

# GRADUATE COUNCIL MINUTES

Monday, November 3, 2008

3:30 pm

## Council Members:

### COB

Nabarun Ghose (A)  
Louann Cummings  
John Wolper

### COE

Mary Cameron  
Gwynne Rife  
Chris Moser

### COHP

Laura Schmelzer  
Jean Weaver\*(A)  
Sharon Walsh (A)

### COLA

Christine Tulley  
John Leach  
Matthew Stolick

### COS

Bill Carter  
Bill Doyle  
Mike Edelbrock(A)

**Chair:** Gwynne Rife

### Ex-Officio:

Tony Goedde, Registrar  
Tom Dillon, Graduate Dean  
Robert Schirmer, Library Director  
Grant Wilkinson, Parliamentarian (A)  
\*Also Faculty Senate Liaison

Heather Riffle, Graduate and Professional Studies  
Jill Gear, Director of Grants and Contracts Administration (A)  
Sara Hingson, Director of External Academic Affairs  
Linda Osei, Graduate Student Representative

Chair, G. Rife, called the meeting to order.

G. Rife asked for a motion to approve the minutes of the October 6th meeting. L. Schmelzer made a motion to accept the minutes, seconded by B. Doyle. MOTION passed as noted.

## Report of the Registrar

T. Goedde announced that spring 2009 registration is underway with approximately 2 weeks left until open registration for new students. There have been several issues with the scheduled time registrations this semester that may need to be looked at for next year. T. Goedde suggested a standard that all programs must follow, either staggered times or open enrollment for all. Cameron asked why some programs prefer the staggered times. Goedde noted that with the large number of students that need to register, particularly MBA, the staggered times work very well.

## Report of the Graduate Student Representative

L. Osei announced that the Student Government Association (SGA) is now part of the American Student Government Association. The UF SGA student representatives and a faculty advisor attended a training conference hosted by the University of Illinois at Chicago. Participants included SGA members from the Midwest institutions. This was the first time UF SGA had the opportunity to meet different SGA members to share ideas and experiences. The theme of the conference as Connect, Commit, and Serve. One of the remarkable experiences had at the conference was conducting a SWOT analysis as a technique tool for SGA action plan for next year.

## Report of the Library Director

B. Schirmer reported that the library was recently the recipients of two gifts from Town and Campus. A DVD player for student use and a microwave for Guyer Lounge were donated. The book sale is still going on for a few more days. Schirmer also noted that new furniture and space is being placed on the second floor for a leisure reading section. This was a request from

students based off a survey the library conducted. Rife noted on behalf of the Library Committee that they are talking of changing the name of the committee to Library and Information Literacy. Currently the library budget is in good shape for this year.

### **Report of the Director of External Academic Affairs**

S. Hingson reported that response to the 9 recommendations on the Physician Assistant program has been sent to the OBR. Academic Affairs is awaiting OBR response to those recommendations.

### **Report of the Director of Grants and Contracts Administration**

J. Gear was absent due to attending a conference.

### **Report of the Graduate Dean**

T. Dillon announced the reports are ready for the Physician Assistant program and removal of stipulations as soon as we get the approval from OBR.

Enrollment management meetings with the three main admissions offices, Graduate and Professional Studies, Undergraduate Admissions, and International Admissions have started. The plan is to meet every month to work on issues of recruitment and marketing. Faculty involvement will also be requested in the future.

Information regarding Graduate Assistantships for the 2009-2010 academic year will be going out in the next month.

T. Dillon noted that the Faculty Standards committee has been meeting regularly to begin to review the applications for Graduate Faculty Status. The expectation is to have the review completed by the end of November.

T. Dillon attended the annual Eduventures conference for Online Collaborative in Chicago. A lot of information was gained from attending. Meetings are going to be scheduled with those programs that offer online degrees to discuss strategies for the future and the potential for new online programs.

Work is continuing with Babbage Simmel and a meeting with the College of Business to discuss some of the next steps is scheduled. Marty Terry has requested to see the financial information as well before moving forward. Carter asked what the time table expectation for review of the courses will be. T. Dillon responded that approval would be preferred for January, but that may not be feasible. Babbage Simmel will have to recognize the effort and work with UF through the process.

