

# GRADUATE COUNCIL MINUTES

Monday February 15, 2010

3:30 pm

## Council Members:

### COB

Nabarun Ghose (A)  
Louann Cummings  
Joon-Young Song

### COE

Mary Cameron  
Gwynne Rife  
Chris Moser

### COHP

Laura Schmelzer  
James Yaggie  
Sharon Fleming Walsh (A)

### COLA

Christine Tulley (A)  
Jennifer Fennema-Bloom  
Matthew Stolick

### COS

Bill Carter  
Pam Warton (A)  
Mike Edelbrock

### COP

Lori Ernsthause (A)  
Laura Perry  
Alex Vaglenov

**Chair:** Sharon Fleming Walsh

### Ex-Officio:

Tony Goedde, Registrar  
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)

G. Rife was acting chair for this meeting in S. Fleming Walsh's absence.

G. Rife called the meeting to order.

G. Rife asked for a motion to approve the minutes of the January 19th meeting. Edelbrock made a motion to accept the minutes, seconded by Carter. MOTION passed as noted.

## Report of the Registrar

T. Goedde reported that registration for the summer will begin on March 1st and registration for the fall will then begin on March 8th. Emails will go out from the Registrar notifying students.

## Report of the Graduate Student Representative

B. Reid reported that Graduate Student Satisfaction Survey results were shared at the February trustees meeting. The survey results were positive with comments that programs were meeting student expectations. Specific comments will be sent on to the college deans.

T. Dillon added that the comments appear to be less negative than in the past. Dillon also noted that Graduate and Professional Studies, Undergraduate Admissions, and International Admissions have been meeting frequently to resolve student issues and looking at a system of accountability for faculty and staff.

## Report of the Library Director

Schirmer reported that he will be attending a meeting in Columbus in a few weeks. Schirmer also noted that the Graduate Assistant in the Archives has begun work for this semester.

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

Hingson reminded the council that a final proof of the Graduate Catalog will be going out after the Faculty Senate meeting on Monday February 22nd.

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

J. Gear reported that there are two NSF grants currently in process and working on other general faculty requests. J. Gear also noted she has been working on a grant submission with M. Louden-Hanes to the Council of Independent Colleges.

## **Report of the Graduate Dean**

T. Dillon reminded the council that all Graduate Assistantship position requests are due by February 19th. There has been no indication on budget decreases at this time.

T. Dillon reported that the results on the survey from Eduventures were received. The focus was mostly on MBA and Degree Completion at this time. There were recommendations on looking at ideas for program expansion and student responses were positive on the program and reputation. Results will be sent out the specific programs for review.

## **Committee Reports**

### **Curriculum:**

B. Carter reported that the committee has met to review several proposals to recommend under Information only.

### **Faculty Standards:**

M. Cameron reported that the committee had met on January 20th to discuss the revision of the rubric and the application for Graduate Faculty Status. The application now has a detailed description of the scholarly plan by requesting specific goals. The committee approved three applications for Graduate Status; two were granted initial status and one provisional status.

### **Student Standards:**

L. Schmelzer reported that the committee has been meeting regularly to review student appeals. The committee also will present proposals for approval under New Business.

### **Admissions and Recruitment:**

M. Stolick reported the committee has met and will bring proposals forward in New Business. The committee also approved a proposal submission form to be used. It is now posted on the website.

## **Research and Scholarship:**

G. Rife reported that the brochure describing the endowed funds is still in progress. The committee will also be working on a report of research completed within the last 18 months by graduate faculty. The plan is to continue this report for the end of each year as an update of the types of research the faculty on campus is active in.

## **OLD BUSINESS**

None

## **NEW BUSINESS**

Stolick made a motion, seconded by Schmelzer to approve the IELP proposal to change the language in the graduate catalog to state all graduate students to complete Level V with grades of B- or better in all the core courses. This is to raise IELP's standards so the department can ensure its students are thoroughly prepared for graduate-level work at The University of Findlay.

Carter asked how this criteria compares with the TOEFL scores. Laverick clarified that students are placed into IELP if their TOEFL score is low. Level V is more comprehensive than the TOEFL standardized test. Students also need to pass the TOEFL before permitted to pass Level V. There currently is no basis for correlation on TOEFL versus Level V IELP.

Stolick made a friendly amendment to the statement "Students who fail such courses will have to retake the courses" to read "Students who fail to meet the grade of "B-"" in such courses will have to retake the courses". Laverick accepted the amendment.

