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GRADUATE COUNCIL

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Minutes of Meeting Held November 10, 2021 via Zoom

Present: Dean Holcomb, Associate Dean Kosteas, Professors Porter, Smith, Phillips, Jenkins, Forte, Kumar, Sotiropoulos, Sun, Wendland, Bayachou, Weyman, Wukich, Resnick, and Hamlen Mansour; Kevin Neal, and Xiaobo He

Guests: Brian Ray, Selma Koc, Guowei Jian, Anne Galletta

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

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

2. **Approve Minutes**
   a. October 12, 2021 – The minutes were **approved**

3. **New Business**
   a. Curriculog proposals
      - **Advanced Fundraising, Graduate Certificate** – program deactivation
        - Seek to have Graduate Certificate in Advanced Fundraising deactivated and removed from the Graduate Catalog
        - **Approved**
      - **Cybersecurity and Data Privacy Law & Policy, Graduate Certificate** – program chg.
        - Reduce the total number of courses to four (12 credits)
        - Eliminate the experiential learning requirement
        - Make Cyber 2 an Elective and Reduce Required Courses to Two for Graduate Certificate.
        - Add the following electives:
          a. L701 Corporate Compliance I (3 cr.)
          b. L735 Cyber Law (3 cr.)
          c. L764 Cybersecurity Practicum (3 cr.)
        - **Approved**
      - **Instructional Design & Technology, Graduate Certificate** – new certificate
        - This proposal will create a new certificate in Instructional Design and Technology. The certificate is focused on professionals who are interested in designing and developing educational programs that are mediated by technology. This includes educators who are engaged in online instruction in higher education, training and development, or community-based education geared toward adult learners. Emphasis will be on adult learning theories, online learning, instructional design and program evaluation.
        - **Approved**

- **Master of Applied Communication Theory and Methodology (MACTM)** – program change
  - Lowering the number of credits for the program from 33 to 30
  - Changing from four Exit Options (COM 689 Collaborative Research Project, COM 697 Comprehensive Examination, COM 698 Research Project, and COM 699 Thesis) to two Exit Options (COM 699 Thesis and Coursework Only). This change eliminates of three exit options: COM 689 Collaborative Research Project, COM 697 Comprehensive Examination, and COM 698 Research Project.
  - Adding a new media skills requirement to the curriculum, along with a new course COM 529: Media Design and Content to fulfill this requirement.
  - Creating an elective course COM 690: Graduate Internship in Communication.
  - **Approved**
- **Urban Secondary Teaching (licensure, adolescent/young adult 7-12 OR multi-age in Spanish), M.Ed. –** program change
  - Students interested in Chinese Licensure will apply to the Master's in Urban Secondary Teaching (MUST) as a member of the cohort system of MUST, beginning with the first summer session of 2022 through the furst summer session of 2023. The licensure will no longer be a standalone program but will be included as part of the Foreign Language offering within MUST and will run as part of the MUST program.
  - The licensure program of study will (1) add a practicum for each fall semester to meet state requirements for licensure, and (2) will remove ESE 504 (no longer offered) and in its place add ESE 500.
  - **Approved**
- **Adding Statement of Purpose as New Admissions Requirement (MPA and MNAL) - Maxine Goodman Levin College of Urban Affairs –** college admission requirement update only (no curricular content)
  - The MPA and MNAL programs request to add a statement of purpose as an admission requirement.
  - The MPA requirement will read: "Applicants are asked to describe their motivation to pursue a Master of Public Administration (MPA) degree at CSU and describe what prepares them to be successful in the program and their careers moving forward. The essay should be no more than two single-spaced pages and no less than one single-spaced page."
  - The MNAL requirement will read: "Applicants are asked to describe their motivation to pursue a Master of Nonprofit Administration and Leadership (MNAL) degree at CSU and describe what prepares them to be successful in the program and their career moving forward. The essay should be no more than two single-spaced pages and no less than one single-spaced page."
  - **Approved**

b. Courses in Curriculog for approval (see attachment)
  - IST 502, IST 503, IST 504, IST 506, IST 664, IST 764 – **Conditionally Approved going from 300/600 to 300/500 and the changes necessary with one member who abstained**
  - **Other courses Approved per recommendations noted**

3. **Graduate Council Representation & Standing Committees** --- Available reports
    a. Faculty Senate
        - The GRE/GMAT waiver was approved for FA22 and SP23 for master's programs (not Ph.D. programs)
        - Approved five year calendar with changes – changed Columbus Day to Indigenous People Day and moved that holiday to Monday for two semesters to balance holidays
        - Mid-term grading week is being removed, final exam week renamed to exam week, and midterm grading deadline is being renamed to mid-semester grading deadline
    b. University Admissions & Standards
        - Brought GRE/GMAT waiver (approved by Grad Council) to Faculty Senate
    c. University Curriculum Committee
        - Agreed to allow Jackie Jenkins to serve as Grad Council rep as well as Engineering
        - College realignments will result in implications for Curriculog – it will need to be rebuilt in a sense so will need to be shut down for a time. More details to come soon, but working with the Deans now to try and pause new curriculum proposals while working on the (university) reorganization and rebuilding of the system (Curriculog).
    d. Graduate Faculty Review Committee
        - Upcoming meeting to review FA21 applicants – larger number as result of outreach to the departments for faculty who did not have status
    e. Petitions Committee
        - Upcoming meeting – to discuss providing guidance to departments on an extension to the 10-year limit for completing degrees
    f. Grade Dispute Committee
        - One grade dispute coming up
    g. Program Review Committee
        - Dates for the external review visits are being scheduled for the spring
    h. University Research Council Committee
        - Wei Zhang offered to act as Grad Council rep on this committee as already serving
    i. Graduate Student Awards Committee
        - Started promoting the awards and working to setup another meeting
        - Asking for help to promote the Graduate Student Awards

4. **Discussion items**
    a. Update on Academic Standing and students entering PhD programs from our own master's programs (issue raised at the last meeting).
        - Best solution seems to be an extra internal check when reviewing students (Ph.D students) for dismissals – typically the number is low so doing this on a case by case basis seems to be the best option

b. Discussion of the 4+1 program rule requiring students to enroll as a graduate student within one year of completing the undergraduate degree and whether we want to amend or eliminate the requirement.
- Should we remove this (CSU) rule to allow greater flexibility for students?
- We could keep the rule and student could petition their case
- If remove the rule – concern about limit of time, and how student can remain current in their knowledge. We could establish a new/longer time limit.
- We do not have a lot of students doing 4+1, but we do have a number of students who sign-up for the 4+1 and then never finish the graduate degree.
- Some have raised this rule as possibly a factor why we don't see more students enrolling in the 4+1 program
- The 4+1 program can save students time and cost, and it is also a recruitment mechanism for our own undergraduates. It allows credits to be double counted

5. **Updates/Announcements**
a. What is going on with SLATE?
- CSU has switched to this new CRM/Customer Relations Manager system that will be integrated with our admissions – before they were completely separate
- We are in the process of converting to that system for SU22 and FA22
- We are accepting applications now for those terms, but the structure in SLATE has not yet been built to allow program directors to go in and act on those applications. They are working as quickly as they can to get that operational.
b. Students issues for those in Computer Science and Information Systems were brought up – related to their inability to register for classes in their program because they were full
- Dean Holcomb asked that a meeting be scheduled with him and the Associate Dean to discuss the specifics

6. **Items for future discussion**

The meeting was adjourned at 11:10 a.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)