



GRADUATE COUNCIL

Revised and Approved by Graduate Council 10-14-09

Minutes of Meeting Held on September 10, 2009

Present: Dean Vogelsang-Coombs, Professors Klinger, Bathala, Appan, Loovis, Gatica, Sridhar, Weinstein, Holcomb, Vaughn, Spicer, Jeffres, Kostea, Delgado, Thornton, Associate Dean Jeffers

Absent/Excused: Professors Medina-Rivera, Ingersoll, Doerder, Rudd, Chieh-Chen Bowen

Guests: Drs. Hurwitz, Stahlman, Joseph, Lupton, Xu

Dean Vogelsang-Coombs called the meeting to order at 2:05 p.m., welcomed returning members and new members. Introductions were made.

1. President’s Remarks. President Berkman arrived and introductions were re-made. Graduate Council member duties were clarified, along with the roles and responsibilities of the Council body as a whole. These are listed in the College by-laws (8.4.3, Article III) and include:

8.4.3 Article III. Powers

A) The Graduate Faculty shall determine educational objectives for the College of Graduate Studies, establish proper standards directed toward efficient achievement of those objectives, coordinate the educational policies of the College of Graduate Studies with those of the other Colleges of the University, and foster graduate education and scholarly research. Only members of the Graduate Faculty may:

1. each graduate level courses numbered 600 and above on a recurring basis;
2. chair or serve as a voting member of an exit project, master's thesis or doctoral dissertation advisory committee, except that external members of such a committee may be voting members without Graduate Faculty membership as long as they meet the professional qualifications deemed appropriate by the department and have been approved as a committee member by the Dean of Graduate Studies;
3. chair a comprehensive examination committee for graduate students;
4. serve as a Graduate Program Director or as a member of a program graduate studies committee.

B) The Graduate Faculty shall be responsible for the granting of all graduate degrees awarded by the College of Graduate Studies.

- C)** The Graduate Faculty can recall, nullify, or modify any action of the Graduate Council by a two-thirds vote of those voting. Such action shall require a formally approved motion presented at a meeting of the Graduate Faculty and voting shall follow by mail ballot under the auspices of the Dean of Graduate Studies.
- D)** During the Spring term, the Graduate Faculty shall elect one of its members to the Faculty Senate. The Dean of the College of Graduate Studies shall ascertain which members of the Graduate Faculty are willing to serve in this capacity. This process shall take place at least two weeks prior to a mail balloting through which the two (2) candidate with the highest number of votes shall be declared the designated candidates in the ensuring election.
- E)** Should the number of graduate faculty representatives to the Faculty Senate be changed by the provisions of the University Faculty Bylaws, the procedures of this Article shall apply except that the number of nominees in the election may change. However, the number will always be in a ratio of two (2) to one (1), relative to the number of representatives to the Faculty Senate to be chosen at the election.

President Berkman asked about the history of the College. Dean Coombs answered that the College was authorized in 1968 and established in 1969. Dr. Berkman mentioned that in many newer universities a graduate faculty process and a graduate college are not started until much later.

It was explained that there is an application process for graduate faculty membership, with guidelines for each individual College. A copy of the guidelines has been sent to the President's office.

In mentioning that Cleveland State has the highest percentage of graduate students of any state university in Ohio, President Berkman felt CSU was approaching the highest percentage of graduate students in the *country*, if broken down by urban public universities. What does this mean for the university in terms of educational programs, research opportunities, the disparity in numbers between Master's and doctoral programs? With an existing large pool of Master's students a seamless transition to Ph.D. programs can be constructed. Having more doctoral programs is a direction in which the President would like to move.

CSU's large population of Masters' students, this shows a large interest in graduate education in and around Cleveland. This, President Berkman agreed, could be attributed to CSU's large inventory of Masters' programs at the best price in the metropolitan area. He believes that the existing eight doctoral programs, and one in process, is too small of a pool for Cleveland State University. He would like the Graduate Council to consider additional doctoral programs as follows.

- What programs will not involve a large infrastructure or a high dollar amount to initiate?
- The partnership with Cleveland Clinic is a remarkable contribution that has allowed CSU to have the Ph.D. programs it has.

President Berkman encourages graduate faculty, Graduate Council, and the Deans to look for those unique areas that could become doctoral programs, to look for opportunities where there are

residual Master's students who could conceivably go on to doctoral programs. His idea is to increase by 2 or 3 doctoral programs in the near future. Two sides to this issue are that hurdles/thresholds are becoming much greater for doctoral education, and the question of utility or overall economics for Ohio.

