



## GRADUATE COUNCIL

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### Minutes of Meeting Held October 9, 2014

*Present:* Dean Zhu, Professors Reed, Sparks, Gatica, Sridhar, Plecnik, Marino, Delgado, Reinthal, Kaufman, Kondratov, Zingale, Kosteas, Schultheiss

*Absent/Excused:* Professors Granot, Monaghan, Regoeczi, Thornton

*Guests:* Professors Dan Simon, W. Dennis Keating, Brian Yusko, Sheila Patterson

Dean Zhu called the meeting to order at 1:03 p.m.

Dr. Delgado announced that she has a schedule conflict and cannot attend the next day's Research Council meeting. She asked if anyone was able to attend to please tell her after Graduate Council.

1. **Approve Agenda** – The Agenda was approved as written.
2. **Approve minutes from September 15, 2014 meeting** - The minutes were approved as written, with one abstention.
3. **New Business**
  - ❖ Doctor of Engineering revisions
    - i. The program is revising the language for the admissions standards for the Doctor of Engineering program. Two letters of recommendation are now required, along with TOEFL scores for international students.
      - A question was asked concerning the age of GRE scores. Will scores be accepted from 5 years ago, 10 years, etc.? Another faculty member said that the University has a statement on age of test scores. Dr. Simon suggested adding a statement, “GRE scores must be no older than 5 years old.” Later it was pointed out that the Graduate Catalog states, “exam results should not be older than six years at the time of application.” Since this is a University requirement, the suggested additional statement will not be necessary.
      - Additional questions were asked about the percentile score on the Analytical Writing section of the GRE and the written personal statement of research interests aligning with the Engineering faculty.
    - ii. The program is opening up the choice for flexible credits to include 500-level courses. Flexible credits are one of the categories of the 90 credits beyond the Bachelor's degree, along with core, electives, specialization, and dissertation/research credits.
    - iii. The program is creating a new track, Nanobiotechnology, in the Electrical and Computer Engineering Specialization .
    - iv. **A motion was made to approve the three Doctor of Engineering revisions, which was approved unanimously.**
  - ❖ School Nursing licensure dormancy
    - i. No students have been enrolled in the School Nurse program for several years. School district budget cuts have decreased the need for school nurses. The School of Nursing is proposing to make this program dormant.
    - ii. There is a connection with the College of Education--some faculty teach in both areas (Education/Nursing) and the College of Education is the liaison with the Ohio Department of

Education for licensure issues. This is a holdover from when the School of Nursing was within the College of Education.

- iii. **A motion was made to approve the School Nursing licensure dormancy, which was unanimously approved.**
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- ❖ Master of Urban Planning, Design and Development (MUPDD) degree title change
    - i. The program is requesting to remove the word, “Design” from the degree title. Only one design course is being taught and Urban faculty feel that this title might be misleading to students. OBOR will need notification of this degree title change.
    - ii. At the inception of the program, Kent State University requested the Design tag be included in the program and KSU taught the course initially.
    - iii. **A motion was made to approve the degree title revision to the MUPDD program, which was approved unanimously.**
  
  - ❖ Washkewicz College of Engineering Graduate Faculty Status revised guidelines
    - i. The College of Engineering has submitted their revised graduate faculty guidelines. These guidelines are “transitional” for the College. Within two years the College of Engineering plans to re-submit guidelines with raised standards.
    - ii. On a related note, Professor Plecnik acknowledged that the Law School’s guidelines have not been submitted yet. He will take the lead on this in his College to have them written and submitted. Dean Zhu suggested that the Law School adapt their guidelines to what is common practice at other Law Schools.
    - iii. **A motion was made to approve the College of Engineering Graduate Faculty Status membership guidelines, which was approved unanimously.**
  
  - ❖ Graduate Catalog format
    - i. Dr. Zhu initiated a discussion of the format for entering programs into the Graduate Catalog. It would be helpful to students if certain criteria (admissions requirements, graduation requirements, etc.) were listed in a standard format. For certain basic items, should the format be standardized? Following those items, departments can list and add whatever specific information they wish.
    - ii. A Council member supported this initiative and stated that if the curriculum software is purchased for University use, there will be areas of the Catalogs (undergraduate and graduate) and forms that will be standardized.
    - iii. Dr. Zhu stated that if Council is in agreement, he would suggest a Committee be appointed down the road to decide *which* items should be included in the standard Catalog format.
    - iv. There is currently a proposal before the Provost to move the Catalog implementation to the Registrar’s Office. Therefore, it would be helpful to discuss this issue before the Catalog work is moved so that the new staff person could be informed on the standardized text and program layout.
  
  - ❖ Graduate Student Awards
    - i. On many other campuses there are graduate student awards and it is being proposed that the Graduate College consider initiating these for Cleveland State.
    - ii. Many Council members felt it was a very good idea and would allow students the opportunity to receive concrete recognition and be able to add a notation to their resume.
    - iii. A committee should be formed to structure the award, discuss the criteria for application, and a nomination process. A question was asked about the timeline. Dr. Zhu thought if the details could be worked out this Fall semester, publicity for the awards could be in the Spring 2015 semester and the first award in Fall 2015. It would be an annual award unless justification could be made for each semester.
    - iv. Nicholas Zingale volunteered for the committee, Donna Schultheiss will assist. Roman Kondratov and John Plecnik volunteered to be the additional members. It was suggested that the Colleges do most of the screenings before the candidates reach Graduate Council.

