**YOUNGSTOWN STATE UNIVERSITY**

**College of Graduate Studies – Graduate Council Minutes**

**Wednesday, August 26, 2020**

**WebEx Meeting – 4:00 pm**

**Present**: Valerie O’Dell, Chair, Patrick J. Bateman, Christopher Bellas, Ewelina Boczkowska, Lauren Cummins, Kendra Fowler, Linda Hulburt-Blosser, Sherri Lovelace-Cameron, Tomi Ovaska, Dolores Sisco, Virgil Solomon, Sal Sanders, Angie Urmson Jeffries

**Excused:** Christine McCullough

1. The May 2020 meeting minutes were approved via e-vote: 7 approved. 0
2. The following new Graduate Council members were welcomed:
   1. Ewelina Boczkowska, Dana School of Music
   2. Sherri Lovelace-Cameron, Chemical and Biological Sciences
3. Graduate Student Advisory Council (GSAC) Student Representatives

Each College Graduate Studies Committee was asked to identify a student representative and an alternate to serve on the GSAC for the 2020-21 academic year. Please email nominations to Angie at ajurmsonjeffries@ysu.edu.

1. Committee Reports
   1. Admission and Appeals Committee Chair: Dolores Sisco

The Admission and Appeals Committee heard two scholarship appeals. One appeal was from a student in the Master of Music. The second was from a student in the MBA program. Based on the circumstances and the requirements of the scholarship, both scholarships were reinstated. – See attachment #1.

* 1. Graduate Curriculum Chair: Virgil Solomon

The committee will begin review of items in September.

* 1. Exceptions Chair: Sal Sanders

Dean Sanders reviewed the report provided-See attachment #2.

* 1. Grievance Chair: Christopher Bellas

Nothing to report.

1. Draft Category 1 Graduate Faculty Status to include Part-time Faculty Members

Council discussed allowing highly qualified part time faculty members to hold Category 1 Graduate Faculty status. The proposed changes are included in attachment #3. A motion was made and seconded to allow highly qualified part time faculty to apply for Category 1 Graduate Faculty status. After discussion a vote was taken. The change of Category 1 Graduate Faculty status to include part time faculty was approved.

1. Graduate College Admission Requirements Lower to 2.5 with standardized test

A motion was made and seconded to lower the Graduate College the required admission GPA to 2.5. Discussion included the option of requiring a standardized test or work experience. Programs would be able to set/retain a higher GPA requirement. However, members expressed concern on pressure from outside their program/college to lower program standards to the minimum. There was also concern about the lowering of many standards over the past year. Discussion moved to changing the transcripts required to only the college where undergraduate degree was earned. More research will be conducted on the required transcripts and further discussed at September meeting. Council voted on the change of admission GPA to 2.5. Two votes in support of the change, 8 votes against the change. Motion failed.

1. Changes to Graduate Council seats in 2021-22 due to college changes

Due to the restructuring of the colleges, Council discussed the Graduate Council seats for the 2021-22 academic year. Discussion included changing the seats to reflect graduate student enrollment or modeling after Academic Senate. The group decided to table the item until January when enrollments can be reviewed and an informed decision can be made.

1. Thesis/Dissertation Advisor Responsibilities and Expectations

While the vast majority of thesis/dissertation advisors do an excellent job working with students, there has recently been an issue with poor advisement. We would like to create a document relating advisor responsibilities and expectations. Dean Sanders plans to seek student input on students’ expectations of thesis and dissertation advisors from the GSAC. The Council members suggested requesting feedback from Graduate Faculty and other Deans. Christopher Bellas offered to assist with drafting the document. Dean Sanders will send an email to graduate faculty to identify additional individuals interested in working on this project.

1. Dean Sanders’s Comments

A document summarizing the results of the alternative program reviews completed over the spring 2020 term was reviewed by Sal Sanders. Sal will send a copy of this summary to the directors of programs evaluated and it will be presented in the CCGS annual report. A link to the final report will be sent to all Graduate Council members.

Sal Sanders thanked Council for their work and flexibility in the start of the semester. He asked members for feedback. Comments were positive. Faculty and students are adjusting as necessary. Many international students were not able to enter the country resulting last minute changes and lower enrollment.

The meeting was adjourned at 4:50pm

Respectfully submitted,

Angie Urmson Jeffries

College of Graduate Studies

**Attachment #1**

Admission and Appeals Committee Report. August 2020

The Admission and Appeals Committee heard two scholarship appeals. One appeal was from a student in the Master of Music. The second was from a student in the MBA program. Based on the circumstances and the requirements of the scholarship, both scholarships were reinstated.

Report submitted by Dolores Sisco 8/24/2020

**Attachment #2**

**Exceptions Committee Report to Graduate Council for June, July and August 2020**

Committee Membership:

Dr. Sal Sanders, Chairperson

Dr. Virgil Solomon

Dr. Valerie O’Dell

The Graduate Council Exceptions Committee, has unanimously approved an exception to the GRE requirement for admission to the Master of Social Work program as requested by Dr. Woods. This exception will permit the applicant to be admitted to the MSW program without taking the GRE, despite having an undergraduate GPA less than 2.70.

The Graduate Council Exceptions Committee granted an exception to the admission requirements for the **Master of Computer and Information Systems** program. In light on the impact of the Coronavirus pandemic on students and their families the committee has granted an exception to permit an applicant to be admitted to the Master of Computer and Information Systems program without fulfilling the GRE requirement.