T. Dillon reminded fellow councilors that meeting attendance that is essential when there are several items for vote on the agenda.

## **Committee Reports**

### **Curriculum:**

B. Carter reported that the committee had not met twice this month to review proposals. Those proposals will be brought forth under New Business.

The committee also discussed the attempt to harmonize the cover sheet for proposal requests to make them concise with Faculty Senate.

### **Faculty Standards:**

M. Cameron reported that the committee had met and that she has been elected chair of the committee.

The committee began to a trial review the applications for graduate faculty status using the tool developed to evaluate them. They had used the tool to vote on two applications and have discovered some discrepancies. These have been noted and changes will be made for next review.

Teams of two will meet to review the applications with the checklist. Once they teams have reviewed all the applications, the committee will meet as a whole to vote on them. They hope to have the process complete by the end of November.

**Student Standards:** N. Ghose was absent.

L. Schmelzer and C. Tulley reported that the committee had met and reviewed several student appeals. No other items were discussed.

**Admissions and Recruitment:** J. Wolper reported that the committee has a meeting scheduled November 6th. They will be discussing the current change on INS requirements that will affect international students. This change no longer allows them to take internet courses in their last semester; they have to take live courses. This has caused the College of Business to rethink the course offerings for the spring 2009.

**Research and Scholarship:** S. Walsh was absent due to being out at a conference.

Rife reminded the council to email S. Walsh if there is any need for statistical help for research projects.

## **OLD BUSINESS**

G. Rife thanked all the committees for their hard work so far this year.

## **NEW BUSINESS**

Carter brought to the table a proposal from the College of Education to delete EDUC 507 Action Research and EDFI 510 Educational Psychology from the graduate course offerings. Cameron made a motion, seconded by Schmelzer.

Having no discussion, Rife called for a vote. MOTION passed.

Carter made a motion, seconded by Doyle to approve the update of an existing course in the College of Education; EDUC 552 Culminating Project.

### **Discussion**

Carter indicated that the curriculum committee approved this request with recommended changes that were addressed by Moser. The course update includes a change in the configuration of the content to prepare students with the skills now required of educational leaders in terms of educational research and evaluation.

Schirmer asked in reference to page two of the syllabi, if the library should have all the noted publications for student access. Moser noted he will find out from the faculty teaching the course.

Rife called for a vote. MOTION passed.

Carter made a motion, seconded by Wolper, to approve the College of Education request to add the course EDSP 610 Modern Concepts in Life Science.

### **Discussion**

Carter noted that this course has been developed to support a grant award from the North West Ohio Center of Science and Mathematics Education Opportunities for Success (NWO COSMOS). This course also serves as a professional development course to update teachers' content knowledge and understanding of recent advances in life science.

Rife called for a vote. MOTION passed.

Carter made a motion, seconded by Wolper, to approve the College of Education request to add the course EDSP 609 Advanced Methods in Teaching High School Science.

### **Discussion**

Carter noted that this course also has been developed to support a grant award from the North West Ohio Center of Science and Mathematics Education Opportunities for Success (NWO COSMOS). It will offer educators who seek to refresh their knowledge base an opportunity to become exposed to the newest technology and techniques in the biological sciences and also give them opportunities to reflect on their teaching methods and assessment methods they use in the classroom.

Rife called for a vote. MOTION passed.

## INFORMATION ONLY

Rife reported that the list for the 2008-2009 subcommittees is complete. An email of the list was distributed earlier this month.

Rife also reported on behalf of the library committee that the deadline for any suggestions on items or publications to purchase for the library be made to B. Schirmer by January 2009. Each discipline has funds allocated and this summary report of where each college stands is emailed out to the deans. Carter asked if these items only be purchased to be housed strictly in the library. Schirmer clarified that it can be for items that are accessible for students. This means they can be housed in locations such as the Brewer library or Davis street resource centers.

Carter asked for clarification on how a replacement for his position on graduate council be handled for his leave beginning in January. He noted that an interim chair for the curriculum committee may already be in place. Rife clarified that the College of Science will have to appoint a temporary replacement.

There was a motion to adjourn at 4:35 pm.



Dr. Gwynne Rife, Chair

November 10, 2008

Date