

Graduate Council Minutes

June 3, 2005

Attendance: Catherine Axinn, Josephine Bloomfield, Duncan Brown, Carolyn Cardenas, Scott Carson, Lee Cibrowski, Jesse Davis, John Day, Jason Hartz, David Juedes, Dina Lopez, Christine Mattley, Michael Mumper, Josep Rota, Susan Sarnoff, Katherine Tadlock, Ginger Weade, Maureen Weissenrieder, Joanne Bray for Judith Edinger, and Eileen Theodore-Shusta for Julia Zimmerman.

Excused: David Drabold, Peter Johnson, Chuck McWeeny, Tootie Overby, and Robert Roe.

Convened: The meeting was convened at 3:10 pm. Packets with agenda were distributed.

1. Approval of Minutes :

Jesse Davis's motion to approve minutes for the May 13th 2005 meeting was seconded by Catherine Axinn and approved.

2. Chair's Report (Dr. Duncan Brown) :

A. Expression of thanks: Duncan thanked all members of Graduate Council for their help in making his first year as chair very successful. He said that the chairs of all the committees especially made the work easier. He also mentioned that Michael Mumper and Katie Tadlock have been a pleasure to work with.

B. Summary of committee responsibilities: Duncan provided a summary of tasks completed and on-going for all the five committees.

- a) Admissions Requirements Committee (Chair: Josie Bloomfield): They had an exceptionally busy year with 40 cases (including the ones being presented today). The Provost is considering signing the new resolution regarding conflict of interest policy.
- b) Curriculum Committee (Chair: Scott Carson): Many new programs to be offered overseas were evaluated by them. Duncan said that their job would become easier if the University International Council and the University Curriculum Council could all work together more efficiently.
- c) Graduate Affairs and Fellowship Committee (Chair: Peter Johnson): The committee worked with Katie Tadlock to develop literature for Graduate awards and fellowships. The thesis that was entered in the Midwestern Association of Graduate Schools did not win but received honorable mention.
- d) Planning and Strategy Committee (Chair: Tootie Overby): The committee has been working to evaluate our capacity to increase enrollment in graduate programs. They are also involved with the strategic planning process of the university.

G. Thanks: Michael thanked Duncan and all members of Graduate Council for a successful year.

Duncan mentioned to Graduate Council that on Thursday June 9th, between 2 and 4 pm there will be an open meeting with the Provost to review all documents (mission and vision statements, executive summary and all). Scott asked about the latitude possible in the revisions that can be made to the document. He added that they are putting together a departmental response, and wanted to know if it would have any impact. Michael said that the document is constantly being revised, he encouraged departments to provide feedback. He also added that the interpretation and implementation group will be involved in making many critical decisions at the time of implementation. Josie said that in an interview on the radio the President said that the document will be presented next week. Duncan said that he believed that the document would be presented to the trustees in late July. Michael said that it would be, but was not sure how final the document will be then.

Jesse said that there was lots of discussion this year about the general fees and wanted to know if some decisions had been made. Michael said that it is possible to make a case to forgo the general fee, but the loss in revenue will be enormous. He said that it is a million dollars in buyout and that would be the biggest buyout so far. Jesse added that some schools do not have a general fee at all and some of them that do; charge minimal amounts. Michael responded that it makes sense to use the buyout money to put it in a pool to offset the fees.

Katie Tadlock (Director, Graduate Student Services) :

Council of Graduate Schools: Katie informed Graduate Council that the Council of Graduate School award notices will be sent out shortly and that departments can think of nominees.

Program Codes: Katie said that she will be sending a list of program codes to the Associate Deans and that if there are any changes they can send those back to her. These codes will be in the new online and paper applications.

Commencement: Katie said that she looks forward to seeing everyone at commencement next Friday.

4. Curriculum Committee :

M.S. (Industrial and Manufacturing Systems Engineering): Scott Carson said that there are two aspects to each new proposal that is submitted, the academic and administration/financial aspect. We are more competent to pronounce upon the academic aspect versus the financial viability of the program. The chair of the IMSE department is working with Jack Bantle's office on budgetary issues of the program. Duncan added that a better division of tasks between the University International

whom were answered by Dr. David Koonce. He said that some courses will be

Human Services are non-degree and that if these courses are not graded, students do not receive their certificates. Chris suggested having a new degree code, such as "NDA" and "ND" that would identify the nature of the course taken. Catherine said that she would be interested in Deb Benton's response to that. Duncan said that this clearly warrants more discussion, specially if the Provost does not sign the resolution. Maureen said she feels uncomfortable ruling a no-conflict on these unless there is a mechanism in place to keep the non-degree courses taken clearly identifiable. Katie said there is an 18 credit hours limit and a hold goes on the student's record preventing them to register for any future credits unless the hold is removed. The only issue is of tracking those students and if we know who we are looking for, it is very easy to do so.

