**YOUNGSTOWN STATE UNIVERSITY**

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

**Wednesday, September 30, 2020**

**WebEx Meeting – 4:00 pm**

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

**Guest: Ashley Leonelli, Graduate Studies, Admissions**

1. The May 2020 meeting minutes were approved via e-vote: 7 approved.
2. August 2020 meeting minutes approved via e-vote: 9 approved.
3. Welcome to Jake Protivnak, BCLASSE representative

Jake is a Professor and Counseling Program Director in the Department of Psychological Sciences and Counseling. He has served on Graduate Council in the past.

1. Graduate Faculty
   1. BCLASSE
      1. Jennifer Behney, English and World Languages
      2. Kristopher Brown, Psychological Sciences and Counseling
      3. Lauren Cummins, Teacher Education, and Leadership Studies
      4. Lucas Hardy, English

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 unanimously approved.

* 1. STEM
     1. Abdu Arslanyilmaz, CSIS
     2. Holly Martin, Chemical Engineering
     3. Suresh Sharma Civil/Environmental and Chemical Engineering

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

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

* 1. BCHHS
     1. Sara Michaliszyn, Health Professions

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. GSAC Student Representatives – Graduate Student Advisory Council

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).

(Please email Angie the names of 2020-21 reps.)

Still needed from WCBA, STEM, BCHHS, BCLASSE

Sal Sanders would like to schedule a meeting with these student representatives. Please forward names to Angie as soon as possible.

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

The Admission and Appeals Committee has no appeals to report to Graduate Council for the September meeting.

* 1. Graduate Curriculum Chair: Virgil Solomon – September 2020 Circulation Memo

Virgil Solomon reviewed the items presented for change beginning with Item 2020-21:1-50 with both New and Reviewed items**.** There were some modifications and no additional comments were received from the faculty. A total of 50 items were approved.

Please see Attachment #2 for the Curriculum Committee Report.

* 1. Exceptions Chair: Sal Sanders

The committee has unanimously agreed to grant an exception to permit an applicant to be admitted to the MS in Environmental Science program without fulfilling the GRE requirement as requested by Dr. Jeff Dick.

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 less than 2.7

* 1. Grievance Chair: Christopher Bellas

There is nothing to report at this time.

1. Change in transcript admission requirement –

Ashley Leonelli, Admissions Coordinator, presented some suggestions to streamline the Admissions process regarding accepting transcripts. She shared these comments:

“In admissions, the fewer requirements programs have for their applications, the easier the process is on both the student and our team. By accepting only unofficial transcripts for transfer credit, we are saving the student money and expediting the admissions process. Our team would still collect official transcripts from all schools where a degree was granted to the student by the end of their first semester with us (if admitted). If the student wants to transfer credit to YSU, then an official transcript would have to be received. Right now, we are accepting unofficial transcripts for admission. When we process our decisions, we put holds on the students for all official transcripts that we did not receive. Those transcripts must be submitted by the end of their first semester or they will not be able to register for any future semesters."

Sal Sanders has sent out a questionnaire to the CCGS Members for a response to their

current admissions practices. The responses came back from Kent State University, Miami University Graduate School, The University of Akron, Wright State University, and Youngstown State University. This information is available for your review at:

<https://data.surveygizmo.com/r/387974_5f739e9cd6c820.61337336>.

Please send any questions or comments to Dean Sal Sanders.

1. Graduate Dean approval of Category 1 Graduate Faculty (out of compliance)

Currently, the Graduate Dean presides over Graduate Faculty meetings and attends Graduate Council meetings as a nonvoting *ex officio* member.

A request was presented by Dean Sal Sanders that the Dean of the College of Graduate Studies should be involved in the approval process for Category 1 members. After a discussion and explanation for this request, the Graduate Council members agreed the Dean of the College of Graduate Studies should be included in this review.

A motion was made to have the Dean of the College of Graduate Studies review and approve all Category 1 faculty applications. The motion was unanimously approved.

1. Graduate Faculty Renewal (Patrick Bateman) – Category I

Patrick Bateman discussed the need to change the current Graduate Faculty Membership requirements for Category I. He would like to consider making changes to streamline the process. The current criteria are outlined in the Graduate Policy book. Discussion followed with some concerns about how to make changes to the basic requirements, voting rights and committee privileges, qualifications for teaching and supervising master-level graduate students, and doctoral-level graduate-level students. The term is currently five (5) years and renewable. Should that be changed? It was also noted that there are significant differences across the colleges relative to the nature of research/scholarship activities. Each college has its own standards document. Some faculty are not involved with thesis or dissertations in their programs.

It was suggested that there be two distinct Category 1 appointments to allow for advanced requirements for chairing doctoral-level committees and the masters-level thesis committees. Given the current workload challenges of faculty to meet the criteria without adequate release time or resources, some members felt a review and further discussion of the current policy would be in order.

Patrick Bateman will compile a document in greater detail with other recommendations to consider.

1. Key Performance Indicators – Sal Sanders

This will be on the next meeting agenda. Sal will send out additional information for some feedback.

1. Dean Sanders’s Comments –

To his knowledge there is no decision regarding the spring 2021 semester at this time.

The Graduate Council Meeting was adjourned at 5:00 pm.

Respectfully submitted by

Linda Hulburt Blosser

Linda Hulburt-Blosser, Administrative Assistant

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**Attachment #1**

**Exceptions Committee Report to Graduate Council for September 2020**

Committee Membership:

Dr. Sal Sanders, Chairperson

Dr. Virgil Solomon

Dr. Valerie O’Dell

The committee has unanimously agreed to grant an exception to permit an applicant to be admitted to the MS in Environmental Science program without fulfilling the GRE requirement as requested by Dr. Jeff Dick.

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 her significant professional experience and accomplishments as requested by Dr. Bateman. Thank you for your consideration.

Report submitted by Sal Sanders on 09/30/20.

Attachment #2 - Reviewed by Virgil Solomon

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| S**eptember circulation packet –2020-21:1-50 New and Reviewed** |

