

**Graduate Council  
September 26, 2016  
226 University Hall  
Meeting Minutes**

**Graduate Council Members Present:**

Nivedita Bhaktha, Kate Calder, John Freudenstein, Rob Greenbaum, Joseph Guada, Marcus Kurtz, Laura Lisbon, Scott Scheer, John Walters, Rama Yedavalli

**Graduate School Staff Present:** Scott Herness, Ann Salimbene, Kathleen Wallace, Susan Reeser (recorder)

A. Interim Dean Scott Herness began the meeting by welcoming the new and continuing Graduate Council members. He thanked Council for their willingness to serve on this advisory group to the Graduate School.

**B. Election of Chair**

- Interim Dean Herness reported that each year a returning council member is offered the opportunity to chair the meetings. He said that Professor Robert Greenbaum had agreed to be considered for this position for 2016-2017. Dean Herness asked council if any other members wished to serve in this capacity. After discussion, members voted unanimously for Professor Greenbaum to serve as chair.

**C. Curriculum Committee Reports and Actions**

- Interim Dean Herness explained the background and responsibilities of the Curriculum Committee and the rigorous review process it undertakes to vet proposals from programs for curricular and name changes or to create new master's and Ph.D. degrees, interdisciplinary specializations, and graduate certificate programs. Faculty Rules govern the curricular review process. Depending on the proposal, the review chain includes the college, Curriculum Committee/Graduate Council, and Academic Affairs/Council on Academic Affairs (CAA). Some proposals for new degrees need further review by the University Senate, Board of Trustees, and the Ohio Board of Higher Education Chancellor's Council on Graduate Studies (CCGS), (formerly called the Ohio Board of Regents' Regents Advisory Committee on Graduate Studies (RACGS)), before final approval.

Dean Herness reported that a proposal was endorsed by last year's Graduate Council to change the Curriculum Handbook and University Rules to streamline the curriculum review process to reduce the workload and time to approval. The streamlined process combined the entities that make up the two subcommittees (Graduate School/Graduate Council and Academic Affairs/Council on Academic Affairs) into a single subcommittee that will review proposals for both.

The new committee consist of six faculty members and two graduate students. Three faculty are appointed by the Graduate School in coordination with the Graduate Council, and three faculty will be appointed by the Office Academic Affairs in coordination with the Council on Academic Affairs. Two students will be appointed by the Council of Graduate Students (CGS). The committee was piloted for one year and will be continued going forward. Dean Herness asked for volunteers to serve on the committee. Professors Kate Calder, Laura Lisbon, and Rama Yedavalli volunteered to serve as did CGS representative Ms. Nivedita Bhaktha.

- Dean Herness reported that at the July 22 meeting of the Chancellor's Council on Graduate Studies (CCGS) four new master's degrees were approved and that students may immediately begin enrolling in these programs. The new programs are: Master's of Arts in Bioethics, Master's of Arts in Film Studies, Master's in Applied Economics, and Master's of Health Care Innovation.

#### D. Updates – Interim Dean Scott Herness

1. Reported that Provost McPherson has asked the Graduate School to initiate a campus-wide discussion on graduate education using the model that was used for the OSU Extension conversation. The goal of the review process is to engage faculty and students in a conversation to identify important trends, opportunities, and challenges facing Ohio State and to develop a direction for graduate education for the next decade.

Dean Herness held two meetings with a framing committee (Cheryl Achterberg, Mike Boehm, Janet Box-Steffensmeier, Pat Green, Joanna Groden, Randy Moses, Carol Whitacre, and Susan Williams) to develop the review process. A facilitator will be hired to conduct both faculty and student focus group discussions, and a survey from the Graduate School will be sent to graduate faculty and students asking for their help in identifying the topics of greatest interest. The review will be a guide the next leader of the Graduate School.