Rife called for a vote. MOTION passes.

Stolick made a motion, seconded by Laverick to modify/add two items to the Procedures for Application to Graduate Programs on page 17 of the current graduate catalog.

The first item is to modify procedure #1 to state "Possess a bachelor's degree from an accredited institution or meet specific graduate program admission requirements". The rationale is that students in a PharmD or DPT program do not earn a bachelor's degree and this will accommodate those applicants or any other similar programs developed in the future.

The second item is to add procedure #11 (currently 1-10) to read "A student applying for transfer admission to The University of Findlay must be in good academic standing as a graduate student at the accredited post-secondary institution which he/she attended prior to application. A student under academic suspension or dismissed from another institution will not be admitted to Findlay until eligible to return to the former institution. A student may challenge his/her admission status by appealing to the Graduate Student Standards Committee."

This policy will be consistent with the current undergraduate transfer policy. T. Dillon also noted that a student's standing may also affect grants and financial aid. Carter asked for clarification on what good standing means, and if it is just looking at GPA. T. Dillon stated that it is specifically if the student's current standing is suspension or dismissal, this is also based off

of GPA at that institution that puts them at those statuses. T. Goedde asked if students on probation would be affected. T. Dillon clarified that they would not.

G. Rife called for a vote. **MOTION passes.**

L. Schmelzer made a motion, seconded by Stolick to modify the Graduate Minimum Progress standards section of the Graduate Catalog. She asked for recommendations of any friendly amendments that may need to be made. The proposal is to modify the minimum progress standards to reflect the following changes: Student's minimum progress will also be tracked by cumulative grade point average, clarification made that a student's failure to meet minimum progress standards within a program does not necessarily mean he/she is not eligible to enroll in another graduate program at UF, removed "degree-seeking" so that all graduate students will be held to the same standard of progress, and suspension changed from one year to one semester. This policy if approved will be implemented in the fall 2010 and only students registered in the fall 2010 forward will be subject to the new policy. Therefore, past progress would not be reevaluated based on the new policy.

T. Goedde noted that the Probation statement as written sounds difficult for a student to get off of probation and this may affect athletic eligibility.

Fennema-Bloom makes a friendly amendment to add a line to the Probation section to read "A student may be removed from probation after he/she has successfully completed two semesters of courses for a minimum of 18 credit hours." This statement will be consistent with the undergraduate policy. Schmelzer accepts the friendly amendment.

G. Rife called for a vote. **MOTION passes.**

Schmelzer makes a friendly amendment recommended by the College of Health Professions to add the wording in the 3rd paragraph of the Suspension section to read "Suspension from the University.... Readmission after the first University suspension is handled through the Office of Graduate and Professional Studies and the student's specific graduate program."

Carter asked for clarification on when a student returns and can earn no less than a "B" in any course or just the one repeated. T. Goedde clarified that it is any course.

The current Suspension Policy will now read:

**Suspension** If a degree-seeking student receives three grades of "C+" or below and/or unsatisfactory he/she will be suspended from the University.

If a student's cumulative grade point average falls below a 3.0 for a second time he/she will be placed on suspension.

Suspension from the University lasts for a period of one semester. Readmission after the first University suspension is handled through the Office of Graduate and Professional Studies and the student's specific graduate program. A student who is suspended more than once must appeal for readmission to the Graduate Student Academic Standards Committee and also his/her specific graduate program.

Students returning from suspension are automatically placed on probation. Students returning to the institution after suspension and receiving a grade less than “B” will automatically be suspended indefinitely from the institution.

G. Rife called for a vote. **MOTION passes.**

M. Edelbrock made a motion, seconded by Cameron to approve the modification to the Repeat Policy for Graduate Students. L. Schmelzer asked for any friendly amendments to this proposal. The proposal is to modify the repeat policy to include a limit on the amount of repeats for a specific course. Programs will still have the right to have a stricter policy than the one being proposed. This new policy if approved will be implemented in the fall 2010. Therefore, a student who took GRAD xxx in the spring 2010, summer 2010 and fall 2010 will still be eligible for aid in the fall 2010. However, a student taking GRAD xxx in the fall 2010, spring 2011 and summer 2011 will not be eligible for aid for the summer 2011 course.

