

**OAKLAND UNIVERSITY GRADUATE COUNCIL
MINUTES OF THE MEETING**

January 28, 2004

100 KRESGE LIBRARY

Approved:

Present: Ronald Sudol, Vincent Khapoya, Krzystof Kobus, Kathleen Moore, Mildred Merz, Sherri Oden, Mohinder Parkash , Claire Rammel, Darlene Schott-Baer, Kris Thompson. Absent: Lisa Hawley, Ishwar Sethi,

Staff: Julie Delaney, Lynette Folken

Call to Order

This meeting was convened at 2:10 p.m. by Ronald Sudol, Associate Provost.

I. APPROVAL OF MINUTES

The MOTION to approve the minutes of December 10, 2003 was made, Seconded and Passed, unanimously.

II. REPORT OF THE CHAIR

Budget

Ron Sudol reported that he had no further information about the budget and gave a brief overview of the recent budget retreat at which the topic of regularizing faculty workload was introduced. Towards this end, a subcommittee of deans will be attempting to formulate a plan in which each dean would have to justify workloads in his/her area. Discussion followed regarding the difficulties of undertaking such a complicated process considering the various things for which faculty devote time, but don't necessarily receive credit, e.g., thesis/dissertations, research/grants, special projects, and the difficulty of weighing one against the other.

Claire Rammel pointed out that the university does not force any kind of continuation enrollment, so there is no data affiliation between faculty load and thesis/dissertation oversight. Individual faculty members may be serving on more than one dissertation committee. Only the School of Nursing requires continuous enrollment showing that faculty are spending time with the students. In other areas, students register once and may not register again while working on their dissertations. Ms. Rammel suggested that the topics of residency requirement and continuation fee should be brought before Graduate Council.

More information from the budget retreat was shared including the offer by some employees to voluntarily reduce their work hours to 32 if the benefit structure is agreeable. The correlation between number of hours worked and benefits is being investigated. Ms. Rammel shared the Graduate Study's budget proposal: a reduction in the cost of producing the graduate catalog and the discontinuation of an old agreement between Oakland University and Henry Ford Hospital.

As part of a Cooley Law School update, Ms. Rammel advised the council members that Cooley will be meeting once again with the Provost (and probably both presidents) about negotiating a “branch” agreement which is the final step towards moving the entire law school to the Oakland Campus. This final move will allow students to obtain the complete degree on this campus. Under the current “satellite” agreement, the number of credits a Cooley student can take, away from the Lansing campus, is limited. The first cohort of Cooley students will be ready to enroll under a “branch” agreement in fall 2004.

Continuing the Cooley Law School update, Ms. Rammel reported that the resident dean for Cooley Law School, John Nussbaumer, has met with most of the deans to discuss how Cooley and Oakland can integrate programs and degrees to respond to community needs. One of the community services that approached Cooley was the Pontiac Women’s Survival Center. In this particular instance, Mr. Nussbaumer met with Mary Otto, Linda Thompson and Luellen Ramey to discuss counseling and health service opportunities.

At the request of Darlene Schott-Baer, a discussion of the “disincentives” of incentive programs was added to the agenda. Ms. Schott-Baer reported that the School of Nursing introduced many on-line courses into their programs at a time when the university was encouraging departments to do so, but now is unable to get money back when these courses are included in an incentive program. An incentive program must have 90-95 percent “sit time.” Ms. Schott-Baer asked if there is anything that Graduate Council can do to help with this situation. Claire Rammel said she would make inquiries.

III. NEW BUSINESS

First Reading – RN to MSN Program

The proposed RN to MSN sequence would meet the requirements for both the undergraduate and graduate courses by combining related content in selected basic areas. Students would be admitted to the R.N. - M.S.N. program and matriculate more easily from undergraduate to graduate classes. The program involves the development of “transition” courses that would satisfy the undergraduate and graduate requirements and allow students to matriculate directly to graduate education. Content from two of the graduate foundation courses would be integrated with the content of two of the RN/BSN courses. This program involves a two-stage admission process.

A MOTION was seconded and passed for this to be a first reading. Graduate Council will return to it at the next meeting at which time the program budget will be introduced.

Policy Recommendation - Appeal of Grade Deadline

The Registrar, Steve Shablin, reports that his office has seen a considerable increase in students seeking an appeal of course grades assigned several years after initial grading of the course. He is requesting a policy recommendation from UCUI and the Graduate Council for a grade appeal deadline, associated with the semester in which the grade was earned. If approved, the

recommendation will probably be passed to Academic Council before being presented to Senate for consideration.

Claire Rammel agreed with Mr. Shablin's assessment and stated that Graduate Study is receiving an increasing number of grade appeals including many late appeals which are several years past the semester in which the grade was earned. This is causing considerable problems for all participants in the process. She also pointed out that if the council members agreed with the idea of a deadline for appeal of grade, a retention policy would have to be developed for the retention of course material through the end of the appeal deadline. Ms. Rammel distributed copies of two policy recommendations: Amendment to Grade Appeal Process and Student Final Exam, Term Paper, Projects Retention Policy.

During the discussion that ensued, those present agreed that students should have a legitimate period of time to appeal their grade, and they should have time to review materials to make a decision about the final grade. The following suggestions were put forward:

- A statement should be introduced allowing departments to have more stringent deadlines.
- Oakland should be obligated to respond to the student's appeal within a certain period of time.
- A change should be made to the amendment to read Course Grade Appeal Process to clarify that the student is appealing a final grade.
- To be official, an appeal form should be developed and sent from the instructor to the department chair.
- Clarification of the meaning of "unclaimed/non-reviewed" materials should be given.

Graduate Council will return to this topic at the next meeting. Claire is going to review the University Retention Document to see if guidelines exist regarding how long faculty must retain course materials (exams, projects, papers etc.).

V. OLD BUSINESS

Discussion of Graduate Program Review Guidelines

Claire Rammel redistributed the proposed program review guidelines completed by a subcommittee of Graduate Council last year. She stressed the importance of approving and initiating them as soon as possible. Program reviews will be the main topic of discussion at the next meeting.

VI. ADJOURNMENT

The meeting was adjourned at 4:05 p.m. The next meeting is scheduled for Wednesday, February 11, 2004.