

GRADUATE COUNCIL MINUTES

Monday, October 6, 2008

3:30 pm

Council Members:

COB

Nabarun Ghose
Louann Cummings
John Wolper (A)

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 (A)
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 Osei, Graduate Student Representative

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

G. Rife asked for a motion to approve the minutes of the September 8th meeting. A suggestion to add clarification of discussion to the minutes was made by Edelbrock. Ghose made a motion to accept the minutes, seconded by Cameron. MOTION passed as noted.

Report of the Registrar

T. Goedde announced registration for the spring 2009 semester will be starting October 13. An email was sent to all current graduate students as well as those whom have taken courses in the last two years. Excluded were those students who have graduated and that are currently on suspension. The anticipation is that more students will come back after sitting out to resume classes. The numbers of emails increased from 1550 to 5610 and were sent to the student's UF email account. Carter noted that this may be a reason to bring up to ITS about allowing students to keep their UF accounts active for more than one year. Cameron asked for clarification that student's registration times are now staggered for graduate students. Goedde stated that the times are staggered based off a student's total number of hours earned. This is not true for Education, Master of Occupational Therapy, or Pharmacy students.

Report of the Graduate Student Representative

L. Osei thanked the Council for their understanding of her absence last month due to finishing up an internship.

Osei reported that she had attended the Board meetings that were held on Friday, October 3rd. She presented the Board with the results of an informal student satisfaction survey that was conducted in October, and feedback well received.

There were 430 respondents, 102 were graduate students. The main focus of the survey was to find out what students' liked most and least about The University of Findlay.

Each program director was interviewed for 5-10 minutes regarding student comments that were made in the survey based on students' perception about the University. Some of the follow up responses were that students are encouraged to attend the graduate writing center which has opened this fall 2008, and other teaching resource and training centers on campus to enhance their academic and career paths. Students are also encouraged to volunteer and attend conferences related to their respective programs. Other opportunities or issues are communicated to students through email by their program director or advisor. For example the College of Business now has an MBA advising newsletter that this year they will be forming a Directors Advising Group that will be made up of both domestic and international students. The idea of the group is to welcome students' suggestions on how best to manage and lead the MBA program.

L. Osei also noted that six graduate students from the Occupational Therapy program will be presenting and upcoming state conference in October to be held in Pittsburg.

Report of the Library Director

B. Schirmer reported that the library is working on finalizing updates to the webpages. This summer, a UF proxy was created to allow users to authenticate using their UFnet account information. By using this more familiar method to authenticate, off-campus users will be able to access library resources more simply. Now, when you click on the title of a database, a UF Remote Access page displays whereby you type in your UFnet account information to authenticate. Previously, off-campus users have had to use their library barcode number to authenticate in order to access the databases. However, for those times the UF proxy is not working, off-campus users can still authenticate through OPAL or OhioLINK using their library barcode.

The new group study rooms are in use and there is discussion about possibly looking into additional space.

Report of the Director of External Academic Affairs

S. Hingson reported that OBR was on campus for a site visit September 22-24 for the Master of Physician Assistant program. They left with 9 recommendations to address before the proposal is moved on. The plan is to have those recommendations addressed by October 10th.

Report of the Director of Grants and Contracts Administration

J. Gear reported that she has been working on 6-7 proposals that are currently underway. Such projects are a state teaching grant in education, and interdisciplinary grant with COLA that could tie in with teaching, research projects in the environmental area, and a small grant in collaboration with Bowling Green State University to fund a conference.

Gear has been having the graduate assistant to put together a strategic plan for the grants office.

Additional Fundamentals of Grant Writing sessions are set to begin and the schedule of those sessions appear on the ATS/ITS workshop schedules that are emailed out by the TLTC.

J. Gear concluded by requesting that if any additional questions or ideas need to be addressed, to let her know.

Report of the Graduate Dean

T. Dillon announced that per the 40 day enrollment report, head count for graduate students is at 35% of the student population; two years ago it was at 27%.

The graduate school fair held on September 23rd was well attended. There were 216 student attendees this year up from the 97 that attended in the spring. The schools that attended were also pleased, most leaving with having talked to 35-40 students making this a worthwhile event for them. Next year there is discussion about having our fair in collaboration with other schools in the area like Tiffin University and Bluffton. This would make the travel for the schools more effective.

The Graduate Student Writing center is now available for use. T. Dillon asked to begin to refer students there for assistance.

Faculty has been getting approval for some additional graduate assistantship positions that were able to be funded. Carter asked if there are still funds available. T. Dillon responded that yes there is still a little. Carter also requested for a provision that could be made for graduate assistantship to be awarded per semester rather than for a full year. T. Dillon recommended that the Student Standards Committee look at the request for this year.

T. Dillon noted that Andrea Koepke, Dean, College of Health Professions is working to put together the responses to the OBR nine recommendations for the Physician Assistant proposal. The proposal for the change in stipulations request is also in process.

