

**Minutes of Meeting Held  
March 4, 2008**

*Present:* Interim Dean Jeffres, Professors Bailey, Bathala, Bayachou, Beebe, Dixit, Forte, Gatica, Karem, Mensforth, Meiskins, Oprea, Rudd, Simon, Smith, Weyman

*Guests:* Joanne Belovich, Mary Milidonis, Raj Javalgi, Sanda Kaufman, Jennifer Alexander, Roberta Steinberg, Dennis Keating

*Absent/Excused:* Professor Mason, Sola, Thornton

Dean Jeffres opened the meeting at 10:02 a.m.

**Announcements and Communications:**

*Mission and Engagement – University Vision Statement:*

Dean Jeffres reminded Council members about the new CSU Vision and promotion of Engaged Learning. He has offered leftover Graduate Assistant money to the Deans so they could hire a student to update the programs web sites to include Engaged Learning.

*Signature Graduate Assistantships:*

Dean Jeffres distributed copies of the proposed Signature Graduate Assistantships that he received from Health Sciences and Urban.

*Enrollment – Recruitment Update:*

Dean Jeffres reported that enrollment for Graduate Students is down.

**Committee Reports:**

*Faculty Senate Representative:*

Robert Mensforth reported that the Faculty Senate dealt with nothing that directly related to the Graduate College.

*University Admissions & Standards Representative:*

Peter Meiksins reported that the University Admissions and Standards Committee would be meeting in two weeks. There are two versions on-line of the undergraduate catalog. The University Registrar, Lida Allen, and Rosemary Sutton are meeting to determine how best to merge the two versions yet retain the catalog rights for students. Currently the two different versions do not match and this causes some confusion. This may affect the Graduate Catalog. He indicated that at the next meeting of the University Admissions & Standards Committee a proposal for a regular cycle for making changes would be made.

*University Curriculum Committee Representative:*

Mieko Smith reported that the University Curriculum Committee approved the change in the Doctor of Engineering credit hours, the suspension of the Social Studies track in the Master of Arts in History and the proposed credit hour change in the Master of Arts Environmental Studies. They had a minor problem with the Masters of Public Health because evidence of the new course being approved was not there. Biomedical Engineering Track in Master of Science in Chemical Engineering had the same problem. The credit hour reduction for the Clinical Psychology Specialization has been returned to the program for lack of

documentation. Dr. Smith stated that it is not that the University Curriculum Committee is against these proposals but that when they come to them they need to be complete. She suggested that when the approval is sent from Graduate Council that all of the materials are together.

*Research Council Representative:*

No Report.

*Graduate Faculty Review Committee:*

Bill Bailey reported that the Graduate Faculty Review Committee has not met this term. The application deadline for Spring is March 27<sup>th</sup>. They will be meeting mid-April.

**Old Business:**

*Approval of February 5, 2008 Minutes of Graduate Council Meeting:*

The minutes of the February 5, 2008 Graduate Council meeting were approved as submitted.

*Graduate Admission Status:*

Dean Jeffres stated that one item that was supposed to be brought back to Council was the language for Graduate Admission categories. Regular Graduate Status is the same. Conditional Graduate Status has been used quite faithfully. Some colleges have not used Conditional until recently. There is no change to the Non-Degree status. The Workshop category was created mainly for the College of Education. Workshop students will be invoiced once or twice a month rather than having instructors collect checks. Degree conferral will be verified. There was no verification for Visiting students. Education seems to think this would work better for them. There are two versions of catalog language. The longer version goes into more detail and the shorter version that is used by the University of Dayton. The shorter version is cleaner and simpler. A Council member expressed the opinion that the longer version should be used because it describes clearly, what the conditions that need to be met for each category are. For the shorter version, someone may ask what does that mean.

Several Council members expressed the concern that the Conditions may not be tight enough. For example, if the condition is that the student takes two courses does that mean they can take two 1 credit hour independent study courses? Dean Jeffres responded that the Programs set the conditions. An opinion was expressed that the Graduate College put some stricter guidelines on what can or cannot be used by not allowing Independent Study courses as fulfilling conditions. Dean Jeffres responded that when the conditions have been vague he has asked the Programs to specify the courses and to state why they want this. No one has asked for conditions based upon taking four credits of independent study. It has always been taking specific classes. Discussion on the Conditional Admission Category continued. Graduate Council members also discussed the Non-Degree student number of credit hours. A motion was made to approve the Admission categories as submitted in the longer version. The motion was seconded and unanimously approved.

