



GRADUATE COUNCIL

REVISED - Minutes of Meeting Held March 5, 2018

<i>Present:</i>	Dean Sridhar, Associate Dean Schultheiss, Professors Arndt, Deng, Sparks, Hansman, Kothapalli, Richter, Falk, Kosteas, Adluri, Kostandy, Judge, Shukla, Hatch, Krebs, Registrar Kevin Neal
<i>Absent/Excused:</i>	Professors Francis, Whitford, Kaufman
<i>Guests:</i>	Professors Linda Quinn, Brian Yusko, Tak (Eddie) Lam, Roland Pourdavood, and Joshua Cramer (Registrar's Office)

Dean Sridhar called the meeting to order at 10:03 a.m.

1. Approve Agenda – The meeting Agenda was **approved**.

2. Approve minutes – February 1, 2018

- ❖ A Council member expressed a concern that at the last meeting and because of the time constraints, he feels a proposal was voted through and he regrets his decision on it. He felt the discussion should have continued but couldn't because of the length of the meeting. Dr. Sridhar reiterated that when he suggested the proposal be tabled or voted upon, Council wanted to vote. The discussion topic, however, is relevant and can continue during today's meeting after the curricular issues.
- ❖ **A motion was made, seconded and the minutes were approved as written.**

3. New Business

- ❖ Curriculog proposals
 - i. Early Childhood Generalist Endorsement (Grades 4-5)
 - Professor Yusko explained that the Generalist Endorsement is not a separate degree, it is a state endorsement for those that have an early childhood license and it is a sequence of 12 credits (4 courses). This endorsement allows those with an early childhood degree to also teach grades 4 and 5.
 - The state only requires nine credits and our 12 credit sequence is reducing the number of students applying for this endorsement. To become more competitive, the Math Education & Science Education courses have been combined into one course (ECE 525).
The ECE 527 course will be removed, which reduces total credits *from 12 to 9* for the endorsement.
 - This change will also need approval from the state following our internal CSU approval.
 - **A motion was made to approve the revisions to the Early Childhood Generalist Endorsement proposal, which was seconded and approved unanimously.**
 - ii. M.S. in Mathematics – program revisions
 - Professor Quinn explained that the largest changes are to the specialization in Applied Statistics. What was being taught and the catalog listings were not aligned. In 'cleaning up' the curriculum, the program added and deleted courses

and clarified prerequisites (related course proposals have moved through Curriculog). Some Special Topics courses have been added as permanent courses. Total credit hours remain the same

- A Council member asked if the Statistics could be a separate program on its own rather than a specialization. The program would be very interested in that but it would require a proposal going all the way to CCGS and it's been said that a 4-credit model program would not be approved by the Provost's Office
 - **A motion was made to approve the Mathematics revisions, which was seconded and passed unanimously.**
- iii. M.Ed. in Sport Management – program revisions
- The program proposes to remove a course from the core (HPR 606 Human Development), and replace it with PED 561 Sport Governance (previously an elective).
 - The external reviewers recommended including sport governance in the undergrad and graduate programs to align with the industry standards. The Human Development course is no longer relevant to this degree as it is to other Education degrees.
 - Council member questions and discussion included—the difference in subject matter between HPR 606 and PED 561; the difference between college core and specialization required courses, and will HPR 606 be an elective.
 - **A motion was made to approve the revisions to the Sport Management proposal, which was seconded and approved unanimously.**
- iv. List of courses in Curriculog
- **A motion was made to approve the courses presented in Curriculog, which was seconded and passed unanimously.**
 - Dr. Schultheiss raised a current issue concerning syllabi and the information contained on them. There is a Faculty Senate template for graduate syllabi and one item that should be included is the graduate grading scale. Some have previously questioned that including how the grades are determined is equally or more important than showing the actual letter grades. Dr. Schultheiss mentioned that the more information on syllabi the better for students' understanding. It is helpful and clarifying in the case of grade disputes. We are seeking Council input.
 - After a brief discussion, Council members agreed a grading scale and/or how grades are calculated needs to be on syllabi for clarification to students.
- ❖ Graduate degree audit, graduation applications – Kevin Neal
- i. Kevin introduced Joshua Cramer, who is in charge of the graduation unit in the Registrar's Office.
 - ii. There is a new online graduate graduation application, which has been tagged OLGA.
 - There was a 'soft rollout' last November. This will replace paper applications. However, there are currently paper applications still in process. Paper applications already submitted will be processed as paper, with the paper Notice of Completion form, also.
 - Once students have completed 15 graduate credit hours they can use the online system-OLGA-to file their graduation application.