In addition I requested that the committee consider a temporary exception to the admission requirements for students with a cumulative undergraduate GPA of 2.75 – 2.99 to be eligible for provisional admission to this program without fulfilling the GRE requirement. This exception has also been granted. This exception to the admission requirements of your program is effective immediately and will apply to candidates making application for the degree program through the spring 2021 terms. This will allow you to provide future applicants a similar exception to the one granted the student above without the need to come back to the committee for each applicant.

The Graduate Council Exceptions Committee granted an exception to the admission requirements for the **Applied Behavior Analysis** program permitting an applicant to be admitted to the program without fulfilling the GRE requirement.

In addition I requested that the committee consider a temporary exception to the ABA admission requirements due to the impact of the Coronavirus on applicants, their families, the economy, etc. This would permit applicants to be eligible for admission to this program without fulfilling the GRE requirement. This exception has also been granted. This will allow, but not require, you to provide future applicants this exception without the need to submit a request for each applicant. This exception to the admission requirements of your program is effective immediately and will apply to candidates applying to the ABA degree program through the spring 2021 terms.

The Graduate Council Exceptions Committee granted an exception to the admission requirements for the **Educational Administration** program. In light on the impact of the Coronavirus pandemic on students and their families the committee has granted an exception to permit students with a cumulative undergraduate GPA of 2.75 – 2.99 to be eligible for provisional admission to this program without fulfilling the GRE requirement. This exception to the admission requirements is effective immediately and will apply to candidates making application for the degree program through the spring 2021 terms.

The Graduate Council Exceptions Committee granted an exception to the GRE admission requirement for all applicants to the **MS in Mathematics** program for the 2020-2021 academic year has been unanimously approved by the Graduate Council Exceptions Committee. The GRE requirement for admission into the MS in mathematics program is waived for all applicants during the 2020-2021 academic year effective immediately.

Report submitted by Sal Sanders on 08/26/20.

**Attachment #3**

**DRAFT Language for Category 1 Graduate Faculty**

1. Category I

For those highly qualified full-service and highly qualified part-time faculty who meet the specified criteria including faculty who may not have direct graduate program involvement but by virtue of research, scholarship, or grant activity serve to further the mission and goals of the College of

Graduate Studies. New faculty may be eligible and should discuss with his or her chair eligibility to apply.

a. Basic Requirements

Evidence of scholarship and professional development in the field or discipline appropriate to graduate faculty membership requirements established by the College of Graduate Studies Committee. Category 1 are required to complete Responsible Conduct of Research Training to maintain their Graduate Faculty status.

Submission of the certificate of completion to the College of Graduate Studies is required to verify completion of the training. Training is required to be completed every five years and will be required for renewal of graduate faculty status. Although RCR training is highly recommended for all graduate faculty members, Human Subjects training provided by CITI (current within two years) or Using Animal Subjects in Research will also be accepted as meeting this training requirement. The CITI training is available online through the Office of Research at: https://cms.ysu.edu/administrativeoffices/research/citi-training- responsible-conduct-research.

Faculty applying for Category 1 Graduate Faculty status may request an exception from CITI training. To obtain this exception, the faculty person must acknowledge with their signature that they will NOT be performing research that involves human or animal subjects in any way, including surveys or observations of any kind. They must also attest that if their research interest changes to include these items, then CITI training must be completed prior to the start of any research activity.

b. Voting Rights and Committee Privileges

Full-time faculty members have full rights and privileges to serve in any designated area of graduate governance including, but not limited to, Graduate Council, graduate committees, and College Graduate Studies Committees. Part-time faculty do not have these rights and committee privileges but may be appointed to serve on specific committees by the College Graduate Committee, Graduate Council or the Dean of Graduate Studies.

c. Term

Five years and renewable.

d. Appointment

By Graduate Council (See II-D, Procedures to Acquire Category I Membership Status)

e. Academic Entitlements

1. To teach and supervise masters-level graduate students and to serve on or chair master's committees.

2. To teach and supervise doctoral-level graduate students and to serve on or chair doctoral committees.

f. Standards for Category I Membership

1. Each College Graduate Studies Committee shall establish a Membership

Standards Document for Category I Membership for faculty in their college.

The College Graduate Studies Committees may use subcommittees to develop requirements when significant differences exist across the college relative to the nature of research/scholarship activities. Any revisions or amendments to the Membership Standards Documents must be approved by Graduate Council.

2. Each College Graduate Studies Committee shall place the Membership

Standards Document on file with the College of Graduate Studies and with all departments in the college.

g. Advanced requirements for chairing doctoral committees shall be developed by faculty housing the program and approved by the College Graduate Studies

Committee. Doctoral Committee chairs must meet these advanced requirements and be Category I graduate faculty members. Faculty members meeting these three criteria shall be eligible to chair doctoral committees when:

1. Recommended by the doctoral program department chairperson to the College Graduate Studies Committee.

2. Recommended by the College Graduate Studies Committee to Graduate Council

3. Approved by Graduate Council.

To serve as a dissertation advisor, faculty must meet at least two (2) of the following criteria:

* Possess the qualifications (as recognized by the doctoral program director or college advisory committee) necessary to teach discipline specific doctoral level courses
* Past experience teaching doctoral level courses
* Past experience as doctoral dissertation advisor/director
* Past experience as doctoral dissertation committee member
* PI or Co-PI of current grant funding (or partially funding) a graduate student or students
* Peer reviewed scholarship in discipline-related areas