B. Proposals tabled previously: Based on the recommendation of the Admissions Requirements Committee Graduate Council voted that a conflict of interest exists for Ryan Clark and Elahu Gosney. Lee said that for Gerard Akindes seeking an I.I.P., the College of Health and Human Services cannot be the primary college because they do not offer a Ph.D. degree. Josie added that his academic advisor and administrative supervisor are different. Lee clarified that Gerard Akindes's supervisor, Douglas Franklin is an administrator, not a faculty, so he cannot be Gerard's academic advisor. The motion to rule this one as a no conflict was passed.

C. New Cases: Among the new conflict of interest reviews, Ralph Amos, Virginia Hojas, Kevin Kuwik, Krista McCallum Beatty were approved. Josie requested everyone to read Tony Adami's case. Jerrel added that many other similar cases have been approved in the past and Tony does not have any faculty responsibilities. Duncan agreed and said it would be churlish not to approve his extension. Graduate Council voted for a no-conflict.

SEVIS issues. Jerrel commented that the policy would then be on a volunteer basis and that a student might not ask for it. Maureen asked what would

met to discuss the revisions. She further added that international students always ask for a minimum score required. Dina said that some departments require a higher score than others, e.g., Environmental Studies requires 600. Maureen asked if the catalog mentions a minimum score. Katie said that it does, it is 550, but it is ignored many a time. Michael said that as of now we follow departmental recommendations, but Graduate Studies may not approve an admission on the basis of a lower score. Maureen said that departments should know about it before a new policy goes into place. Michael said that a large number of departments admit students with scores between 500 and 550, occasionally departments want to admit students with a score below 500. Maureen noted that the new policy is not really changing all that much, it is simply solidifying and clarifying current policy. Katie added that we are protecting the student by denying admission on a low score because if a student comes with a low score, they have to take OPIE courses. For international students it thus turns out to be very expensive.

David Juedes asked about the equivalent scores on the IELTS scale. Katie said that the OU test scores usually are within a small variation of a student's TOEFL score. Jesse expressed concern over the possible situation for a student who does not take the TOEFL before coming to OU and then fails the English proficiency test taken at OU. Pat added that some students from a few African colleges have good verbal skills but do not do well on the OU test. Susan said that it is almost a legal issue that should be clarified to students before they arrive that if they do not pass the OU English test, they will not be eligible to start their graduate programs. Katie said that they want to avoid the double testing, because test scores show that students test within a very small range of their original TOEFL scores. Susan asked if there was a time limit in place for the point that states that if a student has received a bachelors degree from an accredited institution in the United States or a foreign college or university accredited by a Regional U.S accrediting organization (where English is the language of instruction). Katie said that it could be the sa 0.2 (sco) -0.2 (re) -0.2 0.2 (i) -0.2

Graduate Council Meeting Minutes
May 13, 2005

Attendance: Josephine Bloomfield, Duncan Brown, Carolyn Cardenas, Scott Carson, Lee Cibrowski, Jesse Davis, John Day, David Drabold, Jason Hartz, David Juedes, Dina Lopez, Christine Mattley, Michael Mumper, Tootie Overby, Josep Rota, Susan Sarnoff, Katherine Tadlock, Ginger Weade, Maureen Weissenrieder, and William Rhinehart for Julia Zimmerman.

Excused: Catherine Axinn, Pat Beamish, Carolyn Cardenas, Scott Carson, Judith Edinger, Jerrel Mitchell, and Susan Sarnoff.

Convened: The meeting was convened at 2:05 pm. Packets with agenda were distributed and the sign-in sheet was passed around.

1. Approval of Minutes:

Peter Johnson's motion to approve minutes for the April 8th 2005, was seconded by Lee Cibrowski.

Joe Rota's motion to approve minutes for the special meeting of Graduate Council held on April 22nd 2005 was seconded by David Drabold.

2. Chair's Report (Dr. Duncan Brown):

1. List Serv is available now: Duncan informed members that the Graduate Council List Serv is available, though it has not been used much. He added that about three-fourths of members are on it and he is hopeful that it will be used more in the next academic year.

2. Mission Statements for Standing Committees: So far only two of the five committees have formulated their mission statements. Duncan requested the other committees to have at least a first draft of their mission statements before the next meeting. He added that it will be helpful if the committees write their mission statements and then begin to identify some of the university policies they use or refer to.

3. Next meeting: Duncan reminded the members that the next meeting is not going to be on the second Friday of the month, but on the first Friday, which is June 3rd. Also, the meeting time is 3 to 5 pm and not 2 to 4 pm.

3. Associate Provost for Graduate Studies, Michael Mumper:

1. Provost's Support for International Recruiting: Michael informed the members that the recruitment process this year will be more formal than it was last year. There is more time this year to plan for recruitment travel. He added that a review of last year's efforts will be conducted and then the request for funding will be made. The review will focus on what was done, how much money was spent and the ways to measure success of this endeavor. He also clarified that it is still a year-to-year initiative and not an on-going activity. The review process will help provide the Provost a good sense of how much funding is required.

