



Cleveland State University

engagedlearning™

College of Graduate Studies

GRADUATE FACULTY MEETING

March 1, 2018 2:00 p.m. Parker Hannifin Hall #104

Present: Professors Victor Liva, Karla Hamlen Mansour, Anne Galletta, Nicholas Zingale, Kathleen McNamara, Maureen Mitchell, Diane Corrigan, Don Allensworth-Davies, Aaron Severson, Joanne Belovich, Nolan Holland, Graham Stead, Jason Halloran, Elice Rogers, Linda Francis, Catherine Hansman, Ken Sparks, Karen Sotiropoulos, Selma Koc, Dean Nigamanth Sridhar, Associate Dean Donna Schultheiss, Graduate College Staff, Kevin Neal (Registrar), Jason Cramer (Registrar's Office)

The meeting was called to order at 2:00 p.m.

A. Welcome

- Dr. Sridhar thanked faculty for coming. Faculty introduced themselves and their department.
- Dr. Sridhar mentioned the staff loss of Dianne Oloff and that Veronica Hill has been filling in. He asks for patience from everyone and that things should be getting caught up shortly.

B. Graduate degree audit and online graduation application

- Kevin Neal was present to discuss a new process for the graduation application.
 - The application has been nicknamed OLGA (online graduate application). There has been a "soft" rollout.
 - There are still paper applications out there and advertising to *students* has not been made at this time. The thought is not to have students think they need to also file an online application if they have already done the paper one. Fall 2017 and Spring 2018 graduations are mostly paper applications. Moving into Summer 18 and Fall 18 should see a shift towards the online graduation application.
 - OLGA will allow graduate students to apply to graduate online once they have 15 credit hours. The progress can be tracked; it will show who has to review, who has reviewed, and any issues throughout the process.
 - OLGA will link to degree audit and each student's record will be based on catalog rights (when the student entered the program). Program directors will be able to review for all completed requirements, mark course substitutions, show messages for students, and mark once the online graduation application has completed review. The Registrar's Office and Graduate Studies will be the next steps for review.
 - Students can run "what if" reports to see alternative choices with different course enrollments.
 - Program Directors will need to check regularly in Campus Net for applications. Summaries will also be emailed. A message can be sent directly to the Registrar's Office in degree audit if there appears to be an issue or problem.
 - There is also an electronic version of the Notice of Completion. That will be entered into PeopleSoft in a category called, Student Group. Once all reviews have been

completed (program director/advisor, Graduate Studies, Registrar's Office), all green checks are in degree audit, and the grades are finalized, the degree can be auto-completed.

- Thesis-dissertation students will still need to complete their papers and submit to OhioLink before all graduation processes are completed.
- Kevin and Josh Cramer will be presenting and explaining in other University groups. They welcome questions at any time.
- Question topics and discussion included: the Notice of Completion still being used for paper graduate applications, the roles of advisors and program directors in the final step of a graduate student's program, should program directors tell students to use the online app now (yes), some programs have Programs of Study (which should be aligned with the degree audit).
- Dr. Sridhar spoke about degree audit and the catalog aligning with the actual program requirements. It is important to be sure that the catalog is accurate to what is being done within programs. Then degree audit will be accurate.

C. College of Graduate Studies updates

- Dr. Schultheiss reiterated the tuition grant changes
 - The tuition grant has been eliminated. There are two categories: 1) regular graduate assistant with scholarship, and 2) graduate assistant without scholarship.
 - The GA with scholarship
 1. Need to be enrolled in 9 credit hours per semester. In the summer only Master's students need to be enrolled.
 2. This includes a stipend and scholarship (tuition).
 3. Student serves 10, 15, or 20 hours of service per week.
 - The GA without scholarship
 1. Need to be enrolled in 6 credit hours per semester
 2. Includes a stipend only.
 3. Student serves 5, 10, 15 or 20 hours of service per week.
 - A faculty member mentioned that the GA without scholarship will put international students at a disadvantage because the student is responsible for their tuition and it is higher than domestic tuition. Another asked why the GA without scholarship still needed to be enrolled in a minimum of 6 credits, referencing the last couple semesters for doctoral students and Master's students who have finished course work but might be working on their thesis or dissertation only. Dr. Sridhar mentioned that some of this is because of what is classified as full time/part time and how things are reported to IPEDS. The question of graduate student enrollment past their course work is also being discussed state-wide.
 - A faculty member asked for clarification of the rules for outside employment for graduate students on assistantships. Dr. Sridhar mentioned that the university funds only approximately 13% of graduate students.

- Graduate Faculty By-Laws changes
 - Two changes to the Graduate Faculty By-Laws are being proposed. A graduate student representative and a University Research Council representative are being added to Graduate Council. This By-Laws change will be included in the spring election voting.
- Announcements
 - Graduate Student Appreciation Week is April 2-6. Several events are planned for that week.
 - The Graduate Student Awards reception is May 11th, 1:00-3:00 p.m. Dr. Sridhar also mentioned the recent 3MT competition which had the most participants (8) since the award's been held at CSU.
- Graduate Faculty Status Levels
 - CSU's accrediting agency is the Higher Learning Commission (HLC) and we are beginning to prepare for the 2020 re-accreditation process. HLC has guidelines on who can teach graduate classes and requires the University to set a process for having graduate faculty status. Dr. Sridhar gave the history of CSU changing its graduate faculty status process into three Levels of status, with varying duties for each Level. Once the Levels were established, each College/School set the standards for each Level within their disciplines. It was decided to review after a five year span.
 - However, there could be an issue with our Level 3 (terminal degree not required) and HLC's requirements (need terminal degree). Dr. Sridhar would like to initiate conversation on, 1) Level 3 status, and 2) what graduate faculty status means in general and within individual Colleges/Schools. This discussion is the first of others to come. Drafting language to make changes will not be happening at this point. Dr. Sridhar made clear, we are seeking conversation and opinions.
 - Faculty questions/discussion topics included:
 1. requesting waivers—Dr. Sridhar would like have criteria language that would allow waivers to be true exceptions and not requested often
 2. reviewing courses and instructors—This was done last semester with a list of all graduate courses, who was teaching them, and what level of graduate faculty status the instructor has. It will be done again.
 3. This conversation is paralleling contract discussions. A faculty member urged caution—Dr. Sridhar feels our standards don't necessarily need raising, with the exception of Level 3 needing to add a terminal degree.
 4. GA's teaching graduate classes—GA's can be given Level 3 status, if they are the instructor of record, in order to teach a 500-level course
 - HLC's requirement is that we have a process set up for graduate faculty status and that we are following our own guidelines.