*Graduate Faculty Bylaw Changes:*

Dean Jeffres stated that the only changes submitted for the by-laws were editorial. The major change to be considered is the indication that elections must be by mail ballot, which would not allow us to do email ballot. It was brought up that if we wanted to have an electronic ballot rather than paper the bylaws would have to be changed for that purpose. He asked Council members if they wanted to change the language to be by mail or electronic ballot. A Council member suggested the language be changed to mail ballot or the equivalent in case something new comes up in the future. Under 8.4.6 D 4, the Graduate Faculty Review Committee should be added as a standing committee. There is a change from Vice Provost to Vice President of

Research. The Graduate Bulletin has been changed to Graduate Catalog. This is the first reading of the By-law changes. By-law revisions require two readings before a vote.

**New Business:**

*Graduate Certificate in Gerontology Curriculum Change:*

Mary Milidonis stated that Bette Bonder has been working on making changes to the Graduate Certificate in Gerontology with the different departments involved. The proposal will make it easier for student interested in Gerontology to seek a Certificate. Research has shown that if we give students information about how to work with older adults it increases their likelihood of working with those individuals once they get into health care professions. A Council member noted that the Psychology requirements were dropped and asked if there was a particular reason for that. Dr. Milidonis responded that the courses were research courses and they were dropped to make it attractive to help prepare professionals to take the certificate. A motion was made to approve the changes to the Gerontology Certificate. The motion was seconded and unanimously approved.

*PDP for a Master of Science in Biomedical Engineering:*

Joanne Belovich introduced herself. A Council member asked who would be teaching the Cell and Tissue Biology course. Dr. Belovich responded that they are still talking about that. It is a modification of their current Tissue Engineering course. They want to make it more fundamental and basic biology and less engineering. If the Biology Department wants to teach it, they are open to discussion.

A Council member asked Dean Jeffres about starting a new specialization or track then asking for Graduate Tuition Grants. Is this a commitment that takes away from the other departments? Dean Jeffres responded that before the proposal is approved there is a commitment from the Dean of the College and the Dean of the Graduate School or Provost that the resources would be available for something like this. The question was raised as to the percentage increase of TA's or GA's associated with the doctoral program would there be. Dr. Belovich responded that the doctoral program brings in five complete assistantships every year. For this program they are asking for four TG's which essentially is two full assistantships. The Dean of the College has said they will figure out how to support it. Some will come from the College budget and some will come out of the department's assistantship money. Dean Jeffres asked if there has an attempt to reach out to the Clinic. They might be interested in supporting master's students with a stipend as they do at the doctoral level. Dr. Belovich stated that they are keeping that flexible right now. They are not making a commitment to giving new assistantships or new stipends. However, with the five doctoral students if we have a better master's student who may lead to a doctoral program we may be able to shuffle that doctoral stipend to a master's student. If we identify specific master's students that a PI at the Clinic would be interested in hiring for their research, we may be able to hook up with an assistantship.

A Council member stated that the start date of Fall 2008 is unrealistic. Dr. Belovich responded that 2009 or 2010 would be more feasible. Secondly, the Council member stated that the proposal would be strengthened by some kind of relationship with the Biology Department. It would make it more persuasive both at the state level and internally. We have a strong Biology program with doctoral students. Mieko Smith mentioned that the University Curricular Committee takes the Dean signature on the face sheet as evidence of commitment. If the Dean could submit a letter of support stating that he would be committed to a number of years to support this on a trial basis or we are hoping to make this permanent that would strengthen the proposal. A Motion was made to approve the Master of Biomedical Engineering. A Council member asked if there an analysis done to see if this would decrease the number of doctoral students. The second question is how is this different from the doctoral program. Dr. Belovich responded that it is very different from the doctoral program. Usually someone that is willing to make a two-year commitment versus a four-year

commitment is coming with very different goals. If you look at our doctoral students that vast majority are international and if they just want a Masters in Biomedical Engineering and there is none a Cleveland State there are fifty other programs they could go to in the Country. Plus they already have a Master's to get into the program. The doctoral students need Physiology so it is the same course for doctoral and master's students. The Cell and Tissue Biology course will be a core requirement in the Doctoral Program as well as the Master's program. The master's program has two tracks. There will be a research track for those who want to go into a doctoral program and want to do a thesis. What we are really aiming for is for the people who choose the design option. It is a project based design project that they do for a year. That is what makes this program unique. There are only a handful of programs in the country like that. They will be working with an industrial mentor or someone from the Cleveland Clinic, not one of the researchers. They will be working with the design innovation staff where they take some idea or problem that was arrived at by the surgical staff or a physician saying they need something that does this and they will design it. The motion was seconded and unanimously approved.