2. Graduate and Research Priorities: Michael said that Barbara Reeves and Gary Schumacher are working on the said document. He noted that the document is a little different from what it started out as. It is a more comprehensive plan; some of the features of the plan include a commitment to graduate education, research, identifying programs that have the capacity to generate revenue (which can be shared with other programs), and focus on T.A. training, stipend enhancements and so on. The need to be specific yet inclusive is a hard one to accomplish; the document strives to be inclusive while identifying some nationally prominent programs. The packet distributed today included a handout about the National Prominence Sub-Committee. This document lists eight goals that will further the image of Ohio University by developing and enhancing the curriculum and the learning environment at Ohio University.

3. Search for Associate Provost for Enrolment Management: The search for a new Associate Provost for Enrolment Management has been called off. The Provost has created a committee which will address enrolment, including graduate enrolment in a manner it has never been included before. The members of the committee are Michael Mumper, David Descutner, and Mike Williford. He added that it is more difficult to measure progress in terms of enrolment for graduate students than it is for undergraduate students. We do not have targets like we do for incoming freshmen. David Drabold asked whether, since increasing enrolment seems to be a financially driven effort, we are expecting all of the students to be fee paying? Michael said that if we follow the undergraduate model, then it would be true.

Terrie Bruscano, Coordinator of Electronic Thesis and Dissertations: Terrie referred to the list of members of the ETD Steering committee that is a part of the package. She said that the committee has 17 members and if any department is interested in being represented on the committee, they can let her know. The role of the committee is liaison between the

Department and the ETD coordinator. Terrie informed Graduate Council that many ETD training sessions for faculty and staff were offered in this past academic year. She added that there won't be any more training sessions until Fall quarter, so if a department was interested in having her present, she would do so. Terrie said that earlier in spring quarter she did a presentation at Mechanical Engineering, which was very successful.

Terrie informed Graduate Council that the deadline set by the Registrar's

b) The discussion centered on the fact that the whole proposal is presented to the Curriculum committee and the committee forwards a brief document—usually less than a page. It is not possible to include all the details in the executive summary that is presented to the entire Graduate Council. Dina Lopez added that it would be helpful to have some guidelines to follow while evaluating these proposals. Also she said that, a standard format in which all proposals can be presented will be advantageous too. John Day added that if there is a prescribed set of rules that can be applied to all of these programs, they can then be applied to all programs. Maureen noted that most of these programs are going to be unique, so it is hard for them to conform to one set of structural guidelines. Katie Tadlock suggested that since she and Maureen sit on the subcommittee for UIC, crossover knowledge can be applied at the sub-committee level to ensure a comprehensive evaluation of a proposal.

c) David Drabold commented on the interesting approach taken by the College of Business about providing a venue for students from the Middle East to earn an MBA from OU in Malaysia. John Day explained that Malaysia is a good choice because of the similarity of cultures (Islamic influence) and the long standing positive relationship that OU has enjoyed with Malaysia. He also clarified that the Al-Tamini Group is responsible for marketing the program and recruiting students for it.

d) Maureen asked John Day about what criteria the College uses to decide how many of such off-shore programs they will run at any given point in time. John Day answered that the criteria prescribed by the accreditation bodies and the university rules about on-load and overload teaching assignments determine it. He further clarified that they are required to have at least 75% of the courses taught by urthers. fauresy

3. Academic Program Review: Human and Consumer Sciences: Greg Janson was present to respond to questions and concerns raised by Graduate Council. John Day informed Graduate Council that he conducted this review. He said that in the next step the review is presented to UCC. Duncan Brown said he will write a cover letter to forward Graduate Council's decision on the review to UCC. Josie asked about the issue of faculty capacity and if that meant that the department would have to hire more faculty. John Day responded saying that it is only a recommendation, the decision lies with the department. Duncan added that this is an important point which can be useful when the program is up for the seven year review and goes to the Board of Trustees for their approval.

Graduate Council approved the report of the Program review.

4. Academic Program Review: School of Recreation and Sports Sciences: Ming Li, Director, School of Recreation and Sports Sciences was present to respond to questions and concerns. John Day said that Ming Li will be invited to the Board of Trustees meeting when the proposal is presented to them. Ming Li informed Graduate Council that the school has an endowed fund to support graduate student research.

Graduate Council approved the report of the Program review.

