

## WRIGHT STATE UNIVERSITY

### GRADUATE COUNCIL MEETING

November 17, 2016

#### **I. The meeting was called to order at 2:05 p.m.**

##### *Voting Members and Alternates present:*

BSoM: Michael Markey

CEHS: Hannah Chai

CECS: James Menart, Michael Raymer

CoLA: Jacqueline Bergdahl, Laura Luehrmann, Alpana Sharma

CoNH: Marie Bashaw, Tracy Brewer, Bobbe Gray (alternate, non-voting), Misty Richmond

CoSM: Scott Baird, Lynn Hartzler, Mill Miller, Scott Watamaniuk (alternate, non-voting)

RSCoB: Anand Jeyaraj, Zdravka Todorova

SoPP: Gokce Durmusoglu

##### *Non-Voting Ex-Officio Members present:*

Bill Ayres (chair), K.T. Arasu, Frank Ciarallo, Preston Eberlyn, Robert Fyffe (dean), Erika Gilles (scribe), Steve Higgins (representing Don Cipollini), Barathkumar Mohanarangan, Deb Poling, Ryan Rushing, Arnab Shaw, and Sue Polanka (representing Sheila Shellabarger)

##### *Other Attendees:*

Marian Brainerd, Amanda Steele-Middleton

#### **II. Approval of Minutes**

The minutes of the Oct. 20, 2016 meeting were approved as written without comment or correction.

#### **III. Report of the Dean (R. Fyffe)**

The Ohio National Guard (ONG) scholarship program was successfully launched on Oct. 31. The announcement event generated approximately 20 media hits; all positive news for Wright State. Similar to the WPAFB scholarship, the ONG scholarship is expected to benefit students in all colleges.

#### **IV. Report of the Associate Dean (R. Ayres)**

The Graduate Open House was held on Thursday, Nov. 3. The turnout was a little lower, but 178 applications were received which is comparable to past years. To date, all of the applications received for spring semester have been entered into Salesforce. Applications for summer semester are being loaded now; fall semester applications will be last. On behalf of the Graduate School, Dr. Ayres expressed thanks to all the graduate program faculty who participated.

The call for nominations for the Outstanding Alumni Awards went to the college deans a couple of weeks ago. The deadline for nominations for graduate alumni is Monday, Nov. 21. The Student Affairs Committee will review the nominations and make the final selection for the Graduate School.

The Faculty Senate is looking for a volunteer from the Graduate Council to serve as a second marshal for the graduate students at the Dec. 17 commencement ceremony. Please let the Graduate School know if you are interested in serving in this role.

Earlier this week, invitations were sent to all incoming graduate students to attend one of the orientations sessions offered before the start of spring semester. The session dates and times:

- Tuesday, Nov. 29, 2016, 5:30-7:00 p.m.
- Thursday, Dec. 1, 2016, 4:30-6:00 p.m.
- Wednesday, Jan. 4, 2017, 3:30-5:00 p.m.

As is the case for many units across campus, the Graduate School has two staff participating in the Voluntary Retirement Incentive Program (VRIP). Ceil Ehret, one of the admissions staff, retired on Sept. 30. Amy Johnson, Associate Director of Admissions, is retiring on Nov. 30. A reorganization plan for the Graduate School is currently under review by the Strategic Hiring Committee. As soon as a plan is approved, information will be shared with all of the graduate programs. The Graduate School staff appreciate your patience during this time of transition. The work will all get done, but perhaps at a slower pace at first.

## **V. Committee Reports**

### **a. Student Affairs Committee (S. Heilmann)**

No report.

### **b. Membership Committee (B. Gray)**

Since the last Graduate Council meeting, a total of nine graduate faculty memberships were approved; six by the Dean of the Graduate School and three by the Membership Committee. Dr. Gray asked Council members to remind department chairs to seek graduate faculty membership for any new adjuncts and faculty teaching in spring semester.

### **c. Policies Committee (S. Baird)**

- (1) On behalf of the Policies Committee, S. Baird moved to approve the following revision to Graduate Policy 4.90 that will correct a math error made at the time of the original policy adoption:

*Non-Contact Course Credit is defined as credit hours earned for activities such as laboratory work, studio work, internships, practica, experiential learning activities, independent studies, independent readings, theses, dissertations, and other academic work. Any WSU graduate student engaged in non-contact academic work will receive credit for that work only if it is performed under the supervision of and with approval from a WSU faculty member, with a formal written agreement noting the nature of the academic work and filed with the appropriate program or department. Students engaged in non-contact academic work should typically spend no less than ~~37.5~~ **45** hours per semester on that work for each credit hour earned.*

No discussion. R. Ayres called for a vote. Vote: All in favor. The Graduate Policy 4.90 revision will be forwarded to Provost Sudkamp for his approval.