- ❖ Non-petitionable alternatives for students
  - i. There are two major Graduate Council Committees for students to appeal the rules and regulations—Graduate Council Petitions Committee and Graduate Council Grade Dispute Committee.
  - ii. A recent incident concerning a student’s result on a College of Education comprehensive exam was brought to the College’s attention. Since this exam is not graded, it is not exactly a grade dispute. The exam is not covered under a Graduate College rule or regulation, so this is not for the Petitions Committee, either. What other recourse would the student have?
  - iii. Council members felt that the issue could be “tailored” to one of the two Committees. By looking at the process, procedures, mechanisms and functions of the Committees could ‘unusual’ issues be handled by one or the other? Examples could be computational errors or non-standard procedures.

#### 4. Continuing Business

- ❖ M.Ed. in Health Education revisions
  - i. Dr. Patterson summarized the proposed changes to the M.Ed. in Community Health Education, acknowledging that OBOR will need to be notified for the degree title change and the method of delivery change (totally online and 8 week duration).
  - ii. Additional changes include:
    - Changing total credit hours *from* 34 *to* 31, allowing for more electives’ choices
    - Changing from a practicum to requiring 2 years work experience at application
    - The curriculum has been aligned with the national certification exam by including 6 new courses (HED 555, 584, 586, 592, 601, 615) and one revised course (HED 565)
    - Total curricular revisions have been calculated at 47%
  - iii. Questions from Council included: the type of work experience students enter with, how long the program will take to completion (3 semesters if full time), are there other similar programs in Ohio (no), and the number of students in the program now (20-30). A typo in the title for HED 571 was pointed out for correction.
  - iv. A Council member questioned the Capstone Experience being only one credit. Dr. Patterson explained that since students are coming into the program with experience and the course work is aligned with national standards, it is felt that as part of the Capstone, students could take the national exam or could do an applied research project.
  - v. **A motion was made to approve the revisions to the M.Ed. in Health Education, which was unanimously approved.**
- ❖ Framework for Level I/Level II graduate faculty exemptions
  - i. Graduate Council is continuing the discussion on setting guidelines for exemption requests from departments for Level I and Level II graduate faculty teaching 600 and above graduate courses.
  - ii. At the Program Directors’ meeting, Dr. Zhu asked which departments are considering exemptions. Only a few departments—Health Sciences (OT, PT) and Finance would be pursuing exemptions.
  - iii. The larger question might be the appropriate numbering of courses. When exemptions are received, should they be evaluated to determine if the courses need to be above the 500 level?
  - iv. A Council member stated that Cleveland State has definite practitioner-based degrees versus research-based degrees. The clinicians that are hired to teach the graduate courses in the practitioner-based degrees often do not publish because they are carrying heavy teaching loads.
  - v. It was suggested that courses that are clearly practitioner-based, not theory-based courses, could be submitted by these programs for permanent course exemptions.
  - vi. Are there clinical degrees, across the field, that are not research-based and shouldn’t we align with the national norm?

- vii. Another question would be, are these practitioners up-to-date on research in the field?
  - For medical doctors and clinicians there is continuing education work along with licensure requirements.
  - Many practitioner-based programs also have very strict outside accrediting bodies that ensure the most current information is being taught.
- viii. Several Council members expressed strong feelings for the importance of research faculty being maintained in programs. While adjuncts and practitioners may be less costly, the balance of faculty should be based positively in theory and research. This is an important issue during the accreditation process for many programs. If courses are reviewed for exemptions but become too 'exemption-heavy' then it might be time to review the program as a whole.
- ix. Further discussion prompted the point that this can be the rationale for programs making their faculty requests in order to keep the programs as faculty want them. The new graduate faculty Levels were designed to specifically make the distinctions for those that are doing dissertation advising as opposed to teaching graduate classes.
- x. Dr. Zhu said the discussion will continue again and summarized thus far that Council felt programs could submit courses for exemptions if they are clearly practitioner-based, not theory-based. A Council member initially disagreed with that summary. The matter was clarified after further discussion. Dr. Zhu went on further to say individual courses could be looked at and if they were truly not based in theory, exemptions could possibly be made. No decisions have been made and discussion will continue again.

- ❖ Update—full time graduate student status moving from 8 to 9 credits
  - i. Dr. Zhu met with Graduate Program Directors, Deans, and Associate Deans to discuss the change
    - Concerns were the same as expressed in Council: the departmental costs and the additional credit to make nine if you have four-credit classes for international students to be considered full time.
    - Some part-time students may be lost if programs move from four credit classes to three credits since it might involve an additional day on campus.
    - A Council member would like the issue of converting graduate programs to three-credit based programs to be an open discussion item. Dr. Zhu mentioned that the Provost has not made an official mandate for the conversion, and he will keep Council updated.
    - With no new concerns and no further discussion, the proposal will move forward to change full time graduate status to nine credits. Dr. Zhu will notify UCC and the Registrar's Office of the policy change.

## 5. Graduate Council Representation & Standing Committees – Available reports

- ❖ Faculty Senate – no report, has not met
- ❖ University Admissions & Standards – no report
- ❖ College of Graduate Studies Admissions & Standards – no report
- ❖ University Curriculum Committee – undergraduate issues were discussed
- ❖ Graduate Faculty Review Committee – no report
- ❖ Petitions Committee – a meeting is scheduled
- ❖ Grade Dispute Committee – a second dispute meeting is scheduled
- ❖ Program Review Committee – no report
- ❖ University Research Council – the next meeting is on Friday, October 10

## 6. Items for Future Discussion

- ❖ A Council member asked for updates on graduate student recruitment. Dr. Zhu will update at the next meeting and make this a standing discussion item.

7. **Next Council Meeting Date:** The next meeting will be Thursday, November 6, 2014 @ 1:00 p.m.

8. **Adjournment:** The meeting adjourned at 3:00 p.m.