



GRADUATE COUNCIL

Minutes of Meeting Held November 6, 2014

Present: Dean Zhu, Professors Reed, Granot, Sparks, Sridhar, Plecnik, Marino, Delgado, Reinthal, Kaufman, Kondratov, Kosteas, Schultheiss

Absent/Excused: Professors Monaghan, Gatica, Sotiropoulos, Regoeczi, Zingale, Thornton

Guests: Professors Glenn Goodman, Sheila Patterson, Ben Blake

Dean Zhu called the meeting to order at 1:05 p.m. He thanked everyone for coming and for their time commitment to this important group.

1. Approve Agenda – The Agenda was approved as written.

2. Approve minutes from October 9, 2014 meeting - The minutes were approved as written.

3. New Business

- ❖ School of Health Sciences-program revision
 - i. Dr. Goodman explained that no credits are being changed in the Master of Occupational Therapy (MOT) curriculum.
 - ii. The existing service learning course (HSC 511) works primarily to serve those with intellectual disability needs. The accrediting body has added a standard that a psycho-social field work experience must be provided. Converting the existing 511 course with HSC 556 OT Practicum III will provide for this requirement and allow students to do more assessment work.
 - iii. With no questions, **a motion was made to approve the MOT revisions, which passed unanimously.**
- ❖ M.Ed. revision (Counseling)
 - i. The School Counseling and Clinical Mental Health Counseling tracks in CASAL are adding a required, one-credit course, CNS 523-Small Group Laboratory for program admission. This course will help assess students in their interpersonal competencies before they interact with clients in the field.
 - ii. Dr. Zhu generally asked if other programs have any conditions to admission before students are fully admitted to the program.
 - iii. **A motion was made to approve the Counseling revision. It passed unanimously.**
- ❖ M.Ed. revision (Early Childhood Education)
 - i. This proposal will modify the mathematics prerequisites for early childhood students to ensure they have adequate math content knowledge in order to be effective early childhood mathematics teachers. It is generally felt this will strengthen the program.
 - ii. **A motion was made to approve the M.Ed. revision in Early Childhood Education. The motion passed unanimously.**

- ❖ Ph.D. in Urban Education – Counseling track, dormancy
 - i. Historically, enrollment in this program has been low (1-2 in the past six years), 2 required courses have been eliminated, and the State of Ohio has changed the counseling licensure rule to allow Master’s students to get a counseling license. Therefore, dormancy is requested for the Counseling Doctorate track.
 - ii. **A motion was made to approve the dormancy request, which passed unanimously.**
- ❖ M.Ed. in School Health Education & Licensure – suspend admissions
 - i. Enrollment in the program has been decreasing. The accrediting body requires a certain number of graduates each year to be accredited and the Ohio Department of Education requires all offered teacher education programs to pass SPA (Specialized Professional Associations) review. CSU does not currently meet these requirements, employment opportunities are down and therefore the department is requesting to suspend admissions.
 - ii. Following a question, Dr. Patterson explained that other universities are facing a similar issue and are also suspending or revising their programs.
 - iii. Dr. Zhu explained the current RACGS Guidelines for suspending admissions to a program but advised that this rule is probably going to be revised with more stringent re-starting criteria.
 - iv. **A motion was made to approve the request for suspending admissions in the M.Ed. in School Health Education & licensure program.**
- ❖ Master’s in Computer Information Science revisions
 - i. The proposal is to split this program into two tracks, Computer Science (Engineering) and Information Systems & Technology (Business). The plan is to have each eventually become two separate programs in two different Colleges once it is established that there is demand and a number of students in each track.
 - ii. Questions from Council members generated the following additional information:
 - Each program has a separate set of core courses but some electives will overlap. Both Colleges, programs, and faculty have been involved in devising this proposal.
 - There is currently a Computer Systems track in the Master of Electrical Engineering program that will be phased out/combined once the Computer Science track is moved to Engineering and becomes a free-standing degree.
 - This proposal is for the graduate level. The undergraduate programs are totally separate already and will probably be moved at a later date.
 - Even though there are further plans for this degree it was emphasized that this proposal is *only* for the splitting of the degree into two tracks.
 - iii. **A motion was made to approve the proposal to split the M.S. in Computer Information Science into two tracks.**
- ❖ Registrar’s Office representation on Graduate Council
 - i. The Registrar’s office has suggested representation on Graduate Council as an ex-officio member. Formally this would involve a modification of language in our Graduate Faculty By-Laws. However, no one was able to be present at this meeting to speak to this issue.
 - ii. Council members are supportive of a Registrar’s representative at Graduate Council meetings. It is felt that the representative could have an ‘open invitation’ to attend meetings now and in the spring it would be formally added to the voting ballot if the Registrar wishes to continue the option.

