



Graduate Council

Minutes of Meeting Held November 8, 2006

Present: Dean Tumeo, Professors Bailey, Bathala, Beebe, Bowen, Oprea, Regoeczi, Rudd, Simon, Smith, Spector, Thornton.

Guests: Joshua Bagaka's, Sleva Slane, Santosh Misra, Boaz Kahana

Absent/Excused: Professors Forte, Gatica, Leedy, Sola, Hansman, Jeffres

Dean Tumeo opened the meeting at 10:04 a.m.

Announcements and Communications:

Program Review Representatives:

Dean Tumeo stated that it is the Council's responsibility to provide feedback on the previous year's Program Reviews. Dr. Kahana distributed the draft Program Review Committee's report. Dean Tumeo asked Council members to read the report and email him with comments by Friday. Once it is approved and edited via email it will be forwarded. Dr. Kahana reported that all of the departments had many strengths which the outside reviewers clearly stated in their reviews. There were some problems with Urban Studies in terms of low enrollment and too many people not completing the Ph.D. Recommendations have been made giving them some alternatives. A common theme in BGES and Urban Studies is that they consider having research projects in some of the upper level undergraduate classes. The other option mentioned is getting free advertisement to attract students. Whenever a Professor or Graduate Student comes up with something that is noteworthy in research it should be communicated to the media and pushed with the hope that it will be published and thereby attract more students.

Dr. Bowen asked Dean Tumeo if getting rid of the dissertation for some students and creating a Doctor of Public Administration or a practitioner degree program would be doable in the existing degree or would it be a separate degree. The response was that it would be a separate degree. There are two alternatives. A new degree can be handled as a spinout degree as a subset of the existing degree or move to a doctorate which would be a level change. Both of these options require State approval.

Committee Reports:

Faculty Senate:

Dean Tumeo reported that the Faculty Senate approved the Master's of Organizational Administration Leadership. This degree is on the Board of Trustees agenda for November 17th. The Doctor of Physical Therapy degree is on the agenda for today's Faculty Senate and if approved will also be on the November 17th agenda. Both of these proposals will then go to the State for review.

University Admissions & Standards:

No Report

University Curriculum Committee:

Dr. Smith reported that the UCC is sending Syllabus guidelines to the Faculty Senate steering committee. The effort is to make Syllabus generally consistent among the courses. Program modification policies are under discussion. For instance, if administration wants to combine programs what would be the faculty involvement? Also under discussion is the Gen Ed 3 hour course and 4 hour course. Many comments are being received on this issue.

Graduate Faculty Review Committee:

Dr. Bailey reported that the Graduate Faculty Review Committee met to review sixty-eight applications. There are twenty-nine applications for five-year appointments with approved guidelines, thirty-three applications for one-year interim appointments, and one denial. There are an additional five follow-ups where additional information has been requested. Dean Tumeo stated that this is a standing committee and recommendations from the committee do not need a motion from Council. The Committee recommends the approval of the five-year appointments for twenty-nine applicants who fulfill the approved guidelines of their areas. The appointments were approved unanimously. Dr. Rudd reminded Council members that she is on the list for approval for the one-year appointments. Council voted on the committee recommendations for twenty-eight of the twenty-nine one-year interim appointments and unanimously approved them. Council voted on the committee recommendation for Dr. Rudd's appointment to a one-year interim term. This was approved with Dr. Rudd abstaining.

Dr. Bailey reported that Dr. Werth's application consists of a C.V. and personal statement where he identifies two edited book chapters within the immediate five-year period and an encyclopedia entry that is forth coming. The Review Committee recommended a negative. Dr. Bailey argues that to be consistent he should be offered the opportunity to provide the review process for his book chapter. After brief discussion it was determined that additional information be requested from Dr. Werth.

Research Council:

Dr. Rudd reported that the Research Council discussed Graduate Student Travel money. The decision was made to award \$1,000 grants instead of \$500 or \$800 given that it costs so much to have the Graduate students attend proceedings. The students would provide a summary of the presentation or what they learned by going to the conference. Dean Tumeo reported that the official policy will come to Graduate Council for official vote. The question was asked if there was any requirement in terms of presentation or active participation. Dr. Rudd stated that there is a priority system in place that the money goes first to those that are presenting. If there is money left over and a student is just attending they could be funded but usually there is enough Graduate students presenting there wouldn't be any left over. Dean Tumeo stated that the money is coming from the Innovation Incentive allocation from the state. The two uses of that money for FY 06 and 07 are the funding of the GANN Scholarships and the Graduate Student Travel Fund.

