

# GRADUATE COUNCIL MINUTES

Tuesday, September 7, 2010

3:30 pm

## Council Members:

### COB

Greg Arburn (A)  
Louann Cummings  
Joon-Young Song

### COE

Mary Cameron  
Gwynne Rife (A)  
Chris Moser

### COHP

Laura Schmelzer  
James Yaggie  
Sharon Fleming Walsh

### COLA

Christine Tulley (A)  
Jennifer Fennema-Bloom  
Matthew Stolick

### COS

Tim Murphy  
Pam Warton (A)  
William Doyle (A)

### COP

Lori Ernsthausen  
Laura Perry  
Alex Vaglenov (A)

**Chair:** Sharon Fleming Walsh

### Ex-Officio:

Tony Goedde, Registrar  
Tom Dillon, Graduate Dean  
Robert Schirmer, Library Director  
Grant Wilkinson, Parliamentarian (A)

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

S. Fleming Walsh called the meeting to order.

S. Fleming Walsh asked for a motion to approve the minutes of the May 3rd meeting. M. Cameron made a motion to accept the minutes, seconded by M. Stolick. MOTION passes.

## Address from the President

T. Dillon introduced Dr. Fell, President to the Graduate Council. Dr. Fell noted that she was grateful for the opportunity to address the Graduate Council. She is particularly interested in learning how graduate programs have grown and where the Council sees them going in the future. She asked the Council to think about the priorities for graduate programs and how they associate with the Strategic Plan and to give guidance in planning and support for those programs that are vital to UF.

Dr. Fell asked to hear from the Council the current issues surrounding graduate programs. The council noted several:

- Resources available for current programs and new programs
- Quality and rigor of programs
- Student and Faculty research and support
- Maintaining fair standards for scholarship
- Recruitment and marketing

In closing, Dr. Fell asked the Council to think about a few questions in the upcoming months.

- What will set apart a University of Findlay graduate student from other graduate students?
- What are distinctive characteristics of a University of Findlay graduate?
- Ways to achieve brand improvement?

T. Dillon thanked Dr. Fell for addressing the Council and for listening to some of the issues and concerns.

### **Report from the Institutional Review Board (IRB)**

E. Buday, Chair, IRB addressed the Graduate Council regarding updates to the IRB Committee. Current documents for submitting proposals are available on the IRB community pages in Blackboard. These forms were updated over the summer to be in compliance with current Department of Health and Human Services (DHHS) standards. A protocol for IRB submissions was also established and also available on the forms page of blackboard.

One other change is that Principal Investigators (PI) need to be a faculty member and is encouraged to become certified through training on research and ethics. The IRB will be hosting workshops throughout the fall through the CTE. E. Buday also noted that she is willing to attend a class for faculty to address students, as well.

### **Report of the Registrar**

T. Goedde had no report at this time.

### **Report of the Graduate Student Representative**

No report

### **Report of the Library Director**

Schirmer noted that the library summer project to de-duplicate the Winebrenner collection from the UF collection is complete. The library has also gained additional space due to the project.

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

Hingson reported that the College of Education may have a proposal out to HLC for approval on the Masters degree in Education to be offered online.

Hingson also reported that Physician Assistant program has a meeting this week regarding the visit and have not yet heard a response.

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

J. Gear shared a report of data from the last two years of grant submissions and funding from faculty. J. Gear noted that she would like to see more grant submissions in the graduate area.

## **Report of the Graduate Dean**

T. Dillon reported changes to the Graduate and Professional Studies office. Application functions of transfer and degree completion students have been transitioned to the office of undergraduate admissions. The rationale for the changes will allow GSP focus on more graduate related issues. The office will also be physically moving to Myers Hall in the spring 2011.

T. Dillon shared the current brochure for supporting graduate research funding opportunities that will be going out to potential donors. He asked the committee to note that there are three funds listed. Several faculty have already signed up to begin contributing to one of the three funds. Research committee will develop guidelines for the funds and how they are allocated.

T. Dillon will begin to look at each standing committee functions to see if they need to be updated and will share with each committee chair.

T. Dillon also noted that graduate faculty status renewal notices have also gone out.

## **Committee Reports**

### **Curriculum:**

J. Fennema-Bloom will report on items for vote under New Business.

### **Faculty Standards:**

M. Cameron reported, via email correspondence, that the committee had met on September 1, 2010. The committee had voted in a new chair, Tim Murphy. The committee had also evaluated two graduate faculty status applications and granted provisional status to both. The committee will continue to discuss goals and objectives for the upcoming year.

### **Student Standards:**

No Report

### **Admissions and Recruitment:**

No Report

## **Research and Scholarship:**

G. Rife reported, via email correspondence, that the committee had met to discuss various current issues. She also noted that the committee is going to encourage faculty to donate to one of the research and support funds that were recently established.

## **OLD BUSINESS**

None

## **NEW BUSINESS**

L. Cummings made a motion, seconded by T. Murphy to accept the Master of Science degree in Health Informatics. J. Fennema-Bloom noted that accepting the motion will accept all courses within the proposal.

## **DISCUSSION**

S. Hingson asked for clarification on the Progression statement of the Admission Requirements. The statement currently reads “All courses must be passed with a minimum final grade of B- or better....”. S. Hingson asked if this statement also applies to pre-requisite courses. T. Goedde noted that most other graduate programs allow one grade of C to be used to meet graduation requirements. Students could earn a B- in all courses and still be below the 3.0 gpa to graduate.

L. Cummings requested a friendly amendment to read “No more than one course with a grade of C+ or C and to qualify for graduation, a minimum cumulative grade point average of 3.0 must be achieved”. J. Richey approved friendly amendment to be consistent with other graduate programs.

S. Fleming Walsh called for a Vote to approve the Master of Science degree in Health Informatics. MOTION passes.

M. Stolick made a motion, seconded by T. Murphy to accept the Admission Requirements and Policies for the Master of Science degree in Health Informatics.

## **DISCUSSION**

J. Richey noted that he will make the changes due to the friendly amendment from the previous motion regarding the progression section.

S. Hingson asked for clarification on #3 “...indicating a performance of not lower than the 35th percentile”. The GRE scores within the 35th percentile, the GMAT does not score within percentiles and will need to be a comparable score. She also asked that MCAT, LSAT, and others be removed from the statement as they are not comparable.

L. Cummings requested a friendly amendment to statement #3 to read: “Submit official results of GRE indicating a performance of not lower than the 35th percentile or GMAT scores at a comparable level. J. Richey accepts the friendly amendment.

S. Fleming Walsh calls for a vote. MOTION passes.

### **INFORMATION ONLY**

J. Richey presented for information only pre-requisite changes to HINF 552 Database Systems for Health Care to now state “Admission to the program or permission of the instructor.”

J. Richey presented for information only changes to the course title for HINF 690 to now be Professional Practice Experience. The pre-requisites will also change to be HINF 501, HINF 523, HINF 541, HINF 553, HINF 620 or permission of the instructor.

There was a motion to adjourn at 5:15 pm.



Dr. Sharon Fleming Walsh, Chair

September 7, 2010

Date