**YOUNGSTOWN STATE UNIVERSITY**

**Graduate Council Meeting**

**Wednesday, April 26, 2023**

**TEAMS – 4:00 pm**

 Attending: Valerie O’Dell, Chair, Patrick Bateman, Christopher Bellas, Douglas Genna, Paul Louth, Jake Protivnak, Virgil Solomon, Sal Sanders, Angie Urmson Jeffries, and Linda Hulburt Blosser

 Not Attending: Joseph W. Carucci, Kendra Fowler, Lauren Cummins

 Not Attending GSAC: Alyssa Osman, Marina Merlo

 Valerie O’Dell, Chair, called the meeting to order when a quorum had been met.

 1. March 2023 meeting minutes vote approved

 (6 Approve, 0 Approve with edit, 2 Abstain)

 2. Committee Chair reports

 a. Admissions and Appeals Committee Chair: J. Paul Louth

There was no report received.

 b. Graduate Curriculum Chair: Virgil Solomon-

 Virgil stated they were working on several curriculum items and sharing

 emails on topics to be discussed. A report may be available for a vote for the May 2023 meeting.

 c. Exceptions Chair: Sal Sanders

There were two unanimously approved, one in the Master of Science and one in the Chemistry program. One was in the Master of Business Administration program and the exception was approved based on the justification from Dr. Beese.

 d. Grievance Chair: Christopher Bellas

 Christopher Bellas had nothing to report.

 e. GSAC- Marina Merlo and Alyssa Osman

No report was received from the GSAC staff.

 3. Program Deactivation/Discontinuation Policy – Your feedback is invited.

 Graduate Council Approval is not needed.

 Sal reported the Overview of the Program Deactivation/Discontinuation Policy.

 The purpose of the policy is to aid in the institutional effectiveness of the

 University by deactivating underutilized programs in an efficient and consistent

 manner. We had a lot of issues with the timing of some of those decisions. We are

 trying to time things, so students have been notified properly, and get things to match

 the information in the catalogs.

 But the hope is to get this approved by the University Board of

 Trustee meeting here in June 2023.

 The discussion followed with some comments from graduate faculty members that they would like to have the Graduate Faculty Program Directors and Academic Chairs involved in the process at the beginning of the process.

 It should be a collaborative decision-making process.

 Sal said it's just a matter of time. We have workflows in Recruit that could be automated to do a lot of this. We've just never implemented all those workflows. But one of the things that are really fascinating is they have a process where this thing can look at the transcript and pull the GPA off the transcript and enter it into fields. We will just have to wait and see.

 And you will also find this in the TEAMs folder.

 See Attachment #1 by Sal Sanders.

 4. Use of AI in Graduate Admission – Sal Sanders

 But I wanted to let the graduate faculty know that we're exploring the possibilities of artificial intelligence robots, to help with the

 admissions processing.

 We've had several meetings now and have outlined our whole admissions process. What this company does is develop software that can access, in Recruit and Banner systems. It even read transcripts and helps do a lot of admissions processing work.

 We have automated workflows right now that are in our system, and we use some of those on a limited basis. Wherever there are decisions to be made, the software could actually make them. It could enter data across multiple computer systems. Because I'm guessing it'll be done in milliseconds instead of, you know, 10 or 15 minutes for a person.

 Jake J Protivnak asked if this would be at the beginning of the process. It goes to the Program Director and the Artificial Intelligence pick-up things.

 Yes, this would certainly be at the beginning of the process. It goes to the Program Director and then allows the AI to pick up the required information necessary to recommend the student for admission. Currently, there is maybe a two-week or three-week waiting period when it is approved by Recruit and when it’s communicated to the student.

 I think you approve it in Recruit and then when it's communicated to the student.

 Sal Sanders thought that's one of the places where I think even Recruit would be very helpful for us. It takes us too long to get the letter out to them after the decisions have been made. Ashley has been involved, working with the company and going through all the steps. We don't miss any key components and want to make sure it actually works if we decide to do it. If we could eliminate even, you know, 60% of it, I think we would really speed things up considerably and it would help all of us.

5. Next Graduate Council meeting to be held Wednesday, May 24, 2023

. 6. Dean Sanders’s comments –

 Sal said he appreciates all work the graduate faculty does. It is greatly

 appreciated.