Dr. Rudd reported that they wanted to do was a survey of assessing faculty who have received research grants, including their experience with managing the grant and what can be done to help them in terms of managing the grant. It will be two-fold, a survey of some sort and the other will be focus groups. Dean Tumeo stated that the Research Council has really stepped up this year, they are very active and supportive.

Old Business:*Approval of Minutes of October 11, 2006 Graduate Council Meeting*

Dean Tumeo asked Council members in what format they would prefer Graduate Council minutes. Traditionally a summary format was used, submitted to Council and were approved as minutes. At a

previous meeting Dr. Leedy expressed the desire for the minutes to be verbatim. Dr. Bowen asked that this discussion be postponed until Dr. Leedy could be present so he could state his case. Dean Tumeo stated that one of the benefits of Council is that we are relatively free to express opinions. In his experience when a meeting is being transcribed you are a little less open because you are constantly thinking how it will look when it is put down. This discussion will be on the December 6th agenda.

Proposal for a Certificate in Health Care Informatics:

Dean Tumeo reminded Council members that the proposal for a Certificate in Health Care Informatics was presented at the last Council meeting. Council requested several changes. Drs. Misra and Smith are presenting the revised proposal. Dr. Misra reported that the suggestions made by Council were incorporated into the proposal. The number of course selections has been increased. The people that will benefit from this are from Business, Health Sciences and Social Sciences. The intent is that it will be customized to fit the background of the people who enter the program.

Dr. Smith reported that there is a statement in the revised proposal addressing the double counting issue. There are also two additional Math courses added in the statistics category. All of the major issues have been addressed. A Council member asked if there was anyway a student could get out of taking any Health Science courses. The response was that there was not. A motion was made to approve the Graduate Certificate in Healthcare Informatics. The motion was seconded and unanimously approved.

Grade Change and Grade Dispute Policies:

Dean Tumeo reminded Council members that the Grade Change and Grade Dispute Policy passed. This Council at the request of Graduate Program Directors adopted a procedure where policies come forward to Council for review. If they are acceptable it goes to Graduate Program Directors for review and comes back to Council for final vote. The proposed Grade Change and Grade Dispute Policy was forwarded to Graduate Program Directors. Comments were returned from about a half dozen Program Directors. It was also discussed at the Graduate Program Directors meeting. There was no opposition. The only concern stated was that the professor has to determine what is extraordinary and some professors don't like to make that call. Following the appropriate procedure another motion needs to be made to change the Grade Change and Grade Dispute Policy. A motion was made to accept this change in policy. The motion was seconded and approved unanimously.

New Business:

Proposal for a change in the Ph.D. in School Administration Specialization:

Dr. Bagaka's stated that the change to the Ph.D. in Urban Education is relatively minor. Students in the School Administration specialization are currently required to take four courses that have been found to have some overlap. The proposal is to retain two of these courses ADM 831 and ADM 889 as required and adding the other two, ADM 830 and ADM 833 to the list of electives. Students will be able to pick courses that meet their needs. For example, a student in organizational Leadership may find it necessary to take a course from the College of Business in Urban Policy or a similar course. A Council member asked how this affects the core knowledge of the students. Dean Tumeo responded that the core requirements for the Ph.D. in Urban Education are the same for all students. Only the core courses for the School Administration Specialization will be affected. The question was raised as to why four courses were originally required. Dr. Bagaka's responded that some specializations required three and others two. These two courses were recommended by the faculty of the School Administration Specialization. Dean Tumeo stated that historically within all of the colleges that when specializations occurred they focused only on the courses within their college. A motion was made to approve the requirement changes to the School Administration

Specialization. The motion was seconded and unanimously approved. Dean Tumeo will forward the recommendation to the University Curriculum Committee for review.

Graduate Council Replacement Nominations for Business, Mathematics & Natural Sciences, Social & Behavioral Sciences, and the University Admissions & Standards Committee Representative:

Dean Tumeo announced that Brenda Marshall has submitted her resignation from the Council. Per the Bylaws Dean Scherer has submitted three nominations, Dr. Jayanti, Dr. McIntyre, and Dr. Tukel. It is the Council's duty to select and appoint someone to fill the rest of this year's term for Dr. Marshall. A recommendation was made to appoint Dr. Tukel. After a short discussion Council voted to appoint Dr. Tukel. Dean Tumeo reported that there are two nominees to complete the term as the Mathematics & Natural Science representative, Dr. Goodman and Dr. McNamara. A recommendation was made to appoint Dr. Goodman. Council voted to appoint Dr. Goodman to complete the term vacated by Dr. Fontes. Dean Tumeo stated that the vacancy for the Social & Behavioral Sciences is to start in January to fill Dr. Regoeczi's seat while she is on sabbatical. The two nominees are Dr. Chang and Dr. Foster. A recommendation was made to appoint Dr. Chang. Council voted to appoint Dr. Chang.