5. Program Reviews: Chuck McWeeny reiterated that coordination between Graduate Council and UCC is required. He cited the example of two program reviews, one for Social Work and the other for Fine Art. They both made it to only one organization each, not to both bodies as they should have. Duncan added that Scott Parks, of UCC, is working on a routing sheet to track the progress of the review process. He added that Marty Tuck is looking into it as well. John Day said that unless someone shepherds them through UCC, they get filed there and do not make it to Graduate Council. Maureen noted that the problem is not about tracking reviews on a flowchart, but the fact that there is no deadline for a review process like this. There is thus a tendency for reviews to get lost. She added that it is not necessarily a structural issue and that faculty are busy and they are not to blame when reviews get lost at UCC. Chuck McWeeny added that he found that the trail always ended at UCC. John Day commented on the meeting times of Graduate Council and UCC. Duncan clarified saying that UCC usually meets a few days before Graduate Council in the same week. So, documents from each do not get

to the other for a month. John Day suggested that UCC and Graduate Council could process documents at the same time. The parallel processing will save time. Duncan endorsed the idea and said that since UCC does not take action on the suggestions made by Graduate Council; this might be a good option to consider.

5. Admissions Requirement Committee:

1. No-Conflict: Josie said that initially they thought John Cohenour's

happy to provide library services if there was a way to activate that on their status on SIS. Dave Drabold added that having access to library services was a part of the original document and they can include that in the current one as well. Katie Tadlock said that the issue of what constitutes full enrollment comes up when we have to report to the National Clearing House. This is in regard to students who qualify for the deferral of Federal Loans. She explained this further by saying that Ph.D. (Psychology) students who are doing their internship are registered for 'zero' credits but they are reported as fully enrolled. David Drabold said that he is not aware of the revenue implications that this enrollment would have. Katie said that it is hard to make a distinction (without specific information from student advisors and their faculty) between students who are actually working towards their thesis or dissertation and those who have accepted a job and will come back to finish their degrees later. Julia Zimmerman noted that this probably has to be dealt case-by-case. David Drabold said that we could make a case for library and email services for the sake of keeping a student's status active on SEVIS. Peter Johnson commented that OU grants email privileges for life. He also said faculty will most of the times would not stop advising students if they are not registered, because it is in the interest of faculty to do so.

c) Peter also expressed interest in knowing what the policy is at our peer institutions. Michael Mumper said that he was surprised to see that many of our peer institutions have a continuous registration policy. Duncan said that a brief study of spring quarter 2004 to identify graduates yielded interesting results. There were no time gaps for international students. For domestic students the maximum time gap was 11 quarters. Brief discussion on two different sets of policies followed. Duncan clarified that two sets of policies are required because international students have to maintain continuous registration for SEVIS purposes. Domestic students do not have such requirements.

d) Josie said that Graduate Chairs might not want to be responsible for informing students that they are being dropped from their program. It was agreed that it could be called a drop from the university not the program, because the decision was not being made at the program level, rather at the central administrative level. David Drabold said we should not look at this in terms of it being punitive to students. \$50 is a modest fee. Duncan added that he particularly likes the idea because it places the onus on the student as opposed to the Graduate Chairs.

e) Duncan mentioned that Judith Edinger had brought to his notice that OUCOM has a leave of absence policy. There was brief discussion on granting leave of absence to a student who is not in good academic

responsibility of implementation of the policy. Peter Johnson asked if students could receive an extension for their programs. Katie said that Deans have the authority to grant a one quarter extension—only for the next consecutive quarter. If a student requires more time, then he/she has to reapply.

2. Revisions to Graduate Catalog:

a) IELTS versus TOEFL: Katie informed Graduate Council about the updates regarding accepting IELTS scores at OU. She said that Charlie Michelson suggested accepting a 7.0 instead of 6.5 on a 9 point scale. Katie added that a NAFSA research document from a couple of years ago showed that most institutions in Australia and Canada and some universities in the U.S.A. accept 6.5. Most of the universities in the U.S.A. consider 7 out of 9 to be an acceptable score.

b) Waiving English proficiency tests: In reference to the TOEFL and IELTS Joe Rota said that it seems to be affront to require students from some African countries and some Indian universities (where the medium of instruction is English) to demonstrate their English proficiency by requiring them to take one of these two tests. He cited the example of the American University of Beirut which is an Anglophone university like many from African countries and India. He recommends that the English proficiency test be waived for students from such Anglophone universities. Katie expressed some reservations about each department having flexibility of waiving these test requirements. Peter Johnson suggested that alternative language might be used where, in addition to those whose native language is English, others who are exempted from the TOEFL requirement would be defined as those who have received a college degree from an accredited educational institution where the language of instruction is English.

c) Transfer of credit: Katie informed Graduate Council that for credit transfers, it has to be graded coursework (courses taken simply for credit are not transferable). Maureen asked about the process for a student taking courses as a non-degree, who decides to pursue a degree in the same area. Katie said that the student would have to go through the application process.

Graduate Council approved List One of the revisions to the Graduate Catalog.

Tootie Overby informed Graduate Council about the working of the Graduate Research Priorities committee. She asked if anyone had sent feedback to the Provost for the document. Ginger said that she had sent some recommendations. Duncan added that the College of Communications made some suggestions to the Provost as well.