Dr. Jeffres mentioned the difficulty of the RACGS program approval process in previous years. President Berkman assured Council that he would work for approval of a doctoral program from CSU when he believed that we had the faculty, the resources and the opportunity to bring in a good cohort of students. Emphasizing new doctoral programs that would contribute to the economic development of the city and metropolitan area would certainly strengthen them.

President Berkman acknowledged the dramatic increase in enrolled students for the fall semester. Dean Coombs provided the data—a 41% increase in domestic graduate students and a 54% increase in international graduate students. The largest areas are business and science.

Dr. Jeffres commented that the large increase in international graduate students was through an 'outreach' effort. Dr. Berkman understood there has been a move toward international agents' contributions in recruitment. However, he also acknowledged that word-of-mouth becomes a powerful conveyor for university information and experience among graduate students. If we treat students well, they will recommend us and send their friends/relatives.

Dr. Berkman emphasized the need to make sure that CSU students complete, not just start a program due to the overall changes in the state funding model. CSU is living in an era in which higher education will be *state-subsidized*, not state-supported. Therefore, CSU will need to consider alternative sources such as:

- ❖ Philanthropy, fund-raising
- ❖ New revenue mechanisms
- ❖ Increased sponsored research

President Berkman acknowledged that he has found tremendous goodwill towards Cleveland State University in the community and the University's revival of the area through its physical growth. Dean Coombs thanked the President for coming and let him know he is welcome at any future meeting.

2. **Approval of Minutes** – The minutes of May 6, 2009 were approved as written.
3. **Dean's remarks** – for the sake of time, the Dean's remarks will be posted on the College's intranet site.
4. **New Business** – the order of new business was adjusted to accommodate the schedules of the guests present.

Autism Certificate—this is a new program in the College of Education and Human Services of 16 credits. The College is also asking for 4 new courses. Dr. Judy Stahlman reviewed the program. The state of Ohio does not offer an endorsement in autism. The department feels there is a hot market for this certificate. This is an undergraduate and a graduate level certificate offered entirely online. Teachers, paraprofessionals, and/or parents of an autistic child would be interested in this certificate; non-degree students are permitted in courses.

This certificate is not a research program. The Graduate Council unanimously approved the certificate program and the courses that make up the curriculum.

Relocation of School Nurse Licensure—Dr. Hurwitz explained this proposal is to relocate the administration of the program from the Health, Physical Education, Recreation and Dance area to the School of Nursing. The move was unanimously approved.

Pre-requisites for EGT 513 Curriculum, Teaching Strategies and Evaluations for Learners with Gifts and Talents, EGT 519 Using Computers with Students with Gifts and Talents, and EGT 580 Practicum in Gifted and Talented Education—Dr. Hurwitz proposal is to “clean up” pre-requisites to the EGT sequence of courses. Often pre-requisite courses have been waived in the past for students. These changes would help the sequencing of courses and eliminate the automatic pre-requisite waiving. The Graduate Council unanimously approved these changes.

Business courses—Two proposals in the Business College deal with deleting a course and adding a new course, cross-listed with an undergraduate course. A motion was made for the following proposals: to delete MLR 645/745 Information Systems in HR Management and replace it with the addition of MLR 557/457 Human Resources Information Systems. The second part involved deleting MKT 602 Marketing Research and replacing it with the new MKT 531 Marketing Research, which has a pre-requisite of MKT 601. Discussion ensued questioning a 601 pre-requisite for a 500-level course, cross-listing 400/600, and whether a student can test out of the 601 pre-requisite course. The motion for the 2 proposals (MLR & MKT) was approved with one abstention.

Dean Coombs informed members that cross-listed courses have become a continuing challenge with Graduate Council and the University Curriculum Committee. A question was raised as to whether or not guidelines should be set for a standard difference between undergraduate and graduate course work on syllabi. A Council member raised the issue of establishing better general directives to departments about taking a 600-level course and cross-listing it with a 400-level course, or changing a 600-level course to a 500-level course for cross-listing purposes. General directives might be a better method than hearing individual cases and might be something for further Graduate Council discussion.

Marketing Analytics Certificate modification—The next item involves modify the requirements of the graduate Marketing Analytics Certificate by replacing MKT 602 Marketing Research with MKT 531 Marketing Research, since 602 is being deleted. The motion passed unanimously.