Dean Tumeo stated that the Graduate Council Representative to the University Admissions & Standards Committee Dr. Jackson has resigned. He queried the individuals that were previously nominated and four of the five are willing to serve. They are Drs. Mensforth, Wright, Gordon Pershey, and Mallett. After discussion Council members voted to appoint Dr. Mallett.

A council member asked if there was a way to get additional information for the nominees for the committee appointments. It was suggested that a one-page resume would be of value when making the decision on whom to appoint. Another suggestion was made that a statement of interest would serve the purpose. Questions could be asked such as are they Assistant, Associate or Full Professor, what other committees have they served on, why do they want to serve on the committee, etc. Knowing their involvement would help. Dean Tumeo will make sure Council members get this information for the nominees for the next election.

Dr. Marshall has also stepped down from the Graduate Faculty Review Committee as the Representative from Business. One individual from Business volunteered, Dr. McIntyre. Dean Tumeo will appoint him to complete the unexpired term from Business.

Discussion Items:

Dean Tumeo stated that he had two procedural issues for discussion. The first is that two years ago Graduate Council approved changing the S/F grading code to S/U. It has come to his attention that when it comes to implementation the Registrar's does not see S/U as a grading type it sees specific grading codes. There were three grading codes that had S/F. Because we said S/F/I to S/U/I only one of the grading codes matched. The other two grading codes did not change. None of the notes on the discussions through Faculty Senate is there discussion of grading codes just grading options. It is our understanding that the intent was to change all three of the grading codes that included S/F to S/U. The Registrar will look at what was sent and if they need clarification Admissions and Standards will do so. Council members concurred that was the intent.

The second issue is in regard to what is required in Admission Files that are necessary for admission. Procedurally the graduate application file is not complete until all the official transcripts of former course work were in the file. The typical students attend a two-year college like Tri C then transfer to a four-year college and to earn a baccalaureate degree. The student then applies to Cleveland State as a Graduate

student. The official transcript is sent from the college where the student earned a degree. The Graduate Program the student is applying to does not need or want the Tri C transcript. Under the current procedures the student's file is held until the transcript is received. In some cases the student is admitted but a flag is placed on the student's record that prevents them from registering the following term. Per the Board of Regents all that is required for a successful audit review is official transcripts of anything that was involved in the decision. If the bachelor's is all you need the transcript showing the bachelor's is all that is required. If there are specific courses required, the official transcripts showing that course work would be required. Dean Tumeo has instructed the Graduate Admissions staff to eliminate the process of holding everything until all transcripts are in as long as they have the official transcript showing the bachelor's and any other transcripts required by the program.

A Council member raised the concern that advisors may be accused of treating students differently if they ask for a transcript showing other courses the student may have taken. Dean Tumeo responded that this only becomes an issue if you are requiring an official transcript. As long as it is not an admission decision issue you can request any documentation you need. If the courses are required as prerequisites then an official transcript would be required in the student's admission file. The programs will be asked what documentation they required for admission.

Dr. Thornton reported that Cleveland State University was asked to participate in the National Science Foundation Grant to determine out how faculty members use electronic resources. She encouraged Council members to take the survey and encourage their colleagues to as well.

There will be a reception on November 16th to honor Trevor Jones for his donation of the "Eagle Man" sculpture. Glenda Thornton encouraged everyone to attend.

Dean Tumeo distributed the report from the Graduate Council Admission and Standards Committee on their recommendation on the International Admission Chart. They suggested the chart be removed. Music and Education will be contacted to see if they want to keep the difference in requirements for International applicants. If they do it will be noted in their application section. If they do not, it will be brought to Council as a change of Admission requirements.

Dean Tumeo reminded Council members that at the recommendation of Graduate Faculty and Graduate Council the required annual Graduate Faculty meeting will be held in the Spring. The Fall meeting will be a reception and is being held tomorrow, November 9th from 4:00 to 6:00 p.m.

The meeting was adjourned at 11:23 a.m.

(Minutes were approved by Graduate Council on January 19, 2007)