



GRADUATE COUNCIL

Minutes of Meeting Held January 16, 2015

Present: Dean Zhu, Professors Jayanti, Monaghan, Gatica, Sridhar, Plecnik, Sotiropoulos, Marino, Regoeczi, Delgado, Reinthal, Zingale, Kosteas, Thornton, Schultheiss

Absent/Excused: Professors Reed, Sparks, Kaufman, Kondratov

Guests: Associate Dean Raj Javalgi, Karie Coffman (on behalf of Associate Dean Brian Yusko), Dr. Wendy Kellogg, Dr. Allyson Robichaud

Dean Zhu called the meeting to order at 1:05 p.m.

1. **Approve Agenda** – Dr. Zhu asked if there were any comments or additions to the Agenda. There were none. He had another meeting to attend at 2:00 p.m. so he may need to re-arrange some items that he wishes to address. **The Agenda was approved.**
2. **Approve minutes from December 1, 2014 meeting** - The minutes were approved as written.
3. **New Business**
 - ❖ Master of Social Work, joint program with University of Akron
 - i. The department is proposing a separation from the University of Akron to run its own individual program. Both programs have grown and become very successful, making it difficult to manage a joint program.
 - ii. The dissolution is not due to any friction or problem with the programs, but due to the successes of both. This is initial notification to the Graduate Council.
 - iii. Dr. Zhu will ask at the January RACGS meeting what type of proposal will need to be submitted. Usually in a joint dissolution, a Final Proposal only needs to be written, not requiring the Program Development Plan first. The programs will still run jointly until formal approval is received from RACGS.
 - iv. Dr. Thornton asked when this might be finalized as it impacts the library hours. A cautious estimate would be not until Fall 2016.
 - ❖ M.S. in Business Analytics, Program Development Plan for a new degree
 - i. Dr. Javalgi explained that two previously approved certificates (Strategic Business Analytics-12 credits and Advanced Business Analytics-12 credits) set the groundwork for the M.S. degree. By adding a third Certificate of Specialization in Business Analytics (9-12 credits) these three will form the structure for the M.S. degree.
 - ii. There are 15 students in the first certificate/module. This has been limited because of the Gainful Employment Rule.
 - iii. This proposal includes the third Certificate, which has one new course BUS 690.
 - iv. A question was raised concerning the order of the Certificates. Dr. Javalgi said they **do** need to be taken in order since the beginning courses give the necessary basics to build upon for later courses.
 - v. **A motion was made to approve the proposal for the new degree and the third Certificate, seconded and passed unanimously.**

- ❖ Computer & Information Science – admission revisions
 - i. The department wishes to include National test scores in admission decisions, as described below.
 - ii. The language is clarified to state: the GRE/GMAT are required if a student's GPA is below 3.0, their undergraduate degree is from a non-regionally accredited institution, or their undergraduate degree is from an institution outside the United States.
 - iii. A Council member questioned only needing a minimum score of the 5th percentile for the verbal portion of the GRE or GMAT. Dr. Zhu mentioned he had received a previous explanation that just taking the test would eliminate some candidates for the program that did not complete a National test.
 - iv. **A motion was made to approve the Computer & Information Science admission revisions, seconded and passed unanimously.**
- ❖ Computer & Information Science – clarification of tracks
 - i. The program has clarified the three choices for students by labeling them tracks—Thesis, Courses only, and Practice & Experience.
 - ii. By adding the Practice & Experience to the program listing, it allows students (especially international students) to work at an internship but adds the concurrent course work requirement.
 - iii. **A motion was made to approve the Computer & Information Science track proposal, seconded and passed unanimously.**
- ❖ College of Education & Human Services – admissions revisions for teaching licensure programs
 - i. In response to changes from the accrediting body CAEP (Council for the Accreditation of Educator Preparation), admission standards are being raised.
 - ii. The criteria are consistent with the OBOR regulation for statewide minimum requirements for admission as well as CAEP's recommendations.
 - iii. The admission requirements include: submitting standardized test scores, increasing the entrance GPA to 3.0, demonstrating proficiency in English and Math by a grade of B- or better, and completing a background check sooner.
 - iv. Council members had a brief discussion of background checks and University policy.
 - v. **A motion was made to approve the admission revisions for teaching licensure programs in the College of Education & Human Services, seconded, and passed unanimously.**
- ❖ Levin College of Urban Affairs – Ph.D. in Urban Studies & Public Affairs
 - i. The department is proposing a separation from the University of Akron to run its own individual program. Over the last five years, CSU has been running the program with very little input from Akron. Dr. Zhu asked RACGS how to change this program to our own individual one. A Full Proposal is required without the need for a preliminary Program Development Plan submission.
 - ii. Dr. Kellogg clarified that the proposal indicates how CSU can continue to offer this program with our own resources. There may continue to be faculty from both Universities on committees.
 - iii. **A motion was made to approve separating the Ph.D. in Urban Studies & Public Affairs degree from Akron and offering as an independent CSU program. The motion was seconded and approved unanimously.**

