

# GRADUATE COUNCIL MINUTES

Monday, May 9, 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 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

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 April 18, 2011 meeting. T. Murphy made a motion to accept the minutes with amendments as noted, seconded by G. Arburn. MOTION passes.

## Report of the Registrar

T. Goedde reported that the Registrar's office is processing final grades and diplomas.

T. Goedde asked for clarification on how the minimum contact hours are going to be handled and if there is currently a plan in place to prepare for the fall. Faculty has already begun to ask as Fall schedules are being set a year in advance. S. Fleming Walsh noted that individual colleges have been asked to look at the issue. T. Dillon added the college is going to need to decide if graduate contact hours should be looked at differently from undergraduate contact hours. Currently the undergraduate formula for contact hours could be used for graduate but it cannot be different by program. There has to be a consensus and has to fit for all graduate programs. S. Hingson further clarified that the Higher Education Act states that you need to be in compliance by July 1 and should find that baseline by the Fall 2011. S. Hingson also noted that programs can look at outside coursework as part of the contact hours, not just the face-to-face time. T. Goedde asked if there should be a committee formed that would help the colleges formulate the contact hours. L. Schmelzer thought S. Hingson and T. Dillon should solidify the actual formula that will be used for graduate contact hours before any outside committees are formed. T. Dillon noted that he will be looking at how other schools are planning to handle the change as well. S. Fleming Walsh added that she will send an email out to the college Deans to make them aware of the upcoming policy and the Council will begin to look at it in more detail in the Fall.

### **Report of the Graduate Student Representative**

M. Vatan thanked the Council for the opportunity to serve this academic year.

### **Report of the Library Director**

R. Shirmer reported the library will be reviewing its current operational hours to see if they need changed for the next year. The library has been awarded a Graduate Assistant to help in the Archives for the next academic year.

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

S. Hingson reported updates on the State Authorization that The University of Findlay needs to put a good faith effort by July 2011. Total compliance is needed by July 2014. With the HLC visit in 2013 UF will also need to show a good faith effort.

S. Hingson reported that the responses have been sent to the Ohio Board of Regents regarding their recommendations to the Master in Health Informatics. A few of the recommendations were regarding the budget and the response rate on the needs assessment survey. S. Hingson stressed that when planning to add new programs, colleges need to be prepared to show evidence of a need for the program to outside groups.

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

J. Gear reported that she is planning a workshop this summer for any faculty that wants to have their Graduate Assistants attend. This will give them information on assisting the faculty on getting grants for their areas.

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

T. Dillon asked the Council to keep thinking of how graduate programs will have an impact on UF's identity. The updates on the Strategic Plan came out from Dr. Fell and graduate programs should continue to think about how we see ourselves and who we want to be.

T. Dillon also thanked S. Fleming Walsh for her leadership as Chair this academic year.

### **Report of the Graduate Council Chair**

S. Fleming Walsh thanked the Standing Committee Chairs for all the work this academic year. A lot has been accomplished especially with the updates to the Faculty Manual and the addition of directions and rubrics to some of the processes. These changes will help to continue to identify and add consistency to the work that is done.

S. Fleming Walsh noted some plans that should be in place for the fall. One would be to have the colleges look to faculty with adequate degrees to teach certain courses and if there is a consensus to encourage faculty to cross over in colleges. We should use the expertise that we currently have on this campus. The other would be to look at the rigor of teaching in graduate coursework. There have been multiple issues of this that may need to have further discussion.

S. Fleming Walsh asked for any nominations for Graduate Council Chair for the 2011-12 academic year. J. Fennema-Bloom nominates C. Tulley for Chair. Having no further nominations, T. Murphy made a motion, seconded by M. Cameron to elect C. Tulley as Graduate Council Chair for the 2011-12 academic year. C. Tulley accepts the nomination. S. Fleming Walsh called for a vote. MOTION passes.

S. Fleming Walsh reminded the Standing Committees that membership is now on a 2 year term, except for Councilors. The terms will be staggered by college as follows: 1 year for this 2011-12 year will be the College of Business, College of Pharmacy, and the College of Liberal Arts; 2 year terms starting in the 2011-12 academic year will be College of Health Professions, College of Education, and College of Science.

S. Fleming Walsh also asked Council if anyone would like to change standing committee membership to notify her by the end of May.

### **Committee Reports**

#### **Curriculum:**

J. Fennema-Bloom noted that the new Curriculum Committee proposal forms will be finalized and ready to use by the end of May. The committee has not yet been asked to assist in the revision of the faculty manual.

L. Cummings added that the committee will also continue to discuss working closer with the assessment committee on curriculum proposal and to standardize a rubric.

