**YOUNGSTOWN STATE UNIVERSITY**

**GRADUATE COUNCIL MINUTES**

**Wednesday, October 25, 2017**

**Coffelt Hall Conference Room**

**4:00 p.m.**

Present: Mark Womble, Chair, Samuel Adu-Poku, Patrick J. Bateman, Matthew Caputo, Lauren Cummins, Kendra Fowler, John Hazy, Paul Louth, Valerie O’Dell, Matt Paylo, Gail Saunders-Smith, Sal Sanders, Virgil Solomon, Angie Urmson Jeffries

Not Present: Laura Beadling, Dolores Sisco

The meeting was called to order at 4:02.

1. The minutes from the September meeting were approved.
2. Graduate assistantships to be used as recruiting tools

There is a concern that GA positions are being offered to less qualified applicants. Nate Myers offered an option for Graduate Programs interested in assistance recruiting qualified Graduate Assistants. Detailing the plan, Nate said that he would work with individual programs to determine set criteria for the positions. He would then give outside agents the criteria and a timeline. If the agent is able to identify a potential student who meets the criteria within the timeline, the applicant would be offered the GA position. If a potential student is not identified by the deadline the GA allocation would go back to the program to identify a student for the position.

Discussion included feedback that this may not work for all programs such as those requiring auditions. The agents are paid by the University but the fees would not be charged to the individual programs. The GA allocations will be announced soon so there will be time to actively recruit for positions. It was shared that a less qualified GA may be hired due to the initial offer being declined by the student who was the first choice. To combat this, the offer can be made contingent on insuring the I-20 by given date. If the I-20 isn’t initiated then the offer is given to another applicant.

To take advantage of this, please contact Nate directly.

1. Change in Graduate College GPA calculations to include only the GPA of the degree granting institution

Dean Sanders reported our current practice is to combine the grades for all courses specified on transcripts from accredited institutions (or equivalent) up to the first bachelor’s degree to arrive at the cumulative GPA. He proposed the following change to the procedure: The cumulative GPA earned at the degree-granted institution only will be reported. Program Directors will have access to all transcripts for their consideration and assessment of the applicant’s preparation to study in a specific discipline at the graduate level. A cumulative GPA inclusion of the grades for all courses specified on transcripts from accredited institutions (or equivalent) up to the first bachelor’s degree will be calculated at the request of the program or applicant.

Motion: The cumulative GPA earned at the degree-granted institution only will be reported.

Discussion: At least two other Graduate Colleges in Ohio are using a similar procedure. We would still require transcripts so that decisions can be made on coursework and program specific requirements. There is a concern that IT may not be able to accommodate this change.

Motion Seconded. Motion Approved.

1. Committee Reports
	1. Assistantships Allocation Chair: Paul Louth

The committee met last week. Six faculty members (one represented from each college) and six students (also one represented from each college) attended the meeting. After discussion, the committee decided to recommend to continue with the allocations as is for the 2018-19 year. Over the next year, the committee will research the allocations to make an informed decision on reallocation. Sal reported he accepted their recommendation and letters will go out to Deans soon with the number of allocations for the 2018-19 academic year.

* 1. Graduate Curriculum Chair: Virgil Solomon (bring October 16, 2017 Circulation Memo with you)

Virgil reviewed the minutes from the meeting. Curriculum minutes included at the end of the minutes.

* 1. Exceptions Chair-Sal Sanders. No exceptions to report.
	2. Grievance Chair: Dolores Sisco. Nothing to report.
	3. Graduate Student Recruitment and Retention Chair: Kendra Fowler. Nothing to report.
	4. Policy Chair: Matthew Paylo. Nothing to report.
1. Graduate Faculty Membership Applications

CLASS

 Bradley Shellito, Geography

BCOE

 Kenneth Miller, Counseling, School Psychology and Educational Leadership

CCA&C

 Joy Christiansen Erb, Art

 Dragana Crnjak, Art

 Johnathan Farris, Art

 Lillian Lewis, Art

 Robert Thompson, Art

 Robert Twomey, Art

Motion: To approve all listed for Category 1 Graduate Faculty Status.

Motion Seconded. Motion Approved.

1. Three Minute Thesis

Flyers for Three Minute Thesis were distributed. Council members were encouraged to attend the event and share with others.

1. Program Directors Training

Angie announced program director training will take place Tuesday, November 7th 11:00 AM and Wednesday, November 8th 2:00 PM. Anyone interested in attending can email Angie.

1. Identification of committee to review admission of students from non-accredited institutions

Dean Sanders reported the HLC allows us to accept a student that isn’t from a regionally accredited institution, but our criteria for approving those admitted must be consistent. A committee is needed to review applicants impacted and create guidelines to be used going forward. Dean Sanders requested feedback on the identification of the committee.

