

Oakland University

GRADUATE COUNCIL MINUTES

Wednesday, April 10, 2013 – Meeting #12

Location: 100 KL

Meeting Time: 2:00-4:00 pm

Approved: 09/11/2013

Present: Gary Barber, Roman Dembinski, Donna Free, Tamara Hew-Butler, Robert Noiva, Linda Pavonetti, Claire Rammel (*Ex Officio*), Darlene Schott-Baer (Chair), Meir Shillor, Carol Swift

Absent: Shawn Lombardo (excused), Cheryl Riley-Doucet (excused), David Schall (excused)

Staff: Tina Muncy

Guest: Doug Wendell, Biology Department

The meeting was convened by Darlene Schott-Baer, Chair, at 2:05 PM.

I. APPROVAL OF MINUTES

Ms. Swift made a motion to approve the minutes of the March 13, 2013, Graduate Council Meeting as written. Mr. Shillor seconded the motion. Motion passed unanimously.

Mr. Shillor made a motion to approve the minutes of the March 27, 2013, Graduate Council Meeting as revised. Mr. Dombinski seconded the motion. Motion passed unanimously.

Revision made to minutes: On page two, add to the end of the ninth paragraph, "A summary of discussion issues will be sent to the department".

II. REPORT OF THE CHAIR

**** Leave of Absence Changes**

The Council was presented with the recommended revisions of the Request for Leave of Absence policy for consideration. The purpose of the revision is to include Masters students because the current policy only refers to Doctoral student and needs to be tied in with both the Continuous Enrollment Policy for Doctoral programs and the Minimum Enrollment Policy for Masters students.

Some recommended corrections/revisions were as follows:

1. In first paragraph, first sentence, change from ".....from their adviser or doctoral committee chairperson." To ".....from their advisor or committee chairperson."
2. In second paragraph, remove repeated phrase "for doctoral students and Minimum Enrollment policy (Masters)."
3. Use the term "graduate" student in place of "masters or doctoral" students.
4. In second paragraph, second sentence, change from "A student on official Leave of Absence.....set forth in the Continuous Enrollment Policy (Doctoral) or Minimum Enrollment Policy (Master's)." to "A student who has been approved for an official Leave of

Absence.....set forth in the Ph.D. Continuous Enrollment Policy or Masters Minimum Enrollment Policy.”

There was discussion about using the term Ph.D. or Doctoral. Using the term Ph.D. would leave out the DNP and DPT programs and, also, the time to degree differs for the doctoral and Ph.D. programs.

Currently, the Continuous Enrollment Policy for the doctoral programs allows the leave of absence for up to two semesters (Fall/Winter or Winter/Fall). The Minimum Enrollment Policy for Masters programs includes the Summer Semester also. Ms. Swift stated that her unit has asked if including the Summer Semester could be looked at for the Continuous Enrollment Policy also. Ms. Schott-Baer suggested that her unit forward a request to revise the policy to the Graduate Council next year for consideration.

Ms. Schott-Baer stated that she would revise the Leave of Absence Policy as suggested by the Council members and email a revised document to the members that can be voted on by email. All agreed.

III. NEW BUSINESS

**** Modifications to the Master of Science in Engineering Management Program**—Reviewer: Roman Dombinski

Motion: To recommend approval of modifications to the Master of Science in Engineering Management Program

First Reading: Debatable, amendable, but not eligible for final vote at this meeting.

The proposed modifications include modifying restrictions on the program’s Group A engineering elective courses; move ECN 521 from Group B management courses to Group C elective courses; move MGT 550 from Group C elective courses to Group B management courses; and add ISE 550 to the Group C elective courses.

Ms. Free stated that MIS 525, listed in Group C, no longer exists but is still listed in the catalog. She said that the School of Business now offers ECN 500 that is now the prerequisite to ECN 521 and suggested that Engineering might would like to consider adding ECN 500 to Group B. Ms. Schott-Baer stated that she would make Engineering aware of Ms. Free’s suggestion, when she emails the outcome of the proposal to them, and suggest that they contact Ms. Free in regard to the course addition.

Mr. Shillor made the motion to waive the second reading of the proposal and approve the modifications to the Master of Science in Engineering Management program, pending the suggested revisions. Ms. Free seconded the motion. Ms. Schott-Baer suggested that she could email the revised document to the Council members and take the final vote by email. All agreed.

