

# GRADUATE COUNCIL MINUTES

Monday, September 8, 2008

3:30 pm

## Council Members:

### COB

Nabarun Ghose  
Louann Cummings  
John Wolper

### COE

Mary Cameron  
Gwynne Rife  
Chris Moser

### COHP

Laura Schmelzer  
Jean Weaver\*  
Sharon Walsh

### COLA

Christine Tulley  
John Leach  
Matthew Stolick

### COS

Bill Carter  
Bill Doyle  
Mike Edelbrock

**Chair:** Gwynne Rife

### Ex-Officio:

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

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

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

G. Rife asked for a motion to approve the minutes of the May 5th meeting. Wolper made a motion to accept the minutes, seconded by Moser. MOTION passed as noted.

## Report of the Registrar

T. Goedde announced the MBA and MSEH courses will begin this week. Enrollment reports were distributed by Dr. Freed via email.

## Report of the Graduate Student Representative

T. Dillon reported that Linda Oseil will be absent due to finishing up an internship through September. She plans to attend the next meeting.

## Report of the Library Director

B. Schirmer reported that the library is finalizing most of its summer projects. Two more group study rooms have been added and will go into use this week. More space was added to the archives area, as well. The library also began to discard old periodicals due to the implementation of the JSTOR system.

## Report of the Director of External Academic Affairs

S. Hingson reported that an OBR site visit is planned for September 22-24 for the Master of Physician Assistant program. Notification went out to those individuals that will be needed to attend. If the report is positive, it will go on to HLC with a possible visit in November.

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

J. Gear reported that she has been working on three goals since coming into the position. Plans are to create a solid infrastructure, transform attitudes, and collaborate with internal and external partners.

Regarding the infrastructure, time was spent looking at the existing grant program at UF and begin to put into place some changes. Updates to the website have been made to include flow-charts, how-to's to faculty for grant writing projects.

Ten presentations were held this summer for faculty to get information and more are scheduled for this fall. J. Gear will also be working with the Teaching Academy to have a program developed to get faculty ready to write a grant. This will help to transform attitudes on campus about writing a grant and becoming aware of where to go to for assistance.

This summer J. Gear met worked with B. Carter to create an external partners with Cuyahoga Community College and Rhoades State. The decision at this time to no pursue the partnership, however it is a good starting point for opening the communication. There is another partnership that is being researched with the COSMOS program with BGSU.

## **Report of the Graduate Dean**

T. Dillon welcomed everyone back for another year and thanked them for the hard work.

T. Dillon announced that on September 23rd the Graduate and Professional Studies office will be hosting its second Graduate Fair in the AMU from 11am-2pm. The fair held in February was a success and the attendees were pleased. Currently there are 27 representatives registered to attend.

September 16th, Eduventures will be on campus to discuss how to proceed with enhancing the Degree Completion and MBA online programs.

Dr. Koepke, Dean College of Health Professions will be leading the OBR visit on September 22 to view the Master of Physician Assistant program. If successful, then a request will be made to have the stipulations removed and a possible visit for November.

T. Dillon attended the Faculty Standards committee that met on September 5th. They will be bringing the initially approved Graduate Faculty Status forms for vote under new business.

T. Dillon reminded those on subcommittee to continue to extend the invitation to attend their meetings.

There were a few Graduate Assistant positions that were unsuccessfully filled. If there is a worthy project that needs funding, there may now be possible funds available.

J. Wolper asked for clarification on the current subcommittees. H. Riffle noted that Deans and areas have been notified if there are still positions that need filled.

C. Moser asked for clarification on how to handle changes to a University wide policy that is outside of a particular college. T. Dillon noted that any requests can be sent to the Graduate and Professional Studies office to get distributed to the appropriate committee.

## **Committee Reports**

### **Curriculum:**

B. Carter reported that the committee had met on August 28th and will recommend approval of the proposals under New Business.

The Committee also discussed suggested changes to the tasks from 07-08. They will continue to verify and ensure that the assessment process is in place. A goal is to develop a mechanism to review dual listed courses, such as those at the 400 and 500 levels. They also want to coordinate the proposal guidelines to match the process that is for Faculty Senate.

**Faculty Standards:** M. Cameron reported that the committee had met on September 5th. No chair was elected at this time due to not having a full committee present.

The committee had reviewed the faculty guidelines for graduate status. This proposal will be recommended for approval under New Business.

S. Walsh asked when the new promotion and tenure policies go into effect according to the new faculty manual it is not clear. S. Hingson clarified that the first page states when they go into effect.

**Student Standards:** N. Ghose was elected to chair the committee for this upcoming year.

N. Ghose reported that the committee had met on September 8th and reviewed several student appeals. Also the committee reviewed suggestions brought to them from the College of Education.

**Admissions and Recruitment:** J. Wolper noted that the committee had not met yet this semester.

J. Wolper had requested an update to the charges that the committees will have this upcoming year. T. Dillon noted that this will be updated and distributed to the committees.

