

# GRADUATE COUNCIL MINUTES

Monday, October 5, 2009

3:30 pm

## Council Members:

### COB

Nabarun Ghose (A)  
Louann Cummings (A)  
Joon-Young Song

### COE

Mary Cameron  
Gwynne Rife  
Chris Moser

### COHP

Laura Schmelzer  
James Yaggie  
Sharon Fleming Walsh

### COLA

Christine Tulley  
Jennifer Fennema-Bloom  
Matthew Stolick

### COS

Bill Carter  
Pam Warton  
Mike Edelbrock(A)

### COP

Lori Ernsthausen  
Laura Perry  
Alex Vaglenov

**Chair:** Sharon Fleming Walsh

### Ex-Officio:

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

Heather Riffle, Graduate and Professional Studies  
Jill Gear, Director of Grants and Contracts Administration  
Sara Hingson, Director of External Academic Affairs  
Bryan Reid, Graduate Student Representative (A)  
Judy Wahrman, Institutional Review Board (IRB)

Chair, S. Fleming Walsh, called the meeting to order.

S. Fleming Walsh asked for a motion to approve the minutes of the September 7th meeting. G. Rife made a motion to accept the minutes, seconded by C. Moser. MOTION passed as noted.

## Report of the Registrar

G. Miehl reported in Goedde's absence. Registration for spring 2010 undergraduate and graduate students will begin on October 12th. Registration times for the MBA will be staggered by cumulative hours; other programs will be open registration for all.

## Report of the Graduate Student Representative

T. Dillon reported in Reid's absence.

Graduate student satisfaction survey was sent to students in preparation for the Board of Trustees meetings held on October 1-2nd. There were 75 student responses to the survey and the comments were generally positive. Specific comments were separated by college and emailed to the respective dean. Another survey will be sent out in February.

## Report of the Library Director

B. Schirmer reported that he is reviewing orders from various departments for this year. Programs will need to review to see if orders still need to be placed.

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

S. Hingson reported that the first catalog copy revisions were due October 5th. Graduate catalog updates are due by February 2010. Fleming Walsh asked if other departments should also be reviewing other sections of the Graduate catalog that may not pertain specifically to their college. Hingson clarified that any section in the front of the catalog that needs changed should be brought to the appropriate graduate council committee's attention for review.

The next request being brought to HLC is a blanket approval for online programs. A survey will be sent out on the services offered to online students and strongly encouraged everyone to respond in a timely manner.

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

J. Gear reported that several proposals are in process.

A grant proposal with Murphy will be re-submitted in January.

Met with Hardin County Educational Service Center regarding a grant to the Ohio Department of Labor in which The University of Findlay was written into the proposal. The grant is to help people get skills necessary in emerging industries.

Letter of intent was sent to the Natural Science Foundation for a grant for Professional Science Masters.

Kershaw submitted a grant proposal for a Health Care Management simulator for the MBA program and was approved. Pharmacy program is working on a proposal to submit to Cardinal Health.

Graduate assistant is working to create a database of what is being funded at various other colleges.

## **Report on the Institutional Review Board**

T. Dillon stated that although the Institutional Review Board (IRB) is a standing committee of the Faculty Senate; felt it was appropriate to have the chair of the IRB come to Graduate Council to keep them informed. The IRB does deal with graduate student proposals and invited the chair, J. Wahrman to update Graduate Council on as needed basis.

J. Wahrman reported that the IRB committee is currently refining the current guidelines to make them consistent and easier to read. The committee is also reviewing the current forms and updating as needed. The committee has found that the term case study has many definitions on campus and is working to clarify this.

The committee is looking at the use of several federal departments for IRB training. This would be required of the committee members and looking to see if individuals should have training before submission of a proposal to the IRB.

The committee structure is also in review and the need for outside UF community members to serve on the IRB. This becomes important as the proposals are more technical and possible use of animal subjects. A separate standing subcommittee to review animal subjects is being considered.

J. Wahrman handed out a report of the committee work from 2000 – September 2009 and how the number of proposals has increased. The committee is now reviewing back three years of proposals to see if those approved have gone through the steps to officially close/complete their studies. An email will be going out to those that still have yet to turn in the official paperwork.

Gear noted the importance of an IRB committee on campus because grants that are federally funded need to show proof of an active IRB committee.

Carter asked the committee to be aware of the use of the maximum federal guidelines especially in certain circumstances that may deal with international issues.

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

T. Dillon reported that all the standing committees of the Graduate Council have begun work for the year. Copies of the updated tasks for 2009-10 were handed out to the committee. T. Dillon noted that these tasks are just a starting point and can be added to or changed at any time necessary.

The surveys created by Eduventures were closed October 5th. There were 324 responses from the various seven categories of students. Eduventures will now move forward with the results and begin the analysis.

A replacement for the open position of Admissions and Recruitment Coordinator in the Graduate and Professional Studies office has been filled. Emily Ickes will be joining the office and she comes from Undergraduate Admissions.

The Graduate and Professional Studies office held its 2nd Graduate School Fair on September 29th. There were 30 representatives on campus from various other colleges. Approximately 100 UF students attended the event.

### **Committee Reports**

#### **Curriculum:**

B. Carter reported that the committee has met to review several proposals to recommend under new business.

#### **Faculty Standards:**

M. Cameron reported the committee has met and reviewed 16 applications. The committee granted full status to four and provisional to ten. Others were returned for more information before re-submitting.

Discussion is on going on how to review part time faculty for graduate faculty status.

### **Student Standards:**

C. Tulley reported that the committee has met and reviewed several appeals.

### **Admissions and Recruitment:**

M. Stolick reported that he has been elected chair of the committee. The committee has met and has proposals to bring up under new business.