Discussion: It was suggested that programs provide guidelines and then the committee review and make recommendations. John Hazy is willing to serve on the committee. Dean Sanders said he would identify another program director and Mary Ellen to serve with John on the committee.

1. Suspension of the submission of the Program Development Plan (PDP) for one year.

CCGS has suspended the requirement of the submission of the PDP for one year. To take advantage of this opportunity to move programs through the approval process earlier, we need to update our policy to align with CCGS.

Motion: To suspend submission of the PDP.

Discussion: None.

Motion approved

1. Discussion to accept CCGS changes to policy

Due to time remaining this item was moved to next meeting.

1. Graduate College 50th Anniversary Celebration Activities

The Graduate College will celebrate its 50th anniversary in 2018. Sal asked for ideas for activities for the 50th celebration year. Suggestions included: identifying a GA to write the history of the Graduate College., research graduate programs to include in history, inviting Music Graduates to perform and including the Office of Research as they were a part of the School for many years. Please email any additional suggestions to Dean Sanders.

1. Graduate Student Advisory Council (GSAC) Meeting Summary

The GSAC met on October 3rd. The minutes from the meeting will be available online.

1. Dean Sanders’ comments

The Dean met with the Provost and communicated with him that during the Allocation committee meeting the student members shared the importance of the scholarship portion of the assistantship compensation. The Provost is going to investigate offering additional scholarships for six hours per term. These scholarships would be in addition to the established GA allocations.

Meeting adjourned at 5:10

Graduate Curriculum Committee Meeting Minutes

Graduate Council Conference Room, Coffelt Hall

October 24, 2017

11:00 AM

Members Attending: Virgil Solomon (chair), John Hazy, Daniel Ayana, Samuel Adu-Poku,Faramarz Mossayebi, Ying Wang Members Excused: M. Kathleen Cripe Excused: Richard Diamond (student representative)

Agenda: October 16, 2017 circulation packet –2017-18: 1-8

The meeting was called to order at 11:00 AM

**Old Business:**

The September minutes were approved.

2017-17:3 ECON 6991 *Data Analytics - SAS Base Programming*. This course is designed to introduce students to basic SAS programming for data analysis. Main topics include import/export data, manage and modify data, create summary statistics, and present data with graphs, tables, and charts. Prereq.: ECON 3790 or STAT 2601 or STAT 3717 3 s.h. (Add a new 6900 level course)

This tabled item was removed from consideration. The Economics Department deleted this action and will submit a new swing course ECON 5861 in November.

**New Business:**

2017-17:1Program Action- Physical Therapy. Program Development Plan (PDP) PhD in Health Science.

This item was removed from consideration due to CCGS change to policy to allow new programs to bypass PDP and submit Full Proposal. The Full proposal for this item is expected in January.

**The following items were approved:**

2017-17:2 NURS 7038 *Adult-Gero Acute Care 1 Practicum*. Application of concepts, theories, and research from NURS 7037 in the acute care settings. Taken concurrently with NURS 7037. Prereq.: NURS 6902, NURS 6903 (or concurrent), NURS 6904. 4-5 s.h. (Change in course hours from 4 s.h. to 4-5 s.h.).

2017-17:4 ECON 6992 *Data Analytics -Advanced SAS Programming*. This course is designed to provide students training of advanced SAS programming for data analysis. Main topics include SQL, Macro language, Econometrics-related procedures, working with large data set, etc. Cross-listed: STAT 6912. Prereq.: ECON 6976 or equivalent and either ECON 5861 or STAT 5811.3 s.h. (Add a new 6900 level course)

2017-17:5 SCWK 7008 *Social Work and the DSM*. This course examines social work in mental health and chemical dependency with an emphasis on the DSM and ICD. Application of assessment is through a bio-psycho-social-spiritual perspective with a focus on current practices. 3 s.h. (Change to existing course. Elimination of co-requisite SCWK 7009)

2017-17:6 Master of Public Health. Increase in online program options. The ability to offer 50% or more of the program online. (Change in program delivery).

2017-17:8 CEEN 5836 *Environmental Water Chemistry*. Fundamental principles and calculations of major chemical reactions and equilibriums that occur in aquatic environments, and water/wastewater treatment processes. 3 s.h. (Add a swing new 5800 level course)

**The following item was approved with clarification as noted below.**

2017-17:7BIOL 6967 *Stem Cell Biology*. This course deals with the study of stem cells and their role in biology. Developmental aspects of stem cells and the relevance of stem cells to medicine and applied biology will be discussed. Prereq.: BIOL 5827 or equivalent. 3 s.h. (Add a new 6900 level course)

The committee noted that the discrimination policy was not included in the syllabus and requested a grading scale be added. The updated syllabus was received and item approved.

Respectfully submitted,

Angie Urmson Jeffries, Senior Coordinator, Graduate Studies