**YOUNGSTOWN STATE UNIVERSITY**

**GRADUATE COUNCIL MINUTES**

**Wednesday, September 27, 2017**

**Coffelt Hall Conference Room**

**4:00 p.m.**

Present: Mark Womble, Chair, Samuel Adu-Poku, Laura Beadling, Lauren Cummins, Kendra Fowler, John Hazy, Paul Louth, Valerie O’Dell, Matt Paylo, Delores Sisco, Gail Saunders-Smith, Sal Sanders, Angie Urmson Jeffries

Not Present: Patrick J. Bateman, Virgil Solomon,

 The meeting was called to order once a quorum had been met.

1. A motion to accept the revised August 30, 2017, Minutes was approved.
2. Confirmation of Chairs 2017-18
	1. Assistantships Allocation Chair: Paul Louth Nominated and Accepted
3. Committee Reports
	1. Assistantships Allocation Chair: Paul Louth – Nothing to report at this time.
	2. Graduate Curriculum Chair: Virgil Solomon (bring September 21, 2017 Circulation Memo with you. See attached.) Samuel Adu-Poku
	3. Exceptions Chair-Sal Sanders – Nothing to report
	4. Grievance Chair: Dolores Sisco – No report
	5. Graduate Student Recruitment and Retention Chair: Kendra Fowler - Nothing to report.
	6. Policy Chair: Matthew Paylo-Nothing to report
4. Graduate Faculty Membership Applications

STEM

Eric Wingler, Mathematics and Statistics

 After review and discussion of this individual’s Category I, Graduate

 Faculty Membership Application, a motion to accept this faculty member

 was made. The motion was unanimously approved.

CLASS

Donna Deblasio, History

Ou Hu, Economics

David Simonelli, History

 After review and discussion of these individual’s Category I, Graduate

 Faculty Membership Application, a motion to accept these faculty members

 was made. The motion was unanimously approved.

1. Graduate Student Advisory Council (GSAC)

Charge from Catalog:

Within the first month of the fall semester, the Graduate Studies Committee of each college will ensure that a graduate student and an alternate from that college are elected to represent graduate student interests on the College Graduate Studies Committee. The six graduate student representatives to the six College Graduate Studies Committees also constitute the Graduate Dean’s Graduate Student Advisory Council (GSAC).

Graduate students serving on graduate committees shall be voting members of the committees on which they serve. Members of GSAC have the right to participate in graduate faculty meet­ings without voting.

The GSAC will choose from its own membership

* a graduate student member of Graduate Council; and
* a graduate student member to serve on each of the following graduate committees:
	+ Assistantship Allocation,
	+ Curriculum,
	+ Exceptions,
	+ Policy, and
	+ Recruitment and Retention.

The GSAC may recommend members to serve on a Grievance Committee.

All graduate students were sent an email announcement requesting their participation. The following students have been selected to serve:

WCBA: TBD

STEM: Matt Caputo

HHS: Richard Diamond and Elizabeth Zoccole

BCOE: Madeleine Stevens and Kelsey Pringle

CCA&C: Marissa Lyerly and Max Klauscher

CLASS: Daniel Belinky and David Wilaj

Their first meeting will be in a week or so. The committee plans to meet twice each semester, and the meetings will be scheduled to meet the student’s availability. Students are encouraged to present any concerns or issues they may have. Information has been provide to them regarding the opportunities to participate on the above committees. They are also involved in the Three Minute Thesis Competition, Graduate Student Socials, and recently requested remission of the transportation fee for graduate assistants. Additional names may also be submitted to include international student representation.

1. Transfer Credit EdD Students- addition to doctoral programs 18 hour level

The following guidelines indicate the maximum credit hours of graduate work completed at other accredited institutions that may be applied toward a graduate certificate or degree at YSU, provided the student earned a grade of A or B in such courses:

* Up to 3 semester hours (4 quarter hours) for programs requiring 12-15 semester hours
* Up to 6 semester hours (8 quarter hours) for programs requiring 16-29 semester hours
* Up to 9 semester hours (12 quarter hours) for programs requiring 30- 44 semester hours
* Up to 12 semester hours (16 quarter hours) for programs requiring 45-59 semester hours
* Up to 15 semester hours (20 quarter hours) for programs requiring 60-89 semester hours
* Up to 18 semester hours (24 quarter hours) for **doctoral programs and** programs requiring 90 or more semester hours

A motion was made to change the language to clarify the requirement of the doctoral programs. With the following small editorial change, the requirement now reads:

Up to 18 semester hours (24 quarter hours) for **doctoral programs or** programs requiring 90 or more semester hours

 The motion was unanimously approved.

1. Graduate Program Review – This a requirement of the Ohio Board of Regents and Higher Learning Commission. Sal Sanders reported he has been working with several members of the Provost’s office over the summer to focus on the program reviews, and revise procedures to a process that is useful, effective, and efficient as possible. Currently, the Academic Committee has the undergraduate review, and the graduate program directors, faculty and other key personnel work to complete the self-study, which plays an important role in the continuous assessment and improvement of the graduate programs.

At some point, the administration would like to have a coordinator hired to do both undergraduate and graduate programs. This change would allow one single person to work with a joint committee to get the entire process completed through the Academic Senate.

The other change would be changing the number of years between reviews. Instead of every seven years, the graduate school would be every five years, to synchronize with the same time as the undergraduate reviews.

The benefits would be that only one person coordinate the information, and oversee the consistency of the review process. We would also need to take into account that some graduate programs may require additional information to be compiled to meet different requirements. Graduate faculty would participate in all graduate program reviews.

It would also make sense to have a system that collects all the data. Currently, you are asked to repeatedly submit articles written by faculty, graduate classes taught, annual reports, assessment reports, faculty resources, etc. This information is currently repackaged in different reports. Having a system that collects multipurpose data, in a timely manner would provide efficiency for graduate faculty and the department chairs, as well as, eliminate the redundancy.

Sal asked the Graduate Council members for their input, to see if they would consider this proposal of a joint committee with Graduate Council, and the Academic Senate working together to streamline the process. Does this conceptually make sense to consider this change, or do you want to continue with the current process of review? Is there a consensus from this group to move ahead? There were no objections, and more information will be forthcoming.

Dean Sal Sanders’ comments –

The Graduate Faculty report was sent out to all faculty including a video introduction by Dean Sal Sanders. This report can be found under Faculty Resources on the College of Graduate Studies website as the Graduate Records August 2017, 84 B COMPLETE.pdf.

The revised Graduate Admission Criteria that was approved at the August 30, 2017, meeting, and has been submitted to the Board of Trustees.

Sal Sanders has also reviewed this policy change with Kevin Ball, in the Provost’s Office, to verify we are meeting the Higher Learning Commission guidelines.

Because the Graduate Council members approved this change, the Board of Trustee only requires the change be reported to them, and does not require their formal approval.

The meeting was adjourned at 4:30 p.m.

Respectfully submitted by:

Linda Hulburt Blosser

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Administrative Assistant

The College of Graduate Studies

 Attachments: September 2017-Graduate Curriculum Committee E-Meeting Minutes

Graduate Curriculum Committee Meeting Minutes

Graduate Council Conference Room, Coffelt Hall

September E-Meeting

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

Agenda: September circulation packet –2017-18: 3-4

**The following items were tabled:**

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)

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. Prereq.: ECON 6976 and ECON 6991 3 s.h. . (Add a new 6900 level course)

These courses were tabled pending a meeting between faculty in Mathematics/Statistics and Economics to discuss the title of the courses and course content.

Respectfully submitted,

Angie Urmson Jeffries, Senior Coordinator, Graduate Studies