**YOUNGSTOWN STATE UNIVERSITY**

**GRADUATE COUNCIL MINUTES**

**January 2019 E-Vote**

**Participated in E-Vote:** Samuel Adu-Poku, Patrick Bateman, Laura L Beadling, Chris Bellas, Lauren Cummins, Kendra Fowler, Valerie O'Dell, Matthew Paylo, C. Virgil Solomon, Mark Womble

Motion 1: Approval of the November Graduate Council minutes. (See below)

9 approved

1 abstention

Motion passed.

Motion 2: January Admission and Appeals Committee

The Admission and Appeals Committee approved one academic suspension appeal. A MSW student was suspended for Not in Good Standing. The Social Work Program was consulted and supported the student returning and recommended reduced workload. In addition, the Committee approved a scholarship appeal. Report submitted by Dolores Sisco 1/31/19

10 approved

Motion passed.

Motion 3: January Graduate Curriculum Report (See below)

9 approved

1 abstention

Motion passed.

Motion 4: January Exceptions Report (See below)

10 approved

Motion passed.

Motion 5: GSAC Report

The Graduate Student Advisory Council (GSAC) is planning to meet at the end of February. Report submitted by Angie Urmson Jeffries 1/30/19.

10 approved

Motion passed.

Motion 6: Policy Committee Report

The Policy Committee plans to meet later this semester to discuss streamlining some of the admission criteria for certain programs. Report submitted by Matthew Paylo 1/30/19.

10 approved

Motion passed.

Motion 7: Felicia Armstrong-Category 1 Graduate Faculty Status

10 approved

Motion passed.

Motion 8: Jeff Dick-Category 1 Graduate Faculty Status

10 approved

Motion passed.

Motion 9: Alexis Byers-Category 1 Graduate Faculty Status

10 approved

Motion passed.

Motion 10: Timothy Wagner-Category 1 Graduate Faculty Status

10 approved

Motion passed.

Motion 11: Nicolette Powe-Category 1 Graduate Faculty Status

10 approved

Motion passed.

Motion 12: Thesis and Dissertation Workload report

We are gathering data to create models to arrive at a equitable workload.

9 approved

1 abstention

Motion passed.

Motion 13: Motion to update CITI Training Requirement for Category 1 Graduate Faculty

Motion to update CITI Training requirement to the following: Faculty applying for Category 1 Graduate Faculty status may request exception from CITI training with signature stating that they will not serve as an advisor/chairperson/mentor for any student research involving human or animal subjects in any way, including, but not limited to: survey research, observational research, focus groups, interviews, etc.

7 approved

3 voted to table motion and discuss at February meeting.

This item will be tabled and discussed at the next Graduate Council Meeting

**YOUNGSTOWN STATE UNIVERSITY**

**Wednesday, November 28, 2018**

**Coffelt Hall Conference Room**

**4:00 p.m.**

Present: Mark Womble, Chair, Samuel Adu-Poku, Laura Beadling, Christopher M. Bellas, Kendra Fowler, Valerie O’Dell, Matthew Paylo, Dolores Sisco, Virgil Solomon, Sal Sanders, Angie Urmson Jeffries

Excused: Patrick J. Bateman, Lauren Cummins, Paul Louth

Once a quorum had been met, Mark Womble, Chair, called the meeting to order.

1. The Minutes of October 24, 2018 were approved as presented.
2. Committee Reports
   1. Admission and Appeals Committee Chair: Dolores Sisco

No admission and appeals to report.

* 1. Assistantships Allocation Chair: Paul Louth

Graduate Assistantships and Graduate College Premiere Scholarships, are allocated to each college by the dean of graduate studies. The Graduate Council Assistantship Allocations Committee (AAC) makes recommendations on assistantship allocations to the dean of graduate studies.

No written committee report was received.

Sal Sanders did informed the council members that he has sent out the 2019-2020 Allocations list to the Program Directors. The AAC continues to study the allocations and recommended no change in the current allocations at this time.

* 1. Graduate Curriculum Chair: Virgil Solomon

Graduate Curriculum Committee Meeting Minutes, E-Meeting

Virgil reviewed the agenda items at the Graduate Curriculum Committee E-Meeting. This E-meeting was held on November 21, 2018 to review the circulation packet 2018-19:18-22 agenda items. See attached. A motion to accept this report (with minor changes) was unanimously approved.

* 1. Exceptions Chair: Sal Sanders

Exceptions Committee Report for November 2018 Meeting

GRE Exceptions

The Graduate Council Exceptions Committee has unanimously agreed to grant an exception – waiving the GRE requirement for admission to the Environmental Sciences program for an applicant as requested by Dr. Felicia Armstrong.