J. Wolper also asked for clarification on the minimum that each committee should meet. T. Dillon stated that it would be helpful to meet at least once a month if needed.

**Research and Scholarship:** S. Walsh reported that the committee has not yet met this semester.

S. Walsh asked for clarification on the term of the subcommittee members. It states that the membership holds a one year appointment. Could committee members stay on for longer than one year if they choose to? N. Ghose pointed out that allowing members to continue to extend their membership will not give new faculty a chance to participate.

## **OLD BUSINESS**

No Report

## **NEW BUSINESS**

B. Carter made a motion, seconded by M. Stolick to approve the following courses, PHAR 5XX Advance Self-Care Pharmacy I and PHAR 5XX Advance Self-Care Pharmacy II as electives in the Pharmacy program.

S. Hingson suggested using roman numerals for the numbers 1 and 2 to be consistent in the catalog. M. Edelbrock noted a typo that will need to be corrected on the proposal for Self-Care Pharmacy II page two under the heading Update Information. The course name and credit hours is incorrectly noted as Advance Self-Care Pharmacy 1 and should be Advance Self-Care Pharmacy 2. B. Carter noted the changes.

G. Rife called for a vote. MOTION passed.

B. Carter made a motion, seconded by B. Doyle to approve the deletion of PHTH 502 Contemporary PT Practice and its content to be moved to PHTH 651 Elements of PT Practice II.

The course content is more appropriate for the second year of PT curriculum and the course material builds from previous course titled PHTH 551 Elements of PT Practice I.

G. Rife called for a vote. MOTION passed.

B. Carter made a motion, seconded by N. Ghose to approve the increase in credit hours for PHTH 661 Musculoskeletal Systems II to 7hrs.

This course had been modified to prepare students for their full-time orthopedic clinical affiliation which will include components of lower quarter and spinal assessment, treatment, and functional interventions. This course consists of seven semester hours five for lecture and two for laboratory activities. B. Frampton noted that this increase does not change the overall credit hours of the program per prior proposal approval.

G. Rife called or a vote. MOTION passed.

B. Carter made a motion, seconded by J. Wolper to change the course name of PHTH 550 PT Examination and Evaluation I to PHTH 551 Elements of PT Practice I and to change the course name of PHTH 650 Examination and Evaluation II to PHTH 651 Elements of PT Practice II and increase the credit hours to three.

The increase in credit hours for PHTH 651 is to reflect the additional material from the deletion of PHTH 502.

S. Hingson noted to again change the numbers 1 and 2 to roman numerals to be consistent.  
B. Carter noted the changes.

G. Rife called for a vote. MOTION passed.

M. Cameron brought for review of the Graduate Council the application form for graduate faculty status as approved by the Faculty Standards committee.

J. Wolper suggested that with some changes to various colleges and their structure the addition on the signature line to read "Program Director/Chair"

D. Stansloski asked how School of Pharmacy should proceed with filling out the form. J. Weaver noted that there is an additional comments box on the back of the form to add any additional information for the committee to review.

S. Walsh inquired as to if the entire faculty has reviewed this form with current changes. T. Dillon noted that the statements in italic were new changes approved to the procedures last spring.

J. Leach asked for clarification on the deadline to request for graduate faculty status. T. Dillon stated that the applications will be reviewed in November and will take effect for the Spring 2009. The faculty standards will be looking at setting a deadline date at the next meeting.

L. Schmelzer wanted to know what would happen to a faculty member under provisional appointment after the three years of service. They are asked to re-apply each year until they have completed three years of service. Provisional faculty who do not teach any graduate courses for three successful years will lose provisional status, and must re-apply. Should the procedure read to just have them apply each year?

B. Carter asked for clarification on the application. If there are the signatures from the area program director and the college Dean, would there still be a need for the letters or recommendation? M. Cameron thought the intent was to have both the letters and the signatures. S. Hingson suggested the letters or recommendation be added to the instructions on the application.

A Koepke questioned the provisional appointment. How should a dean handle a situation that may arise when a faculty member needs to be staffed in graduate class on short notice?

S. Walsh made a motion, seconded by B. Doyle to make the following friendly amendments to the Application for Graduate Status. Add the wording "Area Program Director/Chair" to all instances of Area Program Director on the application. Add the wording to the instructions "and two letters of recommendation" also on the application. On the procedures document change the last few sentences of the paragraph for Provisional Appointment to read "... Unlike those applying for permanent Graduate Faculty status, they must apply for re-appointment each year. Deans have the authority to grant interim provisional status pending approval by graduate council."

G. Rife called for a vote. MOTION passed

The forms for requesting graduate faculty status will be posted on the Graduate and Professional Studies homepage under the Graduate Council link. The forms will be collected also by Graduate and Professional Studies office.

### **INFORMATION ONLY**

No Information

There was a motion to adjourn at 5:20 pm.



Dr. Gwynne Rife, Chair

September 10, 2008

Date