**YOUNGSTOWN STATE UNIVERSITY**

**Graduate Council Meeting**

**Wednesday, May 24, 2023**

**TEAMS - 4:00 p.m.**

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

**Not Attending GSAC: Alyssa Osman, Marina Merlo**

1. The April 2023 minutes were emailed to Graduate Council members and approved via evote.

2. Committee Chair reports

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

There was nothing for the Committee to report.

b. Graduate Curriculum Chair: Virgil Solomon-

Virgil is unable to attend. They received only one comment on a course in the new Master's Science and Data Analytics that had an elective that was no longer a current course removed.

The Report was approved by the Curriculum Committee.

(6 Approve, 1 Approve with edit, 0 Abstain).

c. Exceptions Chair: Sal Sanders

Sal Sanders had one exception and it was to transfer some courses from a program at the University of North Carolina Chapel Hill. They only give passing or not passing grades.

The Exceptions Committee approved this.

d. Grievance Chair: Christopher Bellas

There is nothing to report.

e. GSAC- no report until Fall 2023.

3. Transfer credit policy: Credit with an A or B grade transferred

Patrick Bateman explained this was a B Plus or B Minus issue. Our policy says that you have to have a B or higher grade in order for us to take a course on transfer. Following a discussion, the council members decided to table the issue at this time.

4. Strategic Plan Update

Discussion of adding maternity leave to the GA leave policy - Douglas Genna

An update was provided by Dean Sal Sanders who sent this information to Human Resources and

they contacted other people with concerns about us wanting to do this. There are

differences between the graduate assistants, graduate fellowship fellowships, and other

employees who get tuition-paid instructional fees, etc. They are going to look at this further.

Sal did send them some other information and some comparable things comparable institutions looking to take a look at it but won’t be for another month or two before they seriously whether we can do this or not. He also talked with Provost Smith about it. He did not see any real issue with it other than it could result in increased costs. Sal did not believe this would be a substantial increase in cost given the few we typically have. We should hear back from Human Resources within a month or two.

Graduate faculty employees have the policy because it is the CBA. Whatever the maternity policy is as an administrator you would fall under the same maternity policy. This will be considered further.

Sal did send them some other information and some comparable things with other institutions looking at it, it will not be until another month or two before they are around to seriously consider whether we can do this or not.

The health care is standard across the different unions and consistent with the health care benefits across the board. The faculty has a clear maternity policy, and it is not two weeks paid and 4 weeks unpaid. It is a complicated issue. The Counsel members thanked him for presenting this to Provost Smith.

We have continued the marketing and recruiting effort through social media and others. However, due to our staff being involved in updating our admissions applications, we are barely able to process them in a timely manner.

We are processing our 3-Minute Thesis to promote the College of Graduate Studies. We still

need to focus on Graduate Education and work with faculty to develop new and existing graduate programs.

We have one program that was revised this year. That was the Economics program which

went from an MA to an MS, and we will see how that works out for us.

Sal works with faculty chairs and deans with resources to enhance enrollment and current programs. We continue to collaborate with state partners and stakeholders and appropriate entities to market graduate programs. One of the biggest entities is academic partnerships and it has been successful with the MBA programs. We now have over half of our graduate enrollment is now online programs.

The question asked where International Programs fit into all of this. We had a good increase in Computer Science and other STEM programs are picking up enrollment.

We have increased enrollment through cyberlearning strategies and opportunities and continue to be focused on the major, the University's strategic plan is to continue to increase enrollment in both undergrad and graduate through cyberlearning opportunities.

We now have a standardized thesis and dissertation workload for chairs and members of the

committees. This has now been completed and has been implemented and under academic distinction and discovery of knowledge implemented a continuous purposeful strategy to improve teaching, learning, and National Research distinction. The faculty works with students on thesis and dissertation committees. Dr. Bellas worked to get this accomplished.

The last one was to develop a culture of assessment evaluation that ensures the overall quality of academic programs that we have program review. This is required at the state and HLC and will never go away. We are also looking at artificial intelligence to automate our processes here for admissions and that will be for next year.

