certificate proposal
 - i. The Philosophy & Comparative Religions department has proposed a revision to the total number of credits to complete the Bioethics certificate. As a result of the 4-3 process, total credits for the three required courses are changed *from* 12 *to* 9.
 - ii. A Council member asked if there is a minimum number of credits for certificates. Only certificates of 21 credit hours or more need to go to RACGS. There is no minimum number.
 - iii. Some Council members questioned the possibility of keeping 12 credits and adding a fourth course. Is the integrity still maintained?
 - iv. Council wishes to ask for more information and clarification. The proposal will be returned to the department.
- ❖ Master of Occupational Therapy resubmission
 - i. The MOT proposal contains revisions including adding a new course (HSC 556), increasing Level I practicums from 2 to 3, and reducing the service learning experience from 2 to one. The proposal came to Graduate Council before it went to the College level in the online system. Once the documents were in the system and reviewed at the College level, the College requested minor changes.
 - ii. The College revisions included fixing clerical errors and making changes to the catalog information. These revisions were completed.
- ❖ Master of Occupational therapy course prefix change
 - i. The program would like to change the course prefix *from* HSC *to* OTH.
 - ii. The program is running out of course numbers, a change will help Institutional Research track students, and the accrediting body is suggesting an introductory doctorate program that could use this new prefix, also.
 - iii. A discussion concerning course numbering was initiated. Currently all MOT courses are at the 500-level.
 - iv. The Registrar asked if any of the courses have been scheduled for 2015-2016. Dr. Goodman said they were scheduled as HSC courses since there were deadlines.
 - v. Since the proposed prefix is OTH, a question was asked if the program could go with 2 letters, OT, in order to avoid a misconception of the word "other."
 - vi. **A motion was made to approve the two MOT proposals-the program revisions and an appropriate prefix change to be determined by the Registrar's office and the program. The motion passed unanimously.**
- ❖ Gerontology Graduate Certificate
 - i. The School of Health Sciences is proposing revisions to the Gerontology certificate to allow students to use an independent study or an internship from a Master's program for the certificate capstone, if the work includes older adults.

- ii. Discussion items included: is there double-counting, using courses for the certificate as electives to a Master's program, and possibly a future discussion topic setting general rules for certificates.
 - iii. **A motion was made to approve the revisions to the Gerontology certificate, which passed unanimously.**
- ❖ Master of Public Health (MPH) admission revision
- i. The MPH program will now accept additional national exam scores for admission to the program. These include: DAT, GMAT, LSAT, MCAT, and PCAT)
 - ii. Dr. Allensworth-Davies explained that sometimes students will:
 - Take the MPH as a dual degree
 - Opt for the MPH if they are not accepted to one of these other programs
 - As Medical students sometimes take a leave of absence prior to their third year and apply for the MPH
 - iii. Council members questioned the scoring for the exams and what parameters have been set. Since the MPH program is a Consortium of additional universities, each is seeking approval for these additional entrance exams at their respective schools. Following final approval at all, scoring levels will be set.
 - iv. **A motion was made to approve the initial request for acceptance of the additional national exams for admission to the MPH program, with the understanding that a follow-up submission will be made to Graduate Council with the required scoring percentiles. The motion was approved unanimously.**
- ❖ M.A. in Psychology, Consumer & Industrial Research specialization revisions
- i. The proposal involves a change in curriculum to place more emphasis on the Industrial-Organizational (IO) area, by:
 - Changing the title of specialization *from* Consumer & Industrial Research *to* Industrial-Organizational Research
 - Changing PSY 512, 518, 519, 522, and 631 to 3 credits each
 - Changing the course title of PSY 590 *from* Consumer Psychology Internship *to* Industrial-Organizational Psychology Internship
 - Total program credits will be reduced *from* 43 *to* 39
 - ii. A Council member questioned the removed material from the reduced credit courses. Is that content moved to another course, is the appropriate amount of material removed to justify a one credit reduction? Another Council member reminded that proposals have already gone through the College Graduate Affairs Committee before they come to Graduate Council who usually review these issues.
 - iii. **A motion was made to approve the M.A. in Psychology proposal. It passed unanimously.**
- ❖ BGES resubmission of EVS courses
- i. The department is resubmitting three EVS courses previously sent back by UCC for correction of the grading scales and further clarification of the grading assignment weight for the lecture versus lab portions.
 - ii. Dr. Clapham explained the integration of the lecture and lab to each other in these courses. The courses are heavy lab courses.
 - iii. Council members suggested the document be re-submitted since it still has a typo (course number) and is not clear in the grading assignments. They felt students would be confused as to the expectations in the classes. Some Council members feel it would open up the possibility of grade disputes.