2. Reported on the successful outcome of the 2016 Summer Research Opportunities Program (SROP) and gave an overview of the program that has been part of the Graduate School for 30 years. The program's goal is to bring underrepresented students to Ohio State to conduct research with a faculty mentor with the hope that they will come to Ohio State to pursue a graduate degree.
3. Reported that Vice Provost Randy Smith will be overseeing a review of Ohio State's Interdisciplinary Graduate Programs (IGPs), Ohio State Biochemistry Program, Biophysics, Molecular, Cellular and Developmental Biology, Neuroscience, and Environmental Sciences. The review will determine the future of the programs and how they will be funded and administered. Dean Herness said that the Graduate School was involved in a three-year pilot project whereby the IGP programs were contained in the Life Sciences Network and the Environmental Sciences Network that was overseen by the Graduate School however, the networks were dissolved in 2015 and a new solution is needed.
4. Dean Herness reported on the outcome of several Graduate School initiatives including:
  - a. Graduate School's website has a new updated look and a more easily navigable format enabling easier access to information, calendars, and links to other programs and university websites.
  - b. The Graduate School *Handbook* has been updated for 2016-2017 to include revisions to several new policies. The *Handbook* is available in PDF format to allow printing. Please let Assistant Dean Ann Salimbene know if any corrections are needed.
  - c. Dean Herness summarized the review by Graduate Council in 2015-2016 of the graduate certificate policy at Ohio State to expand and standardize the policy to include stand-alone graduate certificate programs. Graduate certificate programs allow students an opportunity to acquire competence in an area of specialization without the requirement that they must be concurrently enrolled in a master's or doctoral program. The development of graduate certificate programs are being left up to the individual programs. Proposals for graduate certificates will be vetted through the Graduate School and will follow the same review process as that for developing a new degree program. Guidelines for developing graduate certificate programs have been included in the *Handbook*. Requirements call for a minimum of 12 credit hours and at least four courses for a graduate certificate.

Vice Provost Randy Smith, Academic Affairs, has formed a committee to conduct a comprehensive review of all of the different types of certificate programs being offered at Ohio State baccalaureate, post-baccalaureate, graduate certificate, and certificates of completion.

- d. Reported that the minimum stipend for students on appointment as graduate associates (GA) had been increased from \$13,500 to \$15,000 for nine-month, 50 percent appointments beginning fall semester. The Graduate School is funding the budget increase for GAs for one year to help colleges adjust their budgets accordingly. The stipend increase was recommended by the Graduate Compensation and Benefits Committee (GCBC) and was uniformly supported by the Council of Deans, which includes the Graduate School. Council discussed several other issues related to GAs such as the possible regular review of stipend levels, having one stipend level for all GAs, possibility of students unionizing, and the ongoing discussion by the Internal Revenue Services (IRS) as to how GAs should be classified, e.g., as students or employees.
- e. In preparation for Ohio State's review by the Higher Learning Commission in March 2017, Graduate School Faculty Fellows Amy Ferketich and Tom Mitchell have been meeting with programs to help them develop assessment templates to identify what their students need to know and do at the end of their graduate study and how to ascertain if they achieved those goals
- f. Reported that the Graduate School is looking for a member of the faculty to work on a temporary, part-time assignment in the Graduate School to oversee the Graduate School's work with the curriculum and graduate program development. Dean Herness will be interviewing qualified candidates.

#### **E. Business**

- Professor Scheer asked if the Graduate School could help rectify a situation whereby graduate students on appointment were overpaid and then were being harassed by the university to return the money. Dean Herness explained the fee authorization termination row problem that is occurring in the SIS system. The Graduate School staff have dealt with more than 1,000 cases this semester alone. He said that each case needs individual handling in order to be corrected and that the problem cascades to other processes in Human Resources, Payroll, Registrar, etc. Dean Herness said that programs have been alerted about the problem and that affected students should contact the Graduate School for assistance.

#### **E. Upcoming Events**

1. Reported that the Graduate School will hold three separate events during autumn semester and that Council members are invited to attend. The programs are:
  - a. The Kirwan Institute's Implicit Bias Training program on Wednesday, October 5 at the Blackwell.
  - b. An orientation for new graduate studies committee chairs (GSCC) on October 11 at the Faculty Club. The program goal is to give personalized mentoring and policy information to GSCCs who are new to the position and who work directly advising students.
  - c. The Graduate School semester meeting on October 20 for department chairs, GSCC, and graduate program coordinators at the Blackwell.

Dean Herness adjourned the meeting at 2:33 p.m.