If you see other revisions, we should be making, I can send the link out to where this is at online. I will take this feedback and alter this for next year.

5. Grad Council Chair Nomination for 2023-24

Valerie O’Dell, Chair, of Graduate Studies, announced that she will not continue as the Chair for next year but would be able to assist during the summer.

Sal Sanders thanked her and told her she had done a great job. It has been good keeping things organized and we appreciate her for all the work she has done. It takes a lot more time than just being a member of the committee. We thank you so much for all your work.

Angie will send out the list app for everybody to review and that will help with the other committees as well. The first meeting in September will bring decisions on the new chair and the committee chairs. Sal Sanders is not eligible to be the Chair of the College of Graduate Studies.

6. Dean Sanders’s Comments

Sal Sanders thanked everybody for all the work they have done this past year. We have revised different policies and procedures. We have accomplished work this past year and he thanked everyone for their hard work and for your great input. There were things done this past year that needed changing. It has been a highly active and very productive group and we accomplished much.

Sal wished everyone a great summer.

The meeting adjourned at 5:05 p.m.

Respectfully submitted by:

Linda Hulburt Blosser

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

**Youngstown State University,**

**College of Graduate Studies, Coffelt Hall**

**College Email:**[**gradcollege@ysu.edu**](mailto:gradcollege@ysu.edu)

**Email:**[**lahulburtblosser@ysu.edu**](mailto:lahulburtblosser@ysu.edu)

**Phone:  330-941-3091 or 3093**

**///**

**Current Transfer Credit Policy**

Transfer hours from an accredited institution will be considered for acceptance at the time of application/acceptance to the College of Graduate Studies. After admission to a program of study, a student who wishes to attend another university to complete coursework toward a YSU graduate degree must complete the Request for Transient Status form available on the College of Graduate Studies website in order to transfer credits to a YSU degree. Every transfer course must either replace a required course of the program or if not a direct replacement, integrate satisfactorily into the student’s program. While transfer of a course might generate excess hours, such hours may not count toward degree requirements unless they replace a complete course in the program.

An accredited institution is one that is approved or accredited by the appropriate regional accrediting agency (e.g., Higher Learning Commission) for graduate-level work.

Credits for courses in which grades of S or CR were received will not be transferred. The number of transfer credits to be accepted in each case will be determined by the graduate dean upon evaluation and recommendation by the department of the student’s major. It is the responsibility of the student to initiate a request for the approval of transfer credits. Transfer hours are not included in the calculation of the student’s cumulative grade point average.

In general, workshop-format courses are not acceptable for transfer. Professional development workshops are not acceptable. However, if the workshop fulfills the following requirements, credit may be considered for transfer to Youngstown State University:

* The workshop must be taught as part of a master’s degree curriculum of the university at which the course was taken.
* The workshop should consist of a minimum of 12.5 contact hours per semester hour.
* The workshop must include exposure to the disciplinary research literature appropriate to the course.
* The workshop must include the opportunity for outside work, such as term or research papers or other major assignments appropriate to a graduate course.
* Credits for courses in which grades of S or CR were received will not be transferred.

## Graduate Certificate and Degree Programs

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 or programs requiring 90 or more semester hours
* Military Credit

Graduate courses, approved by the American Council of Education to be equivalent to a graduate-level course, will be considered by the graduate program to determine if transfer credit will be granted.

## MBA Credit from the Chinese University of Petroleum

The MBA program may accept up to 14 hours of transfer credit from the Chinese University of Petroleum.

///

Strategic Plan

A logo for a college graduate

Description automatically generated

The Graduate Council adopted the strategic plan in January 2022. This plan was developed with the purpose of aligning with and supporting key strategic goals and initiatives of the strategic plan for Youngstown State University.