- iv. Dr. Clapham stated he would prefer to re-submit them as 4-credit hour classes, and ask for an exception. Some Council members encouraged that response.
 - v. To clarify for Dr. Clapham, it was suggested that the document revisions include: clear identification as to which is lecture and which part is lab and which part of the students' deliverables will be counted for lecture and which for the lab portion. UCC first reviewed this proposal last year during the 4-3 conversion process and the re-submissions were still not clear enough for the Committee and subsequently wouldn't be for the students.
 - vi. Dr. Clapham feels a 4-credit hour class is best but since the undergraduate courses have already been converted and the graduate courses are tied to the Graduate Certificate in Geospatial Science Applications in the Field Sciences, he will need to re-assess.
 - vii. Devising separate syllabi for the two courses (lecture and lab) with the assignments clearly defined, was suggested. Dr. Clapham still feels the courses are too closely inter-woven.
 - viii. Dr. Zhu summarized the requested information as—separate syllabi for the separate courses and within those syllabi, separate grading scales for graduate and undergraduate courses.
- ❖ The Electrical & Computer Engineering department is requesting an exception to the graduate faculty status rule to allow a part-time lecturer without a terminal degree to teach a 600-level course. This is a one-time request for Spring 2015 to allow an extra section of the course.
 - i. The adjunct faculty member has been working in the field for over 15 years.
 - ii. **A motion was made to approve the exception request, which passed unanimously.**
 - ❖ Spring Graduate Council dates
 - i. After a preliminary doodle poll request from Maribeth, it appears that Monday and Friday mornings are open for spring Graduate Council meeting dates. A second poll will be sent with more specific times for members to complete.

5. Continuing Business

- ❖ Enrollment updates
 - i. Dr. Zingale shared his experiences at recent graduate fairs. His major points are:
 - The fairs were poorly attended. Other University recruiters thought this was an old-fashioned way of attracting students.
 - Others said students are attracted first to Universities and to programs second.
 - He was surprised to see other CSU staff from different colleges attend, noting that there doesn't seem to be any coordination with other offices.
 - Students approached him to ask about programs in which he wasn't familiar and he felt that he short-changed them by not having information.
 - Dr. Zingale's questions are, 1) is there value in these types of events, 2) what should be a graduate recruitment strategy that would be more centralized? Or should it be de-centralized to the individual colleges?
 - ii. Dr. Zhu thought undergraduate recruitment tended to be more centralized and graduate needed to be de-centralized. He opened the floor for discussion.
 - iii. Discussion items included: graduate program directors' roles in recruiting, those colleges with dedicated recruiting positions, funding for graduate recruiting,

- recruiters' across campus communication with each other, the Graduate College recruiter's (David Easler) contact with other Colleges.
- iv. Dr. Zhu suggested Council members share upcoming recruitment events at the Graduate Council monthly meetings.
 - v. Dr. Zingale feels that recruitment information is not being shared across the University. He mentioned that some type of overall strategy on recruiting from the Graduate College should be evident. Dr. Schultheiss mentioned that some of this has been shared at Graduate Faculty and Graduate Program Directors' meetings. Dr. Zhu also added that once Graduate Admissions separated from the Graduate College, the recruitment initiative shifted to another area on campus. University Marketing is involved in the undergraduate initiatives but is not for graduates. Funding plays a part.
 - vi. Dr. Zhu mentioned the importance of a good web site and high search rankings.
 - vii. Dr. Granot shared that E-learning is devising a portal in which students can go to search by discipline for online programs and courses that will feed into the CRM system. This will track students in which programs can then contact those students who have shown an interest.
- ❖ Graduate Student Awards Committee update
- i. Dr. Schultheiss shared a handout with three major points for the awards—1) What would the nomination materials be? 2) How would the awards be promoted and what would be the timeline? 3) What would the review process be?
 - ii. There isn't time to discuss all the issues today but it's possible the majority of input will need to be in the Nomination materials category.
 - iii. Two approaches discussed by the Committee could be a stringent set of required details for submissions AND a broader approach that allows the more discipline-qualified sub-committee reviewers to provide. Per Professor Plecnik, this is the "rules vs. standards" debate.
 - iv. Due to the time constraints, Dr. Zhu suggested everyone review the handout for discussion at the next meeting. The Committee also asked for examples of artifacts from each college that could be included in the instructions.

6. Graduate Council Representation & Standing Committees – Available reports

- a. Faculty Senate
 - Two graduate proposals from Education were approved
- b. University Admissions & Standards – no report
- c. College of Graduate Studies' Admissions & Standards – No report
- d. University Curriculum Committee – No report
- e. Graduate Faculty Review Committee
 - Because of the large number of applications for Fall, the list was broken up into two halves. For the second half of applications the Committee met and ask Council input for 2 adjunct faculty. There is a question concerning a co-authored book and whether or not it is a scholarly work.
 - Council members feel the department is better qualified to answer this.
 - A question was raised about the publishing company. Dr. Schultheiss stated that the publisher is not mentioned in any College's guidelines, so it should not be a consideration.
 - Another question was raised asking if the book is peer reviewed?
 - Dr. Zhu summarized that if the book is peer reviewed, it should be accepted for the candidates.
 - Pending a final decision on the 2 Psychology applicants, the Committee

recommends approval for 18 at Level III, 9 at Level II, and 28 at Level I. The Colleges of Education and Law applications are renewed for one additional semester since their revised Guidelines are not approved yet. **A motion was made to approve the Graduate Faculty Review Committee's recommendations. The motion was approved unanimously.**

- f. Petitions Committee
 - The Committee reviewed five petitions
- g. Grade Dispute Committee – No report
- h. Program Review Committee – No report
- i. University Research Council
 - Some Faculty Travel Awards have been approved. The Cayuse system should be up and running for IRB submissions, hopefully in the Spring semester.

7. Items for Future Discussion

- ❖ A Council member requested that the guest representatives of Agenda items not be in the room once the voting takes place. This will be added for future discussion.

8. Next Meeting: The next meeting will be in January, day and time to be determined. Dr. Zhu wished everyone a happy holiday and thanked them for their service this semester.

9. Adjournment: The meeting adjourned at 3:15 p.m.