### **Research and Scholarship:**

G. Rife reported that the committee has met and reviewed accomplishments from last year and looking forward to the tasks for this year. One of the specific tasks for this year is to define guidelines for appropriate scholarly activities for graduate faculty and to develop recommendations that define scholarly “productivity”.

### **OLD BUSINESS**

No Report

### **NEW BUSINESS**

Carter made a motion, seconded by Rife to approve the proposal to delete five PHTH course from the next graduate catalog. The request is to delete PHTH 515 Clinical Education II, PHTH 525 Clinical Education III, PHTH 550 Physical Therapy Examination and Evaluation I, PHTH 615 Clinical Education IV, and PHTH 625 Clinical Education V. The rationale is to remove these courses that were part of the Master of Physical Therapy program. Now that the Physical Therapy program has moved to a Doctor of Physical Therapy, these courses will no longer be offered.

Fleming Walsh called for a vote. MOTION passes.

Carter made a motion, seconded by Fennema-Bloom to approve the proposed changes to the Graduate Curriculum Committee (GCC) proposal form to be consistent with the proposal form that is used by the Faculty Senate Curriculum Committee (FSCC).

### **DISCUSSION**

Carter noted that much of what is on the form for FSCC is not relevant to the GCC, thus changes are being proposed to the Graduate Council before the form is voted on and approved. The first change is that all material associated with the “Co-Sponsor” of a college has been removed as it is not relevant since graduate programs stand alone in their college. The second change is under the Course Update section. The Change of Grade Type was added to clarify information about grade type formats. Third change was the addition of checkboxes in the Implementation Timeline and Impact Analysis. In the Submission Checklist, the checkboxes for Market Analysis was retained and the Statement from Assessment Committee for New programs was added.

Rife asked if the committee felt that the addition of the statement from the Assessment Committee was going to be an additional burden on that committee for something that may be premature. The concern is if the proposal is denied, now the assessment committee has done all this work for a program that is not approved. Moser explained that the curriculum committee is going to ask if assessment plans are in place for a new program proposal, this clarifies that the information should already be included in the proposal.

Koepke asked for clarification on how in-depth the market analysis needs to be at the point of proposal for a new program. Carter stated that should include information about the target market, competition, and long-term plan for marketing.

Hingson further clarified that the Faculty Manual outlines the full procedure on how to develop new programs.

Fleming Walsh called for a vote. MOTION passes.

Stolick made a motion, seconded by Perry to add the wording “or first-professional” to the Initial Admission Requirements section of the Graduate Catalog. The rationale is that students earning a doctor of pharmacy, for example, from a 0-6 program that does not stop to earn a Bachelor’s degree is not able to apply to a graduate program under the current wording.

## DISCUSSION

Carter asked for clarification on if HLC will require the applicants to have an earned baccalaureate degree. Hingson stated that if the applicant meets the initial admission requirements they can go on to gain acceptance to the specific program. To her knowledge this is not out of compliance with HLC or OBR.

Moser noted that first-professional degree should be further defined. Hingson clarified that first-professional degree is already defined by the HLC.

Moser made a friendly amendment to the wording to add the reference “as defined by a regionally-accredited body recognized by the United States Department of Education”. Stolick accepted the amendment.

The additional wording to the Initial Admission Requirements should read:

“1. To show evidence of the ability to function successfully in a graduate program of academic study, the student must provide an official transcript indicating that the student has completed a baccalaureate degree from an accredited institution or a first-professional degree as defined by a regionally-accredited body recognized by the United States Department of Education, **prior to beginning course work;**”

Fleming Walsh called for a vote. MOTION passes.

Stolick made a motion, seconded by Moser, to approve the additional wording to the Registration Policy section of the Graduate Catalog.

The addition of the following:

“he/she must have met all initial admission requirements and” his/her financial obligation to the University must be current.

“Students who have met the initial admission requirements are eligible to register for up to nine hours of graduate-level work. Registration will only be permitted if the student has met all program specific pre-requisites and/or competencies.”

“Students enrolled in one of The University of Findlay’s graduate-level programs will be eligible to register for up to nine semester hours of credit within another of The University of Findlay’s graduate-level programs under the following conditions:

- Student is currently in good standing within his/her academic program.
- Student has met all program specific prerequisite and/or competency requirements for the course work in which he/she wishes to enroll.
- Student agrees to pay the tuition rate for his/her graduate-level program even if the tuition rate is higher than the course work he/she is registered for (i.e., Doctor of Pharmacy student taking MBA courses will be billed at the Doctor of Pharmacy tuition rate). “

## DISCUSSION

T. Dillon noted that the Pharmacy reference as an example in the statement is because of the request of Pharmacy students wishing to take MBA courses as electives in their program, thus leading to the creation of this proposal to meet those needs. This is not meant to restrict this policy to only Pharmacy and MBA students.

Fleming Walsh called for a vote. MOTION passes.

Fleming Walsh noted that Edelbrock will not be speaking on Assessment due to his absence.

Fleming Walsh asked the council for a consensus on what should the procedure be if the Graduate Council Chair needs to be absent. Cameron gave the option of electing a Vice Chair. Schmelzer suggested the previous chair should sit in for the meeting. Dillon suggested that one of the standing committee chairs sit in or the option of the Graduate Dean stepping in.

Schmelzer made a motion, seconded by Cameron that Rife would be the Interim Chair in the event that the current Graduate Council Chair needs to be absent.

Fleming Walsh called for a vote. MOTION passes.

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

A handwritten signature in cursive script that reads "Sharon Fleming Walsh".

Dr. Sharon Fleming Walsh, Chair

October 9, 2009

Date