



GRADUATE COUNCIL

Minutes of Meeting Held October 18, 2023

Present: Dean Kosteas, Professors Liu, Yilmaz, Sikder, Anup Kumar, Wukich, Gatica, Sathish Kumar, Rauschert, Slifkin, Guiffre, Jenkins, and Whitbred; Kevin Neal, Shail Sheth

Guests: Brian Yusko, Tracy Porter

Dean Kosteas called the meeting to order at 2:00 p.m.

1. Approve Agenda – **The agenda was approved.**

2. Approve Minutes

a. September 12, 2023 – **The minutes were approved.**

3. New Business

a. Curriculum proposals

- **Environmental Engineering Certificate Program - 1080 - Fall 23 – New certificate**

- We are proposing a graduate environmental engineering certificate program to provide training and professional development needs of practicing engineering professionals. The program will require a minimum of 13 credits of course work which will be offered by four different departments.
- The certificate program will be offered online. The EVE courses listed in the program will be developed as online courses to meet this need.
- **Approved**

- **Environmental Sustainability Graduate Certificate - 1080 - Fall 23 – New certificate**

- This is part of a set of 3 interdisciplinary Graduate certificates in environmental matters, targeted toward RPM and other firms in the environmental space. The one based in the School of Urban Affairs is an interdisciplinary graduate certificate in Environmental Sustainability. It requires a minimum of 4 courses, and will take 14-16 credits, depending on which courses are selected.
- The program can be completed asynchronously online or through a combination of asynchronous, synchronous, hybrid, and face-to-face classes. Some classes in this certificate are likely to be offered in a blended format, synchronously online or in person for AY 23-24. The certificate can be finished in as short as 18 months. They are all existing courses.
- The certificate will be managed by a faculty coordinator in the School of Urban Affairs, who will supervise the admissions process.
- Certificate requirements include:
 - a. A bachelors degree with GPA greater than 2.75 or a masters degree
 - b. An admissions letter outlining the applicant's interest or experience in environmental sustainability
- **Approved**

- **Labor Relations and Human Resources, MLRHR - 1090 - Spring 24 – Program change**
 - Adding a non-credit course (MGT 670) for students to take a professional HR certification exam, and to complete exit survey data about the MLRHR program to be used in shaping future academic or career preparation programs for the College of Business and the accreditation body, the Association to Advance Collegiate Schools of Business (AACSB).
 - **Approved**
- **Sport and Entertainment Management, MSEM - 1110 - Fall 24 – Program change**
 - Proposal to revise the Master of Sport and Entertainment Management degree.
 - a. Addition of three new courses: SPM 603, SPM 604, SPM 660
 - **Approved**
- b. Courses in Curriculog for approval
 - MGT 670, SPM 603, SPM 604, SPM 660 – **Approved**
 - **ENG 509 – Custom routed back to originator for 1) distinction between UG/GRAD for cross-listed courses 2) clarification as special topics or permanent course**

4. **Graduate Council Representation & Standing Committees** --- Available reports

- a. Faculty Senate
 - Information about Grey Associates mostly directed at UG level; Graduate level data analysis will be coming. Department Chairs training to be held 10/31 and 11/1/23.
- b. University Admissions & Standards
 - Examining syllabus statement on AI
- c. University Curriculum Committee
- d. Graduate Faculty Review Committee
 - Recommendations from committee for SU23 applicants - **Approved**
- e. Petitions Committee
- f. Grade Dispute Committee
- g. Program Review Committee
 - Urban Ph.D. program only graduate program to be reviewed
- h. University Research Council Committee
- i. Graduate Student Awards Committee
 - Awards program to go ahead this year. Meeting to be scheduled soon.
- j. Ad Hoc Committee for Graduate Faculty Review
 - Had first meeting. Will examine Graduate College by-laws and processes to determine if any changes might be desired

5. **Discussion/action items**

- a. Course repeat/grade forgiveness
 - Limited vs unlimited grade forgiveness? Members felt there should be a limit.
 - Do both grades stay on the transcript? Members felt original grade should remain on the transcript.
 - Academic policy revisions may be needed if this change is adopted. Dean Kosteas to work with Kevin Neal, Emily Rauschert, Suzanne Guiffre on this and bring this back to Graduate Council for consideration.

b. Program dismissals

- Need a layer of review outside of the department/program dismissing the student.
- Should second review come from the department's college or graduate studies?
 - The Petitions or Grade Dispute Committees were suggested, however there could be an issue with that if a member is from the same home department of student being dismissed.
 - Members suggested the Assistant Dean so it is consistent across colleges
- Should the second level simply review for adherence to process or also review the merit of the dismissal?

c. Graduate Assistant policies

- Please review current policies: <https://catalog.csuohio.edu/content.php?catoid=43&navoid=3534>
- Minimum enrollment and hours the contract must cover.
 - Full and ¾-time GAs (20 and 15 hours per week) must enroll in 9 CH.
 - a. Currently require departments to pay for at least 9 CH
 - Half-time GAs (10 hours per week) must enroll in 6 CH.
 - a. Currently require departments to pay for at least 6 CH.
 - Do we want to relax these policies w.r.t. tuition coverage in the contract?
- Limits on use of GA allocation dollars?
 - Currently restrict a given contract to no more than 50% research.
 - One option is to set college level targets, such as at least 70% of the allocation must go to teaching and instructional support.
- Guidelines for the use of TAs
 - Consistent mapping of credit hours to workload (with distinction b/w labs and lecture courses) for TAs with direct instruction responsibilities.
 - How many hours of work can be assigned for different course enrollments for teaching support GAs.
- What should we have as our Health insurance coverage policy?
 - Policy this year is to require full-time GA contracts for doctoral students to also cover the health insurance premium if the student purchases the student health insurance.
 - Other options:
 - a. Pay part of the premium- this is consistent with what some of our peer institutions' policies.
 - b. Extend to master's students as well- this would be very expensive.

6. Updates/Announcements

- a. Graduate Networking Social is coming up on Tuesday, November 14th at 4:30 – 7 p.m.

7. Items for future discussion – None

The meeting was adjourned at 4:00 p.m.

All materials for review before the meeting are available on the University Curriculog web site for access by Council Members. (<https://csuohio.curriculog.com/proposals>)