Tootie said that the document became too broad and it was rather hard to talk about priorities if everything is considered a priority. She said that at present it is the fifth revision and the new document will address the value of graduate education at OU and the maintenance of quality of graduate programs, identification of revenue generating programs and some programs that can be enhanced. She further added that there is still talk about whether these will be referred to as foci or categories (as they were initially called). There is also discussion about what group will be responsible for identification of such programs and the criteria that will be used by them. Graduate Council could possibly over see this process she noted. She also said that it was very encouraging to see Graduate Council mentioned at a few places in that document.

David Juedes asked about the implications of the state cap on graduate student subsidy and if that will have any effect in the identification of priorities. Michael said that the subsidy is in effect only for doctoral students and that OU will only receive a 3% cut because of our shrinking numbers. John Day said that the only way to start new Ph.D. programs would mean that students would have to be fee-payers and the program thus a revenue generator. Michael said it could also mean that some programs might have to be closed down. Duncan said that instead of identifying some programs as the blessed and some as the damned, the broader and more inclusive document seems better.

Meeting adjourned at 4:15.

Next meeting on June 3rd, 3-5 pm in the Governance Room in Walter Hall.

Graduate Council Meeting
Special Meeting with Provost Kathy Krendl
April 21, 2005

Graduate Research Priorities Committee :

Dr. Krendl mentioned that the Task Force has received feedback on these documents, which still needs to be integrated into them. She then asked Michael Mumper to present the update from the retreat held the previous day (April 20th) for the Graduate and Research Priorities committee. Michael passed a handout to all present and indicated that it was only a draft and did not incorporate the suggestions that came about in yesterday's retreat. Michael chairs the above mentioned committee and he said that the committee has four goals:

- ¥ Identify graduate research priorities
- ¥ Identify a process to invest in these priorities
- ¥ Identify promising new areas (which may be priorities later on)
- ¥ Integrate all units on campus that can participate in the achievement of these priorities.

Michael mentioned that some themes had been identified earlier. But it was realized that they were too narrow and specific and thus were not inclusive of

Graduate Council Minutes

April 8, 2005

Attendance: Josephine Bloomfield, Duncan Brown, Carolyn Cardenas, Scott Carson, Lee Cibrowski, Jesse Davis, John Day, David Drabold, Jason Hartz, David Juedes, Dina Lopez, Christine Mattley, Michael Mumper, Tootie Overby, Josep Rota, Susan Sarnoff, Katherine Tadlock, Ginger Weade, Maureen Weissenrieder, and William Rhinehart for Julia Zimmerman.

Excused: Catherine Axinn, Pat Beamish, Brooke Dagnan, Judith Edinger, Peter Johnson, Chuck McWeeny, Jerrel Mitchell, David Mould, and Robert Roe.

Convened: The meeting was convened at 2:05 pm. Packets with agenda were distributed and the sign-in sheet was passed around.

1. Approval of Minutes :

The minutes for the March 11th 2005, meeting were approved.

2. Chair's Report (Dr. Duncan Brown) :

- A. Conflict of Interest Resolution: Duncan informed Graduate Council that Faculty Senate voted on the Conflict of Interest Resolution and that it was approved unanimously. For it to become University policy the Provost will now have to sign it.
- B. Special Meeting of Graduate Council: Duncan apologized for not engaging in a wide consultation regarding setting a date for the meeting. Given, the Provost's schedule, there were only two choices of dates. Duncan said he picked the one when most members of Graduate Council could attend. He added that discussion with Tootie's committee will prepare Graduate Council for the meeting with the Provost.

3. Associate Provost for Graduate Studies (Dr. Michael Mumper) :

- A. Graduate Applications: Michael said that the number of graduate applications loo

level, the number of housing contracts signed, are an indicator of number of incoming freshmen, they know that the number is significantly (almost 600) less than what it was last year.

- B. Fee Increase: There has been only a 3% increase in graduate tuition for next year, compared to 6% increase for undergraduate tuition. Michael mentioned that since there has been no increase in the non-resident surcharge at the graduate level, it might attract more fee paying students (from outside of Ohio). He also informed Graduate Council that the Provost's Office has made a commitment regarding reducing the general fees. It was decreased this year and will hopefully go down again next year.
- C. Graduate Contracts: Michael told Graduate Council that there would be no cuts in the number of fee waivers or assistantships, so departments should make offers to prospective students the way they have been doing in the past.
- D. Academic Priorities

Jesse Davis informed Graduate Council that the Fellowships Committee met on April 1, 2005 to review the nominations received for Named Graduate Fellows. There were 13 applications from five colleges and the Center for International Studies. Jesse gave a brief description of the dissertation topics of each of the five students selected. Graduate Council approved the decision made by the committee. Katie Tadlock said that official letters to all the recipients will be sent the following week.

