

GRADUATE COUNCIL MINUTES

Monday, April 18, 2011

3:30 pm

Council Members:

COB

Greg Arburn
Louann Cummings
Joon-Young Song

COE

Mary Cameron
Gwynne Rife
Chris Moser (A)

COHP

Laura Schmelzer
James Yaggie
Sharon Fleming Walsh

COLA

Christine Tulley
Jennifer Fennema-Bloom
Matthew Stolick

COS

Tim Murphy
Pam Warton
William Doyle

COP

Lori Ernsthausen
Laura Perry
Alex Vaglenov

Chair: Sharon Fleming Walsh

Ex-Officio: Tony Goedde, Registrar
Tom Dillon, Graduate Dean
Robert Schirmer, Library Director
Grant Wilkinson, Parliamentarian

Heather Riffle, Graduate and Professional Studies
Jill Gear, Director of Grants and Contracts Administration
Sara Hingson, Director of External Academic Affairs
Michael Vatan, Graduate Student Representative

S. Fleming Walsh called the meeting to order.

S. Fleming Walsh asked for a motion to approve the minutes of the March 21, 2011 meeting.

L. Schmelzer made a motion to accept the minutes as written, seconded by G. Arburn.

MOTION passes.

Report of the Registrar

T. Goedde announced that the registration cycle for Summer and Fall 2011 is complete for current undergraduate and graduate students. The Registrar's office is now preparing for graduation and final grades.

Report of the Graduate Student Representative

M. Vatan had nothing to report at this time.

T. Dillon introduced Heidi Croy whom will be the Graduate Student Representative for the 2011-12 academic year.

Report of the Library Director

R. Shirmer reported the library is working on orders requested by the various departments. The library should also be getting new furniture this summer in two study rooms. Also a student will be working on getting a Facebook page up to represent the Shafer Library.

Report of the Director of External Academic Affairs

S. Hingson reported that the Ohio Board of Regents has responded to the review of the Master of Health Informatics. They asked for a few revisions and those have been submitted.

S. Hingson also reported updates on the Higher Education Act that will be in effect from the Ohio Department of Education. The request for State Authorization may also impact clinical sites. Hingson will be asking for programs to provide a list of the States where they currently have clinical sites and the number of students at those locations. Hingson is requesting that programs should get the information to her by May.

Report of the Director of Grants and Contracts Administration

J. Gear reported that several grants are in the works. One has been funded by the Ohio Foundation of Independent Colleges to help with diversity efforts. T. Murphy is working with his Graduate Assistant to submit a grant to fund student housing and green initiatives. A grant with the National Endowment in Humanities for Study Abroad programs and a few NSF grants will be going out this week.

Report of the Graduate Dean

T. Dillon reported that students have applied for available Graduate Assistantship positions and those applications are currently under review by the faculty supervisors.

T. Dillon noted that UF has joined the Education Advisory Board and will be part of their Continuing and Online Education forum. The six academic colleges have also contributed funds to this membership. T. Dillon has attended the meeting in January as a founding member in academics. The college will have access to archives of past studies and will help to work on studies with current and on any new programs.

T. Dillon also noted that J. Gear is continuing to work in compliance issues that will be coming with the NCR policies and will impact federal grant funds. Graduate Council may also be looked at for common goals and procedures for first professional and master's degrees. There will need to be a common definition of what a credit hour is and be able to demonstrate the meaning and work associated. T. Murphy asked for clarification on that a Carnegie unit is used to measure undergraduate and will this model also be used for graduate. T. Dillon clarified that no separate model will be used at this time.

Report of the Graduate Council Chair

S. Fleming Walsh noted that an election of a new chair will be on the agenda for the May meeting.

Committee Reports

Curriculum:

J. Fennema-Bloom presented the new curriculum proposal forms that Faculty Senate and Graduate Council have agreed to use beginning the Fall 2011. There is also a guidelines and glossary that has responses to frequently asked questions, terminology, and what the committee is expecting with a submission. There is a form specific for Course updates and another for Program updates. The forms clearly outline required documentation that is to be submitted with the proposal. The new piece is the Curriculum Review memorandum (CRM). This is to show the curriculum committees that all affected programs and colleges have been notified of the proposed change and if there are concerns related that may affect another area. For the Program updates a form will be needed for each request. S. Fleming Walsh asked for clarification on Pharmacy for example that may have a change that affects Graduate and Undergraduate. J. Fennema-Bloom clarified that they would still need to submit 2 forms; one for faculty senate and one for graduate council. T. Dillon noted that this does not change the process in any way; it helps to clarify it and define the process. J. Fennema-Bloom noted that she will be presenting these forms to College meetings in the fall.