* 1. Graduate Student Advisory Council – Angie Urmson Jeffries

Six graduate student representatives from the six College Graduate Studies Committees constitute the Graduate Dean’s Graduate Student Advisory Council (GSAC).

The GSAC committee met this week on November 26, 2018. Angie will send out the minutes once approved by the group.

* 1. Grievance Chair: Dolores Sisco

No grievances to report.

* 1. Graduate Student Recruitment and Retention Chair: Doori Song

The recruitment and retention committee would like to notify Graduate Council members of the new committee members. They are:

**Committee Chair**: Doori Song, Ph.D. (WCBA)

**BCHHS**: Sherri Harper Woods, D.M.

**BCOE**: Matthew Paylo, Ph.D.

**CCCAC**: Shelley Blundell, Ph.D.

**CLASS**: Lucas Hardy, Ph.D. & Dolores Sisco, Ph.D.

**STEM** Kyosung Choo, Ph.D.

**WCBA**: Kendra Flower, Ph.D.

**Student Representative**: Shalon Salter from BCOE

The committee plans to have their first meeting next month.

* 1. Policy Chair: Matthew Paylo

Matthew Paylo reported via an email report. There are no updates to report for the policy committee.

1. Graduate Faculty
   1. STEM

Sherri Lovelace-Cameron

Byung-Wook Park

A motion was made to approve the above STEM faculty applications listed above for Category 1 membership. The motion was unanimously approved.

* 1. BCHHS

Nancy Wagner

A motion was made to approve the above BCHHS faculty application listed above for Category 1 membership. The motion was unanimously approved.

1. Notification to Category 2 Graduate Faculty – A Category 1 status is now needed to serve as a member of, or to chair a dissertation committee.

Due to recent changes to this policy regarding Category 2 Faculty, it will be necessary to address the appointment process in one of two ways. One way would be for the dissertation advisor to appoint the faculty member as a member of the committee based on the faculty member’s expertise. This would allow them to serve as a member of the dissertation committee regardless of the type of faculty status. However, the graduate faculty member cannot serve as chair. The second way is to have the graduate faculty go through the Category 1 application process.

1. College of Graduate Studies Mission Statement – Sal Sanders

Sal announced he sent out an email notice to request faculty to assist on the Mission Statement Committee work group. He did receive a good mix of faculty interested in serving on the work group. He would like to have representation from each academic college. A number of faculty, while unable to serve on the committee, provided some excellent suggestions to consider for discussion. Sal invited everyone from the Graduate Council an opportunity to serve on this work group. If anyone is interested, or might know someone who would be interested, please let him know. He would like to have this task completed by mid-February. This Mission Statement will come back to Graduate Council for final approval.

1. Strategic Planning Input –

Sal asked if there were any graduate faculty who were serving on the 2020 YSU Strategic Plan Initiatives committees. He encourages everyone to respond to the available survey provided online, and to provide their input regarding strategies that will contribute to the academic success of our graduate students. Graduate faculty may be serving on different committees. Please keep Sal informed about initiatives that might impact graduate studies or the graduate college. It was also noted that our mission statement should be in line with the YSU’s strategic planning goals.

1. 3 Minute Thesis Competition – Angie Urmson Jeffries

Angie announced earlier deadlines for The Three Minute Thesis (3MT®) research competition, and asked for assistance in getting this information out to graduate students. She is also asking for volunteers to serve as judges for the completion. Please see the flyer attached to the agenda for details.

1. Dean Sanders’ Comments –

Burning Glass Technologies is an analytics software company that provides a sophisticated database of labor market data and skills that are in demand – identified through searching position postings and job ads. It provides job market analytics that empower employers, workers and educators to make labor market-data driven decisions--specifically, preparing students for the real world includes readying them for the job market.

Their products help educators track demand, align programs with what employers need, and give students a roadmap to a successful career. They have the ability to look at massive amounts labor market data. Sal will prepare detailed reports on our current programs for review. He will be looking for insights, which will determine how we can better prepare our students with the skills to meet current labor market trends. Sal said a trial account could be set up for anyone interested in their products and services.

The meeting was adjourned at 4:28 p.m.

Respectfully submitted by:

Linda Hulburt Blosser

Administrative Assistant

The College of Graduate Studies

[lahulburtblosser@ysu.edu](mailto:lahulburtblosser@ysu.edu)

Graduate Curriculum Committee Meeting Minutes

November 21-28, 2018, E-Meeting

Members Participating: Virgil Solomon (chair), Samuel Adu-Poku Daniel Ayana, Christopher Bellas, M. Kathleen Cripe, Faramarz Mossayebi, Ying Wang

Agenda: November 21, 2018 circulation packet –2018-19: 18-22

**New Business:**

**The following items were approved:**

***Control # Requested Action***

**2018-19:18** Program Action**.** Athletic Training. Addition of 4 credit hours to the degree requirements (2 clinical education courses).(Change in degree requirements)

**2018-19:19** MAT 6955 *Performance and Health in Sports Medicine.* This course introduces Athletic Training students to how physical activity and nutrients may influence athletic performance and general health. Behavioral change theories as well as knowledge in referrals to other healthcare practitioners will also be discussed. 2 s.h. (New 6900 level course).