While waiting for a representative from the Philosophy & Comparative Religions department, Dr. Zhu moved up those items he wished to discuss before he left for his other meeting.

4. Continuing Business

- ❖ Guidelines for special request for graduate faculty status
 - i. Dr. Zhu explained that requests continue to come to the Graduate College for exceptions for either a certain faculty member with a lower Level ranking to teach a 600 or above course, OR for an exception for a series of courses. He feels these requests should be taken seriously and responded to with a basic set of guidelines. For example, should only practitioner-based programs be considered for exceptions?
 - ii. Discussion items included: what are the College-specific accreditation requirements for faculty credentials? is the course skills-based rather than research-based? asking for evidence (from the accrediting body or ‘best practices’ from other Universities) that certain courses do not need to be taught by a faculty member with a terminal degree or multiple publications.
 - iii. Dr. Zhu will write a draft of exception submission guidelines and bring it to the February meeting for Council members’ review.
 - iv. A Council member suggested a letter from an Associate Dean or Dean stating that something is common practice would be acceptable and further evidence would be requested if Council was skeptical or had questions. The idea is not to make the process too difficult so that departments staff their courses without asking for the exceptions.
 - v. A Council member suggested adding a Level IV for exceptions but not all exceptions are for faculty. They can be for specific courses also.
 - vi. Dr. Zhu suggested the procedure be—first checking to see if the higher level courses could be changed to a 500-level number. If this is not possible, then moving to providing evidence for the request.
 - vii. Another Council member suggested adding a phrase to indicate that the knowledgeable practitioner also be considered a competent teacher.
- ❖ Graduate Student Awards Committee update
 - i. Dr. Zhu thanked the Graduate Student Awards Committee for their work and shared that the Provost has contributed \$10,000 from her budget to increase the value of these awards.
 - ii. The Provost also suggested two awards instead of three, across the categories. These could be named, “Distinguished Award” and “Excellence Award,” titles to be determined by the Committee. The Provost is very supportive of this initiative
- ❖ Enrollment updates – recruitment efforts
 - i. No new information
- ❖ 4-3 conversion process for Graduate programs
 - i. Going from 8 to 6 graduate credits effects University revenue
 - ii. There is still no University mandate to convert courses; it is encouraged especially in light of cross-listed courses.
 - iii. Discussion items:
 - If total credits to degree don’t change how can this change revenue? With the 4-3 conversion some programs did lower their total credits slightly.
 - If students are taking less credits per semester the first year or two might take a revenue hit but after the initial decline, finances should stabilize
 - A Council member felt a clear message should be sent to the University community so that graduate courses do not get changed back and forth, 4-3, 3-4

- Full time status will be changed back to 9 credits in Fall 2015, which encourages the 3 credit course, rather than four
- A Council member stated that Faculty Senate made a request last year of the Budget Office for an analysis on the 4-3 conversion at the graduate level. Some departments are waiting for this report before deciding on their next step. Dr. Zhu explained that the office has been involved with state changes to the SSI allocation and other issues.
- Even though general enrollment is down, and the conversion might be another hit to enrollment credits, Dr. Zhu feels this is a positive change to ride out and that eventually, numbers will stabilize.
- Individual programs are the best indicators of any impact on their students should a conversion be made for graduate courses.

Dr. Zhu excused himself and left for his concurrent meeting. Dr. Schultheiss continued as meeting chair.

