

# Cleveland State University

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## GRADUATE COUNCIL

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### Minutes of Meeting Held December 7, 2015

*Present:* Interim Dean Schultheiss, Professors Jayanti, Sparks, Hansman, Sridhar, Duffy, Plecnik, Regoeczi, Adluri, Delgado, Kondratov, Goodman, Zingale, Thornton, Kevin Neal

*Absent/Excused:* Professors Deng, Marino, Kaufman, Xu

*Guests:* Professor Ron Abate

Dean Schultheiss called the meeting to order at 2:05 p.m.

- 1. Approve Agenda** –The Agenda was **approved** as written.
- 2. Approve minutes from November 19, 2015 meeting** - The minutes were **approved** as written.

**3. New Business**

- ❖ Revisions – M.Ed. specialization in Educational Technology
  - i. Upon review of the program, with a recommendation from an accreditation visit, and the realization of how quickly technology changes, the department has proposed revisions to the specialization. Also, the current students have changed in terms of their technology experience, thus revisions are appropriate.
    - Revisions include an upgrade to the content, making it more rigorous
    - Accreditation requirements are incorporated into the three required courses which allows for more creativity and varied topics in the balance of courses
    - A curriculum class (EDB 612)has been replaced with a new course (ETE 455/555) on instructional design, since some students are coming to the program without a K-12 teaching background. Two written assignments would be additionally assigned to the graduate students (annotated bibliography, case studies).
    - An additional revision provides for an Online Teaching Certificate
      - a. This would not be a certificate from the state, but rather a sequence of courses (7 credits total) that allows students to have the knowledge and experience of creating an online course
    - Questions and discussion included:
      - a. Clarification of course revisions
      - b. Identifying and describing changes to the licensure endorsement
      - c. Including a description of the Case Study assignment and annotated bibliography assignment
      - d. Qualified graduate faculty for 600-level versus 500-level courses
      - e. Clarifying the current, existing partnership with Lorain County Community College (LCCC) and Cuyahoga Community College (Tri-C)

- A motion was made to approve the proposal with the discussed extensive changes. However, because of the number of changes, members felt the proposal should be tabled for a vote until changes have been made and received. **The motion was amended to table the proposal until requested changes are made and re-submitted for Graduate Council review. The motion passed unanimously.**
- ❖ Engineering courses – changes, 4 to 3
  - i. CVE 478/EVE 578 and CVE 479/EVE 579 are being changed from 4 credits to 3 credits
  - ii. Dr. Schultheiss brought this proposal to Council to verify the differences in graduate versus undergraduate coursework as well as checking for 25% of material to be removed for the three credit course
  - iii. Differences for graduate students include: 1) a more extensive topic for the two written papers, and 2) different midterm and final exams with expectations of a higher level of advanced knowledge
  - iv. Because the information is in several documents, Council requests that the proposal be re-submitted as one PDF into OCAS
  - v. A Council member asked for clarification of the cross listed classes—how separate topics are handled, would there be separate syllabi and discussions with graduate students.
  - vi. **A motion was made to approve the proposal which passed unanimously.**  
The proposal, however, administratively will be rejected in OCAS to ask for the additional clarification to be included in one, new PDF and re-submitted.
- ❖ Graduate Council Spring meeting dates
  - i. Dr. Schultheiss took an informal poll of members' availability for the spring semester. Maribeth will follow up with a doodle poll.

#### 4. Continuing Business

- ❖ Graduate Student Awards
  - i. The process is just about complete. Award winners have received a phone call from a Committee member. Letters will be finalized and sent out to all applicants soon.
  - ii. A request has been made to the Provost to see if the money award can be sent out to recipients now, with the plaques given at the Spring ceremony.
  - iii. It has also been discussed to add another Committee member to allow for term limits so that an entirely new Committee does not need to be formed each year.
  - iv. Dr. Schultheiss thanked the current Committee members for all their work.
  - v. This Committee and the Pathway to 2020 can be added to the Graduate Council Representation list.
- ❖ Update on Curricular process
  - i. Dr. Delgado updated Council on the Procedure for Program Alteration that was approved by Faculty Senate originally in 2001. Clarifying notes have been added in 2015. This document clarifies program revision procedures, required elements to a proposal and timelines for the processes. A suggestion was made to see if Curriculog is capable of setting time limits for procedure steps. Kevin will check on this.

#### 5. Graduate Council Representation & Standing Committees – Available reports

- a. Faculty Senate – no additional report
- b. University Admissions & Standards – no report
- c. University Curriculum Committee – no additional report

- d. Graduate Faculty Review Committee
  - The Committee has recommended a total of 26 applicants for Graduate Faculty Status.
  - Law Guidelines will be going for a College vote to accept the modifications from Graduate Council.
  - **A motion was made to approve the Graduate Faculty Committee's recommendations. The motion was approved unanimously.**
- e. Petitions Committee
  - 12 petitions were acted upon
- f. Grade Dispute Committee – No additional updates, one is still pending
- g. Program Review Committee
  - There are five programs scheduled for review. Self-studies are still being completed. Both Master's and Doctoral programs are being reviewed.
  - A Council member asked how many faculty were on each Committee. There are five Graduate Council representatives but it is unknown how many are on each departmental Committee.
- h. University Research Council
  - A schedule was set for review of applications in the spring

## **6. Announcements**

- ❖ Professor Thornton shared information about a new initiative, SHARE, which is a global research sharing inventory.

**7. Next Meeting:** The next meeting will be determined at a later date.

**8. Adjournment:** The meeting adjourned at 2:55 p.m.