#### **Faculty Standards:**

T. Murphy presented for approval version 2a of the Graduate Faculty Standard Bylaw changes. The committee has worked hard to develop the appointment and reappointment process of Graduate Faculty Status and making sure those approvals are in place before classes begin. This has been updated and is noted in duties #1-3 to reflect the work.

T. Murphy made a motion, seconded by M. Stolick to approve version 2a of the Graduate Faculty Standards Bylaw changes. S. Fleming Walsh called for a vote. MOTION passes.

T. Murphy clarified that those approvals for graduate faculty status that are ending 2011-12 will need to get re-approval for 2012-13. An email will be sent to clarify this and the committee will begin to approve applications this summer. The plan is to get everyone on the academic calendar. S Fleming Walsh asked for clarification regarding when the applications for re-approval were due. Again, T. Murphy stated he would send out email to faculty to clarify but stated it would be no sooner than late Fall 2011. S Fleming Walsh also asked for clarification if a terminal degree was mandated to get re-approval for graduate faculty status. T. Murphy & M. Cameron both commented that it was not mandatory to have a terminal degree. They further stated that the current rubric relies heavily on graduate teaching experience and scholarly productivity.

T. Dillon noted that he has begun to notice on other school websites for faculty profiles it will mention if they are “graduate faculty”. The committee may want to think about doing this as it may be a good marketing tool. S. Hingson asked how the updates would be changed to the web and who was going to make sure those corrections are added. It was noted that only the graduate faculty could be listed in the back of the graduate catalog. C. Tulley also noted that it may be appealing to faculty to make others aware of the status and it could link to their dossier.

Rife made a motion, seconded by T. Murphy to add Graduate Faculty Status to the credential section of the faculty profile on the website. S. Fleming Walsh called for a vote. MOTION passes.

S. Fleming Walsh asked for further discussion in the fall regarding listing only those faculty with graduate status in the graduate catalog.

### **Student Standards:**

L. Schmelzer brought for discussion the potential addition of a new standing committee for Graduate Student Services. The committee felt the students would be better served if the Student Standards committee acted like the current Undergraduate appeal committee. Most of the meeting time is currently spent reviewing appeals and not much time is left to assess other duties. Consideration is also being made to move the graduate assistantship responsibilities to this new proposed committee as well.

S. Fleming Walsh clarified that the Council should begin with the current five standing committees in the fall and address the possible addition of a new committee once the final make up of the duties in the bylaws have been decided on.

L. Schmelzer asked for the council to review the proposed addition of the new standing committee and provide any feedback to her to address in the fall.

### **Admissions and Recruitment:**

M. Stolick made a motion, seconded by T. Murphy to approve the revisions to the Admissions and Recruitment Committee functions in the bylaws.

L. Schmelzer asked for clarification on where noted regarding policies, procedures, and standards, who writes and approves those and is there a process. S. Hingson clarified that there is a recommended minimum standard in the graduate catalog. Those policies are brought to graduate council for approval and the vote is with graduate council.

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

### **Research and Scholarship:**

G. Rife made a motion, seconded by J. Fennema-Bloom to approve the revisions of the Research and Scholarship committee functions in the bylaws as presented. G. Rife noted that the committee decided not to take on the additional tasks as noted in the April meeting.

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

G. Rife brought forward for discussion the definition of a Master's degree as listed from the Major and Minors committee. This is meant to be a general statement and is not for a vote from Council. T. Dillon noted that the statement should add "a student to have either a bachelor's degree or equivalent". G. Rife accepted the suggestion and will bring it back to the committee.

**Bylaw Review:**

S. Fleming Walsh presented the current draft of the bylaws with changes already approved shown in highlight. The final draft will be brought for vote in September.

**OLD BUSINESS**

No report

**NEW BUSINESS**

J. Fennema-Bloom made a motion, seconded by G. Rife to approve proposals COHP13, COHP14, and COHP15 to make changes to the Master of Athletic Training program.

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

J. Fennema-Bloom made a motion, seconded by W. Doyle to approve proposals COHP9 and COHP16 in the Master of Physician Assistant program. These are additional changes as a result of the already approved COHP10.

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

**INFORMATION ONLY**

J. Fennema-Bloom presented for information only a minor description change to EDIS 538 Instructional Methods for Students with Specific Learning and Developmental Disabilities in the Master of Arts in Education program.

S. Fleming Walsh thanked T. Dillon and H. Riffle for assistance in facilitating Graduate Council this year and for the refreshments at the meeting.

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



Dr. Sharon Fleming Walsh, Chair

\_\_May 24, 2011\_\_\_\_\_  
Date