*College of Engineering Graduate Faculty Criteria:*

The College of Engineering Graduate Faculty criteria did not include a practitioner format and they were invited to submit one. Bill Bailey suggested that the lead in sentence be changed to "Graduate faculty membership will require either A or B within the immediate five-year period." This is a problem with Urban Affairs also. A Council member mentioned that the items under B3 to be similarly imprecise. Dr. Gorla responded that he brought this to the Faculty Affairs committee with examples of what other colleges are doing. Those guidelines were equally imprecise. Council members discussed the criteria in detail and whether the criteria were set so as not to exclude anybody. Dean Jeffres stated that they are trying to find ways to judge them being up to date as practitioners in their field. A Council member moved to pass the Criteria for Graduate Faculty Membership for the College of Engineering. Our whole redesign of the criteria for graduate faculty membership has been predicated on the assumption that colleges should have their own local autonomy on making those decisions. Here we have a college that has put forth what they think is the right thing to do. There are bigger issues that we may want to address later. It is consistent with all the decisions that have been made in the past. Another Council member felt that they should not be passed because they were too loose. As an example, he said what does etc. refer to. Other agreed with that sentiment and felt that etc. should be removed and adding preceding to the lead in sentence. Dr. Gatica asked that if he could prove that the same language was approved for the other colleges would that be acceptable. The response was that the Graduate Council members are a different group and they feel this should be looked at again. Dean Jeffres stated that there was a motion to approve the College of Engineering Graduate Faculty criteria with the change to within the preceding five-year period and getting rid of etc. The motion was seconded and approved unanimously.

*MBA Health Care Administration Program Change:*

Raj Javalgi reported that Benoy Josphe was not at the meeting to respond to questions. The proposal presents the options for the MBA Health Care Administration program. There were no questions or comments from Council members. A motion was made to approve the change to the MBA Health Care Administration program. The motion was seconded and unanimously approved.

*Doctor of Business Administration Global Business in Marketing Track:*

Raj Javalgi stated that this is not a new program it is a specialization. The College of Business is taking existing courses related to Global Business and International Marketing and have come up with a unique approach to meet the needs of the business community in this area and beyond. Global Business is a very popular program and none of the other schools in this area offers this specialization. The College decided to

capitalize on the existing structure to offer this new specialization. Because of globalization and the tendency to go in that direction it was determined that it was important for the College of Business to preempt the marketplace and take this opportunity to offer this specialization. A Council member mentioned that there was no course listed in Global Economics. Dr. Javalgi replied that if a student is interested international relations and global economics the program Chair or the department Chair can recommend them to take courses in another department. A Council member asked if there was a foreign language requirement. Dr. Javalgi responded that this is Global Business and they do not require foreign language. Most of them speak one or more other languages. It was felt there was not need for a foreign language. None of the other programs in the U.S. required foreign languages. A Council member stated that he would vote against it because of lack of a foreign language. He continued that if you are going to sell and marketing is dealing with selling you should have some kind of foreign language. Another Council member suggested that there be a foreign language requirement and it can be waived for those who have a foreign language. Dr. Javalgi responded that this was a good point. Most of the students who take a foreign language do so at the bachelor or master's level. It is not a central issue in a doctoral program. They are not going to publish, be CEO's or travel abroad. A motion was made to approve the Global Business specialization in the Doctor of Business Administration Marketing program. The motion was seconded and was approved with one Council member opposed.

*Urban Studies BA/MA Proposal for Environmental Studies & Nonprofit Administration & Leadership:* Robert Steinbacher reported that in the Academic Year '06, '07 Graduate Council passed Urban College's first accelerated degree the BA/MPA. They are now submitting proposals for the BA/MA in Environmental Studies and the BA/MNAL Nonprofit Administration & Leadership. During that year, they worked with Bill Bailey and Peter Meiksins of the Curriculum Committee and some guidelines were formed. The proposals being submitted are exactly like the BA/MPA proposal. Jennifer Alexander introduced herself as the Director of the Master of Nonprofit Management and Leadership program that was started this last fall. The five-year degree combines the Bachelor of Arts in Urban Services Administration with the Master of Nonprofit Administration & Leadership. It is a fast track program for high performing undergraduates. It allows these students to jump-start their careers as professionals in nonprofit sector. This program will appeal to the adult learners and strengthens the relationship with the community colleges. The Admission requirements are two tiered in the sense that they have to have achieved, by the end of their junior year, ninety credit hours. A Council member asked how many classes would count toward both degrees. Dr. Alexander responded that four classes would be double counted.