**2018-19:20** PHYT 8904 *Integrated Clinical Education Experience*. Integrated first-time clinical education experience encompassing examination, evaluation, treatment, and documentation of patients in four distinct practice settings (Acute Care, Outpatient Skilled Nursing, and Inpatient Rehabilitation). It is a full-time. 4-week experience based in a collaborative learning model in which a cohort of 3-4 DPT students will complete a 1-week rotation through each of the settings under the supervision and instruction of licensed physical therapists. Prereq.: All previous course work and permission of the DCE. CPR certification (American Heart Association}, required inoculations, annual physical exam, proof of health insurance, and any other requirements as set for by the affiliating clinical sites. 4 s.h. (Change in course description).

**2018-19:21** Program Action**.** Master of Arts-Art Education (Change to program description and admission requirements

**2018-19:22** Program Action**.** Master of Arts-Gerontology. Offer existing program online. (Change to delivery method)

Respectfully submitted,

Angie Urmson Jeffries, Senior Coordinator, Graduate Studies



Graduate Curriculum Committee Meeting Minutes

Graduate Council Conference Room, Coffelt Hall

January 28, 2019

11:00 AM

Members Attending: Virgil Solomon (chair), Samuel Adu-Poku, Christopher Bellas, Ying Wang M. Kathleen Cripe, Faramarz Mossayebi Members Excused: Daniel Ayana

Agenda: January 22, 2019 circulation packet –2018-19: 23-40

The meeting was called to order at 11:00 AM

**New Business:**

**The following items were approved:**

***Control # Requested Action***

**2018-19:24** EDAD 6933 *Educational Leadership and Organizational Change.* This course reviews, examines, and critiques significant theories, research, and professional practice related to school leadership. This course reviews the main research, theories, and practices that have been proven to facilitate effective organizational leadership. Change theory and processes will be studied to acquire knowledge and skills that will aid the development, implementation, and evaluation of a continuous, responsive, sustainable, data-based school improvement process. This course examines the concept of educational change, the role of school leaders as agents of change, and alternative change models and strategies, including the importance in attaining outcomes intended when introducing new initiatives. 3 s.h. (change in course title and description).

### 2018-19:26 EDAD 6947 *School Building Operations and Management.* Theories of leadership and schooling that provide future principals with guides for action and behavior will be presented. Theories that shape personal decision-making processes that build schools as learning communities will be presented. 3 s.h. (change in course title and description).

**2018-19:27** EDAD 6949 *Legal and Ethical Issues in Public Administration*. Reviews the legal foundation of schools and educational policy through the review of cases, statues, and constitutional provisions affecting the operation of elementary and secondary schools in the United States and explores the relationship between legal, ethical, and political issues in public administration. Acquaints educators with professional norms and ethical as well as legal standards, and means of identifying, evaluating, and making legal and ethical decisions, and modeling such behavior communicating and cultivating legal and ethical behavior in others. 3 s.h. (change in course description.)

**2018-19:28** EDAD 6952 *School Finance and Budget Planning Processes*. This course focuses on an analysis of school funding on a state and local level. School budgeting, site-based management, and school business practices are major topics. An action research project is part of the course requirement. 3 s.h. (change in course title and description).

**2018-19:29** EDAD 6954 *Community Engagement and Collaborative Partnerships.* Within this course, candidates will explore, study, examine, and practice skills, which illustrate the role strategic marketing can play in building community support for schools and their programs. Within this context, candidates enrolled in this course will develop leadership perspectives that support school community collaboration and partnerships. 3 s.h. (change in course title and description).

**2018-19:30** EDAD 7014 *Data Driven School Improvement and Program Evaluation.* This course examines the integral impact data-informed decision management has on educational accountability and the efficacy of program initiatives that facilitate standards for improvement in the classroom, building, and district level. Comprehensive data retrieval, analysis, and interpretation are invaluable to promote equitable and culturally responsive leaders who foster not only school improvement, but also a climate where accountability for students reaches further than academic performance. 3 s.h. (change in course title and description).

**2018-19:31** EDAD 7018 *School Discipline, Safety and Student Support Services: The Administration of Policies &Prevention.* Examines school discipline and youth problems that threaten student health, welfare, and safety and research-proven school programs for addressing such problems. Emphasizes the role of school leaders in developing and implementing comprehensive policies and student support programs. 3 s.h. (change in course title and description).