S. Fleming Walsh thanked the Graduate Curriculum Committee for all the hard work on this project.

Faculty Standards:

T. Murphy reported the committee met to review the roles and presented proposed changes for the by-laws. T. Murphy noted the changes and felt that some of the duties should be handled by other areas as this committee has not performed the function. Function #3 that deals with teaching methodologies and #6 that is about interdisciplinary faculty mentoring thought could be better fit with the CTE/TLTC. C. Tully clarified that CTE is currently working on developing a plan for faculty mentoring at the undergraduate level and can suggest a graduate strand and concerns regarding hours of mentoring, etc.

G. Rife noted that the graduate research committee may not be best to perform function #5 as suggested to promote standards for values and ethics in graduate education and scholarship.

L. Schmelzer noted that function #4 to study the use of graduate assistants would not be a function that the committee wants to take on. Accountability should be with the faculty on the use of the graduate assistants and this should be reported to the programs.

S. Hingson noted that the committees may not be using the current version from the faculty manual in making changes to their roles.

Student Standards:

L. Schmelzer reported that the committee is in the process of finalizing roles as written in the by-laws and will bring any revisions for approval to the next graduate council meeting.

Admissions and Recruitment:

M. Stolick will present proposed by-law functions for the Admissions and Recruitment committee under new business.

Research and Scholarship:

G. Rife reported that the committee will meet to review the suggestions for taking on new functions per suggestions of the other committees for the by-laws.

G. Rife reported on the faculty senate advising committee. The committee is discussing an ad hoc group to look at the faculty responsibility section of the faculty manual. Graduate Council will need to be aware of any changes that come from this as it could also affect graduate advising. Currently only undergraduate advising is being discussed. T. Murphy noted that no proposals have yet to come to Faculty Senate for a vote.

Bylaw Review:

S. Fleming Walsh reported that the standing committees are continuing to work on updating tasks and functions.

OLD BUSINESS

No report

NEW BUSINESS

- 1) S. Fleming Walsh asked to table the Admissions and Recruitment Committee updates to the by-laws to ensure that correct version from the faculty manual was used in making updates. The proposal will be brought forward at the next graduate council meeting.
- 2) S. Fleming Walsh made a motion, seconded by T. Murphy to approve the Attendance Policy for Graduate Council/Committee Meetings.

DISCUSSION

L. Cummings suggested that no more than 2 meetings should be missed as there are so few meetings a year. S. Fleming Walsh accepted the amendment.

L. Schmelzer asked for clarification on the definition of an absence and if this could be at the discretion of the committee chair. The absence could be approved as excused by the committee chair or they could be participating on line via email communication. The student standards committee sometimes has to call a meeting quickly due to time sensitive decisions that need to be made. S. Fleming Walsh agreed to this suggestion.

S. Fleming Walsh called for a vote on the Attendance Policy with the following amendments:

Attendance at Graduate Council and the standing committees of Graduate Council is required of all representatives. More than 2 unexcused absences of any one member within a term may result in the Graduate Council chair notifying the representative college dean, reporting the absence and requesting a replacement representative. MOTION passes.

3) J. Fennema-Bloom asked for a motion, seconded by L. Schmelzer to approve proposals from the College of Education for the addition of three elective courses to the Master of Arts in Education program. The courses will be offered in a series to provide elective coursework to prepare teachers for a coaching/mentoring position in a school district.

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

4) J. Fennema-Bloom made a motion, seconded by G. Rife to approve the addition of the course PHAS 508 Medical Ethics to the Master of Physician Assistant Program. It is noted that the Graduate Council does not make the decision on the qualifications of an instructor for a course. That is the discretion of the College Dean.

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

INFORMATION ONLY

J. Fennema-Bloom presented for information only a pre-requisite change to EDSP 630 The Leader: Facilitator of Innovation & Strategic Management to the Master of Arts in Education program.

T. Dillon reminded the council that the final Graduate Council Meeting will be held Monday, May 9, 2011. Refreshments will be provided by the Graduate and Professional Studies Office.

There was a motion to adjourn at 4:50 pm.



Dr. Sharon Fleming Walsh, Chair

__May 4, 2011__
Date