**YOUNGSTOWN STATE UNIVERSITY**

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

**Wednesday, May 27, 2020**

**WebEx Meeting – 4:00 pm**

The May 2020 Graduate Council Minutes were approved by (7) seven Council Members

with no comments.

**Present**: Mark Womble, Chair, Patrick J. Bateman, Christopher Bellas, Lauren Cummins, Kendra Fowler, Paul Louth, Christine McCullough, Valarie O’Dell, Tomi Ovaska, Matthew Paylo, Dolores Sisco, Virgil Solomon, Sal Sanders, Angie Urmson Jeffries

**Student Representatives**: Jonathan Cambouris, Errek Pham

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

1. April 2020 meeting minutes approved via e-vote: (8) approved, (1) approved with edits emailed to Linda, and 1 abstention.
2. Graduate Faculty

CCCA&C

* 1. Paul Louth, Dana School of Music

A motion was made to approve the CCCA&C faculty application for the

Category 1 membership. The application was reviewed and recommended by the College Graduate Studies Committee. The motion was unanimously approved.

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

The Admission and Appeals Committee approved two academic suspension appeals. The students were academically suspended from the following programs: MSW and Special Education Autism and Related Disabilities. The committee consulted with the Program Director from each program and found that the faculty supported readmission. Please see **Attachment #1.**

* 1. Graduate Curriculum Chair: Virgil Solomon

Virgil Solomon reviewed the two items on the May 21, 2020, Curriculum Committee meeting minutes. A motion was made to accept this report. Please see the Circulation Memo 2019-20: 114-116 in **Attachment #2.**

* 1. Exceptions Chair: Sal Sanders

There was one exception. The Committee unanimously approved changes to the MBA program admission criteria in response to the COVID-19 pandemic.

* 1. GSAC: Jonathan Cambouris and Errek Pham

There is nothing to report at this time.

* 1. Grievance Chair: Christopher Bellas

There is nothing to report at this time.

1. Discussion of changes to study abroad transcript requirements – Sal Sanders

Study Abroad Credit and Transcripts

Original transcripts from the institution where study abroad courses were completed will not be required when the number of credits is less than 21 semester hours **and** the credits have been accepted and are indicated on the official transcript of a regionally accredited college or university.

Sal Sanders explained that it is very difficult at times to get the original transcripts from International universities for people who study abroad. This proposal to permanently change the language will allow us to accept a transcript of the University that granted the credit. This would eliminate the need to get the original transcript from the International university. Nate Meyers (International Programs Office) was in favor of this change.

A motion was made to accept the proposal to change the study abroad transcript requirements. The Council members indicated their vote by raising hands, and the motion passed.

1. Draft Category 1 Graduate Faculty Status to include Part-time Faculty Members (see document included in the email.) - Sal Sanders

A task force has been working on this for some time, and they have provided their feedback as well.

The basic premise is to open Category 1 Graduate Faculty Status to Part-Time faculty members who are well-qualified and meet specified criteria. This is important to some of our programs especially our Ph.D. in Health Sciences as experts from the community will likely be needed to supervise the dissertation.

No vote will be taken at this time. This item will be discussed further at the next meeting. Please send Sal Sanders any concerns or comments regarding the proposed changes as outlined in this attachment.

Please review the DRAFT Language for Category 1 Graduate Faculty included as **Attachment #3.**

1. The nomination of Chairs 2020-21

Following a discussion on committee responsibilities and policies, the following members have accepted the nominations.

* 1. Graduate Council Chair, Valerie O’Dell
  2. Graduate Council Secretary, Kendra Fowler
  3. Admission and Appeals Committee Chair, Dolores Sisco

This committee reviews and makes decisions on exceptions to the Admissions requirement undergraduate institutions that are regionally accredited. They also review appeals of academic suspension. It was agreed that the committee would **not** hear appeals of admission decisions.

* 1. Assistantships Allocation Chair: PLACED ON HOLD FOR 2020-2021.