**Mission**

*The College of Graduate Studies prepares diverse and highly skilled professionals, leaders, collaborators, and innovative thinkers through excellence in education, research, and creative field-related learning opportunities.*

**Overview of Key Services**

College of Graduate Studies Staff and Administration working with key personnel across the university landscape provide a number of key services in support of graduate education at Youngstown State University. As such, we assume responsibility for the following ~~key~~ fundamental strategic initiatives and key services:

* Admission of graduate students
* Actively promote and maintain a culture of diversity and inclusion and ensure outreach to underserved populations.
* Maintain and implement graduate policies and procedures.
* Maintain the YSU Graduate Catalog
* Work with the Graduate Student Advisory Council, Graduate Council, and other key stakeholders to enhance the college experience and success of graduate students.
* Support and recognize high-quality graduate education and accreditation efforts.
* Certify graduate students have fulfilled requirements for certificates and academic degrees.
* Provide graduate program marketing in collaboration with Marketing Services, Deans, Faculty, students, and others. This can include web-based, social media, and on and off-site marketing and other recruiting efforts to support graduate programs.
* Monitor graduate students’ academic progress and communicate accordingly.
* Administer the Graduate Scholarship.
* Administer Graduate Assistantships/Fellowships.
* Approve Master’s Theses and Doctoral Dissertations.
* Facilitate continuous review and ongoing improvement of graduate programs.
* Assist colleges, departments, faculty, and other key stakeholders with the development of new graduate programs and the enhancement of current graduate programs. This includes support and guidance in fulfilling approval processes and adhering to policies and guidelines of the Chancellor’s Council on Graduate Studies (CCGS) the Ohio Department of Higher Education and the Higher Learning Commission

**ENROLLMENT MANAGEMENT**

* Develop and Implement a College Student Recruitment Engagement Plan at the graduate level in Each College
  + Reach out to YSU undergraduate students to inform them of opportunities in YSU graduate programs related to their current undergraduate discipline
  + Expand the availability of accelerated (4+1) programs where the time and cost to obtain a graduate degree can be minimized
  + Continue marketing and recruiting efforts in select virtual, social media, and on and off-site job and educational venues.
* Develop a Strategic Enrollment Plan for Graduate Education
  + Work with faculty to develop new and revise existing graduate programs that are needed and appropriate to the university mission, the regional need, and the target audience.
  + Work with faculty, chairs, and deans to utilize resources to enhance enrollment in current programs where program evaluation ~~suggest~~ warrants such efforts
  + Continue to collaborate/partner with stakeholders and appropriate entities to market graduate programs
* Deploy graduate assistantships/fellowships strategically to recruit and retain well-qualified and high-performing students in diverse disciplinary areas.
* Continue use of the Graduate Scholarship to recruit highly qualified new graduate students.
* Develop a Plan and Infrastructure to Increase Undergraduate and Graduate Enrollment through Cyberlearning strategies and opportunities.

**ORGANIZATIONAL STRUCTURE AND EFFICIENCY**

* Develop a system for fairness in workload for faculty serving on or chairing graduate thesis and dissertation committees.

**ACADEMIC DISTINCTION AND DISCOVERY OF KNOWLEDGE**

* Implement a continuous, purposeful strategy to improve teaching, learning, and national research distinction.
  + Work with Graduate Council members to establish expectations of faculty working with students on thesis and dissertation committees.
  + Establish university policy and identify funds to provide remission of instructional fees and non-regional surcharge, etc. for all graduate assistantship fellowship stipends that are externally funded.
  + Promote and recognize faculty and graduate student scholarship.
* Partner with faculty to develop internships, service, experiential, and applied learning projects with regional businesses and organizations that provide relevant and meaningful opportunities for students to apply their knowledge in scholarship through field-based training activities

**DEVELOP A CULTURE OF ASSESSMENT AND EVALUATION THAT ENSURES THE OVERALL QUALITY OF ACADEMIC PROGRAMS**

Ongoing Assessment and Evaluation” that ensures the “overall” Quality of Academic Programs

* Collaborate with YSU graduate faculty to complete program effectiveness and enhancement reviews. This can include analyses of relevant and accurate metrics and rubrics to help identify high-quality and efficient graduate programs and to provide related recommendations for program improvement. ///