- ❖ RESUBMISSION, Bioethics Certificate
 - i. As a result of course credit changes, total credits for the Bioethics Certificate have been reduced *from 12 to 9* credits. At the December Council meeting, Council members had questions about the subject matter, reduced content and the depth of the Certificate.
 - ii. Dr. Robichaud provided satisfactory answers to the Council's concerns.
 - iii. **A motion was made to approve the Bioethics Certificate changes, seconded, and unanimously approved.**
- ❖ Guidelines for graduate certificates
 - i. A suggestion was made for a minimum of three classes and 9 credits.
 - ii. The RACGS Guidelines for Certificate review were made available to Council members. Since only substantial certificates of 21 or more credits need RACGS review, guidelines for less credits are within the individual University's control.
 - iii. The consensus is that certificates provide the "extra" competency in a specific concentrated area to help students in a job search or to enhance a current job situation.
 - iv. To provide for possible exceptions, the word "normally" was **moved and seconded to add to the minimum class/credit criteria. The motion for certificate criteria to include "normally a minimum of three classes and 9 credits" was approved unanimously.**
- ❖ General procedures for department guest and voting on Agenda items
 - i. The Council member that raised the issue clarified his concerns. He is suggesting that once the guest presents their case, questions are asked and answered, that the guest is politely asked to leave during the vote. Occasionally a strong personality may attend and influence the Council members' discussion and vote.
 - ii. There have also been guests in the room from the beginning of the meeting hearing discussions of all proposals.
 - iii. There could also be a previous history of an Agenda proposal that might not be known to all Council members until after the vote and the guest leaves the room. It would be helpful to know all the past discussions before the vote.
 - iv. The question was raised as to if the meetings are open to all faculty. Is there a ruling as such? If meetings are open, this request would be moot.
 - v. Maribeth suggested that she could put in her invitation email to those that have items on the Agenda, "because of our seating limitations we request that

you wait outside the room until your proposal is being discussed.” Then she could go out to bring in each guest in turn.

- vi. Additional questions were raised about giving guests immediate feedback or notifying them at a later date. Being that it is not known for certain whether Graduate Council meetings are open or not, the details can be worked out once that information is had.
- vii. The discussion was tabled until confirmation of whether meetings are open to all faculty or not is known.
- ❖ Enrollment updates – recruitment efforts
 - i. A Council member re-visited this item asking if the graduate recruitment staff member could be invited to a meeting to share the strategies, plans and current approach. Dr. Schultheiss suggested that David Easler attend and give a short presentation on what he has been working on.
 - ii. A Council member reiterated problems he has been having with OnBase. He is concerned that some students might be lost because the applications have “disappeared.” Dr. Schultheiss suggested contacting the Registrar’s Office personnel and/or David since he has information in the Hobson’s system.

5. Graduate Council Representation & Standing Committees – Available reports

- a. Faculty Senate – no report
- b. University Admissions & Standards
 - The Committee met and passed the Education teaching licensure proposal and an amendment to the M.Ed. in Health Education admission requirements
- c. College of Graduate Studies’ Admissions & Standards – No report
- d. University Curriculum Committee
 - The Committee is meeting every two weeks and has been seeing some 4-3 graduate course conversions
- e. Graduate Faculty Review Committee
 - A Council member asked a question about an applicant that requested status in two colleges.
 - A discussion ensued of various scenarios and the circumstances in which a faculty member might or might not need status in more than one college.
- f. Petitions Committee
 - Thirty-three petitions have been reviewed since the last Council meeting
- g. Grade Dispute Committee – No report
- h. Program Review Committee
 - Economics should be coming soon
- i. University Research Council
 - The Cayuse system is up and being used for IRB research applications. This is an online system to allow for the applying and tracking of IRB submissions. The system will not allow you to submit incomplete applications. Online and paper submissions will run parallel until all ‘bugs’ are worked out.

6. Items for Future Discussion

- ❖ A Council member asked if the discussion of what constitutes a 500-level, a 600-level, etc., course discussion was ever finalized since issues keep coming up—the answer is no.

7. Next Meeting: The next meeting will be **Monday, February 9 @ 11:00 a.m.**

8. Adjournment: The meeting adjourned at 2:45 p.m.