This committee provides advice to the Dean of Graduate Studies for the allocation of graduate assistantships

* 1. Graduate Curriculum Chair: Nomination: Virgil Solomon

This committee receives the proposed curriculum and program changes from College Graduate Studies Committees and makes recommendations on changes to the Graduate Council.

* 1. Exceptions Chair-Sal Sanders

This committee reviews and makes decisions on waiver requests. The committee is composed of the Dean of the College of Graduate Studies, Graduate Council chair, the Graduate Policy Committee chair, and the Graduate Curriculum Committee chair. The student may be required to present his or her case in person before the committee.

* 1. Grievance Chair Nomination: Christopher Bellas

This committee hears and renders judgment on grievances following the established Student Grievance Procedure.

* 1. Graduate Student Recruitment and Retention Chair: PLACED ON HOLD FOR 2020-2021.

This committee provides advice to the Dean of Graduate Studies on the recruitment and retention of graduate students.

* 1. Policy Chair: PLACED ON HOLD FOR 2020-2021.

This committee considers policy initiated by the Policy Committee, by the Graduate Council, by the Dean of Graduate Studies, or by members of the Graduate Faculty; reviews existing policies; and recommends to Graduate Council both new policy and any necessary revisions in existing policies.

1. Dean Sanders’s Comments –

Sal Sanders thanked the council members for their hard work this year, especially with all the changes, exceptions, and the challenges that the COVID-19 pandemic has presented to all of us.

Due to Mark Womble’s retirement, this was his last meeting as Chair of the Graduate Council. He told everyone he greatly appreciated everyone’s support and it was great working with all of them.

The meeting was adjourned at 5:03 pm.

Respectfully submitted,

Linda Hulburt Blosser

Administrative Assistant

The College of Graduate Studies

**Attachment #1**

Admission and Appeals Committee Report

Report submitted by Dolores Sisco - 5/26/2020

May 2020

The Admission and Appeals Committee approved two academic suspension appeals. The students were academically suspended from the following programs: MSW, Special Education Autism and Related Disabilities. The committee consulted with the Program Director from each program and found that the faculty supported readmission.

**Attachment #2**

**Report by Virgil Solomon**

Graduate Curriculum Committee Meeting Minutes

May 21-27, 2020, E-mail Meeting

Members Participating: Virgil Solomon (chair), Christopher Bellas, M. Kathleen Cripe, Christine McCullough, Faramarz Mossayebi Ying Wang

Members Excused: Daniel Ayana Student Reps.: Brian Duricy, Errek Pham

Agenda: May 21, 2020 circulation packet –2019-20:115-116

New Business:

### The following items were approved:

### 2019-20:115 ENST 5830 Toxicology and *Risk Assessment*. A study of environmental toxicology of chemicals, primarily anthropogenic pollutants, and their effect on humans and ecosystems. Includes transportation of pollutants in the environment, biochemical reactions, toxicity testing methods, and dose-response assessment. Continues with an introduction in the process of estimating risk and the perception of those risks including how risk is used to set environmental standards. Prereq.: ENST 1516 junior, senior or graduate standing. 3 s.h.. (Change of course title and course description and prereq.)

**2019-20:116** ENST 5810 Environmental Safety. The proper use of environmental monitoring instruments and personal protective gear. Participation in a series of realistic, hands-on simulation exercises that address a variety of waste clean-up situations. Topics include chemical and physical hazards of chemical compounds and toxicology and adverse effects of chemical exposure. The class meets for three hours per week. Successful completion of the course earns OSHA Hazwoper 40 hour training certificate. Prereq.: ENST 260, equivalent experience or permission of instructor. 3 s.h. (Change of course description, hours, and prereq.)

**Attachment #3**

**Submitted by Sal Sanders**

**DRAFT Language for Category 1 Graduate Faculty**

1. Category I

For 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 the completion of the training. Training is required to be completed every five years and will be required for the 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 s-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 three (3) 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 a 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