Carter asked for clarification on the statement “Therefore, students withdrawing from a course after the first week of classes will be subject to the repeat policy.” L. Schmelzer noted that a student will need to appeal to the Graduate Student Academic Standards committee for approval of the withdrawal. "W" isn't removed from the permanent record. However, it can be noted after a student appeal that a "W" did occur due to a legitimate reason and the "W" should not count against a student for the repeat policy.

T. Goedde suggested that a statement be in place for those students that do take the course a third time. L. Schmelzer noted that if a student needs to take a course a third time, then that will be the only course the student is permitted to take that semester. P. Sears asked how this will affect international students as they need to be in a certain amount of semester hours to remain in status. T. Dillon clarified that the University needs to look at the Financial Aid issue as it relates to student loans and our graduation rates as an institution. T. Murphy suggested that at statement be added to include visa status. L. Schmelzer accepts the friendly amendment.

Carter asked that the vote be separated to first vote on the addition of the visa status statement and then a second to add the repeated course limitation statement.

G. Rife called for a vote to accept the policy to read “A student who elects to register for a course more than twice may see an impact on his/her eligibility for federal financial aid (i.e., loans/grants), tuition remission, **visa status** and/or athletics;” One opposed. **MOTION passes.**

G. Rife called for a vote to accept the policy to read “he/she is limited to register for only the repeated course.” One opposed. **MOTION passes.**

## **INFORMATION ONLY**

Stolick presented for information the Master of Occupational Therapy Professional Program admission criteria. The change will address the three different populations that apply to the program; traditional, weekend OTA, and weekend Non-OTA.

Stolick presented for information the Master of Business Administration proposal to accept the GRE score in addition to the GMAT test score for program admission. Hingson asked for clarification on the equivalent table for use to determine a minimum score on the GRE and how that is going to be used to be equivalent to the GMAT score of 475 or above. She further stated that according to the table a student must earn a minimum GRE quantitative score of 290 and a minimum GRE total of 1090 to equate to the GMAT score of 480. These minimums should be stated in the catalog. Sears accepted the friendly amendment.

The graduate catalog will now read as follows for the MBA GRE/GMAT comparison in their admission section:

“MBA students are required to have a minimum undergraduate GPA of 3.0 on a 4.0 scale or a GMAT score of 475 or higher. MBA students may use the GRE instead of the GMAT. The comparable GRE scores are as follows: minimum GRE verbal of 200 and minimum GRE total of 950; minimum GRE quantitative of 290 and minimum GRE total of 1090. Students performing above the minimum level for the quantitative and/or verbal components of the GRE examination will need to refer to the ETS GRE Comparison Table for Business Schools to see the comparable scores for the GMAT. This table can be found at [www.ets.org](http://www.ets.org) by searching on GRE/GMAT comparison.”

Hingson brought forward for information two proposals that will be going for vote at the next Faculty Senate meeting. The first proposal is regarding modification of the Grade Challenge information and the second is regarding modification of the Academic Dishonesty section of the Student Rights and Responsibility statement. These proposals also impact graduate programs and faculty will need to be aware of these proposed changes. G Rife noted that if there are any concerns regarding these proposals please contact your college’s faculty senate representative.

Carter brought for information two proposals regarding the TESOL program. The first is the deletion of BLMC 598 Culminating Course for Endorsement in Bilingual Education. The State of Ohio no longer validates endorsements in Bilingual Education. The second is to delete the text within the graduate catalog demarcating the requirements for Bilingual Education Endorsement.

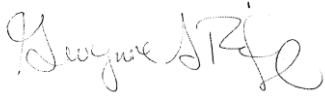
Carter brought for information changes to the Master of Business Administration program mission statement and program goals.

**Addendum:**

Carter brought for information only changes to the Master of Occupational Therapy program to delete OCH525 Readings in OT. The curriculum committee reviewed the proposals via email on March 5, 2010.

Carter brought for information only changes to catalog text to clarify Master of Occupational Therapy application materials to address students that already have bachelor’s degrees. The text will clarify that student’s interested in completing only the professional program and not a second bachelor’s degree must declare himself or herself as a non-degree seeking student at the time of application. The curriculum committee reviewed the proposal via email on March 5, 2010.

There was a motion to adjourn at 5:10 pm.

A handwritten signature in cursive script, appearing to read "Gwynne Rife".

Dr. Gwynne Rife, Acting Chair

February 22, 2010  
Date