Valerie announced that there was no further business to discuss. The next

meeting would be August 2023. Thank you.

 Sincerely,

 Linda Hulburt Blosser

 **Linda A. Hulburt Blosser, Academic Ops Specialist2**

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 Attachments #1: 3356 - Deactivation of Programs

 The overview presented by Sal Sanders

 **3356-  -** **Deactivation of programs**

Responsible Division/Office:

Responsible Officer:

Revision History:

Board Committee:

**Effective Date:**

Next Review:

 (A) Policy statement.  The purpose of this policy is to aid in the institutional effectiveness of the university by deactivating underutilized programs in an efficient and consistent manner. This policy facilitates student success by allowing an opportunity for degree completion by students in a program to be discontinued.

 (B) Purpose. To define the guidelines and procedures for the deactivation of academic programs; to plan and process changes in a timely manner; and to ensure clear, consistent communication about available programs.

 (C) Definitions.

(1) Deactivation of a program: This is the official discontinuation of an academic program. Deactivation occurs when all students have completed the academic program or five academic years following the suspension of admission to the program, whichever is later.

(2) Suspension of admissions:  This is the first step in the deactivation of a program. Suspension of admissions to an academic program occurs when admission of new students to the program is suspended. This occurs when an academic program suspension proposal is submitted to and approved by the Office of Academic Affairs.

(3) A suspension proposal is required to consider the suspension of admission to an academic program.

(D) Criteria: The criteria to propose a suspension of admissions is a step in the deactivation process and should be based upon one or more of the following perspectives

1. The program has low value to both the university and/or the region and beyond related to serving the mission of the institution and the needs of students and the region such as opportunities for employment.

1. The program requires substantial adjustment due to changes in the academic organizational structure.

3. The budgetary or resource allocation issues compel the proposed deactivation of (the program, even if there is enrollment in the program

 (E) Procedures.

(1) If a program is considered for deactivation, a suspension proposal must be submitted to the Office of Academic Affairs for review and decision. A proposal to suspend can be initiated by faculty or administrators by completing the Proposal to Suspend an Academic Program request form. The request should follow a proper chain of approval and final approval from the Office of Academic Affairs.

(2) Deadline for submission. All admission suspensions shall take effect in Summer/Fall terms.  Paperwork must be submitted no later than March of the year preceding the effective term. For example, March 2024 is the deadline to suspend admission to academic programs for Summer/Fall 2025.

(3) Decisions regarding the suspension of admission or deactivation of a program shall only be communicated by the Office of Academic Affairs to the appropriate parties. The Office of Academic Affairs shall identify an individual in the office as the primary contact person.

(4) All current students in a program where admissions have been suspended shall be notified by the Office of the Registrar that the program must be completed within the five-year period which begins upon suspension of admission to the program. Notification will be sent no later than 21 days from the Office of Academic Affairs approval.

1. When admission to a program is suspended, all students shall be provided the support and opportunity to complete the program of study within five years from the suspension of the program admissions or in collaboration with the student, identify an alternative program and process an Intra-university Transfer form.
2. Suspension of admission to a program and deactivation/discontinuation of a program will be communicated to the Office of Undergraduate Admission,  Office of Marketing and Communications, University Bursar, Office of Financial Aid & Scholarships~~Office~~, Office of Student Enrollment & Business Services, Academic Advisors, First Year Student Services, Disability Services, Program Directors, Faculty Members, Chairpersons, Deans, President, University Board of Trustees,  Higher Learning Commission, program accrediting agencies, Chancellor’s Council on Graduate Studies, ODHE–
3. Suspension of Admission to a program will be indicated on associated university websites and in the undergraduate and graduate catalog for the next academic catalog.
4. Programs that have been deactivated will be removed from university websites immediately and the undergraduate and/or graduate catalog for the next academic catalog.

1. At any time within five years of initial suspension the university may request to reactivate admissions.

a. A reactivation request must be submitted to the Office of

 Academic Affairs for a review and decision.

1. The Office of Academic Affairs will communicate reactivation to the University.

  /// End of **3356-  -** **Deactivation of programs** ///

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