CHM 517 Forensic Chemistry & CHM 596 Forensics Internship courses—This is a proposal for new courses CHM 517 Forensic Chemistry cross-listed with 417 and CHM 596/496 Forensic Internship. The Chemistry courses are not core courses. If students have an undergraduate background in forensic chemistry, they will not be permitted to take these courses. The major difference for graduate student work in CHM 517 involves the submission of a term paper to count for 10% of the grade. Discussion again involved how much of a difference graduate courses should have from the undergraduate counterpart. The Council approved CHM 517/417 and CHM 596/496 unanimously.

A Council member suggested that possibly UCC will need to come up with guidelines for cross-listed courses. This is a policy issue that Graduate Council would like to coordinate with the University Curriculum Committee.

MTH 520 Combinatorial Mathematics & MTH 531 Categorical Data Analysis—MTH 520 Combinatorial Mathematics is a new course with the former content of MTH 531 and will be cross-listed with MTH 420. The differences between the two involve additional exam questions and an additional project for graduate students. MTH 531 Categorical Data Analysis is a revised course. The Graduate Council unanimously approved the two courses.

Graduate Council Representative to the University Research Committee—Dr. Jeffers clarified the duties for the Graduate Council representative in response to a question. Justin Vaughn volunteered for the position and the College will forward his name to the Office of Sponsored Research.

5. Graduate Council Committee Reports:

- a. Faculty Senate
 - i. The results of the graduate faculty vote on by-law changes from spring '09 were shared with Graduate Council. The requested changes were approved by the paper ballot and results have been forwarded to University Faculty Affairs Committee, moving through the process up to the Board of Trustees for approval. These changes were approved by Graduate Council in April of 2008.
 - ii. Last May changes to the Graduate Admissions' categories were approved. Language was clarified and type 2 (domestic) conditional admission was eliminated. Templates of admissions letters are being written.
- b. Graduate College Admissions & Standards – Dean Coombs and Professors Weinstein and Jeffers worked on an updated, modernized draft of the by-laws over summer 2009 and these revisions will be submitted for review.
- c. Graduate Faculty Review Committee – Of 28 applications, 27 were approved, 1 received no action and the faculty member was encouraged to re-apply in Fall. The list of names was circulated, and the Graduate Council unanimously approved the committee's recommendations.
- d. University Curriculum Committee – no report
- e. Petitions Committee: The committee reviewed and acted on 24 petitions in June, 29 in July, 9 in September.
- f. Graduate Dispute Committee – one grade dispute was received over the summer and returned to the department because the proper procedures were not followed.
- g. Program Review Committee – The Dean asked for suggestions for volunteers for program review this academic year. These are the Dean's appointees in addition to the elected committee members. The programs up for review in 2010 are: CIS in the College of Business, and Communication, Dramatic Arts, and Music in CLASS. Members were encouraged to consult with their colleagues and email suggestions to the Dean. Nominations are due by October 16.

6. Program Review Reports – at the October meeting, Graduate Council comments will be solicited on the committee reports for the Michael Schwartz Library, the Black Studies program, and the Philosophy department. Reports have been posted on the Council intranet site.

7. Announcements/Applause

- ❖ Professor Gatica shared news of the new Masters in Biomedical Engineering degree approval and the Engineering College receiving \$800,000 in funding received from the Ohio Board of Regents for the Choose Ohio First program.
- ❖ There is a new Graduate Student Life organization which is an officially recognized student organization on campus. Its First Friday event held September 4th was a great success with approximately 125 attendees. Please ask graduate students to support these efforts.
- ❖ Focus groups will be held to request graduate student input on the Graduate Catalog web pages. The attempt is to *marketize* the Catalog, make it user-friendly and a recruitment tool. The Graduate Catalog is the fifth highest “hit” on the CSU web site. The Catalog is now listed on the OhioLink site.
- ❖ Graduate Admissions has merged with International Admissions. Two staff from CISP are now with the college of Graduate Studies and located on the third floor of Parker Hannifin Hall.
- ❖ Deborah Brown is the Assistant Director of Graduate Admissions and Dr. Jennifer Jeffers is the new Associate Dean and the Ombudsperson of the College of Graduate Studies.

The meeting adjourned at 3:55 p.m.

9. Next Council Meeting Date: October 14, 2009, Parker Hannifin Hall, Room 200.