**YOUNGSTOWN STATE UNIVERSITY**

**College of Graduate Studies – Graduate Council Minutes**

**Wednesday, October 28, 2020**

**TEAMS Meeting – 4:00 pm**

**Present**: Valerie O’Dell, Chair, Patrick J. Bateman, Christopher Bellas, Lauren Cummins, Kendra Fowler, Sherri Lovelace-Cameron, Christine McCullough, Jake Protivnak, Virgil Solomon, Sal Sanders, Angie Urmson Jeffries, Linda Hulburt-Blosser

**Student Representatives**: Stephanie Profera, Chanda Weigel

**Excused:** Ewelina Boczkowska, Tomi Ovaska, Dolores Sisco

Once a quorum had been met, the meeting was called to order.

1. The motion for approval September 2020 meeting minutes. The Minutes of the September 2020 meeting were unanimously approved.
2. Welcome GSAC Members: Stephanie Profera, Social Work and Chanda Weigel, Interdisciplinary Visual Arts
3. Graduate Faculty
   1. BCLASSE
      1. Jake Protivnak, Psychology Sciences, and Counseling
      2. Diana Awad Scrocco, English and World Languages

A motion was made to approve the BCLASSE faculty applications for the Category 1 membership. The applications were reviewed and recommended by the College Graduate Studies Committee. The motion was approved with the exception that Dr. Jake Protivnak abstained from voting on his application.

* 1. STEM
     1. Thomas Wakefield, Mathematics and Statistics

A motion was made to approve the STEM faculty application for the

Category 1 membership. The application was reviewed and recommended by the College Graduate Studies Committee. The motion was unanimously approved.

* 1. CCA&C
     1. Kent Engelhardt, Dana School of Music

A motion was made to approve the CCA& C application for the

Category 1 membership. The application was reviewed and recommended by the College Graduate Studies Committee. The motion was unanimously approved.

1. BCHHS
2. Cara Berg-Carramusa, Physical Therapy

A motion was made to approve the BCHHS faculty application for the

Category 1 membership. The application was reviewed and recommended by the College Graduate Studies Committee. The motion was unanimously approved.

1. Committee Reports
   1. Admission and Appeals Committee Chair: Dolores Sisco

There is nothing to report.

* 1. Graduate Curriculum Chair: Virgil Solomon –

October 19, 2020, Circulation Memo 2020-21:59-62

Virgil Solomon reviewed the items presented for change beginning with Items 2020-21:59-62. All items were approved including changes in the following:

CSCI 6970 *Biometrics,* ART 5850 *Topics in Painting and Drawing*, ART 5860 *Topics in Design*.  Also, Graduate Certificate in Post Masters Graduate Certificate in Principal Certificate (Addition of a new post Master’s graduate certificate.)   **See Attachment #1.**

* 1. Exceptions Chair: Sal Sanders

The committee has unanimously agreed to grant an exception to permit an applicant to be admitted to the Master of Business Administration program with a cumulative undergraduate GPA of less than 2.7 without taking the GRE or GMAT due to the applicant’s significant professional experience and accomplishments as requested by Dr. Bateman. **See Attachment #2.**

* 1. Grievance Chair: Christopher Bellas

There is nothing to report.

* 1. Graduate Student Advisory Committee - Stephanie Profera and Chanda Weigel

The first meeting was an opportunity to meet the other committee members. They discussed possible changes for Spring Semester 2021.

1. Continued Discussion: Thesis/Dissertation Advisor Responsibilities and Expectations –

**See Attachment #3.**

Sal Sanders and Christopher Bellas worked on developing new guidelines that would be useful for the Thesis/Dissertation Advisor Responsibilities and Expectations process. Christopher Bellas offered his comments to the Graduate Council members. Overall, the document was found to be very helpful. Sal expressed his gratitude to Chris for his part in developing the document. The Graduate Council members were provided a draft document before the meeting.

One suggestion was made to utilize the resource iThenticate, which is a software used in the verification process to check for plagiarism. The thesis or dissertation chair should provide substantive comments to assist the student promptly. For clarification, the last paragraph should be written as the “Graduate Program Director” instead of the “Graduate Coordinator.”

A motion was made by Jake Protivnak to approve the new guidelines for the Thesis/Dissertation Advisor Responsibilities and Expectations document with the change in the wording to “Graduate Program Director” in the last paragraph. Virgil Solomon seconded the motion. The motion was unanimously approved.

This information will be added to the Graduate Policy Book that’s available online and all Graduate faculty will be notified.