- (2) A comparison of graduation requirements and commencement practices for doctoral programs at other universities in the state of Ohio was recently conducted. On behalf of the Policies Committee, S. Baird moved to approve the following revisions (underlined) to Graduate Policy 9.27 to bring Wright State into line with common practices:

*The final defense of the dissertation will normally be open to the public. The dissertation committee may also elect to privately question the candidate following the public presentation. The program's graduate committee will establish the procedures for the defense of the dissertation. The dissertation must be approved by at least three (3) members of the dissertation committee. The dissertation defense must occur by the last day of classes of the semester in order for the student's successful completion of the degree to be awarded in that semester. This requirement also governs the student's ability to participate in the graduation ceremony in that term: in order to participate in the graduation ceremony, the student's dissertation defense must be held by the final day of classes in that semester.*

*All subparagraphs in paragraph 7.80 Thesis (with the exception of 7.82, 7.84, and 7.820) in this policy manual also apply to the dissertation.*

Discussion: The change to Policy 9.27 will not be effective until Spring 2017. Policy 9.27 only applies to doctoral program students; a different policy governs master's thesis requirements and was not reviewed at this time.

R. Ayres called for a vote. Vote: All in favor. The Graduate Policy 9.27 revision will be forwarded to Provost Sudkamp for his approval.

- (3) On behalf of the Policies Committee, S. Baird moved to approve the following revisions (underlined) to Graduate Policies 2.40, 2.41, and 2.42. These changes broaden the language to encompass both fellowship programs, Graduate Council Scholars and Wright Fellows, and bring the enrollment requirements in line with the "full-time" enrollment requirement for many other scholarship programs.

*Change the title of Section 2.40 to "Graduate Council Scholarships and Wright Fellowships" and add references to the Wright Fellows program at appropriate points throughout the policy sections (2.40, 2.41, and 2.42).*

*Policy 2.40:*

*The Graduate School annually administers a program of Graduate Council Scholarships and Wright Fellowships. These awards are given to outstanding students who are recruited to begin their graduate studies at Wright State. Students receiving these scholarships are referred to as Graduate Council Scholars or Wright Fellows. Graduate Council Scholars and Wright Fellows receive a full tuition scholarship plus a stipend, in an amount set annually by the Graduate School. They are not expected to perform work other than attend classes and perform related research. Graduate Council Scholars and Wright Fellows are required to maintain a 3.0 cumulative graduate grade point average and to be registered as full time graduate students in order to remain on the scholarship.*

**Policy 2.42:**

Students are nominated for the Graduate Council Scholars and Wright Fellows programs by a member of the graduate faculty in the program to which they are applying. Nominations must include:

- A *Nomination Form*
- A *Statement of Purpose from the student, indicating his/her interest in the graduate program to which he/she are applying, his/her interest in the Graduate Council Scholars/Wright Fellows program, and any future plans (intention for further graduate study, career aspirations, etc.)*
- A resume or CV from the student
- A *Statement of Support from the nominating faculty member, indicating why this particular student should be considered for the Graduate Council Scholars/Wright Fellows program.*

No discussion. R. Ayres called for a vote. Vote: All in favor. The Graduate Policy 2.40, 2.41, and 2.42 revisions will be forwarded to Provost Sudkamp for his approval.

- (4) On behalf of the Policies Committee, S. Baird moved to approve the following revisions (underlined) to the University Policy: Course Substitution for Graduate Students with Disabilities. These changes meet the requirements of the Americans with Disabilities Act (ADA) while maintaining faculty governance.

