



GRADUATE COUNCIL

Minutes of Meeting Held September 10, 2024

Present: Dean Kosteas, Professors Yilmaz, Rickett, Voight, Pourdavood, Rubado, Kumar, Gatica, Plecnik, Severson, Slifkin, Munther, Baumgartner, DeBoth Foust, Guiffre, and Jenkins; Kevin Neal, Aditya Walker

Guests: Benjamin Hoffman, Murad Hizlan, Xue-Long Sun, Michael Kalafatis

Dean Kosteas called the meeting to order at 10:00 a.m.

1. Approve Agenda – **The agenda was approved with a slight change in the order of proposals to accommodate guests.**
2. Approve Minutes
 - a. April 17, 2024 – **The minutes were approved**
3. New Business
 - a. Curriculog proposals
 - **Addition of online delivery modality for the Graduate Governance, Risk and Compliance Certificate – Accounting - Ad Hoc Proposal**
 - As of the 24/25 catalog, students are able to complete this certificate fully online if interested. This new code will allow COB advising to better advise the students as they work towards this certificate.
 - **Approved**
 - **Admissions change - 1120 - Spring 25 (Physical Therapy) - GRAD Program Alteration (no curricular content)**
 - Eliminate the GRE as a requirement for admission to the DPT program.
 - **Approved with change from Spring 25 to Spring 26 date**
 - **Deletion of elective/required statement within catalog course description - Counseling, Administration, Supervision, and Adult Learning – Ad Hoc Proposal**
 - Proposing to delete statement from the course description of numerous ALD courses. Statements include:
 - a. "An elective course for graduate students"
 - b. "A required course for graduate students"See attached spreadsheet with proposed changes in RED font.
 - **Approved**

- **Biomedical Engineering, Accelerated Master's B.ChE/MS BME - 1090 - Spring 24 – Program Change**
 - Changes to introductory program description for clarification purposes.
 - a. *Up to nine (9) credit hours earned at the graduate-level* will count towards both the undergraduate and graduate degree requirements.
 - b. *Undergraduate students in the accelerated MSCHE program may complete up to twenty-one (21) credit hours of graduate courses while enrolled in the undergraduate program.*
 - **Approved**
- **Chemical Engineering, Accelerated Master's B.ChE/MS ChE - 1090 - Spring 24 – Program Change**
 - Changes to introductory program description for clarification purposes.
 - a. *Up to nine (9) credit hours earned at the graduate-level* will count towards both the undergraduate and graduate degree requirements.
 - b. *Undergraduate students in the accelerated MSCHE program may complete up to twenty-one (21) credit hours of graduate courses while enrolled in the undergraduate program.*
 - **Approved**
- **Chemical Engineering, MS - 1110 - Fall 24 -Program Change**
 - Change in the minimum GPA required for admission. Conditions for letters of recommendation have also been modified.
 - Details of ESL requirements have been removed and deferred to the general requirements set by the College of Graduate Studies
 - **Conditionally Approved**
- **Graduate Courses to be removed from the Catalog - Chemical and Biomedical Engineering – Ad Hoc Proposal**
 - With changes in Department focus, retirements, new hires, and new trends in the discipline; the program needs to eliminate a set of classes. This will release the class numbers and eliminate courses that are no longer offered from the catalog.
 - A second set of classes were originally cross-listed to facilitate their inclusion in Students' Plans of Study. The Catalog guidelines for these programs are modified and cross-listing is no longer necessary. These classes are currently offered with a different code (designation).
 - **Approved**

- **Electrical Engineering, MSEE - 1110 - Fall 24 – Program Change**
 - Add EEC556: Software Defined Radio to the list of elective courses under the specialization of Communication Systems.
 - Substitute EEC651: Digital Communications with EEC557: Modern Applications of Digital Communication as one of the core courses for the Communication Systems specialization. Additionally, include EEC651 in the list of elective courses available for the Communication Systems specialization.
 - **Approved**
 - **Mechanical Engineering, Accelerated Master's BME/MSME - 1110 - Fall 24 – Program Change**
 - The 9 credits of 500-level coursework completed during undergraduate studies will be applied to both the bachelor's degree and the master's degree.
 - **Approved with date change from Fall 24 to Spring 25**
 - **Chemistry, MS - 1110 - Fall 24 – Program Change**
 - We want to add
 - a. TWO courses into to ANALYTICAL CHEMISTRY Category
 - b. FOUR Categories into “**Core Courses**” – “**Advanced Chemistry Courses**”, which are “BIOCHEMISTRY”, “PHARMACEUTICAL SCIENCES”, “INORGANIC CHEMISTRY”, “CLINICAL CHEMISTRY”
 - c. a new course (CHM 500 Graduate Orientation), which is required for MS-thesis.
 - **No Action**
 - **Clinical-Bioanalytical Chemistry, PhD - 1110 - Fall 24 – Program Change**
 - Add a new graduate course "CHM 600 Graduate Orientation", which will be required for all PhD students.
 - **No Action**
- b. Courses in Curriculog for approval
- ALD 545, ALD 607, ALD 645, ALD 647, ALD 663, ALD 664, ALD 688, ALD 689, CVE 513, CVE 604, SWK 681 - **Approved**

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

- a. Faculty Senate
- b. University Admissions & Standards
- c. University Curriculum Committee – need GC Representative
- d. Graduate Faculty Review Committee
- e. Petitions Committee
- f. Grade Dispute Committee
- g. Program Review Committee
- h. University Research Council Committee – need as GC Representative
- i. Graduate Student Awards Committee

5. **Discussion/action items**

- a. December 3rd meeting – consider day/time change
- b. College of Arts and Sciences updated requirements for Graduate Faculty Status
 - **Approved**
- c. Graduate Council Representatives needed for: University Curriculum Committee and University Research Council Committee
 - John Plecnik agreed to serve as GC Representative to UCC
 - Kelly DeBoth Foust agreed to serve as GC Representative to URCC
- d. Standardization of accelerated master's application process and letters.
 - GA offer letters through SLATE would be best practice to process GA contracts and process I9s.
 - Standardized offer letters would provide an accurate contract
 - Assist with budgeting for GA allocations
 - Accelerated master's offer letters would be beneficial to both program and the College of Graduate Studies
 - We would like to have members work as sub-committee to meet to draft standard letters and streamline processes.
 - GA letters – Jorge Gatica and Adam Voight volunteered
 - Accelerated master's letters – Andy Slifkin volunteered

6. **Updates/Announcements** - None

7. **Items for future discussion** – None

The meeting was adjourned at 12:00 noon

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>)