IV. OLD BUSINESS

Modifications to the Master of Science in Biology Program—Reviewers: Bob Noiva and Meir Shillor

Motion: To recommend approval of modifications to the Master of Science in Biology Program.

Second Reading: Debatable, amendable, and eligible for final vote at this meeting.

Modifications to the Doctor of Philosophy in Biomedical Sciences: Biological Communication Program—

Reviewers: Bob Noiva and Meir Shillor

Motion: To recommend approval of modifications to the Doctor of Philosophy in Biomedical Sciences: Biological Communication Program.

Second Reading: Debatable, amendable, and eligible for final vote at this meeting.

Doug Wendell attended the meeting to address the Graduate Council's questions of the modification proposals of the Master of Science in Biology and the Doctor of Philosophy in Biomedical Sciences: Biological Communication Programs.

Q: If the plan of study is not completed until the first semester, how do students know what course should be taken the first semester?

A: A system needs to be implemented to insure that students come into the department to be advised, such as placing a hold on their registration. They would not be able to register the first semester until they come in for advising and would be unable to register for the second semester until their plan of study is completed. In order to communicate to the students that they must be advised prior to registering for their first semester, a letter or packet from the biology department would be mailed to the students along with the acceptance letter from the Graduate Study Office. The system holds will also assist in making sure that students have their mentor in place before getting too far along in the program without one. Ms. Rammel asked about graduate assistants not being set up for payroll until they have been advised. Mr. Wendell explained that the Biology Department does not award assistantships to students who do not have a mentor, so the hold on payroll will be another step that will be helpful in the advising/mentor process. A question was asked about the number of students currently in the master's program. Mr. Wendell said that there is currently about twenty master's students and approximately fourteen PhD students.

Q: Is it easy for a master's student, should they decide to do so, to apply for the PhD program?

A: Courses do transfer from the master's to the PhD, but additional courses are required if switching into a new area. It is not uncommon in the Biology Department for students to go into the PhD program with the bachelor's.

Q: The curriculum on the website did not seem to be what is in the current catalog. The PhD program states a minimum of eighty credits beyond the master's degree yet, looking at the proposal, it seems that a lot of the curriculum is the same as the master's degree program.

A: The curriculum information on the website was posted when the program first began and does need to be updated. The information in the catalog is the most current curriculum that should be followed and, when referring to program requirements, it is stated on the website to see the catalog. Many of the courses for the master's and the PhD do overlap, but the main thing about the PhD for biology is the dissertation rather than a lot of additional lecture courses. A master's student could enter into the PhD program already having satisfied a majority of the course requirements in the PhD program. Ms. Rammel asked if substitution of the core was done in such cases and Mr. Wendell replied no. Ms. Rammel's point was that, without substitutions, it would be possible for a student to receive the PhD with just ten credits from the two 600 level courses and the dissertation.

Q: Is it ever determined that a student transferring to the PhD program, having received the master's, does not need to take anymore courses and just give them dissertation credits? Or would they be required to take additional didactic courses?

A: There are a couple of doctoral, 600 level, courses that they would need to take. Potentially, if the graduate program and the student's mentor feel that the student does not need additional courses, they would not be required to take more. In that the case, they would need to get their dissertation proposal together and prepare for their qualifying exam.

Q: Will the title of the communications courses in the curriculum be revised to reflect the title change of the program?

A: It does need to be looked at and reviewed in the future.

Council discussion determined that eventually the new dean of Arts and Sciences and the new provost need to look for a new level of commitment towards a PhD degree from the Biology Department. **Mr. Shillor made the motion to approve the proposed modifications for both the Master of Science in Biology Program and the Doctor of Philosophy in Biomedical Sciences: Biological Communication Program and**

forward, with a note to the Provost, listing the Council's concerns. Ms. Swift seconded the motion. Motion passed unanimously.

New Certificate Programs—Reviewers: Tamara Hew-Butler and Shawn Lombardo

Graduate Certificate: Emotional Impairment

Motion: To recommend approval of the new Graduate Certificate: Emotional Impairment.

Second Reading: Debatable, amendable, and eligible for final vote at this meeting.