***Course Substitution Request and Implementation Process***

*As required, the graduate program will identify courses for which substitutes may be offered and courses that may substitute. Consideration of a course substitution is done on a case-by-case basis and requires the following actions by the student with a disability:*

*The request process for course substitution and implementation is stated below:*

1. *The student must request a course substitution as part of his/her ODS accommodations plan. This request should be made at a minimum of one to two semesters prior to the student's anticipated completion of their degree requirements. The student's documentation must contain specific and reasonably current information (the ODS recommends within the past 3-5 years) that supports the request and be provided by licensed experts.*
2. *The student must write a letter to the appropriate graduate program director or department chair and submit the letter to the ODS. The ODS will forward the student's letter and a formal request for course substitution to the student's graduate program chairperson for consideration.*

*The letter from the student should include:*

- *The student's name, address, student I.D. number, and graduate program*
- *The name of the course where the substitution is requested*
- *An explanation of the functional limitations related to their disability (not the specific diagnosis)*
- *A rationale for the substitution request*
- *A history of any previous attempts to complete the course in question*

- Any past history of course substitutions granted by previously attended colleges or universities
- A statement that the appropriate documentation verifying the disability is on file with ODS

The graduate program director or department chair or his or her designee will forward the request to the program faculty committee overseeing the degree program who will then make a decision regarding the request and send the written response to the graduate program chairperson. The graduate program director or department chair and program faculty may consult with the ODS staff to explore appropriate and reasonable accommodations related to pedagogy. During the Summer semester, graduate program faculty committees may appoint a designate to handle requests on their behalf. Only the governing graduate program faculty committee or its appointed designate may handle such requests and those committees must review all decisions made by the designee at the next available regular meeting. The graduate program director or department chair will be responsible for notifying the student and the ODS in writing of the result within 30 business days (or 60 days if during the Summer semester). When a substitution is granted, notification will include the results allowing for the requested course that may be substituted and the process to be followed for implementing the substitution. The process for implementation will include formal notification to the Registrar of the approved substitution.

When a substitution is not approved, notification will include the reasons why the course could not be substituted. Student appeals of the denial of course substitution requests must follow any college or school process that has been established for that purpose. If, at the conclusion of any appeals within the college or school, a student believes he or she has been denied a course substitution in violation of law or University policy, the student may follow the University's Section 504/ADA Grievance Procedures, available in the Student Handbook on the University's website.

No discussion. R. Ayres called for a vote. Vote: All in favor. The University Policy revisions for Course Substitutions for Graduate Students with Disabilities will be forwarded to Provost Sudkamp for his approval.

**d. Curriculum Committee A (M. Bashaw)**

On behalf of the Curriculum Committee A, M. Bashaw moved to approve the following new course requests: EE 7820, EE 7830, and EE 7840. No discussion. R. Ayres called for a vote. All in favor. Motion passed.

On behalf of the Curriculum Committee A, M. Bashaw moved to approve the following course modification: CS 5260. No discussion. R. Ayres called for a vote. All in favor. Motion passed.

On behalf of the Curriculum Committee A, M. Bashaw moved to approve the program of study for a new Epidemiology certificate in the Population & Public Health Sciences Department. No discussion. R. Ayres called for a vote. All in favor. Motion passed.

On behalf of the Curriculum Committee A, M. Bashaw moved to approve the quarter-to-semester program of study for the Health Care Management certificate in the Population & Public Health Sciences Department. No discussion. R. Ayres called for a vote. All in favor. Motion passed.

**e. Curriculum Committee B (A. Jeyaraj)**

On behalf of the Curriculum Committee B, A. Jeyaraj moved to approve the following new course requests: EDS 5990, EDS 6090, EDS 6095, EDS 6190, EDS 6195, HST 7800, and HST 7910. No discussion. R. Ayres called for a vote. All in favor. Motion passed.

On behalf of the Curriculum Committee B, A. Jeyaraj moved to approve the following course modifications: MIS 7700 and SAA 7670. No discussion. R. Ayres called for a vote. All in favor. Motion passed.

On behalf of the Curriculum Committee B, A. Jeyaraj moved to approve the following program of study for a new IT Management certificate in the Information Systems & Operations Management Department. No discussion. R. Ayres called for a vote. All in favor. Motion passed.

**VI. Graduate Student Assembly (P. Eberlyn & R. Rushing)**

The GSA received a total of 8 grant applications and awarded 3 Original Work grants and 4 Professional Development grants. Total grant awards = \$4085. This leaves about \$6000 for the spring semester awards. Please encourage graduate students to apply.

A special thank you was expressed to Dr. Sharon Heilmann, College of Education & Human Services, and Dr. Matt Peterson, Boonshoft School of Medicine, for serving on the grant selection committee.

**VII. Old Business** – None.

**VIII. New Business** – None.

**IX. Discussion/Announcements** – None.

**X. The meeting was adjourned at 2:30 p.m.**

Future Graduate Council meetings:

Feb. 9, 2017, 2 p.m., E156 SU

March 16, 2017, 2 p.m., E156 SU

April 13, 2017, 2 p.m., E156 SU