

## **GRADUATE COUNCIL MINUTES**

**13 February 2008**

Approved:

**Present:** Tom Blume, Jacqueline Drouin, Donna Free, Lisa Hawley, Rob Kushler, Mildred Merz, Joseph Shively, Mohamed Zohdy

**Absent:** Zissimos Mourelatos, Frances Jackson

**Guests:** Christina Grabowski

**Staff:** Julie Delaney, Lynette Folken

### **I. CALL TO ORDER**

The meeting was convened at 2:00 pm by J. Shively, Vice Chair.

### **II. APPROVAL OF MINUTES**

J. Shively called for a motion to approve the minutes of October 10, 2007, October 24, 2007, December 5, 2007 and January 16, 2008. R. Kushler moved to approve and

L. Hawley seconded. Motion passed.

### **III. REPORT FROM THE CHAIR**

**a.** J. Shively welcomed Donna Free as a returning member of Graduate Council.

### **IV. INFORMATIONAL ITEMS**

**a.** The 2003-2008 Assessment Report was distributed to Graduate Council members. J. Delaney reported that following an audit, departments were notified and asked to submit their program assessment plans. Many departments have not yet responded and will be re-contacted. M. Zohdy asked if departments can submit information on-line; possibly using Moodle. J. Delaney will investigate the possibility.

### **V. UNFINISHED BUSINESS**

#### **a. Ph.D. in Electrical and Computer Engineering program proposal**

M. Das addressed the list of Graduate Council questions which were forwarded following the January 16<sup>th</sup> meeting. Attached are the Graduate Council questions and Engineering's responses. The following questions were discussed in more detail:

**#14:** T. Blume questioned the number of students quoted. D. Das stated the reported numbers were based on historic data over the last 3 years. He indicated the Electrical and Computer Engineering degree is the most dominate program among all of the engineering fields.

# 15 T. Blume recommended the phrase “hope to attract” be replaced with “we will attract.”

#17 M. Das explained the request to split “electrical computer engineering” out from under the “systems” umbrella is similar to what “mechanical engineering” did several years ago. Students interested in a mechanical engineering degree no longer enroll under the systems engineering program umbrella. J. Delaney supported M. Das’ comment and stated that prior to the offering of a mechanical degree, students were required to enroll under systems engineering; even though their focus was on a mechanical engineering track. Additionally, since industry requires a specific profile or description of mechanical engineering, the systems engineering degree proved to restrict employment for many mechanical engineering graduates.

Once the PhD in Mechanical Engineering program was approved, students transitioned from the PhD in Systems Engineering program over time (see chart in the proposal). M. Das expects to see a similar situation with the PhD in Electrical and Computer Engineering program. At this time, the School of Engineering does not anticipate further splitting of current engineering programs.

L. Hawley asked how faculty resources will be affected. M. Das stated that faculty resources will not be impacted. Students currently admitted to the PhD in Systems Engineering program are assigned an adviser based on their particular specialty or department of interest.

**#22 It seems odd that the Dean has to approve the committee. Why not the Department chair? Is this the policy for other SECS PhD programs?**

M. Zodhy stated that the review committee is composed of advisers, faculty and occasionally outside mentors who provide expertise in the field. After obtaining appropriate approval within the School of Engineering, the form is submitted to Graduate Study for final review and processing.

The Council of Graduate Schools has established criteria for the composition of committees and most graduate institutions have faculty who are certified specifically for graduate students. Once faculty have tenure, they are certified and eligible to serve on doctoral committees. Oakland’s faculty have the dual responsibility of serving both graduate and undergraduate students. Additional questions may be directed to B. Bhatt or C. Rammel at the next meeting.

**#23 mustn’t the dissertation also represent new work? (Pg. 22, Paragraph 3.3.5)**

M. Zodhy stated that Engineering has recently established a “Research Committee” that will be recommending what constitutes “new research contribution” as well as the possibility of requiring a minimum number of published articles.

**#25 Time to degree requirement**

M. Das deferred this question to the next Graduate Council meeting (February 20, 2008) when B. Bhatt will be in attendance. J. Delaney said that the graduate policy provides for a six year time limit (with a 2 year extension option) for course work earned toward a master’s degree. While

the time limit for doctorals programs cannot exceed 8 years, specific time limits for doctoral programs are published in the Graduate Catalog.

**#34** M. Zodhy recommended obtaining a support letter from Google in Ann Arbor to include in the proposal.

**#38** M. Merz submitted the library report for the PhD in Electrical and Computer Engineering proposal. She was asked whether OU might consider instituting a library fee. She indicated that since OU had eliminated fees, a proposal to create a new fee would require Board approval. Additionally, the proposal would have to request that the fees be allocated to the Library. M. Zodhy asked if any endowment funds are available. M. Merz was asked to provide a statement of the available endowment fund balance.

J. Shively received the budget from the Senate Budget Review Committee and will distribute it to members. The report from the Senate Planning committee has not yet been received.

M. Zodhy is currently a member of an adhoc committee consisting of the Chair of the Assessment Committee, Chair of Senate Planning, Chair of Senate Budget and Michelle Pickulich. The committee is looking into streamlining the approval process for new programs. A report will be available by the end of the semester

J. Shively thanked M. Das for addressing the questions prepared by Graduate Council. The proposal will be presented for its second reading at the February 20<sup>th</sup> Graduate Council meeting.

J. Shively asked that any additional questions be forwarded to Graduate Study in preparation for the 2<sup>nd</sup> reading on February 20th. J. Delaney asked that all additional questions be emailed to L. Folken at [folken@oakland.edu](mailto:folken@oakland.edu) . L. Folken will compile and forward all new questions to B. Bhatt.

### **b. Transcript Requirement for Graduate Admissions**

J. Shively presented the revised proposal. It was agreed that F. Jackson's concern regarding the receipt of Associate Degree Transcripts requirement was covered in the paragraph stating "programs can request additional transcripts beyond the minimal requirements". The following changes were recommended:

Paragraph 4 & 5: T. Bloom recommended removing "subsequent".

Paragraph 1: Begin the first sentence with "An official college transcript....."

J. Shively called for a motion to approve the proposal with changes. T. Bloom moved to approve and seconded by R. Kushler. Passed.

### **c. Professional or Practice-Based Doctoral Programs**

#### **Minimum Requirements for Submitting the Research Project**

On behalf of the Physical Therapy and Nursing, J. Drouin distributed a draft of the requirements for the doctoral research projects. An earlier draft document, created by C. Rammel was also circulated. After some discussion, J. Delaney asked J. Drouin and F. Jackson to review both draft documents and create a new document that combines the information.

#### **V. NEW BUSINESS**

#### **VI. GOOD AND WELFARE**

C. Grabowski reported that Admissions has received over 350 responses to the open house which is being held on February 13<sup>th</sup> in the Oakland Center.

#### **VII. ADJOURNMENT**

The meeting adjourned at 3:30 pm.

The next scheduled meeting is February 20, 2008 at 2:00 pm in 100 Kresge Library.