



Cleveland State University

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## College of Graduate Studies

### GRADUATE PROGRAM DIRECTORS' MEETING

October 6, 2014 12:00 noon Parker Hannifin Hall 104/105

**Present:** Professors Graham Stead, Julia Phillips, Rongjun Sun, Catherine Monaghan, Ton van den Bogert, John Oprea, Larry Foster, Joanne Belovich, Wenbing Zhao, James Marino, Kiril Streletzky, Myrita Wilhite, Lisa Gaynier, Karl Wheatley, Debbie Morin, Girish Shukla, Kristine Still, Don Allensworth-Davies, Eddie T.C. Lam, Glenn Goodman, Diane Corrigan, Andrew Slifkin, Brian Mikelbank, Nick Zingale, Ann Reinthal, Oya Tukel, Selma Koc, Stephen Gingerich, Ray Henry, Robert Whitbred, Raj Javalgi, Karen Sotiropoulos, Chieh-Chen Bowen, Associate Dean Donna Schultheiss, Dean Jianping Zhu, Graduate College staff.

The meeting was called to order at 12:00 p.m.

#### A. Welcome

1. Dr. Zhu thanked faculty for coming
2. The Graduate College staff members were introduced and each gave a brief overview of their responsibilities in the College. Dr. Zhu encouraged faculty to contact the staff or himself for any questions or issues they might have concerning graduate students or the Graduate College.

#### B. Graduate College Discussion items

1. Number of credits for full time graduate student status
  - A change to the full time graduate student status *from 8 credits to 9 credits* is proposed because of reporting issues with the federal government. Graduate Council has discussed this issue and input is being sought from associate deans, deans, department chairs, and program directors.
  - Approximately three years ago, full time graduate student status was defined as nine credits. This was changed to eight to accommodate 4-credit hour class curriculums.
  - Data being reported to IPEDS, the federal data system run by the Department of Education, has rejected our information stating that 8 credits is not considered full time status. We report to multiple federal agencies on student status, including Homeland Security, which keeps track of international students. The two systems will interface and if the reporting numbers are not consistent this could become a problem.
  - Some programs are now being considered part-time because of the reporting numbers. This may not be an issue but perception can cause concerns.
  - Following the 4-3 conversion process last year with undergraduate courses, some graduate programs are now converting their graduate courses to three credits this year. This would align with the 9-credit full time student status.

- Department concerns include the budget; how to cover the extra credit. Dr. Zhu shared that he has been working with others and the Budget Office on reducing the out-of-state tuition differential. This will help those programs with large numbers of out-of-state or international students.
  - The other major concern is for those programs with predominantly 4-credit hour courses. One credit courses can be added to make up the difference. Also, perhaps reviewing the program to see if 4 credit courses could be converted to 3 credit courses could be a solution.
  - Faculty concerns and questions included: number of credits for financial aid, when this GA change will be implemented, students attending twice a week with 4-credit hour classes vs. attending three times per week with 3-credit hours classes, the financial impact to the University budget in going from two 4-credit courses (8 total) to two 3-credit courses (6 total), how much of a differential cut is being requested, out-of-state/international GA contracts are more costly for the same amount of work hours- could this be prorated?
2. Level I and Level II Graduate Faculty Status exemptions
- Some departments have asked for exemptions to the Level I and Level II graduate faculty teaching 600 and above courses.
  - Graduate Council has been discussing this issue and is working on guidelines, a general framework for departments to use in requesting exemptions.
  - Dr. Zhu asked which programs might be considering this. Physical Therapy (PT), Occupational Therapy (OT), and Finance will be requesting in the future.
3. Council of Graduate Schools (CGS) Resolution on financial aid offers
- CGS has a resolution concerning assistantship and scholarship offers.
  - Cleveland State University is a part of this agreement and Dr. Zhu wanted to make program directors aware that this resolution should be followed.
  - The deadline is April 15 and students should not be pressed to answer prior to that date.
4. Graduate Student Resource Center & Newsletter
- Patty Otcasek spoke about her work with the Graduate Student Resource Center and the Graduate College Newsletter
  - The Newsletter is going to the CSU email address so if a student forwards to another email, they will need to check it is going through.
  - A different College will be featured in each issue of the Newsletter. We ask for program directors' help in passing along information and sharing student news with us.
  - Dr. Zhu emphasized that these efforts are to increase the visibility of our Graduate College and to emphasize the successes of our graduate students and faculty.

## 5. Graduate Enrollment

- The University is facing enrollment challenges. Without a large endowment, tuition is the primary source of revenue for CSU.
- With online programs and for-profit programs, geographic location does not have the same impact as previous years.
- Dr. Zhu explained that the Hobson's software program can assist programs in personally reaching out to students for recruitment efforts. Lists can be generated and contacts can be initiated to assist programs increase their enrollment. David Easler is the Graduate College contact for this.
- A question was raised about non-degree students continuing after the initial 12 hours and not formerly applying to a graduate program. A way to avoid this is to set a group of courses available to non-degree students, but to make all other courses contain a prerequisite that says students need to be accepted into a graduate program or have permission of the instructor/program director. International students cannot be admitted as a non-degree.

## 6. Plagiarism detection software

- A company has approached the Office of Research to see if we would be interested in a software program that detects plagiarism for theses and dissertations.
- Dr. Schultheiss asked if any departments used the "Turnitin" program or "Ithenticate." Many departments use "Turnitin" because CSU has a University license.
- Dr. Schultheiss generally asked if departments are satisfied with Turnitin or would be interested in acquiring Ithenticate. She has a Power Point presentation that compares the two programs that can be sent via email. Most felt Turnitin was sufficient. Dr. Schultheiss will send out the Power Point in email so everyone can see the information.
- Dr. Zhu suggested a workshop on plagiarism could be held with the Graduate Student Resource Center.
- A faculty member shared that Indiana University has a free online plagiarism quiz. Each student needs to take the tutorial and receives a certificate once it is completed correctly. Programs can check this out and think about implementing it for their use.

## 7. Graduate Certificate processing

- Graduate certificates are currently checked and processed in the Graduate College.
- A change in practice is going to be made. The forms will be sent directly to the Registrar's Office instead of the Graduate College. This will probably begin Spring 15.

## C. Questions from the floor

1. Are there financial incentives to the University to have doctoral students in 700 and above level courses? A program has been revised and doctoral students take 600-level courses and above. Dr. Zhu will check with the Budget Office and Institutional Research for an answer.

2. Do students need to actually apply to pursue a Certificate? Yes, an application is made. Will the student receive a paper certificate? The Certificate will be listed on the transcript and some programs do issue paper certificates. This is up to the individual program.
3. With no other questions from the floor, Dr. Zhu thanked everyone for attending and adjourned the meeting at 1:15 p.m.

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