- Program Directors and Advisors will need to check in CampusNet on the “Advisor” tab for any pending applications. There are several status’ possible—initiated (new app), in progress (some task pending), conditional (student needs to do something), contact advisor (student does), and the final status—reviewed.
- This online app will work with degree audit according to the student’s catalog rights. Students can run a “what if” report that will show the impact on their degree audit if they take one class versus another class. Students can change their graduation date.
- Kevin mentioned that he has been, and will be, speaking to faculty groups to explain OLGA. If anyone has a question at any time, he encourages faculty to reach out to Joshua and the Registrar’s Office. This process should speed up finalizing transcripts, getting degrees posted sooner, and diplomas mailed out sooner.

4. Dean’s Discussion Items

❖ Graduate Faculty Status

- i. Dr. Sridhar gave a brief overview of the process to change the graduate faculty status guidelines and initiate the three Levels. The process began discussions in 2012; it took time to draft language and a year for all Colleges/Schools to submit their individual guidelines. The changes took effect in Spring 2014. It was decided to review the process in five years.
- ii. Cleveland State University is accredited by the Higher Learning Commission (HLC). There is a discrepancy between our current Level 3 criteria and the HLC criteria, concerning a terminal degree. The HLC requirement is that we have a review process and that we are following our own process.
- iii. There is also the issue of the administrative work of the Graduate Faculty Review Committee, which meets each semester and reviews all applications. This work load (and applications) has been steadily increasing.
- iv. One other item is the distinction between full time, tenure track faculty and part time faculty and how each is reviewed.
- v. Handouts were circulated with Council members’ comments and feedback from the College of Sciences & Health Professions. Several discussion topics circulated, including—extending the term (currently five years); having part time faculty reviewed by departments or Deans; Level 3 criteria is lower than that for an instructor to be hired; should clinical program faculty be looked at differently than research faculty programs; some without status will still be put in to teach a course if there is a need; having “lifetime” status; having distinctions for ‘teaching’ faculty vs. those research faculty who will be involved with theses/dissertations; shifting some of the review to the PRC (Peer Review Committee) since they are already reviewing applications for the promotion/tenure process; having the clear cases reviewed in the Graduate College, with the more involved applications going to the Committee; possibly having only two levels, one for research faculty and one for ‘teaching’ faculty.
- vi. Dr. Sridhar will attend the Graduate Faculty Review Committee meeting and discuss drafting initial language with Committee members for review at the next Graduate Council. Going to individual Colleges/Schools would be next for the revision of their guidelines. Perhaps addressing exceptions first instead of having to re-do the entire process.
- vii. The Research Council also reviews applicants for their graduate faculty status.

5. Graduate Council Representation & Standing Committees – Available reports

- a. Faculty Senate – no report
- b. University Admissions & Standards
 - All graduate proposals were approved
 - The OTD proposal did not go to Admissions & Standards
- c. University Curriculum Committee
 - All graduate proposals were approved
- d. Graduate Faculty Review Committee
- e. Petitions Committee
 - Nine petitions have been reviewed; temporary staff is getting up to speed
- f. Grade Dispute Committee
 - There is one pending but no meetings have been scheduled
- g. Program Review Committee
 - Dr. Sridhar has met with several external reviewers
- h. University Research Council
 - The By-Laws will be changed and reflect the similar number of members as Graduate Council chooses, per graduate faculty college members
 - FSI applications were reviewed. Total budget was \$100,000, there were 26 applications and approximately half were funded.
- i. Graduate Student Awards Committee
 - The 3MT competition was conducted with eight participants. Dr. Sridhar encourages all to watch; we will advertise more extensively.
 - The Committee is working on revising the rules for more clarification.

6. Items for Future Discussion

- ❖ Dr. Kosteas was contacted by the Federal Reserve Bank. They are considering bringing a federal statistical research data center to Cleveland. This could be of interest to several programs for the data sets.

7. Announcements

- ❖ Graduate Council election process will begin; please consider volunteering

8. Next Meeting: The next Council meeting is Thursday, April 5 @ 2:00 p.m.

9. Adjournment: The meeting adjourned at 11:40 a.m.