6. Curriculum Committee (Scott Carson) :
 - A. MBA at the Huazhong University of Science and Technology School of Management, China: Scott Carson presented the report of his committee about delivering an existing MBA program at the Huazhong University of Science and Technology School of Management (HUST) in China. John Day explained that this is a two-year dual degree program, with an overlap of six courses. Faculty from the Athens

There was a brief discussion about the continued efforts on the part of Michael Mumper, Katie Tadlock, and Alan Boyd regarding continuous registration for graduate students. Michael noted that his conversation with Mike Williford revealed that there are multiple definitions of a "fulltime" student. "Fulltime" refers to different credit hours for different offices on campus, be it payroll, financial aid, registration, or for reporting subsidy and so on. Michael said that it would be a good idea for the curriculum committee to create something, like a template (according to Maureen) which would kick in automatically for all Masters and Ph.D. students if they registered for say, zero hours. Duncan asked Dave Drabold to send to all members, issues that have come up so far and that it would be the first item on the agenda for the May meeting.

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students on campus. Duncan further added that he has been viewing the front pages of many of our academic peer institutions and that most of them have the word, "research" on them. He commented that if it does not scare them, why should it scare us?

- C. Mission and Vision statements: Tootie requested members of Graduate Council to seek input from faculty from their departments regarding the mission and vision statements of Ohio University. She said that would help her provide input to the task force. It was also recommended by David Drabold that if those members who cannot attend the special meeting with the Provost can send substitutes. Tootie proposed the idea of having a listserv for Graduate Council to facilitate expression and exchange of ideas.

The meeting was adjourned at 4:05 pm.

Next meeting, May 13th 2005, 2 - 4 pm in Walter Hall.

Special meeting with the Provost, April 22nd 2005, 3-4 pm in Walter Hall.

Graduate Council Meeting Minutes
March 11, 2005 Meeting

Attendance: Catherine Axinn, Pat Beamish, Josephine Bloomfield, Duncan Brown, Carolyn Cardenas, Lee Cibrowski, Brooke Dagnan, Jesse Davis, John Day, David Drabold, Peter Johnson, David Juedes, Dina Lopez, Christine Mattley, Chuck McWeeny, Jerrel Mitchell, David Mould, Michael Mumper, Tootie Overby, Robert Roe, Josep Rota, Susan Sarnoff, Katherine Tadlock, Ginger Weade, Maureen Weissenrieder, Julia Zimmerman.

Excused: Scott Carson, Judith Edinger

Absent: Liz Miller

Convened: The meeting was convened at 2:05 pm . Packets with agenda were distributed and the sign-in sheet was passed around.

¥ Approval of Minutes :

The minutes for the February meeting were approved after some corrections and changes were suggested.

¥ Chair's Report (Dr. Duncan Brown):

¥ Resolution regarding funding for International Recruitment : The proposal that was made during the February 11 th meeting to continue base funding for international recruitment received overwhelming support from members of the Graduate Council. Duncan informed the Council that he sent letters to Dr. Krendl and Dr. McDavis to inform them about the decision (see attached letters and resolution). He also sent emails to Dr. Phyllis Bernt and Brooke Dagnan about the same.

¥ Conflict of Interest : Duncan informed the Council that he will attend the Faculty Senate meeting on Monday (March 14 th) when the Professional Relations Committee will present the revised wording of the Conflict of Interest forms to Faculty Senate. He said that the revised wording which will appear in the Faculty handbook will be helpful to Graduate Council in making decisions about Conflict of Interest issues for staff and faculty of Ohio University . The Professional and Relations Committee has specifically outlined those persons who cannot pursue a terminal degree in their own department or college. Per an earlier discussion, Duncan reminded members that the Professional and Relations Committee borrowed language from the Penn State manual.

¥ Leave of Absence/Continuous Registration : Duncan told the Council that the Policy and Regulations Committee is working with Dr. Alan Boyd, Director International Student and Faculty Services to make sure that the new policy will work for international students. He added that he has adopted a first and second reading format for this to ensure time for feedback from all units. Also, he added, that makes it a formal process and gives us the opportunity to keep a record.

¥ Associate Provost for Graduate Studies (Dr. Michael Mumper):

¥ Graduate Applications Received : Michael informed Graduate Council that so far the Office of Graduate Studies has received 2007 applications for the next academic year. He added that this number is around the same like last year. The most noticeable change so far is that International applications are lower by 50 applications whereas domestic applications have increased by 150.

¥ Online Applications : Michael added that half of the applications received this year were online applications. Based on the graphic that he had from College Net, he said that the February 1 st deadline held significance for many potential students. Next year, he said all the applications will be run through the College Net system. Given the data tracking capabilities of the College Net system it can prove enormously helpful to the Dean's offices. Applications can be tracked by city, state, zip code and many other criteria. A communication plan to set up an automatic electronic response can also be initiated.

¥ Professional Development Workshops : Michael said that he will be putting together some Best Practices Seminars/Professional Development workshops for Graduate Chairs. These workshops, he added will also serve as a forum for a dialogue among then Graduate Chairs. He noted that OPIE issues can also be discussed in these seminars/workshops. If these workshops are successful this year, then a proposal can be made to the Provost to continue them in the future.