**2018-19:33** Master of Science in Education-Education Administration. Change of learning outcomes. Increase required hours from 30 to 33 s.h. Removal of FOUN 6902 and 7018. Addition of EDAD 6936 and 6975 (Program Change).

**2018-19:34** STAT 6904 *Long-Term Actuarial Mathematics 1*. An introduction to long-term actuarial mathematics through an analysis of survival models and their applications as well as the determination and interpretation of probabilities and statistics related to the present value random variable. 3 s.h. (change in course title and description).

**2018-19:35** STAT 6905 *Long-Term Actuarial Mathematics 2.* A continuation of the study of long-term actuarial mathematics through the application of premium-calculation methodologies and reserving. 3 s.h. (change in course title and description).

**2018-19:36** STAT 6910 *Short-Term Actuarial Mathematics 1.* An introduction to the development of loss and severity models used in actuarial science and the statistical methods used to estimate the parameters of such models. . Prereq.: STAT 6944. 3 s.h. (change in course title and description).

**2018-19:37** STAT 6911 *Short-Term Actuarial Mathematics 2.* A continuation of parametric statistical methods used in short-term actuarial mathematics through an introduction to credibility theory and ratemaking and reserving in casualty insurance. 3 s.h. Prereq.: STAT 6910. (Add a new 6900 level course).

**2018-19:38** CJFS 6915 *Advanced Criminology.* A comprehensive analysis of the causes of crime from an interdisciplinary perspective. Major criminological theories are considered in light of contemporary empirical research. Prereq.:CJFS 3735 or equivalent or permission of the Graduate Coordinator. 3 s.h. (Change of prerequisite).

**2018-19:39** CJFS 6975 *Applied Police Correction Management.* Systematic examinations of the principles and practices of criminal justice organizations and the historical contexts of their implementation. Readings emphasize best practices, legal standards, and interdisciplinary cooperation affecting law enforcement and corrections, especially as they affect financial management, human resources, community relations, homeland security, and the treatment of vulnerable populations. Prereq.:None. 3 s.h. (Change of prerequisite).

**2018-19:40** CJFS 6985 *Grant Writing.* Insight into the methods, strategies, and techniques of grant writing, with emphasis on the proposal components and exploration of funding sources. Each student will exhibit competence in planning, developing, and evaluating a proposal as well as creating a draft of a grant proposal based on an actual request for proposals. Prereq.:None. 3 s.h. (Change of prerequisite and course description).

**The following items were approved with clarification as noted below.**

### 2018-19:23 COUN 6900 : *Counseling Methods and Practice.* Methods and practices of professional counseling relative to relationship, goals, process, and documentation. Relevant ethical guidelines are stressed. Includes experiential skill training. For counseling majors or by permission of Department of Counseling. 3 s.h. (Change of prerequisite).

*The committee inquired if the counseling majors requirement would remain. It was clarified that the counseling requirement would remain however the prerequisite of COUN 6962 would be removed.*

**2018-19:25** EDAD 6936 *Culturally Responsive Leadership.* This course examines culturally responsive pedagogy (CRP), which is a philosophy to facilitate student engagement and academic success by incorporating student cultures, experiences, and identities into the curriculum so that students and teachers can become co-creators of classroom knowledge. 3 s.h. (Add a new 6900 level course).

*The committee noted that the syllabus did not include stated Learning Outcomes or the importance of faculty evaluations. An updated syllabus was received.*

**2018-19:32** EDAD 7020 *Human Resource Leadership.* This course provides an in-depth examination of policies and practices designed to reconcile the interests of organizations (schools) and stakeholders (staff, faculty, and community). Topics include professional and staff development, equal employment, positions description, recruitment, selection, performance appraisal, removal, compensation, and emerging human resource issues. 3 s.h. (Add a new 6900 level course).

*The committee noted that the syllabus did not include stated Learning Outcomes or the importance of faculty evaluations. An updated syllabus was received. .*

Respectfully submitted,

Angie Urmson Jeffries, Senior Coordinator, Graduate Studies

Exceptions Committee Report

January 2019 Meeting

Committee Membership:

Dr. Matt Paylo

Dr. Sal Sanders, Chairperson

Dr. Virgil Solomen

Dr. Mark Womble

GPA Exceptions

The Graduate Council Exceptions Committee has unanimously agreed to grant an exception – permitting regular admission for an applicant whose undergraduate GPA was below the minimum requirement for the program (3.0). This exception was approved as requested by Dr. Lucas Hardy.

Exception approved – 4 Yes Votes and 0 No Votes

Request for an exception to the policy requiring a standardized test to be provisionally admitted to the College of Graduate Studies to a non-degree nursing program with a cumulative undergraduate GPA < 2.7. This exception was approved as requested by Dr. Nancy Wagner.

Exception approved – 4 Yes Votes and 0 No Votes