Eduventures visited campus on September 16th to learn about UF and to take away information to help them conduct a study for the online degree completion and MBA programs. There are about six studies on various topics they can complete for UF. The next step is to now look at the information to see what studies we want for them to conduct for us.

T. Dillon announced per D. May a potential partnership with Babbage Simmel in Columbus. P. Sears, T. Dillon, and S. Freehafer attended a meeting held at the company to look at the prospect of partnering with them to offer college credit for some of their continuing education students. This option to receive credit was being offered through Ashland, but due to restructuring of their college, has decided to not pursue the venture any longer as of December 31. Babbage Simmel has approached P. Sears to discuss the option of UF now taking on this task. The initial meeting was great and thought this would be a great project. Currently there are about 700 students that take part in continuing education classes at the facility in Columbus. Babbage Simmel has been asked to submit a proposal with a possible UF campus visit in the next few weeks. Should there be interest, there will need to be quick action on getting courses approved.

Committee Reports

Curriculum:

B. Carter reported that the committee had not met and there were no proposal brought forward in time for this October meeting.

Faculty Standards: M. Cameron reported that the committee had met and still working on electing a chair.

A meeting is planned to work on the pilot for reviewing the applications for Graduate Faculty Status. An assessment tool for reviewing the applications has been developed and will be tested on a few applications to see if additional changes need to be made before using it to review all submitted applications.

T. Dillon noted that the Graduate and Professional Studies office has currently collected about 30 applications to date.

G. Rife asked for clarification of a due date for the application to be submitted. Currently the 17th of October is the deadline.

Carter asked what the criteria and weight of evidence is for initial versus provisional status. M. Cameron clarified that it will be the decision by the consensus of the committee and if there was not substantial evidence the faculty may be given initial status and then look at the application again for next year to see if anything has improved. Also, there will be no direct link on the Graduate Faculty Status and the tenure and promotion process.

Student Standards: N. Ghose reported that the committee had met and reviewed four student appeals.

The committee will be looking at the graduate catalog and the issues of how it does not state addressing students on probation and how to handle re-entry students that return after a period more than 7 years.

Admissions and Recruitment: J. Wolper was excused. G. Rife, per Wolper, noted the committee had no report.

Research and Scholarship: S. Walsh reported that the committee had met on the 19th of September.

The committee began to look at tasks on their agenda for this year. The committee found there was no action on a motion passed in May that indicated help for statistical information on research projects.

T. Dillon noted that it was found that there were some misunderstandings on the request, thus was denied and no further action was taken.

S. Walsh discussed that as there is more out-put on grants, projects, and manuscripts the request for a 3rd party to evaluate the statistical data has become more predominant. To get research published there needs to be a higher level of evidence on the statistical analysis.

Currently the committee is gathering examples on projects that have gotten this type of feedback for the request of a 3rd party evaluator. S. Walsh made the request to the committee if they know of any project examples to also forward them to her. The examples will be collected to begin a pilot project.

Edelbrock also added that the committee is looking at the list of last year's gathered capstone projects and reviewing the similarities and differences to demonstrate that to the HLC.

The next research and scholarship meeting is scheduled for October 17, 2008.

OLD BUSINESS

G. Rife called for nominations for committees on campus that are still in need of Graduate Council representation.

J. Weaver noted that she already in on the Campus Compact Committee and will serve to represent Graduate Council, as well.

N. Ghose showed interest in sitting on the International Education Council. The Graduate Council was in favor.

NEW BUSINESS

M. Cameron made a motion, seconded by Carter to change the procedures for application to graduate programs for the Master of Arts in Education to read: "The Master of Arts in Education program requires a minimum 2.75 on a 4.0 scale OR a GPA of 3.0 in the last 64 semester hours of undergraduate work."

Discussion

C. Moser pointed out that this change was voted on and approved in the fall 2007 and was not reflected in the 2008 catalog.

G. Rife called for a vote. MOTION passed.

INFORMATION ONLY

H. Kawamura submitted for information only to the Graduate Council a course title change for BLMC 591. The title will be changed from "The Lau Conference" to "Ohio TESOL Conference". Rationale is that the Ohio TESOL Conference used to be hosted and organized by Lau Resource Center of Ohio Department of Education. The conference structure has changed, and the Lau Resource Center no longer hosts the conference.

Carter made a point of clarification that should such a request first be brought to the curriculum committee for review. S. Hingson stated that requests for title change typically did not need to be voted on. G. Rife suggested that this procedure be discussed at the next Curriculum Committee meeting.

C. Tulley announced that there is a final tenure and promotion dossier preparation work session "Writing Reflective Statements" on October 14th at 3:30pm. Faculty is welcome to bring dossiers in progress for feedback.

There was a motion to adjourn at 5:00 pm.



Dr. Gwynne Rife, Chair

October 14, 2008

Date