¥ TA orientation for fall quarter 2005 : Michael announced that the date for TA orientation for Fall of 2005 is August 30th.

¥ Director of Graduate Student Services (Dr. Katherine Tadlock):

¥ Policy Clarifications and Updates : Katie mentioned that some of the policy issues that are in practice should be in print and some matters that are in print need to be clarified. She referred to the document titled, List One, Policy Clarifications and Updates (Advise and Content) in the package and requested feedback in the next meeting. Katie noted that she

has not found documentation about Transfer of Credit, (under the heading

had addressed the Graduate Council and had initiated discussion about support for graduate education. The Provost also wanted to get a comprehensive idea of what graduate education looks like on this campus because departments are often not aware of what others are doing. Dr. Tymas-Jones headed the Dean's working groups which were formed to collect information. Surveys were sent out in November, 2004.

Michael said that there were 35-40 questions on the survey and the printouts in the package do not summarize the results, but present more of a broad overview. There were pages full of comments which have

Brooke informed the Council that she is on one of the subcommittees responsible for formulating the guiding principles of Ohio University . She requested input from all present so that she could take back that information with her. Ginger said that we should look at it in terms of a Venn diagram instead of a listing and that hopefully an iconic representation will get us out of a linear mode. She added that we describe ourselves by dividing ourselves. Jesse said that when you read the list, it goes in this order undergraduate, graduate, research---that implies a hierarchy of sorts. David Drabold responded saying that it is a tacit acknowledgement of who we are. We are primarily an undergraduate institution. Catherine said that everyone likes to see themselves reflected in something like this. Labels facilitate that, they give such documents more of a human face.

Duncan said that he will get the most recent version of the document and circulate it electronically so that it can be discussed in the April meeting as well. David Mould added that he would share with everyone the condensed version of the document. He said that he deleted about a third of the words. Joe Rota said that if international education is not on the most recent version then Graduate Council should recommend it to the Provost to add it.

¥ Admissions Requirements Committee Report:

¥ Old Business : The following conflict of interest reviews were passed:

James McKean, and Shelley Ruff.

¥ New Business :

¥ I. The following conflict of interest reviews were passed:

Courtney Gould: with a change in the name of her degree from Early Childhood Development to Intervention Specialist.

Terrie Bruscano: Michael was asked if it would be possible for another employee at Graduate Studies to take care of ETD submissions of her colleagues from Art History.

¥ II. Everyone voted in favor of waiting till the next meeting for the following two reviews:

Ryan Clark and Elahu Gosney.

They are both employed in the college in which they want to graduate

is in India and due to return the first week of March. Beth Clodfelter is in the Middle East and Karla Schneider is in Malaysia. We will be receiving input from them upon their return.

A handout was given regarding Admission Committee responsibilities. (See handout)

2

The review of responsibilities seemed to suggest there were some other areas in which the committee could be involved as well as a possible name change.

Discussion of International enrollment and recruitment:

Graduate Council urges President McDavis and interim Provost Krendl to provide continuing base funding for the recruitment of funds provided to OGS for recruitment of international students.

Again there was much discussion regarding International enrollment and recruiting efforts. Michael Mumper mentioned that one half of the students in our country who are undergraduates go on to graduate school. We might make recruitment pitches to them, to those who will not have visa problems. Recruit students who are at other colleges as well who again, do not have visa problems. Duncan mentioned that we need to reach out to communities such as Columbus.

International Student Enrollment Issues/JOE ROTA presentation: (see handout for Power Point presentation) This presentation was regarding current enrollment, trends, challenges and benefits concerning International students. A final note on this presentation addressed Graduate Council and the University International Council's responsibility for policy making. The two Councils collaborate in a number of important areas.

No new business.

Meeting adjourned: 4:00 pm.

Next meeting: March 11, 2005, 2 —4 pm
Governance Room, Walter Hall

Graduate Council Minutes

January 14, 2005 Meeting

(As corrected February 11, 2005)

Attendance: Catherine Axinn, Pat Beamish, Josephine Bloomfield, Duncan

currently underfunded, unlike NIH, and that Fine Arts, consequently, could not raise millions of dollars in research funding as could the sciences. President McDavis said that money is not the only metric that would define how well a department is doing. Each unit will provide a metric which will be discipline specific. Research dollars are important but they are not everything. We are ranked 98th among all U.S. doctoral granting universities by the U.S. News and World Report, and we have to identify where we want to be in the next ten years and how that will translate for all our units. It is not a one size fits all.

Duncan Brown raised concern over the fact that we have high non-resident tuition and we do not have reciprocity with other states. President McDavis said that he is aware of this problem and is considering possible solutions. He also said that he is very concerned about the increase in fees and that at OU we have a fee for everything. He said that when we are decentralized, each unit can charge fees. He informed the members of Grad Council that the Board of Trustees has said that they would not be likely to agree to any more unplanned blanket increases in fees.