Graduate Certificate: Specific Learning Disability

Motion: To recommend approval of the new Graduate Certificate: Specific Learning Disability.

Second Reading: Debatable, amendable, and eligible for final vote at this meeting.

There was some discussion of delivery methods and online courses and Ms. Schott-Baer stated that this is an issue that is beginning to be looked at on a university level. ***Ms. Hew-Butler made the motion to approve both of the proposed new certificate programs for Emotional Impairment and Specific Learning Disability. Mr. Noiva seconded the motion. Motion passed unanimously.***

Modifications to the Master of Education in Special Education: Autism Spectrum Disorder Program—

Reviewers: Donna Free and Shawn Lombardo

Motion: To recommend approval of modifications to the Master of Education in Special Education: Autism Spectrum Disorder Program.

First Reading: Debatable, amendable but not eligible for final vote at this meeting.

Proposed modifications include eliminating the foundations core as a degree requirement; modify exit options; eliminate three courses (SE 624, SE 601, and SE 619) and add one (SE 503); add two new courses to the core (SE 600 and SE 505); add six elective credits to the core; reduce the ASD concentration courses to three credits each; and change credits required for the degree to 44 credits with no range.

Modifications to the Graduate Certificate in Autism Spectrum Disorder, Options A and B—Reviewers:

Donna Free and Shawn Lombardo

Motion: To recommend approval of modifications to the Master of Education in Special Education: Autism Spectrum Disorder, Options A and B.

First Reading: Debatable, amendable but not eligible for final vote at this meeting.

Proposed modifications include the reduction of credit hours from four to three for SE 559, SE 527, SE 578, SE 579, and SE 596 in Option A. The same credit reductions are also proposed for Option B with SE 502 and SE 524 remaining at four credits.

Ms. Free made the motion to waive the second reading of the proposed modifications to the Master of Education in Special Education: Autism Spectrum Disorder Program and the proposed modifications to the Graduate Certificate in Autism Spectrum Disorder, Options A and B. Mr. Shillor seconded the motion. Motion passed unanimously.

Ms. Free moved to recommend approval of the proposed modifications to the Master of Education in Special Education: Autism Spectrum Disorder Program and the proposed modifications to the Master of Education in Special Education: Autism Spectrum Disorder, Options A and B. Mr. Shillor seconded the motion. Motion passed unanimously.

Modifications to the PhD in Education: Early Childhood Education Program—Reviewers: Bob Noiva and Tamara Hew-Butler

Motion: To recommend approval of modifications to the PhD in Education: Early Childhood Education Program.

First Reading: Debatable, amendable but not eligible for final vote at this meeting.

Proposed modifications include the deletion of FE rubric and substitution of EC rubric for two courses; add an additional option of taking two credits at a time for EC 851 and EC 852; a change in dissertation course offerings; and change credits for EC 750 and SE 750 from 2-4 to 2-6.

There was some discussion regarding students who are currently in the program and how the program modifications will affect them. Ms. Swift explained that their credits under the previous program will be counted towards graduation. Ms. Rammel stated that a new plan will need to be developed for each student. Ms. Rammel also said that she and Ms. Swift will need to meet at a later date to work through some foreseen issues in the changeover.

Mr. Noiva made the motion to waive the second reading of the proposed modifications to the PhD in Education: Early childhood Education Program. Mr. Shillor seconded the motion. Motion passed unanimously.

Ms. Hew-Butler moved to approve the proposed modifications to the PhD in Education: Early childhood Education Program. Mr. Noiva seconded the motion. Motion passed unanimously.

V. GOOD AND WELFARE

No report

VI. ADJOURNMENT

The meeting adjourned at 4:00 PM.

****NOTE:** "On April 16, 2013 electronic copies of the Modifications to the Engineering Management MS and a draft of the Leave of Absence policy were distributed to members of Graduate Council. An email vote was conducted. Responses were received from 9 of the 10 voting members.

Modifications to the Engineering Management MS program: 9 yes, 0 no. Modifications were approved.

Leave of absence policy. There was a concern expressed that the inclusion of "PhD" specifically in the policy results in the professional doctorates being excluded from the LOA policy. While the vote was 5 yes, 4 no, the policy will be brought back to Graduate Council in the fall for clarification on the intent of the policy.

The chair expressed thanks to all members for their hard work over this past academic year."