1. **Change in transcript admission requirement – (See Attachment #4)**

The discussion was on the admissions process on how to serve our students better and to simplify the admissions process. As in previous discussions, there is a need to streamline the processing of accepting official transcripts from all schools where a degree was granted. Currently, academic holds are placed on the student’s record causing the decision to be delayed. This practice also costs the student additional money. The current policy required applicants to provide official transcripts from all colleges/ universities attended. The proposed policy would require fewer transcripts to be submitted by applicants.

**See Attachment #4.**

Following a discussion and review of the attached in the Graduate Admission Policy and Procedure document, a motion was made by Jake Protivnak to change the transcript admission requirement and it was seconded by Virgil Solomon. The motion was unanimously approved.

1. Key Performance Indicators (KPI’s) - Sal Sanders

**College of Graduate Studies - Potential Key Performance Indicators**

1.     Yield of Admitted Students (number enrolled/number accepted)

2.     Cohort Persistence and Progress Rates including Average Time to Degree

3.     6-year (Master’s) and 11-year (Doctoral) Graduation Rates

4.     Number of Degrees Awarded

5.     Career Placement and Continued Doctoral or Graduate Study

(Percentage within 12 months of graduation)

6.     Diversity – 1) of Faculty (FTE) 2) Students (FTE)

7.     *Noel Levitz* Student Satisfaction

Sal reviewed the seven indicators listed above. He requested feedback regarding which (5) five of the (7) seven indicators would be considered important. After some discussion, the council members deferred to Sal Sanders to select one additional indicator along with Item #3. Sal will forward this information to

1. New Provisional Student Status Report – Angie

Angie reported on a new provisional report that was created the last term. Some students are accepted provisionally, but they never get removed from provisional status for a variety of reasons. This typically becomes apparent at the time they are ready to graduate when they are moved to regular status. This report will be reviewed every term making this information available and more manageable for everyone.

1. Dean Sanders’s Comments

Sal thanked the Council Members for their continued feedback and their support to our students.

Closing comments. None

The meeting was adjourned at 5:00 pm.

Respectfully submitted by

Linda Hulburt Blosser

Linda Hulburt-Blosser, Administrative Assistant

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**Attachment #1 – October 2020 - Curriculum Memo**

Graduate Curriculum Committee Meeting Minutes

October 19-27, 2020

Email Meeting

Members Participating: Virgil Solomon, (chair),

Christopher Bellas, M. Kathleen Cripe, Faramarz Mossayebi,

Ying Wang Student Reps.: Sydney Corbean, Olga Gutan, and Francine Hazy

Members Excused: Daniel Ayana, Christine McCullough

Agenda: October 19, 2020 circulation packet –2020-21:59-62

New Business:

The following items were approved:

**2020-21:59** CSCI 6970 *Biometrics.* Biometrics is an emerging and fast-growing field that has found applications in a wide range of areas. This course will introduce major biometric techniques (face, fingerprint, voice and iris), focusing on the methods that have roots in computer vision, image processing, pattern recognition and machine learning. The course is designed to be project oriented. Student can choose a topic and develop it into a full project. Students who are interested in writing C++ codes and doing tests with OpenCV libraries are particularly encouraged to do so. Prereq.: CSCI 6901 or CSIS 3700 or FSCI 3716/L or permission of instructor. 3 s.h. (Change in prerequisite.).

**2020-21:60** ART 5850 *Topics in Painting and Drawing*.  (Delete a 5800-level course.)

**2020-21:61** ART 5860 *Topics in Design*.  (Delete a 5800-level course.)

**2020-21:62** Graduate Certificate in Post Masters Graduate Certificate in Principal Certificate (Addition of a new post Master’s graduate certificate.)

**Attachment #2– Exceptions Committee Report – October 2020**



**Attachment #3 - Thesis and Dissertation Advisor Expectations**

**Advisor Expectations DRAFT**



**Attachment #4 Admission Policy – Transcripts - 102420.pdf**



**Admission Policy – Transcripts – 1024-20 Track Changes pdf**

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**Attachment #5 - College of Graduate Studies - Potential Key Performance Indicators**

Discussion on how to measure processes and evaluate results; enrollment (persistence, retention, graduation rates, financial aid, diversity, student learning, academic excellence, outreach, engagement, and resource management

1.     Yield of Admitted Students (number enrolled/number accepted)

2.     Cohort Persistence and Progress Rates including Average Time to Degree

3.     6-year (Master’s) and 11-year (Doctoral) Graduation Rates

4.     Number of Degrees Awarded

5.     Career Placement and Continued Doctoral or Graduate Study (Percentage within 12 months of graduation)

6.     Diversity – 1) of Faculty (FTE) 2) Students (FTE)

7.     *Noel Levitz* Student Satisfaction