Sanda Kaufman reported that they are adopting the same format for their proposal for a Bachelor of Arts in Environmental Studies and the Master of Arts in Environmental Studies accelerated program. In their third year, if they are high performing we are allowing them to opt into the accelerated program by letting them have the transfer module of twelve credit hours and starting their master's degree. It is possible to finish the bachelor's and master's degrees with the full number of credit hours required for both.

Mieko Smith stated that she wanted to emphasize that those who cannot survive in the master's program can still earn a BA as long they complete those requirements. Dr. Kaufman thanked her for mentioning that. Students can complete their BA requirements and then complete the conventional master's requirements. A motion was made to approve both the BA/MNAL and the BA/MA in Environmental Studies. The motion was seconded and unanimously approved.

Mieko Smith stated that when the proposal comes to UCC it includes letters from all the Deans of the involved colleges.

*MUPDD Historic Preservation Specialization:*

Dennis Keating reported that the proposal for the Historic Preservation Specialization in the MUPDD program is essentially bundling the courses they already have. There is a possibility of students taking courses at Kent State University but that is highly unlikely. They have an infusion of students from Ursuline College since their Historic Preservation degree was discontinued. They would like to formalize this specialization with the existing courses.

A Council member noted that there were no History courses included. The History department was not approached to collaborate to add a historical depth to this specialization. There is concern that a Historic Preservation specialization is being proposed without any historical context. In the past buildings have been torn out because there was no historical understanding. People who are engaged in this would benefit from having at least one course in American History for example. The History department has courses in Urban History, Tourism, and Public History. We have the resources and would welcome those students. Dr. Keating responded that he would send the syllabus for the Historic Preservation course to Joyce Mastboom. It includes the history of Historic Preservation. Dr. Bowen stated that the College of Urban Affairs has two urban historians on the faculty. They have degrees in history. The response was that that was fine but it would be nice to have the students take a course in Urban History to enhance their own standing in knowledge of our nation's history. The buildings around here are historic monuments but are constructed out of a particular historic period.

Dean Jeffres asked for a statement from Kent State University regarding students taking these two courses. The proposal will be considered once the Department of History has been consulted and a letter from Kent State is submitted.

**Discussion Items:***Registration in term of Graduation Requirement:*

Dean Jeffres stated that he was tasked last time to do some homework on being registered in the term in which you graduate. He talked to the University Registrar who would be happy to see this go away. He was also asked if it was a state requirement and it is not. There are about ten a year who fall into this category that for one reason or another find they have completed all of the requirements but need to apply and register for an additional credit. Students have to complete the requirements for the degree before graduating. If you got rid of the requirement that you must be registered in the term of graduation, the student would still have to complete the requirements and pay a graduation fee in order to graduate. A Council member asked about registration for Thesis hours for students who complete their Thesis and may not defend until a year or so later. Dean Jeffres replied that thesis and dissertation students have the continuous registration requirement. This would not affect them. It will only affect a few students who are unhappy because they have to register for credit hours that are not needed. A Council member stated that what is being said is that we can make this change at no cost and thereby decrease the number of unhappy students although by a small number. Bill Bailey said that the Petitions Committee had two cases and asked why they were getting them. There is no similar requirement at the undergraduate level. A Council member stated that the effect of that kind of animosity could be huge. Council members continued discussing the reason this was required and what the effect would be on students. A motion was made to discontinue the registration in term of graduation requirement. The motion was seconded and unanimously approved.

*GA Survey – AD Hoc GA Committee:*

Dean Jeffres reported that he only received a few comments on the GA Survey. The committee is meeting on Friday and he will present a mock-up of the survey. The survey will be sent to the Graduate Assistants

and will be posted on-line. He told Council members if there was anything they want to include to let him know. A Council member asked if the Ad Hoc Committee could be provided with a breakdown by department of how many GA's they have and how they are being used. Dean Jeffres replied that the Provost asked for a spreadsheet which includes all the GA's for the fall and their duties were filled in by the Program Directors. This was just completed. The intent of the survey is to find out what the Graduate Assistants themselves thought about their experience, what they learned and any problems they may have had. A Council member suggested that the survey include some language that helps the student and to increase the participation to make it clear that they do not have to justify their stipends.

The meeting was adjourned at 11:45 a.m.

(Minutes were approved by Graduate Council on April 1, 2008)