



## GRADUATE COUNCIL

### Minutes of Meeting Held September 22, 2016

*Present:* Interim Dean Schultheiss, Interim Associate Dean Plecnik, Professors Deng, Arndt, Hansman, Duffy, Lustig, Kostandy, Goodman, McLennan, Shukla, Zingale, Xu, Delgado, Thornton, Registrar Neal

*Absent/Excused:* Professors Sparks, Falk, Adluri, Francis, Kaufman (sabbatical)

*Guests:* Professor James Marino

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

1. New members were welcomed and around the table everyone introduced themselves.
2. **Approve Agenda** – The meeting Agenda was **approved**.
3. **Approve minutes from May 5, 2016 meeting** - The minutes were **approved** as written with one abstention.
4. **New Business**
  - ❖ Graduate Council Membership
    - i. Dr. Schultheiss explained that the Faculty Senate representative, Miron Kaufman, is on sabbatical for Fall 2016. There is one other elected rep, Yan Xu, as well as other Council members who attend Senate. Council can replace the Fall vacated position or stand as is for Fall 2016. Council agreed to rely on Dr. Xu and the other Senate members to give reports as needed. A replacement for Dr. Kaufman's Fall sabbatical will not be officially elected.
    - ii. Dr. Raouth Kostandy volunteered to be the Graduate Council representative to the Admissions & Standards Committee on Faculty Senate. However, we were informed that she was also serving on the Faculty Senate Library Committee. A faculty member can only be on one Senate Committee. Dr. Kostandy agreed to stay with Admissions & Standards. I will inform Violet Lunder of her decision.
    - iii. One of the elected CLASS representatives has withdrawn from Council because of an additional commitment. Another CLASS rep needs to be elected. The CLASS Dean was consulted and two names were given, Bill Kosteas and Guowei Jian. Council members voted on a paper ballot. Maribeth tallied the votes and Dr. Kosteas will be the additional CLASS representative.
  - ❖ Curriculog proposals
    - i. A Council member asked about mobile access to Curriculog. Kevin Neal answered that the software is not optimized for phone use and on some phones all the fill-in items might not be easily used. It will be a suggestion item put forth to the software company.
    - ii. ENG 600 and ENG 601 are being put forth for changes. Dr. Marino explained that these courses are part of a larger proposal to put the graduate English courses on a 3-credit model and to fix additional issues that are hindering some students' thesis completions.

- Two current introductory courses, ENG 510 and ENG 511, are found to be more rigorous than the other English 500-levels. The proposal is to change ENG 510 to ENG 600 and ENG 511 to ENG 601 and make both courses 3 credits. Changing to 600 levels will then place more appropriate, research faculty as the instructors for these courses. A Council member asked if 510 and 511 will remain. Dr. Marino confirmed that these courses would be eliminated BUT still count for the 600 and 601 courses. A Council member asked about undergraduates in the 500-level courses and it was stated that undergraduate almost never have taken the 510/511 courses. Kevin asked about the full proposal. Dr. Marino explained that it is still undergoing revisions but would be coming to Council at a later date and these course revisions had been separated from it. The 600 level courses can be staffed with current faculty.
  - Kevin asked that a notation be put into the ‘comments’ section of Curriculog that says 510 and 511 will count for the new courses. **A motion was made to approve the proposal to change the ENG 510 and 511 courses to ENG 600 and 601 at 3 credits each, which passed unanimously.**
- iii. The NUR 510 course proposal involves a title change. No course content is changed. The title is proposed to change *from* Ethics for Advance Practice Nursing *to* Nursing Ethics. A Council member noted that at one point in Curriculog the proposal had been ‘rejected.’ Dr. Delgado explained that the wrong syllabus was uploaded and then corrected. Kevin clarified some of the Curriculog steps and how to see the progression of the proposal. **A motion to approve the NUR 510 title change proposal was made and approved unanimously.**

## 5. Informational

- ❖ Graduate Faculty Status – Dr. Plecnik reviewed the importance of graduate faculty status for all faculty teaching graduate courses, including part-timers, adjuncts, anyone listed as instructor of record. He explained the different levels, including the Provisional status for those whose terminal degree has been granted within the last two years. Graduate faculty status is a compliance issue with the Higher Learning Commission for our accreditation. Graduate faculty with Level 1 status are also eligible for some funding initiatives through the Office of Research. Dr. Schultheiss also mentioned that anyone can re-apply for a higher level at any time if their circumstances change.
- ❖ GA allocation/updates based on outside consultants’ report – Dr. Schultheiss will discuss both topics due to their relationship with each other. She mentioned the Pathway to 2020 sustainability project and the Graduate College’s task to enhance enrollment. One of the first steps was scheduling two consultant visits (Noel Levitz, Council of Graduate Schools). Additionally, a way to strategically utilize the GA allocation to help enhance graduate student enrollment was proposed. Since additional funding is not forthcoming, a way to use the current funding to meet the University goals and help enrollment has been proposed. Dr. Schultheiss explained the two types of student assistance—graduate assistantships (with stipend) and tuition grants (without stipend).
  - i. Historically the GA allocation monies have been given to the Graduate College, which has in turn been divided up amongst the Colleges without any input to ways of spending. How can the money be leveraged for the greatest return on investment? The draft proposal is slated for implementation in the FY 18.
  - ii. Dr. Schultheiss shared that Cleveland State, Akron and Toledo’s graduate admissions are down. Our international admissions have decreased. One

Council member mentioned that the required TOEFL scores have increased, which could be one reason for decreased international students. It was also shared that the out-of-state, domestic Master's tuition decreased and the doctoral out-of-state tuition has been increased.

- iii. A Council member expressed concerns about the lack of cohesive recruitment plans, the consultants' findings not answering certain questions, and the input of Graduate Council before plans are implemented. Dr. Schultheiss shared some of the other consultant suggestions that have been implemented and were successful, e.g. Graduate Student Orientation, Graduate Assistant Orientation. Additionally a Program Directors' training and a Graduate Council orientation/information packet are being planned. She also clarified some of the tasks the Graduate Recruitment Director has been working on.
- iv. Additional questions and discussion followed. A Council member asked if there was a "target" number to increase admissions, which Dr. Schultheiss shared is 100 new graduate students, maintained through 2020, per the submitted Strategic Enrollment Management Task Force report. Some of the decrease is due to population trends.....decreases in the northeast and midwest, population increases in the south and southwest.

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

- a. Faculty Senate
  - One graduate proposal (MOT admission standards) was approved
- b. University Admissions & Standards
  - The MOT proposal was approved
- c. University Curriculum Committee – no report
- d. Graduate Faculty Review Committee
  - The Committee submitted recommendations for the eleven Summer 2016 applicants.
  - **A motion was made to accept the Committee's recommendations, which passed unanimously.**
- e. Petitions Committee
  - The Committee met over the summer and had 11 petitions for May, 31 for June, and 12 for August
- f. Grade Dispute Committee – no report
- g. Program Review Committee – no report
- h. University Research Council – no report
- i. Graduate Student Awards Committee
  - Dr. Plecnik shared the latest information. New committee members have joined and the guidelines have been updated.
  - Reviewers will be needed and faculty are encouraged to volunteer.
  - All are encouraged to share the award information with students. We will be advertising the Awards for the next few weeks. Deadline is October 21<sup>st</sup>.
- j. Path to 2020 Committee – no report

7. **Next Meeting:** The next meeting will be Wednesday, **October 19 @ 10:00 a.m in PH 103.**

8. **Adjournment:** The meeting adjourned at 3:30 p.m.