



Graduate Council

Minutes of Summer Executive Meeting Held June 11, 2007

Present: Interim Dean Jeffres, Professors Bailey, Bathala, Beebe, Simon, Sola, Tukel

Guests: Giannina Pianalto

Absent/Excused: Professor Oprea

Dean Jeffres opened the meeting at 12:10 p.m.

Announcements and Communications:

Graduate Certificate in Museum Studies from History Change in Credit Hours & Graduate Certificate in Museum Studies (Natural History) Change in Credit Hours:

Dean Jeffres stated that both History and BGES are requesting a change in required credit hours for their Certificates in Museum Studies. Any certificate over twenty credit hours must go through the RACGS process. For both certificates PAD 652 “Financial Administration for Non-Profits” would be moved from required to recommended. That change reduces the number of credit hours to twenty or less. A motion was made to approve the proposed changes. The motion was seconded and approved unanimously.

Old Business:

Proposed CLASS Graduate Faculty Guidelines:

Dean Jeffres stated that CLASS has submitted their Graduate Faculty Status Criteria for review. A Council member stated that criteria 1 should include the wording “at least 50%”. Discussion ensued on approval for those who co-author with less than the 50% of authorship. Criteria number 2 includes “book chapters appearing in scholarly edited volumes”. If the book does not have an editor it would not be considered a scholarly edited volume. Dean Jeffres replied that it would still be considered a scholarly volume. It is a matter of interpretation. A Council member stated that he felt they considered the managing aspect of doing a book, reading all the chapters and submitted material and making sure that it is scholarly work. Dean Jeffres mentioned that Graduate Council had decided that they would do a review of all of the approved criteria in the fall.

A Council member asked how it is determined if an award is a significant externally sponsored scholarly or professional grant and/or award. Another Council member asked if they could see examples of what is meant by a significant grant. The dollar amount does not always identify the award as being significant. It was determined that the faculty member must make a case for acceptance. A Council member stated that in 4C the last statement “or serving as a peer reviewer for journals or presses” is something that even graduate students do. The suggestion was made to eliminate this criteria. Council members discussed requirements for tenure and the expectations of the departments for faculty in the College of Liberal Arts & Sciences. Under 4D it was suggested that book reviews be eliminated and that the word significant be inserted prior to Encyclopedia articles. For item 4G the wording was changed to include peer reviewed article. A motion

was made to accept the CLASS Graduate Faculty criteria with the changes and modifications made by Graduate Council. The motion was seconded and unanimously approved.

Dean Jeffres stated that all of the Graduate Faculty Guidelines have now been approved.

New Business:

Proposed move of the MPH Program from Business to Education

Dean Jeffres informed Council members that the Masters of Public Health with NEOUCOM has been administered through Business. There is a Memorandum of Understanding that guides this program. Through a series of circumstances there was a caretaker administrating it in Business but nothing else happening and the suggestion was made to move it to Education. Business has approved moving the program to Education and Education has approved accepting the program and by power of the Memorandum of Understanding the Dean of the College of Graduate Studies was to appoint the new director. Sheila Patterson in the College of Education HPERD program was appointed and is working with the program which has courses in various areas. It is not a Business program nor is it an Education program. The College of Education is a very good home for it and will pay attention to it. A Council member asked about the background of this requested move. Dean Jeffres responded that the Administrator of the program retired and there was no-one invested in the program. A motion was made to approve the move of the Master of Public Health Program from the College of Business to the College of Education. The motion was seconded and unanimously approved.

Proposal to Include EGT 580 as Med Gifted & Talented Program Exit Option:

Dean Jeffres reported that essentially this is a proposal for an exit option different from the other specializations. It is used to evaluate performance. The project includes problem finding, reviewing the literature, doing the work, and the conclusion and will be reviewed and evaluated by three individuals, including two faculty members who teach courses in the program. Dean Jeffres asked Dr. Beebe to respond to a question raised by a Council member. Dr. Beebe responded that it is basically a project. It is not a practicum for student teachers. It is a practicum experience where they are in a classroom and work with Gifted and Talented students or in an honors program with their selected teaching strategy to address a problem in terms of how to help students learn how to address challenges with gifted and talented learners. This will not be required but an option. A motion was made to approve EGT 580 as an exit option in the Med Gifted & Talented Program. The motion was seconded and unanimously approved.

Number of Credits as Non-degree before Formal Admission to a Graduate Program:

Dr. Bailey stated that Non-degree students can transfer up to three or four courses, twelve credit hours max, to a graduate degree without petitioning with program approval. Dr. Pianalto stated that there have been several students who are ready to graduate and have applied for graduation but have not been formally admitted to a degree program. Dean Jeffres said they had a student who was trying to graduate in the same semester they were being admitted. Non-degree students at twelve credits are supposed to apply and be formally admitted before continuing with their course work. to earn a graduate degree. Dr. Pianalto stated that they are now able to place a hold on a student once they reach twelve credits. They will be asked to contact the department and if they wish to be degree seeking they have to apply and if they wish to continue for personal enrichment they will need to sign a form saying "I don't intend on seeking a degree" and the service indicator will be removed. After twelve credit hours they need to make a decision and meet with an advisor to be guided in their program of study. They should be able to start putting the indicator on student's records next month. A Council member stated that there was a Doctoral student who took classes for two