Tootie Overby raised the issue of money being diverted from academic units to administration. The President said he is not in favor of pitting administration against academics. We are one university. He said we have to conceptually agree to redistribute money. He said that unless there is pain, there won't be much in terms of redress from the legislators. He said that he has not received a single complaint regarding the tuition hike from any students or parents. When our budget is cut, we still find ways to do what we do. But there is no indication of the pain it has caused to still achieve these goals. This conveys to the legislators that we really did not need the money in the first place. Another comment he made was that, if we have budget cuts, let us not run to protect our own units, let us all work together.

2. Chair's Report:

- a. November Minutes: Minutes from November: No changes were recommended in the November minutes, they were passed.
- b. February Meeting: February meeting will be in this same room. The other meeting that was going to take place in this room has been cancelled so the room is available for the Grad Council meeting.
- c. Conflict of Interest Reviews: Duncan Brown reported that he, and Joe Bernt (the previous Chair of Graduate Council), had met with the Professional Relations Committee of Faculty Senate to review the language in the Faculty Handbook on Conflicts of Interest. He was pleased that the PRC committee has picked up very quickly on the problems that we have discussed so far.
- d. Roles of Committees: Duncan also said that he will send an email to all members to remind the committee chairs regarding the self-description of the roles of each committee. He added that it will be interesting to

in terms of fee collection. However, the intent was not that Lifelong Learning would retain all of the fees collected.

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Graduate Council Minutes
October 8, 2004

Attendance: Duncan Brown, Patricia Beamish, Josephine Bloomfield, Carolyn Cardenas, Scott Carson, Christine Mattley, David Drabold, Peter Johnson, David Juedes, Averell Overby, Robert Roe, Susan Sarnoff, Lee Cibrowski, John Day, Judith Edinger, Jerrell Mitchell, Michael Mumper, Josep Rota, Ginger Weade, Maureen Weissenrieder, Brooke Dagnan, Elizabeth Miller, Natalia Matukhno.

Staff: Katherine Tadlock, Usha Matta, Anne Walker

Excused: Catherine Axinn, Dina Lopez, David Mould, Julia Zimmerman

Guests: Michael Tedesco

the future? He would like to return to this discussion at another time, and with that he asked Michael Mumper to address the Council.

Michael Mumper, Associate Provost for Graduate Studies

1. Introductory remarks: Michael started his address by thanking Anne Walker for being the Office of Graduate Studies liaison to the Graduate Council for the last three years. He also introduced Usha Matta as the new liaison.

2.

4.

3.

nominated student should have completed one full year of graduate study at Ohio University. The new policy for Gr

Quentin Derryberry, III, Non-degree, Cultural Studies (Education)
International Trade Counselor, Voinovich Center for Leadership & Public
Affairs.

GS Comments: No Conflict. No collegial or resource relationship between
work and degree program. Supervisor Mike Finney, Diane Duffy
Committee Comments: No conflict

Michael Edler, Non-Degree, English (A&S)
Teaching English, Visiting H.S. teacher

GS Comments: No Conflict. Teaching freshman composition. Supervisor
Josephine Bloomfield 3-2838
Committee Comments: No conflict

Shannon Edler, Non-Degree, English (A&S)
Teaching English, Visiting H.S. teacher

GS Comments: No Conflict. Teaching freshman composition. Supervisor
Josephine Bloomfield 3-2838
Committee Comments: No conflict

Jeffrey Harmison, MCTP, Comm Tech (Communication)
IT Admin/Tech Support (A&S)

GS Comments: No Conflict. No collegial or resource relationship between
work and degree program.
Committee Comments: No conflict

Tim H. Johnson, MBA, Business

Business Development Workforce Specialist, OU Eastern

GS Comments: No Conflict. No collegial or resource relationship between
work and degree program. Supervisor 740-699-2494
Committee Comments: No conflict

Patrick O'Regan, MCTP, Comm Tech (Communication)

Assist. Director of Undergraduate Admissions

GS Comments: No Conflict. No collegial or resource relationship between
work and degree program. Supervisor Jean Lewis, 3-4104
Committee Comments: No conflict

Rebecca Petty, M.Ed., Computer Ed & Tech (Education)

Director, Computer Services, Lancaster

GS Comments: No Conflict. No collegial or resource relationship between
work and degree program. Supervisor John Furlow, 740-654-6711 x202
Committee Comments: No conflict

Matthew Phillips, Ph.D., Educational Instruction & Technology (Education)*
Education Technology Coordinator, Dept. of Chemistry/Biochemistry
(A&S)

GS Comments, No Conflict. Student cleared by Graduate Council for conflict regarding non-

and academic demands on an employee, the Council concluded that this information needs to be presented clearly and that perhaps a further revision of the form is in order.

Unfortunately, there was no time left for Joe Rota's presentation, "International Learning".