



GRADUATE COUNCIL

Minutes of Meeting Held November 12, 2013

Present: Dean Zhu, Professors Wang, Reed, Monaghan, Sridhar, Rutar, Resnick, Reinthal

Absent/Excused: Professors Boboc, Gatica, Plecnik, Ziolk, Regoeczi, Sotiropoulos, Bubenik, Zingale, Kosteas, Schultheiss

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

- A Council member asked if business could be conducted without a quorum. Because of the urgency of the 4-3 process, the meeting continued with present member's approval. Six electronic votes were received from other Council members on the agenda issues.
- According to Robert's Rules of Order, 10th edition, p. 337: "If there is important business that should not be delayed, the meeting should fix the time for an adjourned meeting and then adjourn. Where an important opportunity would be lost unless acted upon immediately, the members present can, at their own risk, act in the emergency with the hope that their action will be ratified by a later meeting at which a quorum is present."
- At the next Council meeting on December 12, ratification of the November 12 motions will be sought provided the December meeting has a quorum.

1. Approve Agenda – The revised Agenda was approved.

2. New Business

- ❖ 4-3 course revision proposals
 - i. Teacher Education—Dr. Zhu went through the list of courses divided among Council members to review.
 - There were occasional questions about the differences in undergraduate vs. graduate levels for a course but all were reminded that this issue will be pursued at a later date.
 - Some cross listed courses are across more than one level (300/500) which is another issue to pursue at a later date.
 - For some courses the reductions were listed on a separate page but not reflected in the syllabi.
 - A few courses made reductions in class contact hours but not in the class content or work for students.

- Following the discussion, it was decided that Council needs a clearer, detailed description of the reductions made in five courses: ECE 502, EDC 510, EDL 503, EDL 504, and ESE 530.
 - **A motion was made to approve all the Teacher Education courses, with the exception of the 5 needing clearer reduction information (ECE 502, EDC 510, EDL 503, EDL 504, ESE 530). The motion passed unanimously.**
- ii. Health and Human Performance (HPERD)—there are a total of 11 classes, 8 inactivated and 3 with changes.
- One Council member questioned the rationale for such a large number of inactivated classes. It is felt that many departments are using this 4-3 conversion process to “clean up” their course loads, inactivating those not offered in a long time.
 - Two typos were found to be corrected (HED 550, PED 565). The department will be notified.
 - **A motion was made to approve the Health and Human Performance 4-3 course revisions, which was approved unanimously.**
- iii. Physics—this proposal was a late addition to the Agenda so Council members may not have had time to review. Dr. Resnick provided additional background information for the revisions.
- The proposal includes 22 classes; 3 inactivated, 2 added with 17 being revised. Of the 17, one is being changed from 4 to 3 credits (PHY 535).
 - The new courses (PHY 531, 532) have previously been offered as Special Topics courses and now will be independently offered, per accreditation requirements.
 - The 17 revised courses are changing the wording in the prerequisite information.
 - A Council member expressed concern about the syllabi and the amount of information *not* included. Cleveland State does have a syllabus template.
 - Dr. Sridhar mentioned that as a result of the 4-3 conversion process, three things will be occurring in the next academic year:
 - a. A review of all syllabi, looking for key items to be included,
 - b. A comprehensive review of GenEd courses,
 - c. For Graduate Council, looking for specific differentiation in the requirements for undergraduate/graduate students in cross listed courses, and additionally, addressing Graduate

Council's concerns with cross listed courses across more than one level (300/500).

- **A motion was made to approve the Physics proposal, which passed unanimously.**

3. Continuing Business

- ❖ The Graduate College was notified that a Graduate Council member is needed for an additional program review—the M.A. in Urban Studies.
 - i. Dr. Zhu asked for a volunteer
 - ii. A Council member asked if this request could be tabled until the next meeting, which would have more members attending. It was agreed to wait.

4. Graduate Council Representation & Standing Committees – Available reports

- a. Faculty Senate
 - Senate has approved all the program revisions for the College of Business
- b. University Admissions & Standards – No report
- c. College of Graduate Studies' Admissions & Standards – No report
- d. University Curriculum Committee
 - The 4-3 revision reviews continue
- e. Graduate Faculty Review Committee – No report
- f. Petitions Committee – No report
- g. Grade Dispute Committee – No report
- h. Program Review Committee – No report
- i. University Research Council – No report

5. Items for future discussion

- ❖ A Council member requested that at some point in the future, discussion and a decision is made on the information Council requires for course changes, new courses, credit changes. E.g., submitting both old and new syllabi, what items should be included in the syllabi, etc.

6. Next Meeting: The next meeting is Thursday, December 12 @ 2:00 p.m. in PH 200.

7. Adjournment: The meeting adjourned at 2:26 p.m.