years and was ready to take the doctoral exam and was still non-degree. The student was admitted conditionally and the Graduate Program Director did not have a complete file and did not follow-up on the student. Dean Jeffres stated that this is to give students some guidance rather than self-advising. All of the Conditional acceptance letters are situations where a student had to complete A, B, or C with grades of "B" or better in order to be formally admitted to the program. It seems that in certain cases there is no follow-up. That is the point where the Graduate Program Director needs to monitor them. Dr. Bailey mentioned that when the letters were processed through the Graduate Dean's Office they were monitored. Dr. Pianalto stated that they will still be in the system as "Conditionally" Admitted and the names could be pulled out on a semester bases. Dean Jeffres asked Dr. Pianalto to submit a report to him and it would be up to his office to do the follow-up. Dean Jeffres asked if this was informational only. Dr. Pianalto responded that it was. She has only been at Cleveland State for five months and there have been four or five cases of non-degree students completing all of the degree requirements and the students become very irate, especially those who complete the work in the one term and are admitted for the next and have to enroll in one graduate credit. They ask why they have to enroll for one credit and have to pay for something they don't have to take. Dean Jeffres stated that this was informational and did not need a vote from GraduateCouncil.

Research Council Representative Approvals:

Dean Jeffres told Council members that they have before them the nominations for Research Council. The nominees are Jennifer Jeffers from CLASS, Jim Salzman from the College of Education and Human Services, Dena Davis from Law, Toshinoro Munakata from Business, Anton Komar from Science and Rama Gorla from Engineering. A motion was made to approve the nominations. The motion was seconded and unanimously approved.

Guidelines for Approval of Accelerated 4 + 1 Program:

Dean Jeffres reported that the 4+1 Guidelines that the University Curriculum Committee has considered should be reviewed by Graduate Council. The 4+1 program should be used to get new and/or better students not just the same students you have right now. If you are locking in students that you will get anyway you are essentially giving away credits. It is up to the program to provide justification for developing a 4+1 program including how the student's education & training benefit from the program, and how it will attract student who would not otherwise enroll in the Graduate Program. Students must complete the same number of graduate credit hours as the conventionally admitted students. The guidelines as submitted by the University Curriculum Committee state that a student may double-count up to 9 hours of graduate credit. Graduate Council members discussed this and determined that previously they had approved Engineering programs allowing double counting of up to twelve credit hours. Council members determined that students should be allowed to double-count up to twelve credit hours with program approval. Students must earn a grade of "B" or better in any graduate course to be double-counted.

A Bachelors degree will be awarded after the students have completed the required number of hours as those in the conventional program. Admission to the undergraduate portion of the accelerated program should occur no sooner than the beginning of the junior year. Dr. Pianalto stated that the students should be assigned an advisor within the college to monitor them throughout the program. Dean Jeffres asked if they could be assigned a designation in PeopleSoft in order to track these students. Dr. Pianalto responded affirmatively. The program will submit paperwork to the Graduate Admissions office requesting that the student be admitted to the Graduate College at the point at which the student is awarded the Bachelors degree.

Dean Jeffres asked Council members if the proposed University Curriculum Committee Guidelines were acceptable. A Council member asked if Council wanted to invite the programs that have been approved to respond to these questions such as what structure is going to be used, how they will handle students who decide not to continue. This will make sure that process is in place. A motion for approval of the Accelerated 4+1 guidelines with the change of the number of double-counted graduate credits to twelve was made the motion was seconded and unanimously approved.

Additional Items:

Dean Jeffres told Council members that he was going to have them choose those who would get the first travel vouchers. However, there are only fourteen applicants for fifteen vouchers so they will all get one. They have to use the \$750 for presenting a peer-reviewed, refereed, or juried presentation for July, August or September. There will be another round for October, November, and December. An Email will be sent out the last week of August asking faculty to submit a request for travel during that period. Dean Jeffres stated that he wanted to do it for the whole year but his role is going to be split. There will be a Vice-President for Research that reports to the Provost separately. He will then be the Interim Dean for Graduate Studies for the rest of his term. He asked all of the Academic Deans what travel support they provide to their faculty. It varies greatly. Some suggest getting rid of the travel program because each faculty has \$1,000 for development and if all of the Deans provided additional funding why should the Graduate College be spending its money that way. However, not all of the Colleges provide additional support.

Dean Jeffres stated that they have to determine how to split the office. He has asked all of the staff to think about the processes and what will be different if the reporting lines are different. This fall there will be an add going out for the Vice President for Research. Also this fall there will be an announcement for the Dean of the College of Graduate Studies position. There will also be a Dean for Undergraduate Studies. This role will incorporate the Honors Program, and several things that report to the provost.

Dean Jeffres reported that the College of Graduate Studies, Graduate Admissions, and the Office of Sponsored Programs and Research is supposed to be moving to Howe Mansion. The latest date is sometime next month. Stay tuned because we have heard every date possible from November to this month. It might be that the next time we have a meeting it will be at Howe. Graduate Studies will be on the second floor with Research on the third floor. It is being named Hannifin Hall. There is a conference room where Graduate Council meetings can be held. His plan is to only hold another meeting if there is enough business to take care of.

Dr. Pianalto reported that enrollment is up and the new brochure will be coming out at the end of the month. Dean Jeffres stated that undergraduate enrollment is looking pretty good as well. Dr. Pianalto responded that the only thing is they are investing money and Graduate Studies is not. Dean Jeffres responded that he has held off on meeting with Bill Spiker on advertising for Graduate development until there is more of a plan. As long as they are trying to raise the undergraduate enrollment by 15% they don't want to talk about other things.

Dean Jeffres thanked Council members for coming in during the summer.

The meeting was adjourned at 1:05 p.m.

(Minutes were approved by Graduate Council on September 27, 2007)