- ❖ Enrollment Services – Admission letters in OnBase
 - i. A question was raised by a Graduate Council member as to why individual departmental criteria is not listed on the general admission letters. Program directors add conditions specific to a department’s requirements but these items are not shown on the letter. Departments are instructed to send their own separate letters with the listed requirements. Why can’t the information be integrated into one letter?
 - ii. Before the OnBase acquisition, departments devised letter templates of admission conditions which were used. Now it seems that OnBase has caused the procedure to ‘go backwards’ by not integrating the information. Some departments prefer to send their own letters to make sure that the information gets to the students, but if the system would allow all the information to be listed in one letter, program directors would support that.
 - iii. Without a Registrar or Enrollment Services representative present, an answer will need to be tabled until the next meeting.
- ❖ College of Education Graduate Faculty Guidelines
 - i. Dr. Zhu reviewed the new Graduate College guidelines with Council members since some were not on Council during the revision process. He suggests adding to the language for membership of Level I and Level II in the required criteria, “equivalent externally-recognized publication or creative activity appropriate to discipline.” This notation was put into place mostly for Law faculty and performing arts faculty in which peer-reviewed journal publications are not ‘the norm.’ Dr. Zhu feels this will clarify the criteria.
 - ii. Council members discussed the wording to use to make the change in the By-Laws. Receiving documentation from the professional organization of the discipline was also suggested as a possible confirmation of peer-reviewed journals not being the standard norm. Dr. Zhu will take the suggestions, draft language and bring it to Council for approval.
 - iii. The College of Education submitted revised guidelines for graduate faculty status. Education has addressed the third criteria, “equivalent externally-recognized publication or creative activity” with language changes for their discipline. Council members discussed the submission and feel it is not acceptable; it does not set the desired scholarly standard. The College is addressing the Graduate College minimum standards instead of addressing that part of the criteria that needs College input (“defined by College”).
 - iv. Following further discussion, Dr. Zhu will contact the College of Education to clarify the input needed and explain why this submission needs further revision.
 - v. **A motion was made to return this proposal to the College of Education for review and revision. The motion passed unanimously.**

4. Continuing Business

- ❖ Enrollment updates
 - i. Dr. Zingale has information to share as a result of his attendance at a local fair. Since he is at a conference today, this can be discussed the next time he is in attendance.
 - ii. Dr. Zhu explained some of the reasons for the recent declines in graduate enrollment. The government is no longer subsidizing graduate student loans and increased competition have effected enrollment numbers. The Graduate College, the Graduate Recruitment Director and the University Enrollment Task Force are working to stabilize enrollment and hopefully, increase the numbers eventually.

- ❖ 4-3 Conversion process for graduate courses
 - i. Some graduate courses were converted during the undergraduate process, some are converting now and other departments are asking if there is a mandate to switch. The University is looking at the financial aspect of possible decreases in graduate credit hours.
 - ii. The message from the Provost is that programs are encouraged to make the switch but there is no official directive to do so.
- ❖ Graduate Student Awards Committee update
 - i. The Committee had their first meeting and devised a matrix of suggested award categories. Titles and names may change, this is just a model. Professor Plecnik explained the different awards and groupings involved for each and opened the floor for Council members input.
 - ii. Comments included:
 - With the large number of categories, the measurable criteria should be clearly explained.
 - Without knowing the number of applicants, it's difficult to assess whether this is too many categories or too little.
 - It was suggested that the Ph.D. Dissertation Award be re-named to "Doctoral" Dissertation.
 - Should the Thesis and Doctoral awards be broken down into research areas? It was felt that keeping it more prestigious (best overall in the University) would have more impact to the student and on their CV.
 - Why separate the research from the written (thesis/dissertation) paper?
 - Possibly renaming STEM and Non-STEM. Awards could also be named after distinguished alumni and solicit donations for the monetary prizes. The criteria would have the details dealing with fields and disciplines.
 - Dr. Zhu asked Council members to review this matrix and the categories to continue discussion at the next meeting.
 - It was felt that discussion could continue at length and instead the Committee should meet before the December Council meeting to continue to work on the categories. Dr. Zhu suggests: Natural Science & Engineering (STEM), Social Science & Humanities, and Creative/Scholarship. With these basic outlines, the Committee will begin to work on the criteria and provide an update for the next meeting.

5. Graduate Council Representation & Standing Committees – Available reports

- a. Faculty Senate
 - Dr. Cheryl Delgado was elected as the Vice President of Faculty Senate
 - Two graduate proposals from Education were approved
- b. University Admissions & Standards
 - A graduate grade dispute was reviewed
- c. College of Graduate Studies' Admissions & Standards – No report
- d. University Curriculum Committee
 - The M.Ed. proposal in Community Health was given conditional approval because of missing paperwork.
 - An undergraduate proposal included a cross-listed 300/500 course which prompted a discussion of course numbering. UCC will re-visit this issue at a future date.

- e. Graduate Faculty Review Committee
 - Because of the large number of applications for Fall, the list was broken up into two halves. The Committee met and recommends approval for 4 at Level III, 4 at Level II, and 37 at Level I. The College of Education applications were tabled since their revised Guidelines are not approved yet. Dr. Zhu recommends extending the Education faculty one more semester. The total is 57 applications reviewed, with 59 more to come.
 - **A motion was made to approve the Graduate Faculty Review Committee's recommendations. The motion was approved.**
 - f. Petitions Committee
 - The Committee reviewed five petitions
 - g. Grade Dispute Committee
 - Two grade disputes were handled this semester. One has already been through the University Admissions & Standards Committee, with one to be reviewed.
 - h. Program Review Committee
 - The Electrical Engineering and Urban program reviews have been completed
 - This year's round of reviews are in process. Departments are working on their self-studies.
 - i. University Research Council
 - There have not been many graduate faculty members applying for the Faculty Research Awards. All applications have received money. More faculty are encouraged to apply.
- 6. Next Meeting:** The next meeting will be Monday, December 1 @ 1:00 p.m. in PH 200.
- 7. Adjournment:** The meeting adjourned at 3:10 p.m.